

NHDC - Courtroom Technology

Courtrooms 4 & 5

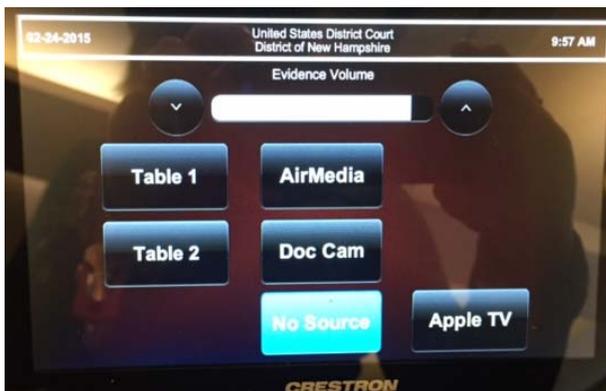
Courtrooms 4 and 5 offer high definition monitors throughout the courtroom. The technology is cross-platform capable and will allow attorneys to present documents, photos, objects, and videos in electronic presentations.

Available Equipment

Below is a list of equipment available in courtrooms 4 and 5. We strongly recommend testing all equipment prior the proceeding. Local Rule 83.15(b) requires that persons who would like to test or practice using our courtroom technology make arrangements with the clerk's office no later than five (5) days prior to the hearing/trial. To schedule a time to test, please contact the case manager assigned to your case.

- **Document Camera** - Is a real-time image capture device for displaying an object or document to a large audience. The document camera is located at the podium and allows counsel to display documents and objects on the large monitors for viewing by the jury, witnesses, court, and counsel.
- **Flat Panel Monitors** - Monitors are located at each counsel table, podium, and the witness box. Large LCD panel monitors are mounted in the jury box, gallery and behind the witness.
- **Annotation Monitors** - Annotation monitors are located at the podium and the witness box. These displays allow for counsel or a witness to highlight, underline, and markup items to enhance the information being displayed. Upon request, the courtroom deputy can capture the screen annotation and save it in electronic format.
- **Laptop Connections (Cabled)** - Each counsel table is equipped with a High Definition (HDMI) and a VGA cables for laptops.
- **Laptop Connections/Non-Apple Tablets (Wireless)** - A wireless laptop or tablet connection to our presentation system is available through a device called AirMedia. The first time you connect in the courtroom, you will need to download the AirMedia app. A passcode is required to access this device, which will be available the day of the hearing/trial.
- **Apple Mobile Devices (iPhone/iPad)** - A wireless connection to your Apple mobile devices is available through Apple TV. A passcode is required to access the Apple TV, which will be available the day of the hearing/trial.

- **Microphones** - Microphones are available at each counsel table, the witness box and the podium. The microphones are always on during a courtroom proceeding. There is a push to mute button on each microphone; push to turn back on.
- **Hearing Impaired** - Wireless headphones are available for hearing impaired persons. Each headphone has an adjustable volume control.
- **Interpretation** - An interpretation system with wireless headphones is available upon request.
- **Video Conferencing** - Video Conferencing is available upon request. If video conferencing is needed, please contact the Case Manager assigned to the case; allow ample time to schedule testing.
- **Teleconferencing** - In court teleconferencing is available upon request.
- **Wireless Internet** - Wireless internet access is available in all courtrooms.
- **Control Panel** - A touch/control panel is available at the podium. The panel allows counsel to select which input (laptop, document camera, Apple TV, AirMedia) they would like to use.



Best Practices

It is strongly recommended that parties schedule a time prior to any proceeding to test equipment in the courtrooms. Please contact the case manager assigned to the case to schedule a testing time. Assistance from IT staff is available if necessary. Recall, pursuant to LR 83.15(b), persons who would like to test or practice using our courtroom technology make arrangements with the clerk's office no later than five (5) days prior to the hearing/trial.

Laptop Recommendations

- When using a laptop, configure it to display in extended mode. This will allow the presenter to prepare the evidence on one screen and then move it over to a second screen when ready to display to the court.
 - Right click on the desktop and then select “Screen Resolution.” From the Multiple Displays option, select “Extend these displays” from the drop down menu.
- Configure laptop power settings to non-sleep mode after a period of inactivity.
- Turn off screen-saver settings to prevent it from going to sleep.

iPad Recommendations

- Set “Auto-Lock” to 15 minutes.
 - From “Settings,” select “General” and then select “Auto-Lock.” Set your “Auto-Lock to the maximum duration, which is 15 minutes.
- Turn on “Do Not Disturb” when in court to silence calls, alerts, and notifications.
 - From “Settings,” select “Do Not Disturb” and under “Silence” check the “Always” option. Then when in court, you can swipe up from the bottom of screen and select the half-moon to turn “Do Not Disturb” on/off.

General Recommendations

- For Scanned Documents - Find the original if possible, or use the best paper copy you can find. Scan with a good resolution. Use a good original to scan.
- For Electronic Documents - Try to start with electronic versions and convert to final format.
- Practice, Practice, and Practice - The court is always available for you to practice your presentation and test your equipment prior to your hearing/trial.
- Be organized - Find a method that works for you to organize your documents. Trials will run more smoothly if you have electronic exhibits organized in a manner you can quickly access.