United States District Court
District of Minnesota

Courtroom Technology

St. Paul

July 2015

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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 systems are available in all Courtrooms.

Evidence Presentation Cart Components

All Courtrooms are outfitted with similar equipment. This section will illustrate the steps needed to present evidence with different audio/visual components.
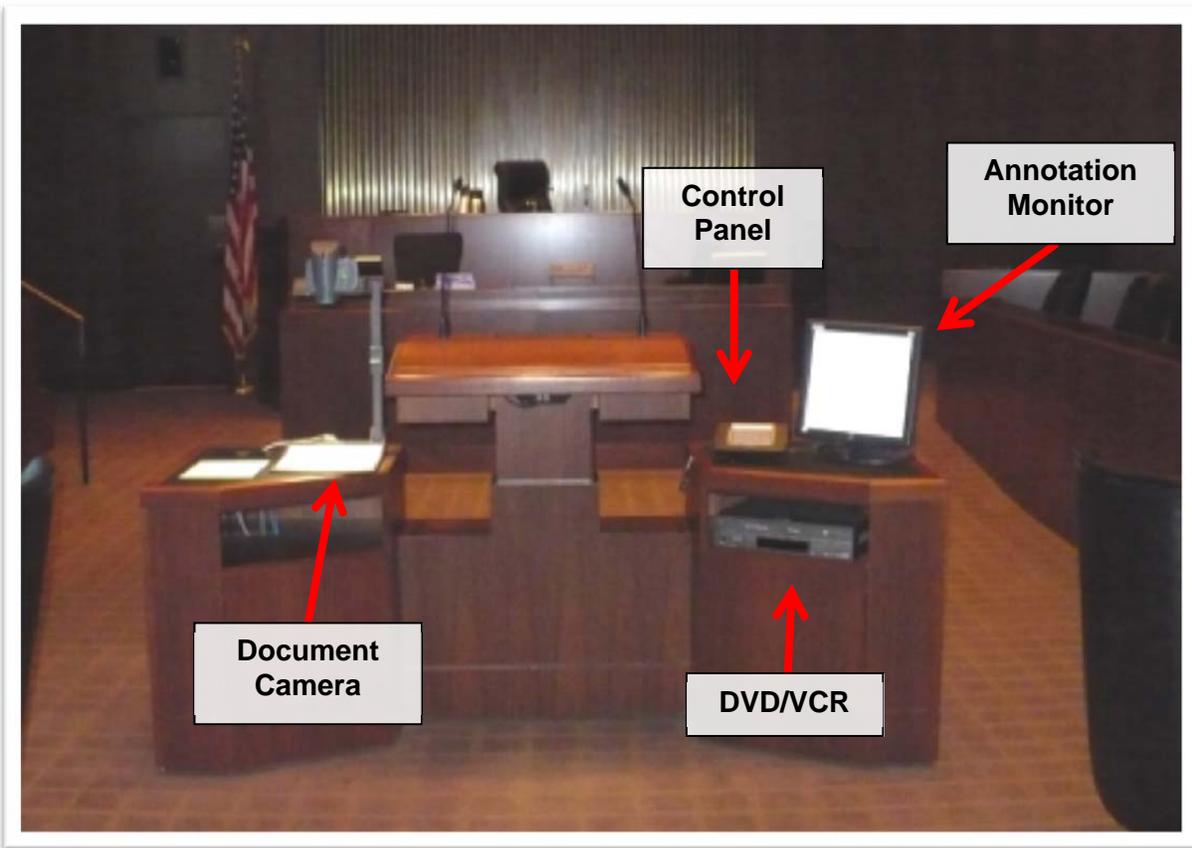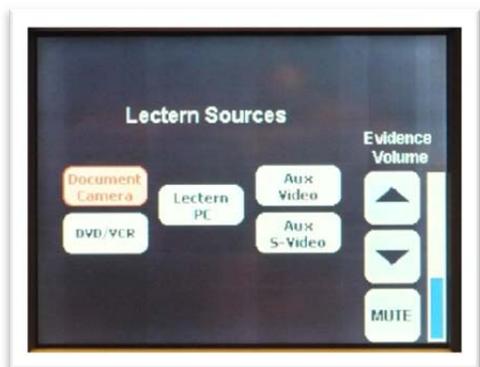
Control Panel – The controller for components used to project evidence also contains functional buttons for controlling the evidence presentation system.
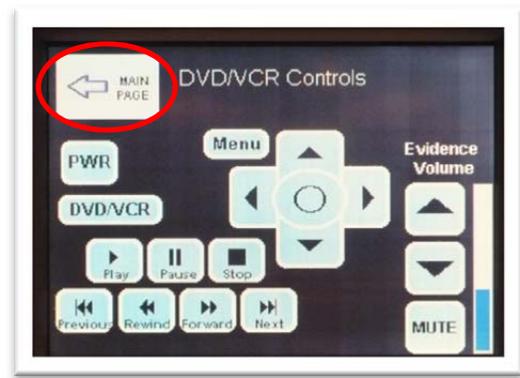
Step	Action
1	Touch the **Main Screen** to activate the panel

