

# NHDC - Best Practices for Courtroom Technology

Parties should test and practice using the technology in the courtrooms. Contact the case manager assigned to the case to do so. Assistance from IT staff is available, if necessary. Pursuant to LR 83.15(b), these arrangements should be made no later than five (5) days prior to a hearing/trial.

## Laptop Setting Recommendations

- Extended Display Mode: When using a Windows laptop, configure it to display in **Extended Mode**. This allows the presenter to prepare the evidence on one screen (stage them) and move it to a second screen when ready to display it.
  - Right click on **Desktop** and then select **Screen Resolution**. From the **Multiple Displays** option, select **Extend these displays** from the drop down menu.
- Power Settings: Configure the laptop power settings to **Non-Sleep** mode so that the laptop does not revert to a black screen after a period of inactivity.
- Screen- Savers: Turn **Screen-Saver** settings **Off** to prevent it laptop from reverting to a screen-saver after a period of inactivity.
- Consider all **software and applications** that are on the laptop and should be turned **Off** to prevent any notification or alert sounds or messages from displaying.

## iPad Setting Recommendations

- **Auto-Lock** should be set to 15 minutes.
  - From **Settings**, select **General** and then select **Auto-Lock**, and set to the maximum duration (15 minutes).
- **Do Not Disturb** mode should be turned **On** to silence calls, alerts, and notifications.
  - From **Settings**, select **Do Not Disturb**, and under **Silence** check the **Always** option. When in court, swiping up from the bottom of the screen and allows you to turn **Do Not Disturb** on/off using the half-moon icon.
- Consider all **applications** that may be loaded and should be turned **Off** to prevent any notification or alert sounds or messages from displaying.
- **Timeout Options**: When using TrialPad or other software with timeout options, set them appropriately.

## General Recommendations

- For Scanned Documents - Use the original if possible or best paper copy you can find, and scan it using good resolution.
- 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 using your equipment with the court's technology.
- Remember to **MUTE** the microphones at the counsel tables when having a private conversation. They are always on. There is button to mute and then you must push it again to turn microphone back on.
- Be **organized** – Find a method to organize all electronic exhibits so that you can efficiently and effectively use them during the proceeding.