United States District Court
District of Minnesota

Courtroom Technology

Duluth

January 2016

Introduction

The U.S. District Court, District of Minnesota is committed to providing state-of-the art technology for evidence presentation in the courtrooms. Our goal is to provide systems that are sophisticated, user-friendly, and flexible. This manual is a general overview of the courtroom equipment, containing some basic orientation and instructions. This manual is not a substitute for receiving formal training on the usage of the courtroom equipment.
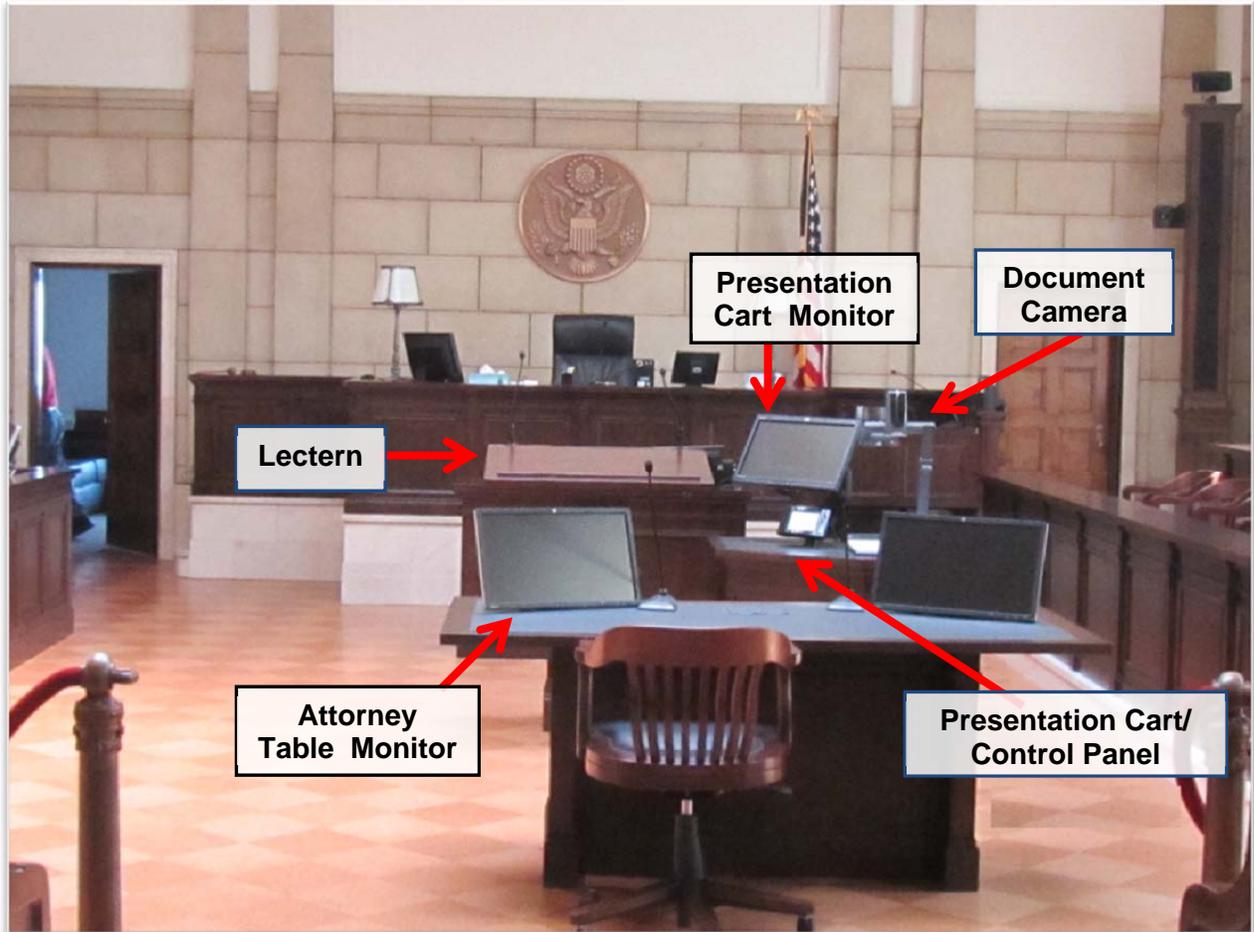
Courtroom Technology Training

The U.S. District Court of Minnesota offers on-going training for the Courtroom Technology equipment in the Courthouses. To request general courtroom technology training, please call the Information Services department at 612-664-5888.

Courtroom Technology Courtroom Practice

Prior to a court proceeding, the U.S. District Court invites counsel and support staff to contact the Judge's calendar clerk to schedule training or for a dry-run. Bring a laptop, documents or any other evidence that may be presented in order to practice before the actual court session.

Evidence Presentation Cart Components - Courtroom #1

The Duluth Courtroom #1 contains equipment similar to that in other District Court Courtrooms. This document will illustrate the steps needed to present evidence with different audio/visual components.