2	Touch the **desired cart source** for presenting evidence

1. Document Camera   4. Aux Video

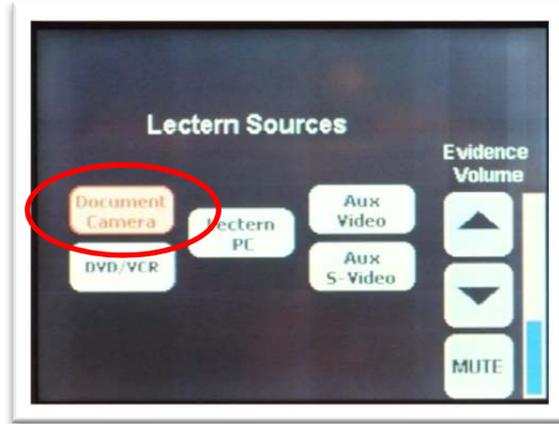2. DVD/VCR   5. Aux S-Video

3. Lectern PC

The next section will outline each of the cart components. On each component's main screen, the Main Page button will return back to the Lectern Sources screen pictured above.

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

Step	Action
1	Touch **Document Camera** on the main Lectern Sources screen
2	On the panel, touch the **corresponding buttons** to display the desired document *NOTE: The buttons on the Document Camera may also be used to manage the documents being presented.*
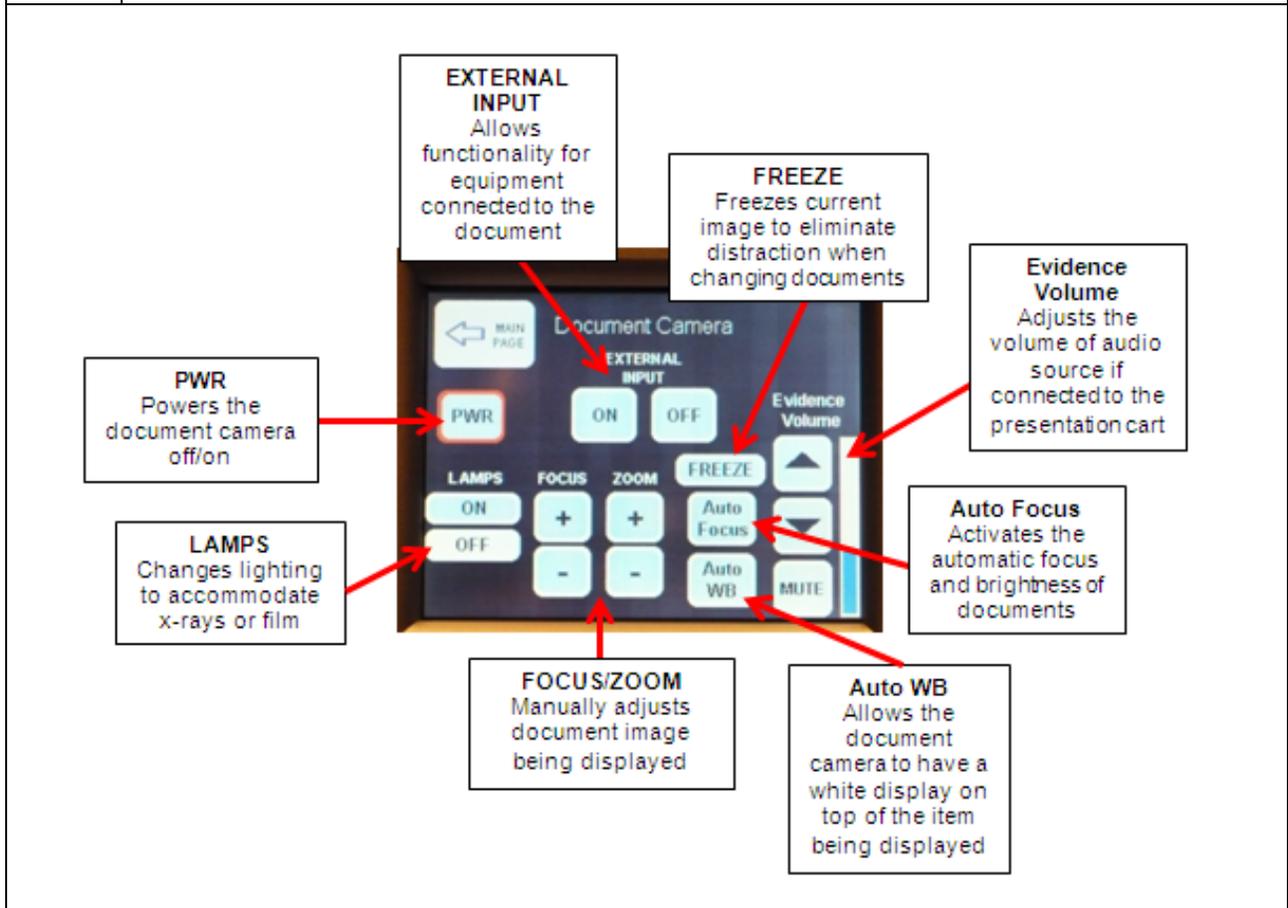
Step	Action
3	Touch **Main Page** when finished to return to the main Lectern Sources screen
4	Remove **documents** from the document camera
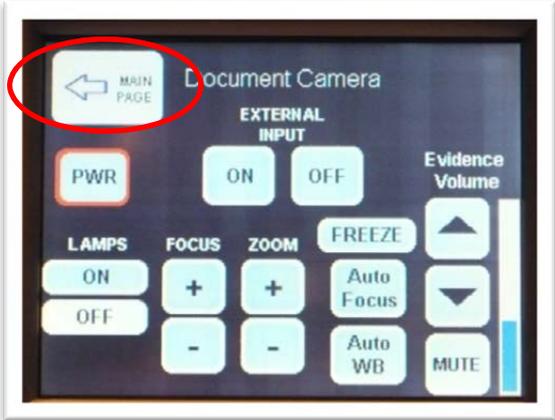
Document Camera – (con't)

