

# Technology in the Courtroom

This courtroom is fully equipped with a digital evidence presentation system.

## PLEASE READ: IMPORTANT INFORMATION

1. **HDMI and VGA inputs** are available at the **lectern** and **counsel tables** for attorneys when presenting evidence from a laptop or other device.
2. The **lectern** has a **document camera** that can present **images of exhibits** (documents, photographs, physical objects, non-electronic images, etc.).
3. This courtroom is equipped with:
  - **Realtime court reporting** - Coordinate with the Court reporter.
  - **Assisted listening** – Wireless headphones that will amplify proceedings for the hearing impaired.
  - **Language Interpreting** - Wireless headphones that will support the delivery of simultaneous interpretation of court proceedings to multiple litigants or jurors.
4. **Internet access is available from Courtroom Connect.** Please email [www.courtroomconnect.com](http://www.courtroomconnect.com) or call 877-838-9080.

## MUST FOLLOW: DO's & DON'Ts AND TIMELINES

5. While using digital evidence presentation, please **plug in the video cable BEFORE turning on the laptop.**
6. **DO NOT unplug any of the courtroom equipment and DO NOT plug in any of your equipment other than a device to display the evidence, **without the approval from the courtroom clerk.****
7. **DO NOT use the power in the floor box. Power has been brought to the tabletops.**
8. **All switches, scalers or other technical equipment will require prior IT approval.**
9. **Extra monitors for openings and closings and Wireless mics must be approved by the courtroom clerk and requested at least 24 Hours in advance.**
10. Please arrange to **test your equipment with the courtroom clerk at least 48 hours in advance.**
11. Please arrange to **schedule a video conference with the courtroom clerk at least one week in advance.**