Presentation Cart Monitor

Document Camera

Lectern

Attorney Table Monitor

Presentation Cart/ Control Panel

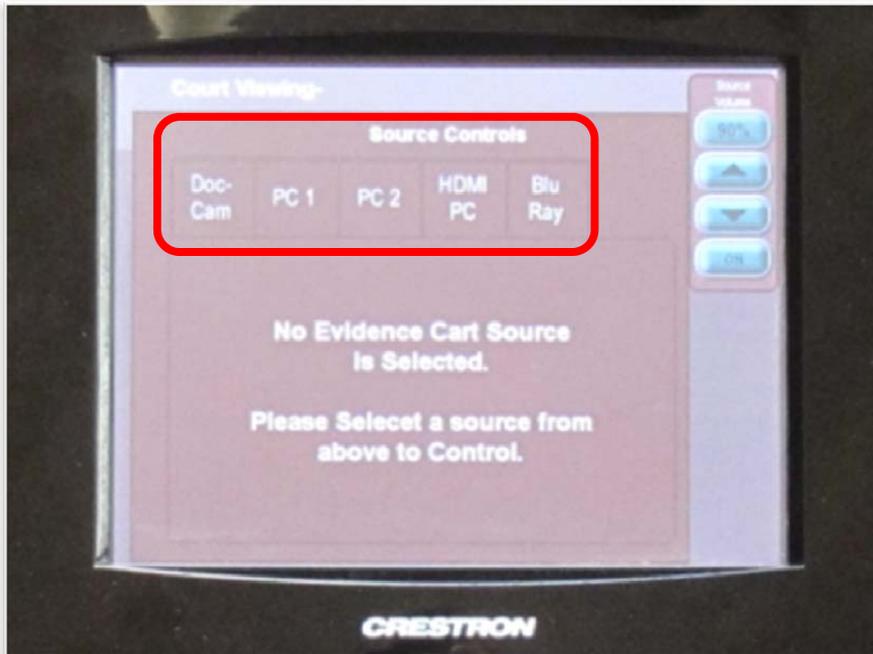**Presentation Cart/Control Panel – enlarged view**

Presentation Cart Control Panel – The controller for components used to project evidence also contains functional buttons for controlling the evidence presentation system.

Step	Action
1	Tap the **Main Screen** to activate the panel

Step	Action
2	Tap the **desired cart source** for presenting evidence:

1. Doc-Cam (Document Camera)
2. PC 1
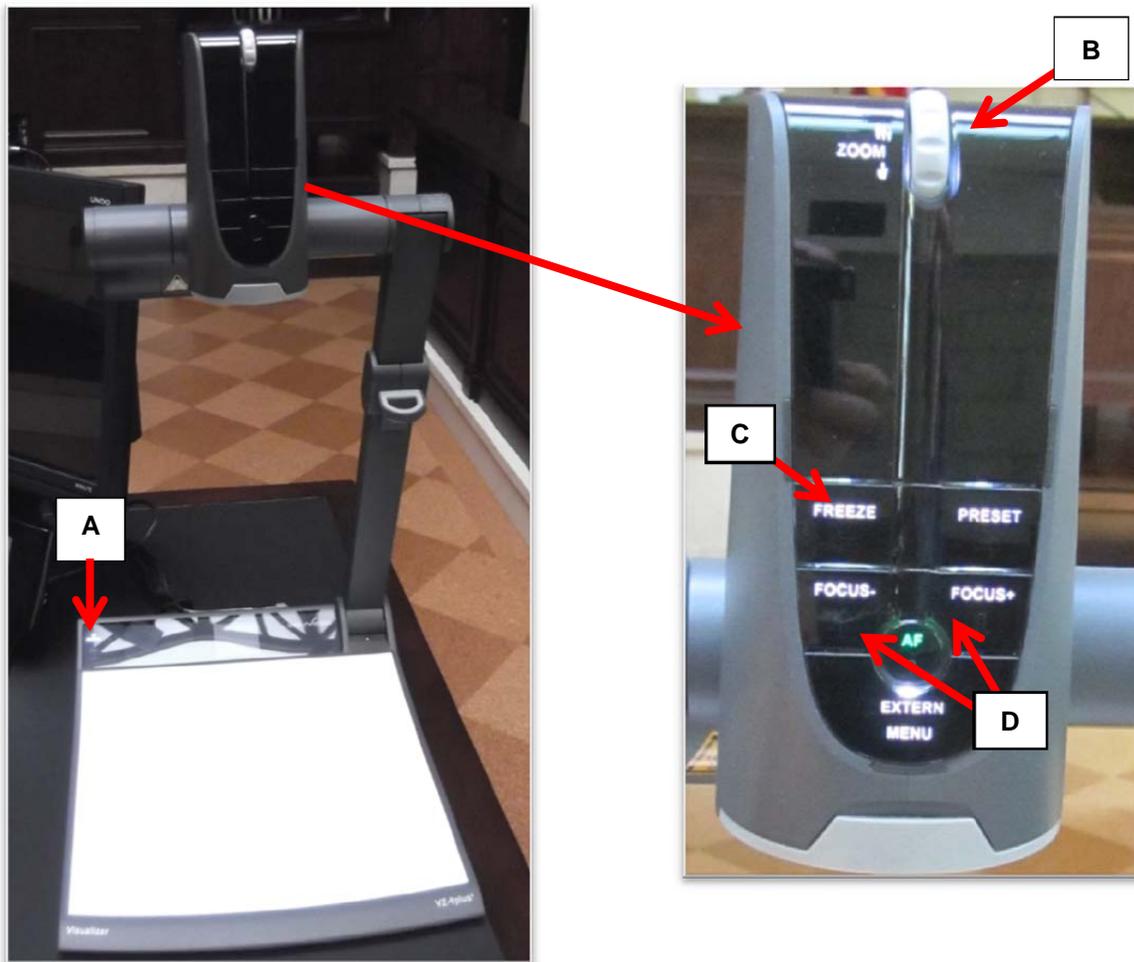3. PC 2
4. HDMI PC
5. Blu Ray

NOTE: The next section will outline each of the cart components.

Document Camera – This component utilizes the Court installed Document Camera for presenting paper documents or other evidence.

Step	Action
1	Tap **Doc- Cam** on the main Source Controls Touch Panel screen

Step	Action
2	Place **document** on the camera *BEST PRACTICE: "Freeze/Unfreeze" documents when switching between them.*
3	On the panel, Tap the **corresponding button/s** to display the document in the desired manner *NOTE: The buttons on the Document Camera may also be used to manage the documents being presented.*
4	Remove **document/s** from the camera
5	Because all of the remaining component tabs are visible, there is not an option to "return to the main Control Panel window" as in other courtrooms

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Document Camera – (con't)

Document Camera Instructions

Essential Functions of the Document Camera

	Button	Feature
		NOTE: Zoom and Focus are set to adjust automatically. If desired viewing results do not appear, manually adjust using the buttons outlined below. The more the zoom wheel is turned, the faster the zooming works.
A	Lamp	Toggles the lamp options. (two side lamps – used most often with documents, lamp beneath document – used most often with an x-ray, and no lamps)
B	Zoom	Rotate wheel forward or backward to zoom in or out on the document
C	Freeze	Freezes the image on the monitors so that as documents are being switched the courtroom sees the last image appearing on camera; press again to display the next, newly placed document.
D	Focus -/+	Focus document image either manually with corresponding buttons
		NOTE: Below the Freeze button is a button labeled Extern. This button would be used if external equipment was plugged into the document camera for presentation.

