

2017

# Courtroom Technology Attorney Reference Guide



Western District of North Carolina

3/1/2017

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## COURTROOMS

### Charlotte Courtroom No. 2-1



Figure 1 - Charlotte Courtroom No. 2-1

Charlotte Courtroom 2-1 is the “model” courtroom in the district. The standards implemented in this courtroom will be duplicated in the subsequent courtrooms. In 2016, the courtroom’s evidence display equipment was upgraded. The courtroom deputy can control all aspects of the evidence display system from a single panel. Each counsel table is equipped with monitors, laptop/tablet connections, audio connections, two microphones, annotation monitor, and a document camera. There are control panels for the presentation display equipment located at counsel tables, the clerk’s bench and judges’ bench. An annotation monitor is also available at the witness stand. Jury monitors are present in the courtroom.

### AVAILABLE EQUIPMENT

The following equipment is available in the courtrooms in the WDNC. All courtrooms are equipped with laptop inputs, microphones, and wireless internet. In our Article III courtrooms, there is evidence presentation equipment such as the document camera, annotation monitor, monitors for jury viewing, and Crestron control equipment.

We are in the process of upgrading our evidence display system in each courtroom, and although the model of the equipment may vary, the overall equipment operation is very similar.

Courtrooms	Document Camera	Annotation Monitor	Jury Monitors	Internet	Microphones	Headsets	Control Panel	Video Conference	Teleconference	Air Media
Asheville 1	X	X	X	X	X	X	X	X	X	
Asheville 2 Magistrate	X		X	X	X	X			X	
Asheville 3 Bankruptcy				X	X	X		X	X	
Charlotte 1-1	X	X	X	X	X	X	X	X	X	X
Charlotte 1-3 Magistrate				X	X			X	X	
Charlotte 2-1 Potter	X	X	X	X	X	X	X	X	X	

Charlotte 2-2	X	X	X	X	X		X		X	
Statesville	X	X	X	X	X	X	X	X	X	

Figure 2 - Available Equipment

## Document Camera



Figure 3 - Document Camera

Document Cameras are available in each Article III courtroom, and can be made available in all others if requested in advance. The camera allows counsel to present evidence through video monitors. All settings on the camera have been calibrated.

### Document Camera Features

The camera has many features; however, the ones you should be familiar with are:

Button	Feature
<b>Power</b>	Powers the camera on or off. The camera should be turned on using the Evidence Display equipment, but if not, press this button.
<b>Freeze</b>	Used primarily when switching objects. The last image on the camera is frozen until a new item is loaded. Hold down the button until message "Freeze On" appears on the screen.
<b>Zoom</b>	Allows an item to appear closer (+) or farther away (-)
<b>Focus</b>	Cameras are set to autofocus, however, you can manually adjust the image to appear sharper or more blurry.

Figure 4 - Document Camera Features

## Annotation Monitor

There are annotation monitors available for use in each courtroom (one at counsel table, and one at the witness stand, however, Charlotte Courtroom 2-2 only has one at the witness stand.)

The monitors are touch screen that allows visual annotations on exhibits, or can be used as chalkboards permitting freehand drawings. Each monitor is equipped with multiple color markings, and a clear the last annotation or clear all annotations.

## Using the Annotation Monitor

Below are some helpful tips when using the annotation monitor:

- If presenting evidence in Charlotte Courtroom 2-1, before annotations can be made on the screen, the courtroom deputy must turn on the Pointmaker from their master control panel.
- Use your fingers to draw lines, circles and other markings that emphasize items displayed on the monitor. This cannot be used to “highlight” text. It is not a fine line and requires practice.
- Each monitor will be marked for “color” and “clear.” Gently tap the appropriately marked corner for the corresponding action.
- To change the annotation color, tap the corner until the desired color appears.

