

# Presenting Evidence Using Smart Courtroom Technology



Thank you all and welcome to today's brown bag seminar on Presenting Evidence Using Smart Courtroom Technology.

My name is Louis X. Fuentes, and I'm an Operations Systems Analyst with U.S. District Court in our San Antonio office.

Today we'll be spending some time discussing the various tools you'll have available in regard to presenting evidence using our new courtroom presentation equipment.

At the end of our presentation, you will be able to move around the courtroom to have a closer look at this equipment and pose any further questions you may have with this equipment.

Unfortunately, our time is short today, so without further delay, let's proceed with our technology overview.

# Objectives

- Become familiar with technology and equipment

## Agenda

- Presentation Overview
- Demonstration
- Q & A

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Today's objective is to help you become familiar with our various courtroom technology tools.

Our Agenda for today:

- will consist of an overview of our courtroom technology equipment
- we'll also demonstrate the equipment
- we'll allow for any questions towards the end of our overview

Time permitting at the conclusion of this presentation, you'll also have the opportunity to walk around the courtroom to view the equipment and pose any further questions you may have regarding the functionality of our smart courtroom technology.

# Benefits

- Evidence Presentation
  - Multi-media
  - Progressive Technology
  - Responsiveness
  - Simultaneous Viewing of Exhibits
  - Annotations of Exhibits
- Audio / Video Conferencing
  - Security
  - Reduction of Travel
  - Savings in Personnel Time/Costs

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This new courtroom technology plays a very important role in our court proceedings, and as you can see, the benefits of this “smart system” are numerous.

These benefits will allow for the presentation of evidence in different multi-media formats that range from displaying a live PowerPoint presentation, to presenting photographs and/or documents in hard copy or electronic format, plus the ability to annotate these items, will allow you, the attorney, the flexibility to exercise different options in presenting your evidence to the court using this smart technology.

# Equipment

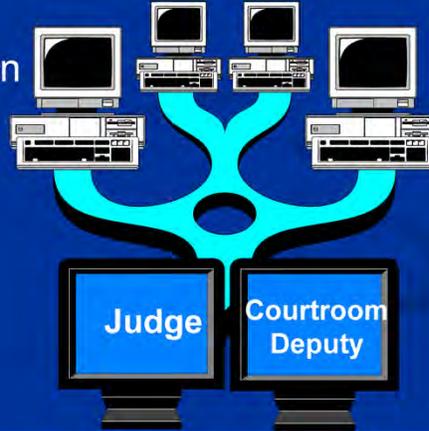
- Audio System
- Monitors
- Attorney Tables
- Computer Hookups
- Evidence Presentation Cart
- Document Camera
- Components
- Audio Conference
- Video Conference

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Here's a quick glance of what features we have available in our smart courtrooms. We'll discuss each in further detail.

# Control

- Control
  - Judge & Court Staff
    - CRD
    - Law Clerk
  - Evidence Presentation (as authorized)
  - Preview Potential
  - Blackout



Items can be previewed on the judge's, the attorney's, and the witness' monitor, as authorized to be shown by the judge during a court proceeding.

Who controls what's being displayed on the various monitors?

The Judge and/or their designated court staff. In most instances, that designated individual will be the Judge, or the Courtroom Deputy, given the specific situation.

An attorney at the evidence presentation cart will also have some limited control, which we will look at later.

The judge and the courtroom deputy also have a blackout button, which when used, will black out the desired monitors as deemed appropriate by the judge.

# Audio System

- Microphones
  - Muting Feature
- Attorney Tables
- Witness Box
- Bench Trial Feature



Let's take a look at the microphones first. Notice the **red** light. When they're red, they are set to ON **unless** you press the button, which is basically a "**push to mute**" button. So, if its not pressed, the microphone is active or **On**.

If necessary, the Judge and/or courtroom deputy can also mute the attorney microphones from their control panels, if a private conversation should take place between attorneys.