Document Camera Instructions

Essential Functions of the Document Camera
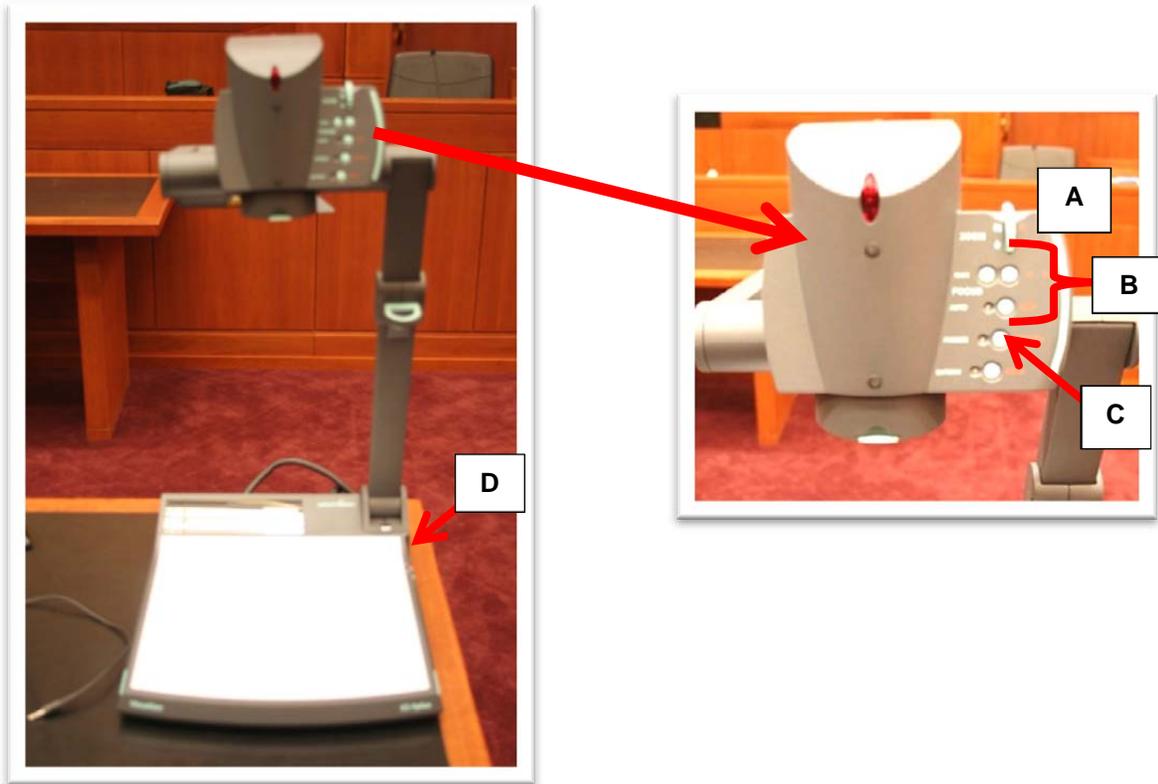
	Button	Feature
		NOTE: Zoom and Focus are set to adjust automatically. If desired viewing results do not appear, manually adjust using the buttons outlined below.
A	Zoom	Rotate wheel forward or backward to zoom in or out on the document
B	Focus	Focus document image either manually or automatically with corresponding buttons
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.
		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.
D	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)

DVD/VCR – This component utilizes the Court installed DVD and VCR players located inside of the evidence presentation cart.