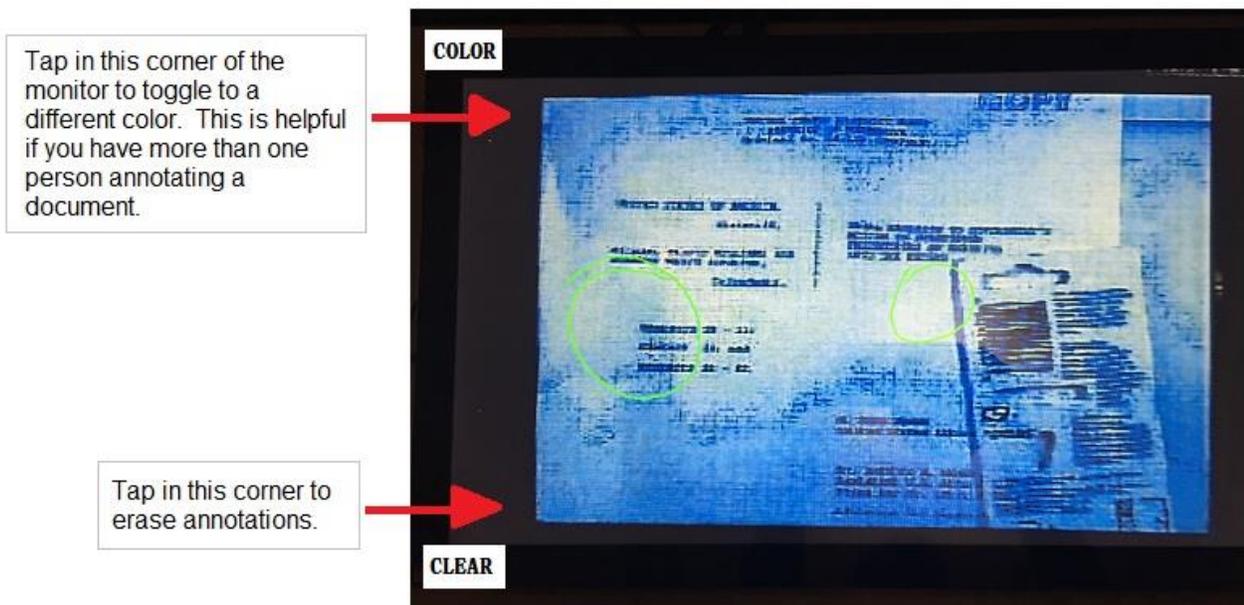


Figure 5 - Annotation Monitor

## Internet

Wireless internet connectivity is available in all courtrooms. Look for “Attorney\_Net” in your list of available wireless networks. Before using the free Wi-Fi, you will be required to accept the disclaimer and login. Ask the courtroom deputy for the user name and password.

## Laptop Inputs

At least one laptop/tablet connection is available per counsel table.

## Different Types of Inputs

To connect your personal computer into the evidence presentation system, VGA cables are available in all the courtrooms, however, please check with the courtroom deputy to see if HDMI display and mini display ports are available.



Figure 6 - VGA Cable



Figure 7 - HDMI and Mini Display Ports

## Connecting your Laptop to the Evidence Display

Connect the HDMI, Mini display port, or VGA cable to your PC before powering on the machine. Failure to do so may require you to toggle the video sources to recognize the output to your computer.

## Audio

Prior to a court proceeding, it is important to test the audio to make sure it is loud enough and can be heard throughout the courtroom.

## Testing the Audio

If you are using digital, connect the HDMI or mini display port to your computer. Next, verify the audio plays through the courtroom's equipment. To check this on a Windows PC, right-click on the volume icon by your clock, select playback devices, and set the Crestron AV as the default.



If you are using analog (VGA), the audio cables are available to connect your laptop into the evidence presentation system, you will need to bring your own audio cables.

Figure 8 - Analog Audio Cables

- If you do not hear the sound after making the connection, ensure the cable is connected to the headphone jack and not the microphone.

- To control the volume when playing audio from your PC, raise and lower the volume controls using your local computer.

## Microphones

Attorney tables are equipped with at least two table microphones. Microphones are also located at the witness area and judge's bench. Speakers are strategically placed throughout the courtroom to broadcast what is spoken into the microphones.

Courtroom Deputies control microphone volume.

### Manual Mute Button

By default, the courtroom microphones are turned on. Remember to always speak into the microphone when addressing the court or witness. To mute the microphone, you must press and continually hold the manual "mute" button to mute all speakers. Without muting the microphones, your voice could be picked up by the sound and/or recording systems.



Figure 9 - Microphone/Manual Mute Button

### Wireless Microphones

The courtrooms are equipped with wireless microphones that can be used during jury selection, or during simultaneous language interpretation.

### Headsets

Upon request, headsets can be provided for the hearing impaired.

## **Video Conference**

The Western District of North Carolina has video conferencing systems available for use in the all courtrooms, except Charlotte Courtroom 2-2. The Judge handling the proceeding must agree to allow witnesses or other appearances by the way of video conferencing. Advance scheduling and notice are required. Scheduling priority is given to matters pending in the Western District; however, the video conferencing equipment may be available to other Courts depending upon availability and proper authorization.

To request use of this equipment, please contact the Clerk's office at least one week prior to your intended use of the video conferencing equipment. There is a [link](#) on our Internet Site to request training. Sufficient time is needed to perform at least one test call and check compatibility with equipment at the other site.

## **Teleconference**

Teleconferencing equipment is available in all courtrooms. Contact the clerk's office for information.

## **Air Media**

Air Media allows counsel to connect to display evidence wirelessly, and is available in Charlotte Courtroom 1-1. To use this feature, counsel must first connect their personal computer to Atty\_Net.