PC 1/PC 2 – These options utilize the Court installed VGA/Audio cables located inside the cubby hole of the evidence presentation cart. With two available connections, parties may each connect laptop computers at the same time.

Step	Action
1	**Open** the cart cubby hole cover to access desired connection/s

Step	Action
2	Gently **extend** desired cable from the cubby hole in the cart > Plug **equipment** (e.g., laptop) into the Presentation Cart using the corresponding cables (Explained below): *NOTE: VGA (graphics), Audio, and HDMI connections are available. The VGA Adapter cable for Apple products needs to be provided by parties using this functionality.*

Commonly Used Cables for Presenting Evidence from External Sources		
A	**VGA**	Standard Graphics connection (for laptop)
B	**Audio**	Standard Audio (sound) connection
C	**HDMI**	Combined Audio/Video, high-definition connection
NOTE: If the displayed image is not centered on the monitors/screens, use the Shift buttons "D" to adjust the image. The buttons correspond to the VGA cables for laptop computer projection.		

3	Tap **PC1 or PC2** on the main Source Controls Touch Panel screen
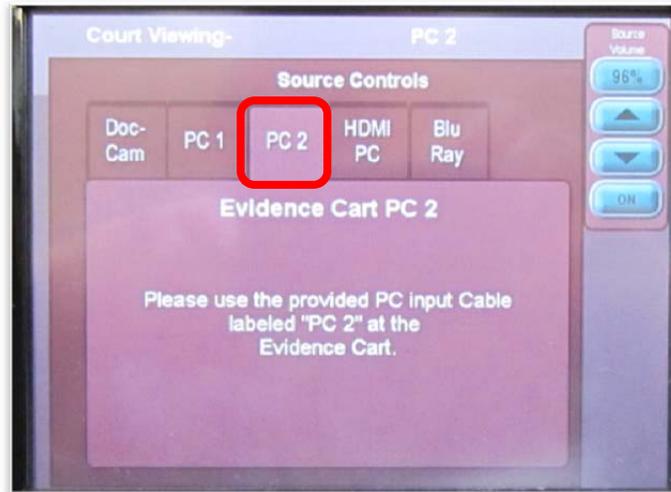
NOTE: Except for the numbers, both screens are identical.

4	Use the **laptop controls** (i.e., keyboard, mouse) to present the evidence
5	Disconnect the **laptop** from the presentation cart

NOTE: If using a laptop with an HDMI connection, follow steps 1 and 2, above, then 3, tap HDMI PC on the main Lectern Sources screen, follow steps 4 and 5.
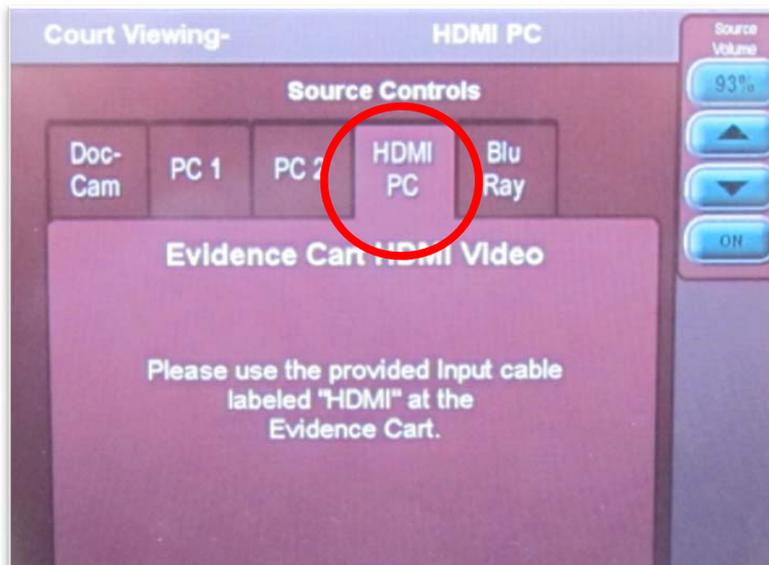
NOTE: If necessary, tap the Source Volume arrows or use the laptop
audio control to adjust sound.

Blu Ray – DVD – This component utilizes the Court installed Blu Ray player located inside of the evidence presentation cart. The Blu Ray player will also display DVD, CD and most MPE, WMV and AVI files.

Step	Action
1	Tap **Blu Ray** on the main Source Controls Touch Panel screen
2	Insert **Disc** into the **appropriate player** (found inside the presentation cart)
3	On the panel, Tap the primary, **corresponding buttons** to play the desired files/recordings
4	Remove disc from player when finished