Step	Action
1	Touch **DVD/VCR** on the main Lectern Sources screen
2	Touch **DVD/VCR** to activate the desired equipment to be used
3	Insert **DVD** or **VHS** into the **appropriate player** (found inside the presentation cart)
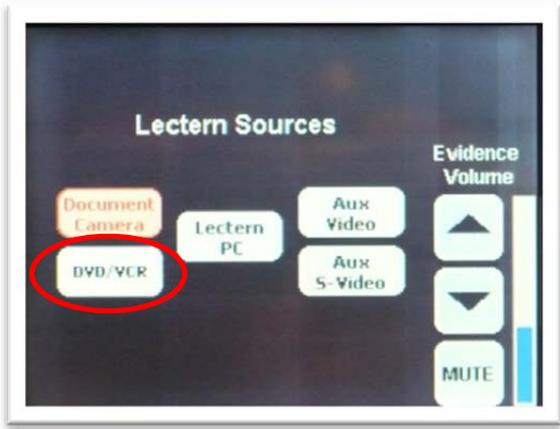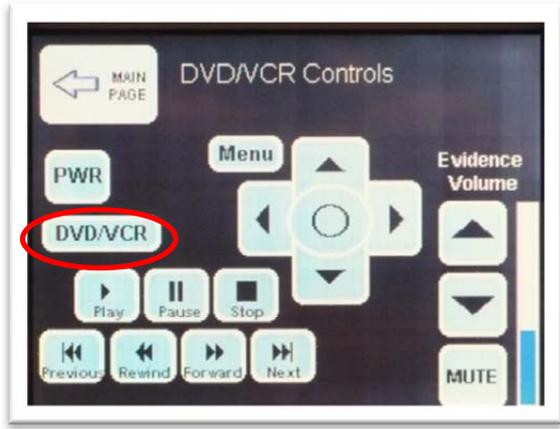
Step	Action
4	On the panel, touch the **corresponding buttons** to play the desired files/recordings *NOTE: The buttons on both DVD and VCR may also be used to play the desired files/recordings*
5	Using the **Arrows**, adjust the Evidence Volume if necessary
6	Touch **Main Page** when finished to return to the main Lectern Sources screen
7	Remove the **DVD/VHS** media from the presentation cart
	NOTE: The Court recommends the use of a laptop computer with a DVD player for better control over non-commercial DVDs.

Lectern PC – This component utilizes the Court installed connections for laptop computers.

Step	Action
1	Plug **laptop computer** into the Presentation Cart - using the corresponding cables *NOTE: Both VGA (graphics) and Audio connections are available.* *Specific DVI, HDMI or any other type of video connection may need to be provided by parties using this functionality.* **IF YOU HAVE LAPTOP OR OTHER DISPLAY DEVICE THAT DOES NOT HAVE A VGA OUTPUT, YOU WILL NEED TO BRING A VIDEO CONVERTER TO CONVERT THE VIDEO SIGNAL TO VGA**
2	Touch **Lectern PC** on the main Lectern Sources screen
3	Using the **Arrows**, adjust the Evidence Volume if necessary
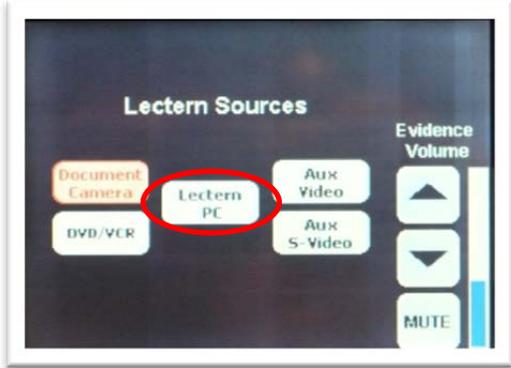
4	Use the **laptop controls** to present the information
5	Touch **Main Page** when finished to return to the main Lectern Sources screen
6	Disconnect the **laptop** from the presentation cart

Aux Video/Aux Input S-Video – This component utilizes the Court installed connections for external equipment.

