



Courtroom Technology

August 2019

What equipment can I use to present evidence in the courtroom?

- ▶ Laptop both PC and MAC
- ▶ Tablets & iPads with HDMI adaptor
- ▶ Document Camera
- ▶ All other equipment needs prior approval from the Court

Where in the courtroom can I present evidence?

- ▶ Attorney Tables With a locally wired input
- ▶ Lectern or Media Cart
 - ▶ With a locally wired input

Before trial, should I bring my presentation device to the court to test?

- ▶ YES
- ▶ YES
- ▶ YES
- ▶ Contact the courtroom deputy to schedule a time for complete testing prior to trial as the trial date approaches.
- ▶ Make sure to test all aspects of your presentation, including:
 - ▶ Audio
 - ▶ Video
 - ▶ Font Size/Scaling
- ▶ On each hearing date, be sure to set-up at least ½ hour early to make sure everything is operational.

Who controls the evidence presentation system at trial?

- ▶ The Judge and courtroom deputy have full control of the system.
- ▶ **Communication is key**
 - ▶ Inform the courtroom deputy which input you are using.
 - ▶ When presenting evidence, identify the evidence (admitted, not admitted, chalk...)

Who can see the evidence?

- ▶ Courtroom monitors have **four** display groups
 - ▶ Judge
 - ▶ Attorney Tables (includes Judge)
 - ▶ Witness Monitor (includes attorney tables & Judge)
 - ▶ Show to all Monitors (includes all the above and Jury monitors)
- ▶ Gallery Monitor: If this monitor is displaying evidence, the jury monitors are as well!

How do I present *admitted* & *non-admitted* evidence?

- ▶ Once evidence is admitted, the courtroom deputy will display the evidence to the Jury.
- ▶ When introducing non-admitted evidence, inform the courtroom deputy in **advance** of production, so they can ***stop the display*** to the Jury.
- ▶ Promptly remove evidence from the camera

Can I digitally annotate evidence?

- ▶ Annotation is available in our District Judge courtrooms
- ▶ Touch screen monitors for annotation are located at the **lectern** and the **witness stand**
- ▶ This feature allows the attorney and/or witness to mark-up an exhibit

Does the Court provide internet access?

- ▶ No
- ▶ **Courtroom Connect** provides internet access for a fee in the Moakley courthouse.
- ▶ Complete and submit the “Request for Courtroom Internet Access” form on the Court’s website to the courtroom deputy.
- ▶ Once approved by the court **you** must contact Courtroom Connect to create an account to gain access.
- ▶ Courtroom Connect’s phone number is: 877-838-9067

Teleconferencing & Videoconferencing

- ▶ All Courtrooms are equipped with this technology.
- ▶ However, this technology is not typically used for trials.

Reminders

- ▶ Plug in the video cable BEFORE turning on the laptop.
- ▶ DO NOT unplug any of the courtroom equipment and
- ▶ DO NOT plug in any of your own equipment other than an allowed device, without the approval from the courtroom clerk.
- ▶ DO NOT use the power in the floor box. Power has been brought to the tabletops.
- ▶ All switches, scalers or other technical equipment will require prior IT approval.

Q&A

- ▶ What questions do you have?

JERS

JURY EVIDENCE RECORDING SYSTEM



JURY EVIDENCE RECORDING SYSTEM

- Developed by the Western District of North Carolina.
- Provides electronic access to exhibits admitted during trial for deliberating juries.
- Each District Court Jury room has a large format [at least 46"] touch screen with an attached computer and speakers.
- Confirm with the Courtroom Deputy on if the Judge requires JERS to be used and when the exhibits need to be delivered.



JURY EVIDENCE RECORDING SYSTEM

- Exhibits should be submitted whenever possible on either a CD [700MB] or DVD [4.7GB]. Other removable media types need permission of the presiding Judge and need to be scanned for viruses prior to use on court issued computers.
- **Documents and photographs** must be in the following file formats: .bmp, .gif, .jpg, .pdf, .tif
 - *PDF documents where possible should not be larger than 50MB as it will take longer to load and view in the deliberation room.*
- Video and Audio recordings must be in the following formats: .avi, .mpg, .mp3, MP4, wav, .wma, .wmv



JURY EVIDENCE RECORDING SYSTEM

- In addition to the Courtroom Deputy for the Judge presiding over your case, you can direct inquiries about JERS to:

Boston cases:	Brendan Garvin	617-748-9241
Springfield cases:	Bethaney Healy	413-785-6803
Worcester cases:	Robert Alba	508-929-9907

- Additional information including instructions on how to name the exhibits for loading into JERS can be found under the ATTORNEYS menu on the Court Website www.mad.uscourts.gov