Annotation Monitor – This component displays images projected from any of the presentation cart components. The annotation ability allows for tempora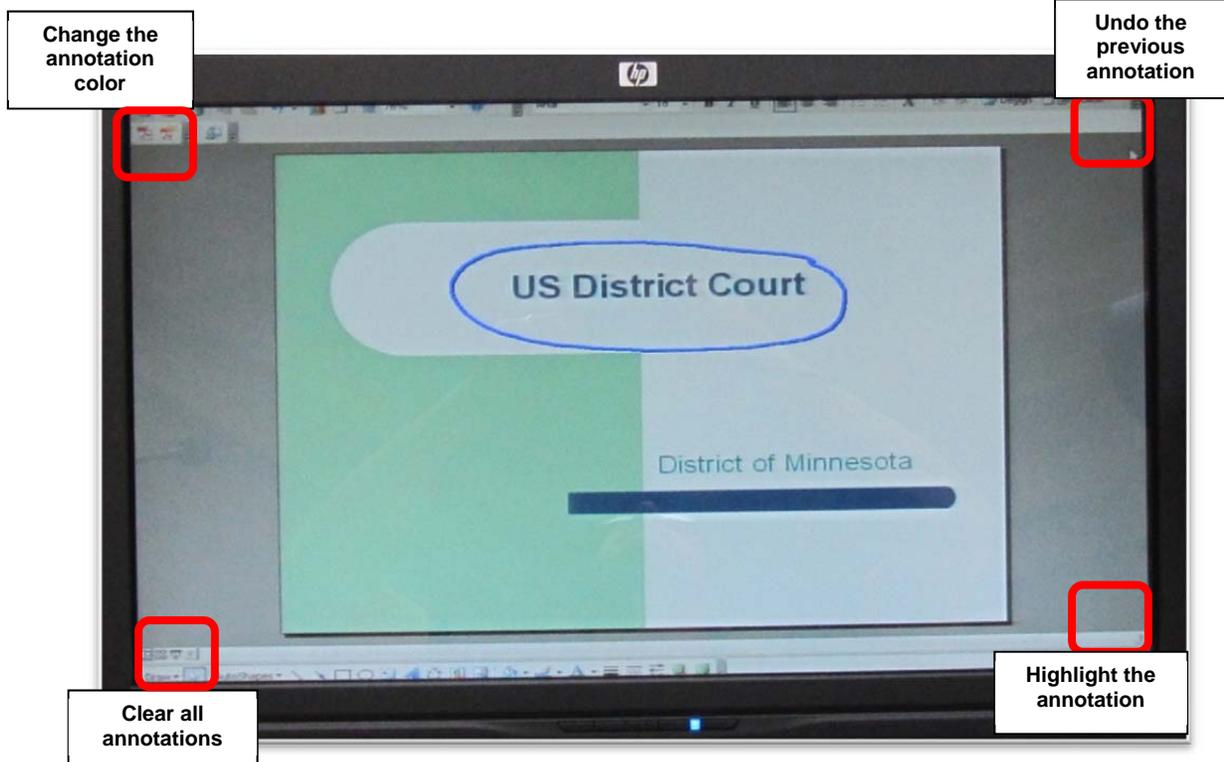ry "marks" to be made on the monitor to enhance the information being displayed. *NOTE: The monitor does not have a separate screen on the touch panel as other components.*

Step	Action
1	Press and drag **finger on the screen** to annotate information displayed or Tap **finger on the screen** to create an arrow
2	Tap the actual **screen** in the designated corner to:

Change the annotation color

Undo the previous annotation

Clear all annotations

Highlight the annotation

NOTES: Multiple annotation colors are available. Each briefly appears as the monitor color corner is tapped to change between the colors.

Annotation does not highlight information displayed; it merely enhances the information.

The judge, presentation cart and witness monitors all have annotation capability.

Additional Courtroom Technology

Lectern – The lectern contains two microphones and buttons to raise/lower the lectern. In addition, the lectern rotates in order to face the jury box when as needed.

Up/Down Buttons
Press and hold to Raise/lower the lectern

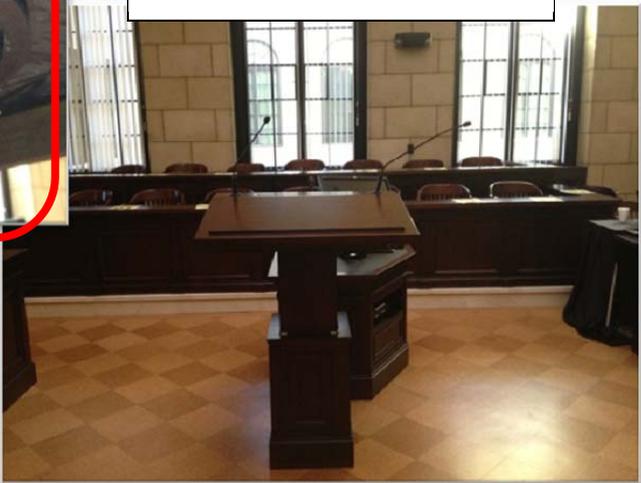Lecter View: Facing the Bench

View: Facing the Gallery

Rotation locking knob
Loosen the knob to unlock the lectern,
Gently rotate the lectern top to the desired angle,
Tighten the knob to relock the lectern in place

View: Facing the Jury Box

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Witness Stand Equipment – The witness stand is equipped with a microphone and an annotation monitor.

Attorney Tables – Attorney tables are supplied with microphones, display monitors, and are configured for connecting presentation equipment (e.g., laptop).

> NOTE: It is advised to request permission from the presiding Judge before presenting from the Attorney tables. Some Judges prefer all devices be connected at the presentation cart only.

The monitors do not have annotation functionality.

Voice Reinforcement – The courtrooms are equipped with voice reinforcement systems, which are integrated with the courtroom sound systems. Microphones are located at the judge's bench, podium, evidence cart, witness stand and counsel tables. Wireless microphones are available for other locations, as needed. Courtroom participants are <u>required</u> to <u>speak into</u> the microphones to assist the court reporters with creating the official record. During side bar conferences, pink noise is broadcast over the courtroom sound system for confidentiality.