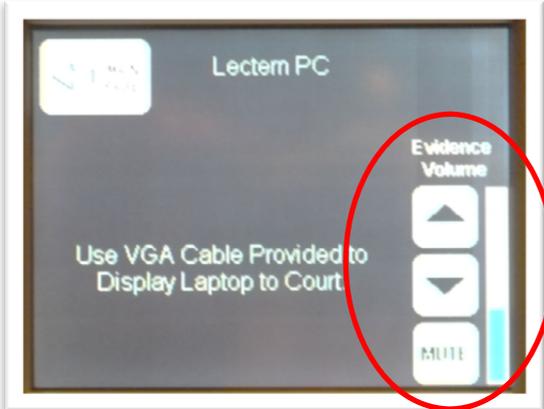| Step	Action
1	Plug **external equipment** into the Presentation Cart - using the corresponding cables *NOTE: Both VGA (graphics) and Audio connections are available; specific Video and S-Video cables, to properly connect to the presentation cart, may need to be provided by parties using this functionality.*
2	Touch **Aux Video** or **Aux S-Video** on the main Lectern Sources screen
3	Using the **Arrows**, adjust the Evidence Volume if necessary
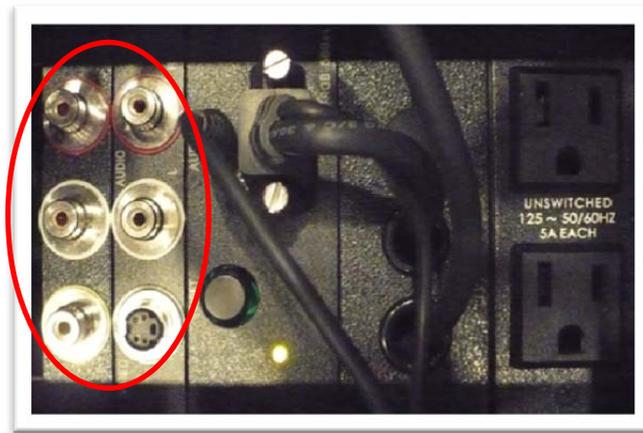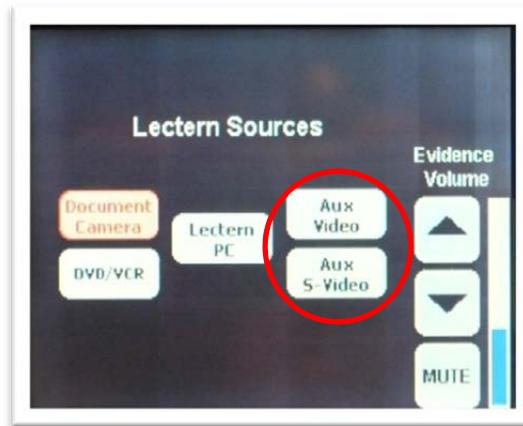
Aux Video/Aux Input S-Video – (con't)

4	Use the **equipment controls** to present the information
5	Touch **Main Page** when finished to return to the Main Lectern Sources screen
