#### Courtroom Technology

# What equipment can I use to present evidence in the courtroom?

- ► Laptop both PC and MAC
- ► Tablets & iPads with HDMI adaptor
- Document Camera
- ► <u>All</u> other equipment needs prior approval from the Court

# Where in the courtroom can I present evidence?

- Attorney Tables With a locally wired input
- Lectern or Media Cart
  - ▶ With a locally wired input

### Before trial, should I bring my presentation device to the court to test?

- ► YES
- ► YES
- ► YES
- Contact the courtroom deputy to schedule a time for complete testing prior to trial as the trial date approaches.
- Make sure to test all aspects of your presentation, including:
  - Audio
  - ▶ Video
  - ► Font Size/Scaling
- ▶ On each hearing date, be sure to set-up at least ½ hour early to make sure everything is operational.

# Who controls the evidence presentation system at trial?

- ► The Judge and courtroom deputy have full control of the system.
- Communication is key
  - Inform the courtroom deputy which input you are using.
  - When presenting evidence, identify the evidence (admitted, not admitted, chalk...)

#### Who can see the evidence?

- Courtroom monitors have four display groups
  - **▶**Judge
  - Attorney Tables (includes Judge)
  - Witness Monitor (includes attorney tables & Judge)
  - ► Show to all Monitors (includes all the above and Jury monitors)
- Gallery Monitor: If this monitor is displaying evidence, the jury monitors are as well!

### How do I present admitted & non-admitted evidence?

- Once evidence is admitted, the courtroom deputy will display the evidence to the Jury.
- When introducing non-admitted evidence, inform the courtroom deputy in advance of production, so they can stop the display to the Jury.
- Promptly remove evidence from the camera

#### Can I digitally annotate evidence?

- Annotation is available in our District Judge courtrooms
- Touch screen monitors for annotation are located at the lectern and the witness stand
- This feature allows the attorney and/or witness to mark-up an exhibit

## Does the Court provide internet access?

- No
- Courtroom Connect provides internet access for a fee in the Moakley courthouse.
- Complete and submit the "Request for Courtroom Internet Access" form on the Court's website to the courtroom deputy.
- Once approved by the court you must contact Courtroom Connect to create an account to gain access.
- Courtroom Connect's phone number is: 877-838-9067

# Teleconferencing & Videoconferencing

- All Courtrooms are equipped with this technology.
- However, this technology is not typically used for trials.

#### Reminders

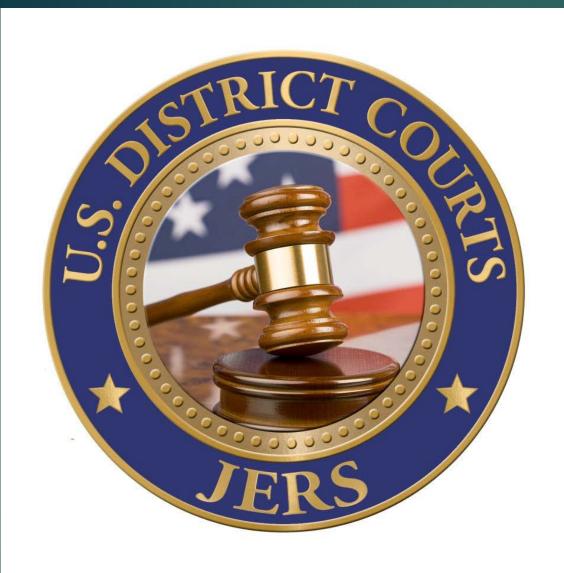
- Plug in the video cable BEFORE turning on the laptop.
- DO NOT unplug any of the courtroom equipment and
- DO NOT plug in any of your own equipment other than an allowed device, without the approval from the courtroom clerk.
- DO NOT use the power in the floor box. Power has been brought to the tabletops.
- All switches, scalers or other technical equipment will require prior IT approval.

#### A&O

▶ What questions do you have?

### <u>JERS</u>

JURY EVIDENCE RECORDING SYSTEM



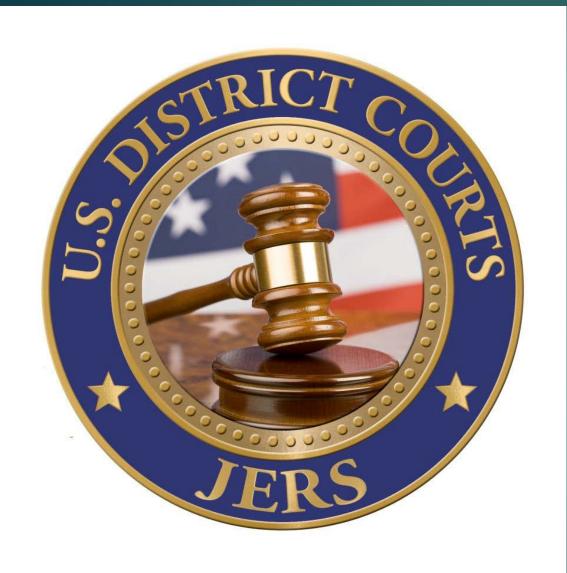
#### JURY EVIDENCE RECORDING SYSTEM

- Developed by the Western District of North Carolina.
- Provides electronic access to exhibits admitted during trial for deliberating juries.
- ➤ Each District Court Jury room has a large format [at least 46"] touch screen with an attached computer and speakers.
- Confirm with the Courtroom Deputy on if the Judge requires JERS to be used and when the exhibits need to be delivered.



#### JURY EVIDENCE RECORDING SYSTEM

- Exhibits should be submitted whenever possible on either a CD [700MB] or DVD [4.7GB]. Other removable media types need permission of the presiding Judge and need to be scanned for viruses prior to use on court issued computers.
- > Documents and photographs must be in the following file formats: .bmp, .gif, .jpg, .pdf, .tif
  - PDF documents where possible should not be larger than 50MB as it will take longer to load and view in the deliberation room.
- Video and Audio recordings must be in the following formats: .avi, .mpg, .mp3, MP4, wav, .wma, .wmv



#### JURY EVIDENCE RECORDING SYSTEM

➤ In addition to the Courtroom Deputy for the Judge presiding over your case, you can direct inquiries about JERS to:

Boston cases: Brendan Garvin 617-748-9241 Springfield cases: Bethaney Healy 413-785-6803 Worcester cases: Robert Alba 508-929-9907

Additional information including instructions on how to name the exhibits for loading into JERS can be found under the ATTORNEYS menu on the Court Website www.mad.uscourts.gov