Assistive Listening – Headphones are available for those needing hearing assistance

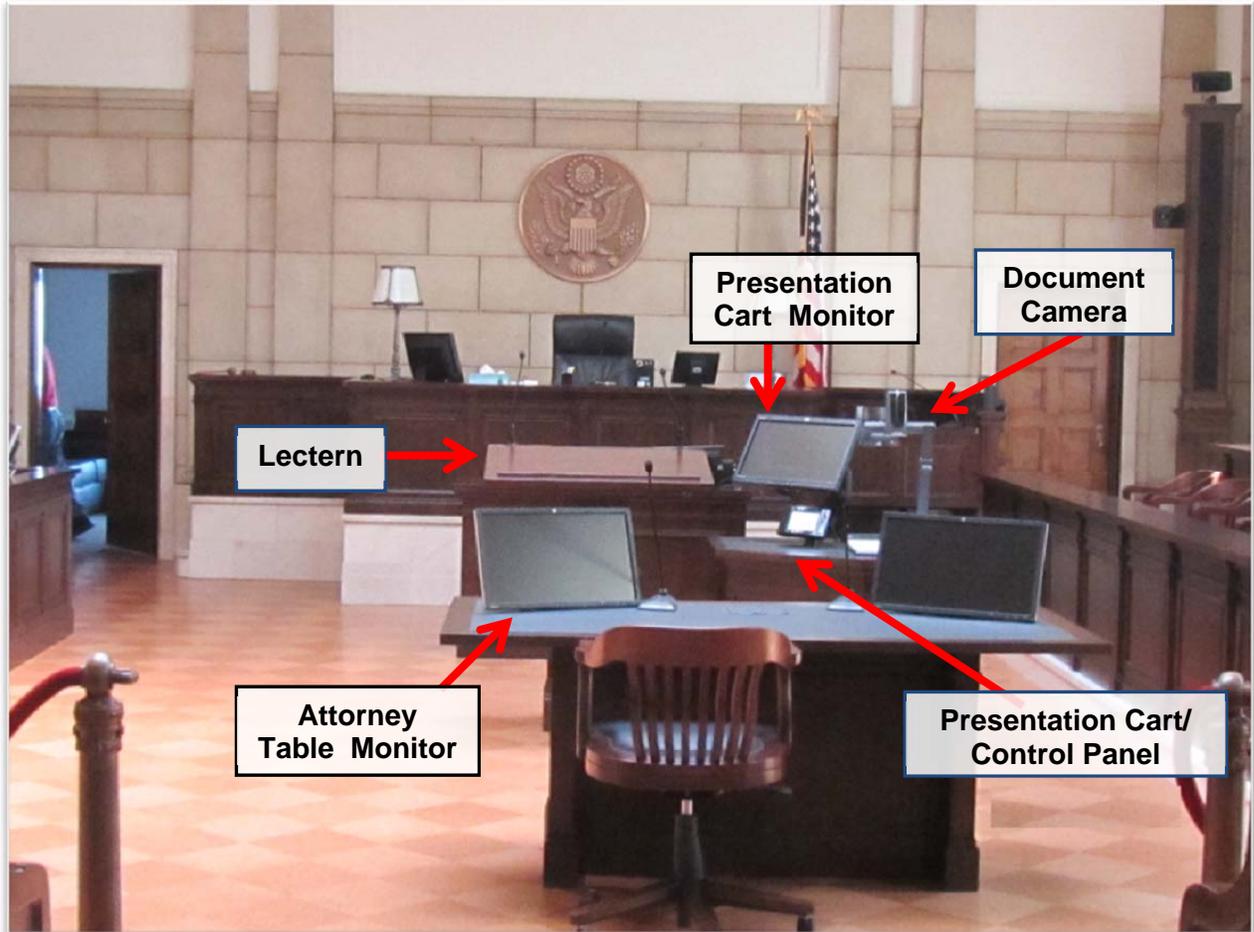*NOTE: Court staff will assist with Assistive Listening technology as needed*

Spectator Monitor – The Courtroom is equipped with a spectator monitor which displays the evidence presented during a proceeding. The location is dependent upon each Judge's preferences.

Evidence Presentation Cart Components - Courtroom #3

The Duluth Courtroom #3 contains equipment similar to that in other District Court Courtrooms. This document will illustrate the steps needed to present evidence with different audio/visual components.

Labels: Presentation Cart Monitor, Document Camera, Lectern, Attorney Table Monitor, Presentation Cart/Control Panel

Presentation Cart/Control Panel – enlarged view

Presentation Cart Control Panel – The controller for components used to project evidence also contains functional buttons for controlling the evidence presentation system.

Step	Action
1	Tap the **Main Screen** to activate the panel

Step	Action
2	Tap the **desired cart source** for presenting evidence:
	Doc-Cam (Document Camera)
	Blu-Ray (DVD Player)
	PC – HDMI 1 & 2
	PC – VGA 1 & 2

Clear Annotation – clears the annotation from the evidence presentation screen. The Judge, witness and lectern display screens are enabled for annotation.