6	**Disconnect** the equipment from the presentation cart

Annotation Monitor – This component displays images projected from any of the presentation cart components. *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	Touch the **screen** in the designated corner to:

Change the annotation color

**Undo the previous annotation**

Clear all annotations

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

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

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

Additional Courtroom Technology

Lectern – On the front of the lectern is a button used to adjust the lectern height.
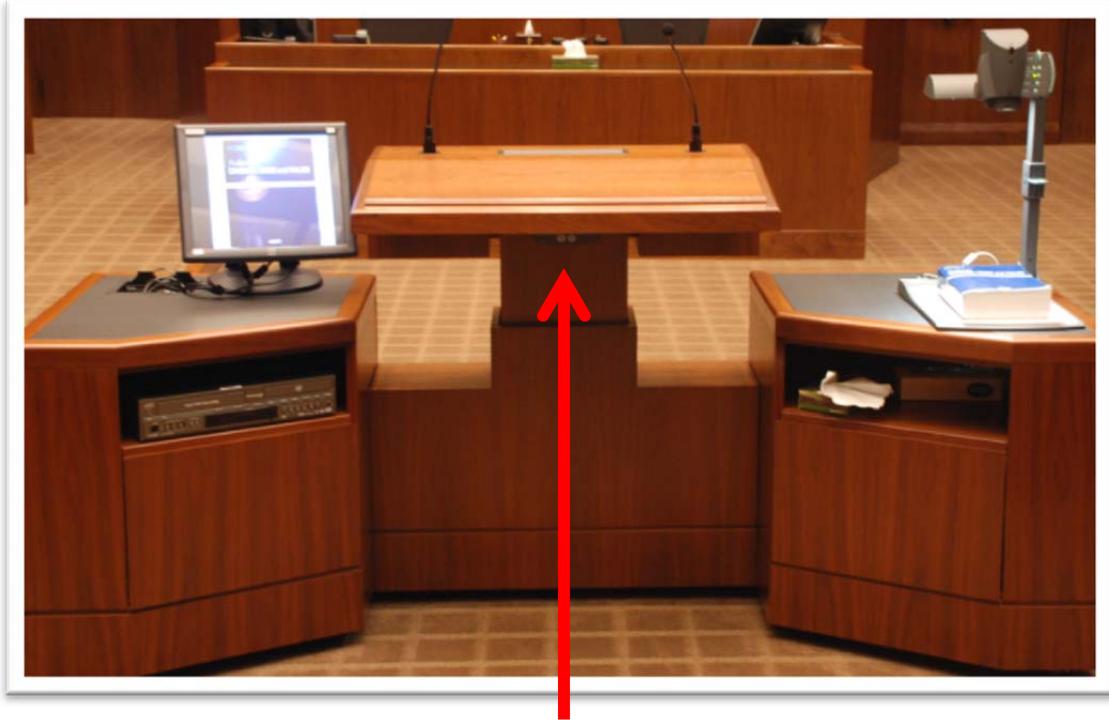
Press the **corresponding buttons** to raise or lower the lectern.