There are microphones available the attorney tables, the attorney lectern, and also for the witness box.

You'll want to ensure you are close enough to a microphone to be well-heard, however, the volume of each microphone can be adjusted by the courtroom deputy or Judge's control panel, and they can also adjust the entire room, and they can reset the entire audio system, if necessary, from their respective control panels.

When certain situations dictate, there is also **Bench Trial Conference Feature** that can be launched by the Judge's control panel for purposes of conducting a private sidebar conference at the Judge's bench with opposing counsel.

When active, this feature will mute all courtroom microphones, with the exception of the Judges sidebar microphone for recording purposes only, and it will not be amplified. In this scenario, a "**white-noise**" feature will also be simultaneously launched, which basically provides sound masking capabilities over the jury box to prevent the private sidebar conversation to be heard by the jurors.

# Assisted Listening



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We also have assisted listening devices and an interpretation system available.

The Infrared Headphones have 2 channels:

- 1 for assisted listening
- 1 for interpreted language

They have their own volume control and channel selector switch, and must be facing out to properly receive the signal. These listening devices operate on what is referred to as a “line of sight” and receive their signal from emitter panels mounted in the 2 corners of the courtroom.

They also have a battery and since they are “stored” in their respective battery charger, they should always be ready for use.

# Monitors

- Judge
- Courtroom Deputy
- Witness Stand
- Attorney Evidence Presentation Cart
- Jury Box
- Attorney Tables

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As you look around the courtroom, notice that we also have flat screen monitors available for:

- the Judge at the bench
- the Courtroom Deputy
- the Witness Stand
- the Attorney Evidence Presentation Cart
- the Jury Box and
- the Attorney Tables

# Computer Hookups

- Must have prior approval from the court
- Webcams
- Used for:
  - PowerPoint Presentations
  - Word Processor Documents
  - PDF Documents
- **Resolution: 1028x724**
- **Common viewing issues**

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Computer hookups in the courtroom are permitted, but prior approval should be obtained by the court beforehand.

The use of webcams during a live court proceeding is strictly prohibited. For more information regarding the use of electronic recording devices, refer to the **GENERAL ORDER REGARDING CELLULAR PHONES AND ELECTRONIC DEVICES**, dated November 1, 2010, of which you should have a copy of that document in your provided materials.

Resolution for your laptops should be set to 1024 x 768 for best viewing results through our courtroom presentation equipment.

A common question we also encounter in regard to using laptops in our courtrooms involves pushing the laptop's video through to our presentation system. For example, most laptops will use an FN key along with a specific function key.

The laptop I'm using today uses a keystroke combination of the FN key along with the F7 function key. Please note, this keystroke combination can be different on your laptop and is determined by the laptop's manufacturer. To determine which combination keystroke function your laptop should use, consult your laptop's owner user guide for more information.

# Attorney Tables

- PowerPoint
- Document
- Scanned image
- Annotation



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Whether the computer is hooked up to the attorney's table or to their evidence presentation cart, the capabilities are the same.

As you can see, we're viewing a **PowerPoint** presentation which also contains sound and animation. (*demonstrate*).

We also display **documents** in WordPerfect format and can also be display in other file formats from other popular word processors as well (MS Word, Excel files, .TXT files, etc). Notice the difference the font size and how the document's view can be manipulated (*demonstrate changing font size and view size*).

This is an **image** that was previously scanned and converted to PDF format.

Anything displayed on the witness or evidence cart monitor can also be **annotated**. We'll demonstrate that feature in further detail in just a few minutes.

# Attorney Tables



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At each attorney table, we also have direct connections available:

- to connect A/C power to your laptop via the connection floor outlet,
- there are also cables to connect your video,
- and there's also another cable for audio, which should be connected to the headphone out input of your laptop for displaying of PowerPoint or other media files containing sound and/or video,
- there's also another cable to connect to, but is used for our LAN connections and is reserved for internal court personnel only (*permissions for internet connectivity must be obtained beforehand with the court and must be provided by the attorneys by way of a cellular aircard, as wireless connectivity is not available in our courtrooms*).