The volume down, mute, volume up buttons at the bottom of the screen allow you to adjust the volume or mute the volume for your inputs.
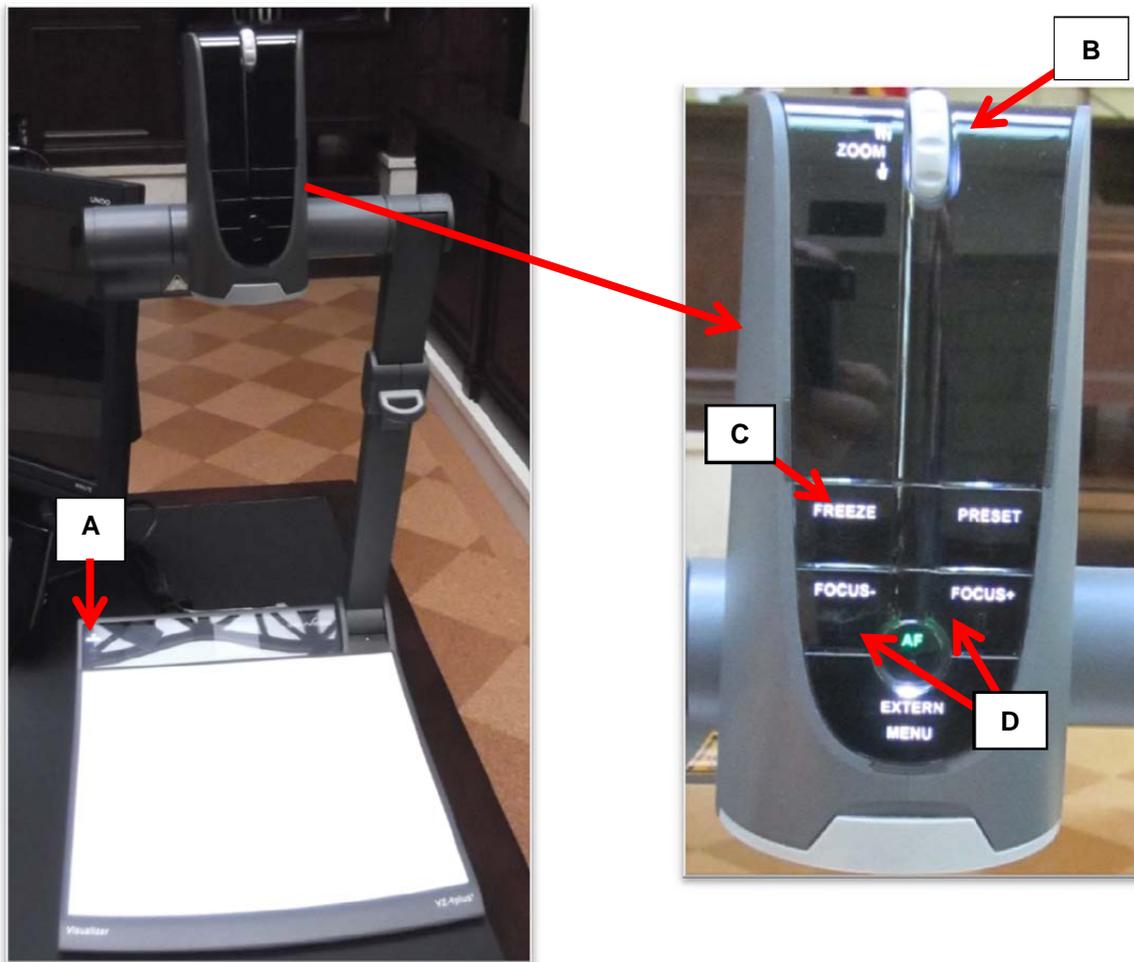
NOTE: The next section will outline each of the cart components.

Document Camera – This component utilizes the Court installed Document Camera for presenting paper documents or other evidence.

Step	Action
1	Tap **Doc- Cam** on the main Source Controls Touch Panel screen

Power
Powers the document camera off/on – use if necessary

Auto Focus
Activates the automatic focus and brightness of documents

Manually focus if auto-focus is not sufficient.

Zoom/Focus
Manually adjusts document image being displayed

Lamp On/Off
Changes lighting to accommodate x-rays or film

Freeze
Freezes current image to eliminate distraction when changing documents

Source Volume
Adjusts the volume of audio source if connected to the presentation cart

NOTE: This appears on each component's screen

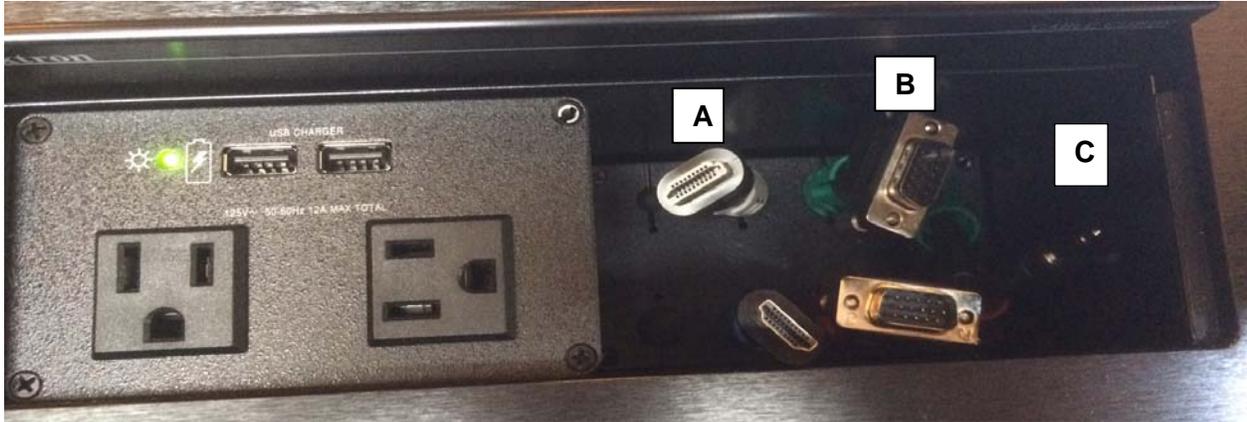|	
2	Place **document** on the camera *BEST PRACTICE: "Freeze On/Off" documents when switching between them.*
3	On the panel, Tap the **corresponding button/s** to display the document in the desired manner *NOTE: The buttons on the Document Camera may also be used to manage the documents being presented.*
4	Remove **document/s** from the camera

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Document Camera – (con't)

Document Camera Instructions

Essential Functions of the Document Camera

	Button	Feature
	Button	**Feature**
NOTE: Zoom and Focus are set to adjust automatically. If desired viewing results do not appear, manually adjust using the buttons outlined below. The more the zoom wheel is turned, the faster the zooming works.		
A	**Lamp**	Toggles the lamp options. (two side lamps – used most often with documents, lamp beneath document – used most often with an x-ray, and no lamps)
B	**Zoom**	Rotate wheel forward or backward to zoom in or out on the document
C	**Freeze**	Freezes the image on the monitors so that as documents are being switched the courtroom sees the last image appearing on camera; press again to display the next, newly placed document.
D	**Focus -/+**	Focus document image either manually with corresponding buttons
NOTE: Below the Freeze button is a button labeled Extern. This button would be used if external equipment was plugged into the document camera for presentation.		

PC HDMI & VGA 1 & 2 – These options utilize the Court installed HDMI and VGA/Audio cables located inside the cubby hole of the evidence presentation cart. With four available connections, parties may each connect laptop computers at the same time.