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, white noise is broadcast over the courtroom sound system to <u>ensure</u> confidentiality.

Second Language/Assistive Listening – Headphones are available for both interpreters and those needing hearing assistance

Receivers and Headphones

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

Attorney Tables – Attorney tables are configured for connecting a laptop computer.

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

Step	Action
1	Open the **wooden panel** on top of the table
2	Connect the **laptop** to the corresponding cables (i.e., vga for video; audio for sound)
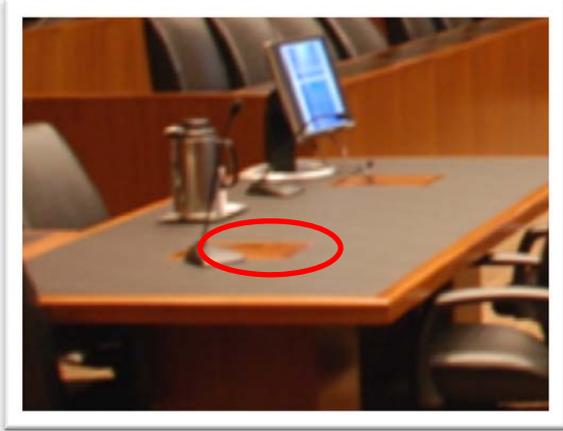
Audio

Video

3	Use the **laptop controls** to present the information
	NOTE: To present from an attorney table, the Judge needs to change the source location for the courtroom display to work.
4	Disconnect the **laptop** and close the wooden panel