## **EVIDENCE DISPLAY**

The Evidence Display system has become the control center of all technology within the court. From one panel, you can control the evidence being displayed in courtroom. Our courts have one controller at each attorney table (if applicable to the courtroom), at the courtroom deputy's bench, and the judge's bench.

## **Control Panel**

To activate the control panel and initial the startup display, the courtroom deputy must first turn power the system on from their display. Once the courtroom deputy has turned on the system, counsel needs to activate the display at their table. Courtrooms using an iPad should tap the "Home" button. Courtrooms using a Crestron Display should tap anywhere on the screen. If it requires a password, the password will be provided on the Crestron or iPad.



Figure 10 - iPad



Figure 11 - Crestron Display

## Evidence Display Panel

Although the evidence display panel can differ from courtroom to courtroom, the display is similar, and can be broken down into two areas:

1. Media Sources: Select the source that is projecting the evidence, such as Document Camera or PC.
2. Displays: Select who sees the evidence being presented. If the display button is green, the display is enabled. If the display button is red, the display is disabled.



Figure 12 - iPad

Use the Passcode to unlock the iPad

- 1 Source. Connect the cable that matches the Source and press the Blue source button
- 2 Displays. Once the source is selected the defense monitor will preview the evidence. Once approved to show evidence other displays can be selected to share the evidence.

As a quick shortcut; Use the ALL ON or ALL OFF to share the evidence from the selected source or to turn off the evidence to all the displays.



Figure 14 - Crestron Display

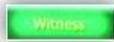
-  Green = Display enabled
-  Red = Display disabled

Figure 13 - Display Buttons

**Notes:** The judge and the courtroom deputy have master control panels. The courtroom deputy not only powers the system on and off, but they control the volume of the microphones within the courtroom, and if in Charlotte's Courtroom 2-1, they also enable the Pointmaker. If need be, they can disable and mute any activity from your panel. The judge can execute these actions as well.

### Connecting your PC to the Evidence Display System

**STEP 1:** Connect your laptop to the system using the VGA, HDMI, mini display, and audio cables (if needed.) The laptop can be connected using the cables at the attorney's tables.

**STEP 2:** Select the media source (Document Camera or PC) that contains the evidence to be displayed to the court.

## Displaying the Evidence

**STEP 3:** Select who needs to see the evidence. Green= Enabled; Red=Disabled. (See Figure 14 - Display Buttons)

Who	When to Choose
Judge	Judge monitor only
Prosecution	U.S. Attorney or Plaintiff monitors only
Defense	Defense monitors only
Jury	Jury monitors only
Witness	Witness monitor only
All On	All monitors are displayed in the courtroom
All Off	All monitors are turned off from being displayed

Figure 15 - Display Selection

**Note:** There is at least only monitor located on each attorney table. For larger trials, additional monitors can be added. Please request equipment at least one week prior to the trial so feasibility can be accessed.

### Witness Stand

The witness stand is equipped with a microphone and an annotation monitor. To display the presented evidence to the witness, select from the evidence display main screen. If the witness inputs annotations, they will automatically display on the selected viewable screens.

### Jury Monitors



Eight flat screens are located in the jury box for jurors to view evidence during a trial. To display the presented evidence on the juror screens, select from the evidence display main screen.

## ATTORNEY RESPONSIBILITIES



### Jury Evidence Recording System (JERS)

The U.S. District Court for the Western District of North Carolina uses the Jury Evidence Recording System ([JERS](#)) to capture evidence electronically during a trial.

## JERS Website

For requirements on submitting electronic exhibits, file types, formatting instructions, and naming methods, please refer to the JERS website at <http://www.ncwd.uscourts.gov/jury-evidence-recording-system-jers>

## Courtroom Specific Technology Training

It cannot be stressed enough the importance of testing your personal computer and other equipment prior to your court appearance. You can register for hands-on training at <http://www.ncwd.uscourts.gov/courtroom-technology>.

For additional training questions, contact the Clerk's office at 704-350-7400.

## Testing your Equipment Prior to a Court Proceeding

Again TEST the compatibility of your computer equipment and evidence prior to your appearance in court. Resolving these type of issues beforehand will ensure a speedy and technically efficient trial for all parties.

## Things to Consider

- Connect your laptop using the HDMI or VGA cables before powering up your laptop or tablet. Failure to do so may require you to toggle video sources.
- If your computer does not have a VGA or HDMI port, you will need to supply your own adaptor cable.
- Test your CD or DVD to make sure it plays through the evidence display equipment. Is the audio clear or loud enough to be heard throughout the court?
- When presenting any video or audio, the volume should be controlled directly from your local computer.
- Does evidence display properly, or should you recreate the evidence in another format?