Step	Action
1	**Open** the cable cubby cover to access desired connection/s

2	Gently **extend** desired cable from the cable cubby in the cart > Plug **equipment** (e.g., laptop) into the Presentation Cart using the corresponding cables (Explained below): *NOTE: VGA (graphics), Audio, and HDMI connections are available.* ***The VGA or HDMI Adapter cable for Apple products needs to be provided by parties using this functionality.***

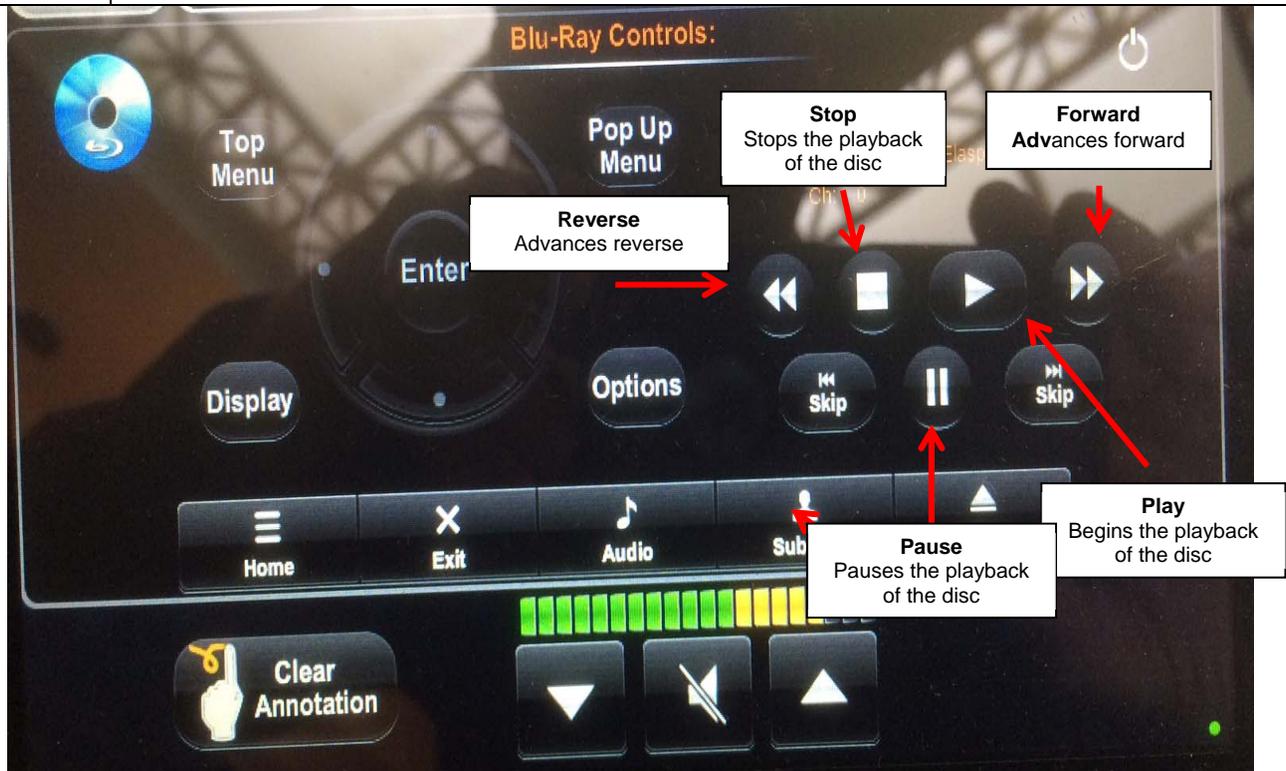| **Commonly Used Cables for Presenting Evidence from External Sources**		
A	**HDMI**	Combined audio/video, high definition connection
B	**VGA**	Standard Graphics connection (for older laptops)
C	**Audio**	Standard Audio (sound) connection
Power options: Standard 3-prong outlets and 2 usb power outlets (iPad/iPhone)		

Step	Action
3	Tap PC – HDMI 1, PC – HDMI2, PC – VGA 1 or PC – VGA2 on the main Source Controls Touch Panel screen

Blu Ray – DVD – This component utilizes the Court installed Blu Ray player located inside of the evidence presentation cart. The Blu Ray player will also display DVD, CD and most MPE, WMV and AVI files.

| Step	Action
1	Tap **Blu Ray** on the main Source Controls Touch Panel screen
2	Insert **Disc** into the **appropriate player** (found inside the presentation cart)
3	On the panel, Tap the primary, **corresponding buttons** to play the desired files/recordings
4	Remove disc from player when finished

Annotation Monitor – This component displays images projected from any of the presentation cart components. The annotation ability allows for temporary "marks" to be made on the monitor to enhance the information being displayed. *NOTE: The monitor does not have a separate screen on the touch panel as other components.*