Jury Monitor – A large projection screen is located behind the witness stand in all courtrooms (excluding 6A and 6B).
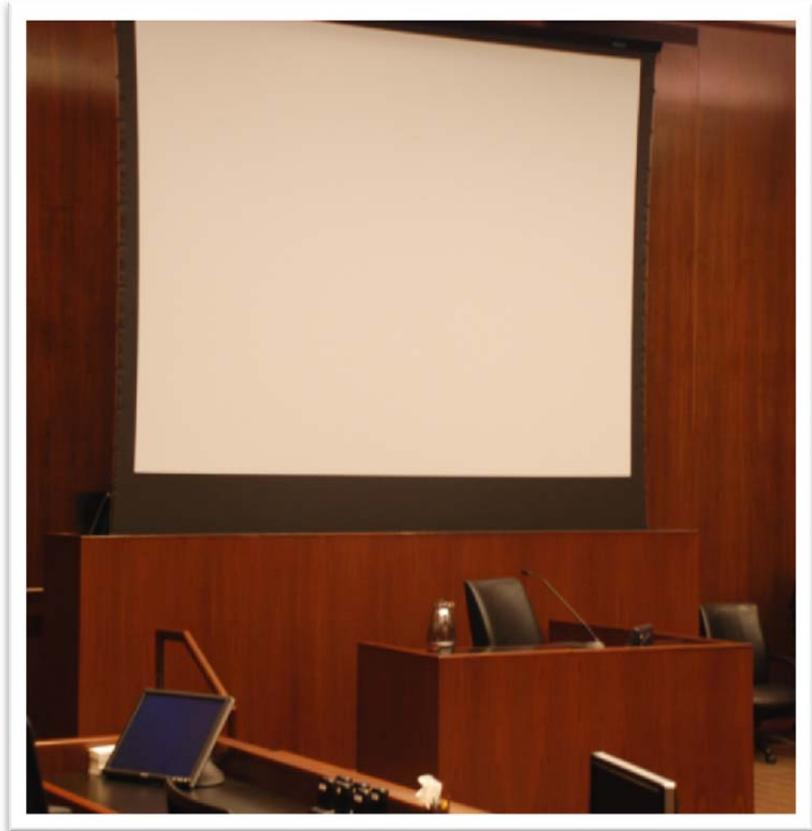
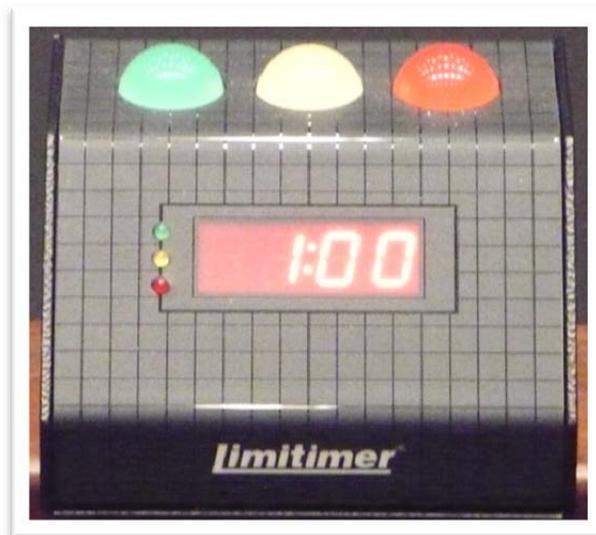**Plasma Television** – Courtrooms are equipped with a Gallery television which displays the evidence presented during a hearing.

Limit Timer – Some courtrooms have timers. Generally these are located on the lower bench.

Audio Conferencing – Audio conferencing is available in the St. Paul Courtrooms. This equipment may only be used if the Judge handling the proceeding agrees to allow witnesses or other appearances via audio conferencing. Advanced scheduling and notice is required. Contact the Judge's calendar clerk to discuss an audio conference request.

Video Conferencing – Video conferencing is available in all of the St. Paul Courtrooms. This equipment may only be used if the Judge handling the proceeding agrees to allow witnesses or other appearances via video conferencing. Advance scheduling and notice is required. Contact the Judge's calendar clerk to discuss an audio conference request.

> *NOTE: It is necessary to perform at least one test call prior to the court proceeding*
> *to ensure the compatibility of the video conferencing systems.*

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 1024 X 768 pixels with a minimum 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 from which to present evidence?**
   The Court only provides a VGA cable for evidence presentation from the cart. DVI, HDMI or any other type of video connection, must be provided by the attorney.

   IF YOU HAVE LAPTOP OR OTHER DISPLAY DEVICE THAT DOES NOT HAVE A VGA OUTPUT, YOU WILL NEED TO BRING A VIDEO CONVERTER TO CONVERT THE VIDEO SIGNAL TO VGA

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

   Internet connectivity is currently not allowed in the courtrooms.

5. **Who controls changing the view from the document camera to the courtroom monitors?**

   Only the Judge may turn on/off the monitors for the jury, or the Attorney, at the discretion of the Judge.

6. **Can we play VHS or cassette tapes in the Courtroom?**

   Yes. The Court has a VCR player yet no cassette player in the courtroom.

7. **How can the court accommodate Jurors who are hearing impaired?**

   We have individual headsets that allow the juror to amplify the sound system.

8. **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