Step	Action
1	Press and drag **finger on the screen** to annotate information. Tap the green arrow in the upper right corner of the screen to bring up annotation options.
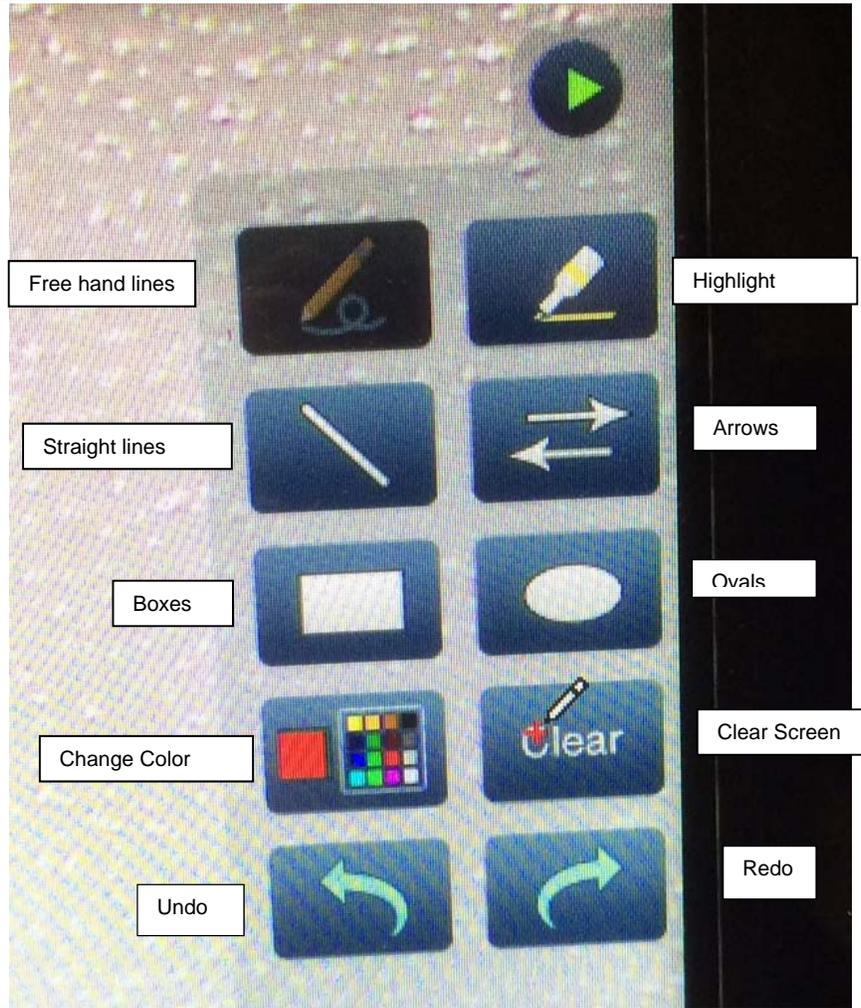
The judge, presentation cart and witness monitors all have annotation capability.

Additional Courtroom Technology

Lectern – The lectern contains two microphones and buttons to raise/lower the lectern. In addition, the lectern rotates in order to face the jury box when needed.

Up/Down Buttons
Press and hold to raise/lower the lectern

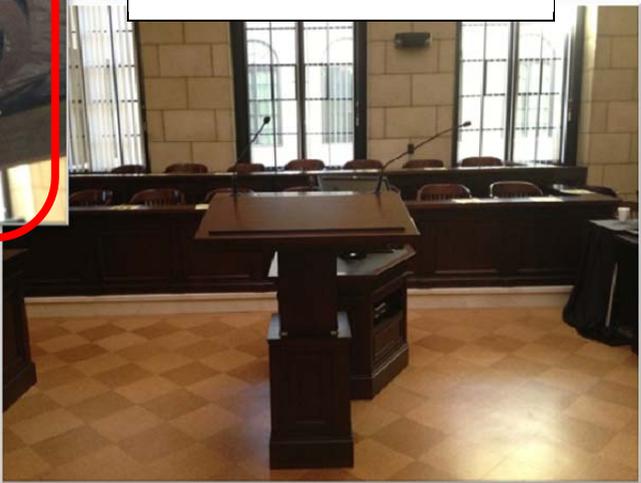Lecter View: Facing the Bench

View: Facing the Gallery

Rotation locking knob
Loosen the knob to unlock the lectern,
Gently rotate the lectern top to the desired angle,
Tighten the knob to relock the lectern in place

View: Facing the Jury Box

Witness Stand Equipment – The witness stand is equipped with a microphone and an annotation monitor.

Attorney Tables – Attorney tables are supplied with microphones, a display monitor, and are configured for connecting presentation equipment (e.g., laptop).

    NOTE: It is advised to request permission from the presiding Judge before presenting from the Attorney tables. Some Judges prefer all devices be connected at the presentation cart only.

    The monitors do not have annotation functionality.

Voice Reinforcement – The courtrooms are equipped with voice reinforcement systems, which are integrated with the courtroom sound systems. Microphones are located at the judge's bench, lectern, witness stand and counsel tables. Wireless microphones are available for other locations, as needed. Courtroom participants are <u>required</u> to <u>speak into</u> the microphones to assist the court reporters and digital recorder with creating the official record. During side bar conferences, pink noise is broadcast over the courtroom sound system for confidentiality.

Assistive Listening – Headphones are available for those needing hearing assistance

NOTE: Court staff will assist with Assistive Listening technology as needed

Spectator Monitor – The Courtroom is equipped with a jury/spectator monitor which displays the evidence presented during a proceeding. The location is dependent upon each Judge's preferences.

Frequently Asked Questions and Additional Resources

1. **Can we bring laptops into the courtroom to integrate with the courtroom technology?**

    Yes. It is highly recommended that you set up an appointment with the Calendar Clerk to test the equipment before trial.

2. **My laptop screen doesn't work when connected to the presentation cart?**

    This may be a result of the laptop display settings. The recommended settings for the display are 1280 X 800 pixels at a 60 Hz refresh rate. This can be changed in the Display Properties Menu > Settings Tab of your laptop.

    This may also result from the presentation cart not recognizing the laptop. Most laptop models have a three-way switch using the keyboard, to switch between three display modes. Often this keyboard shortcut is activated by using the FN/F8 or FN/F5 keys. This functionality and activation varies by laptop model.

    It is best to plug in the video cable before turning on the laptop.

3. **What type of video connections are available to present evidence?**

    The Court provides VGA and HDMI connections. ***The VGA or HDMI Adapter cable for Apple products needs to be provided by parties using this functionality.***

4. **Will wireless connection for a smart phone or laptop work?**

    Internet connectivity is available in all Minnesota courtrooms. Refer to the court's web site for more information: http://www.mnd.uscourts.gov/Courtroom_Technology/wifi_info.shtml

5. **Who controls what evidence is displayed to the courtroom monitors?**

    The Judge may turn on/off the monitors in the courtroom.

6. **Am I able to receive live real time transcripts during a proceeding?**

    Contact the Judge's court reporter for more information.

Additional Resource:

http://www.fjc.gov/public/pdf.nsf/lookup/CTtech00.pdf/$file/CTtech00.pdf