You'll have similar capacity at the attorney evidence presentation cart, which we'll look at in just a minute.

# Evidence Presentation Cart



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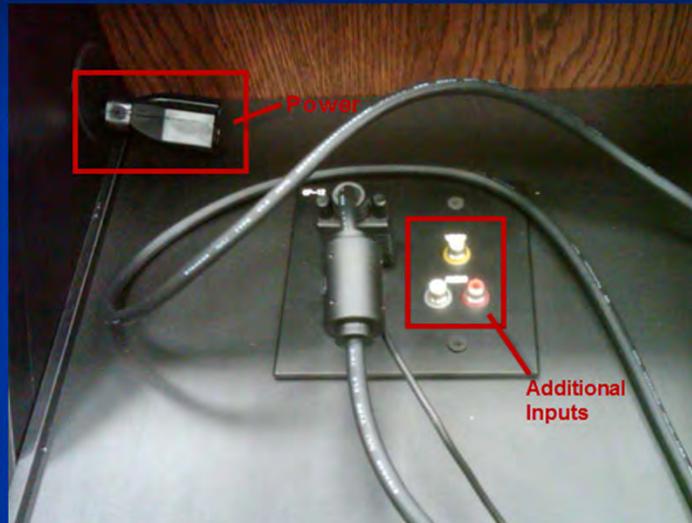
Let's take a look at the attorney's evidence presentation cart now.

On the evidence presentation cart we have the following evidence peripherals available:

*[CLICK FOR EACH ITEM NOW]*

- Monitor with a touch screen control panel
- Document camera
- DVD/VCR

# Laptop Shelf



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The top side of the cart also has capacity for additional inputs, however, permission should be obtained beforehand as well as for compatibility testing prior to the court hearing.

# Document Camera



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Everything on the document camera can be controlled by the judge or the courtroom deputy from their control panel screens, as well as from the evidence presentation cart's control panel. It is also advised to please use the screen panel controls to operate the document camera. If the manual controls on the camera are used instead, it can cause loss in synchronization between the document camera and the screen panel controls.

Let's start with a document.

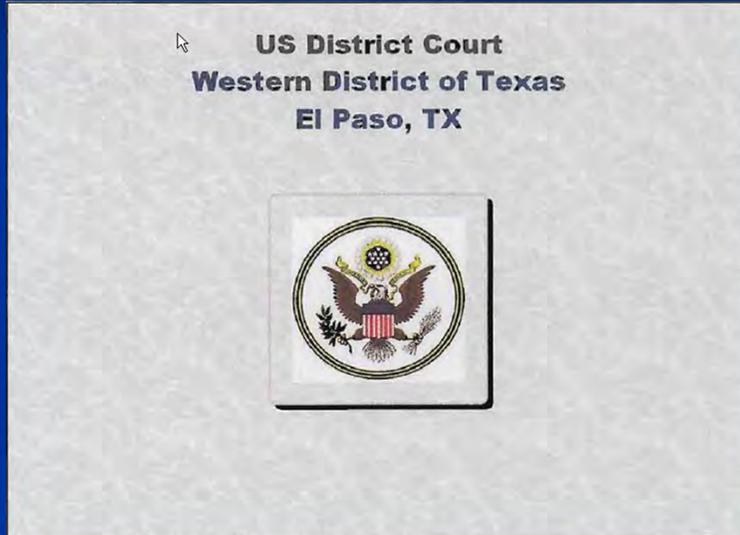
We can zoom, and when we do, you'll also see the document zoom on the evidence cart monitor screen.

In regard to the focus controls, the camera's focus and aperture are best left on automatic so the camera can adapt itself to the various lighting conditions.

Now, what about an object other than a document?

And any image shown on the document camera bed can be saved or captured by the courtroom deputy to their USB drive.

# Attorney Cart Control Panel

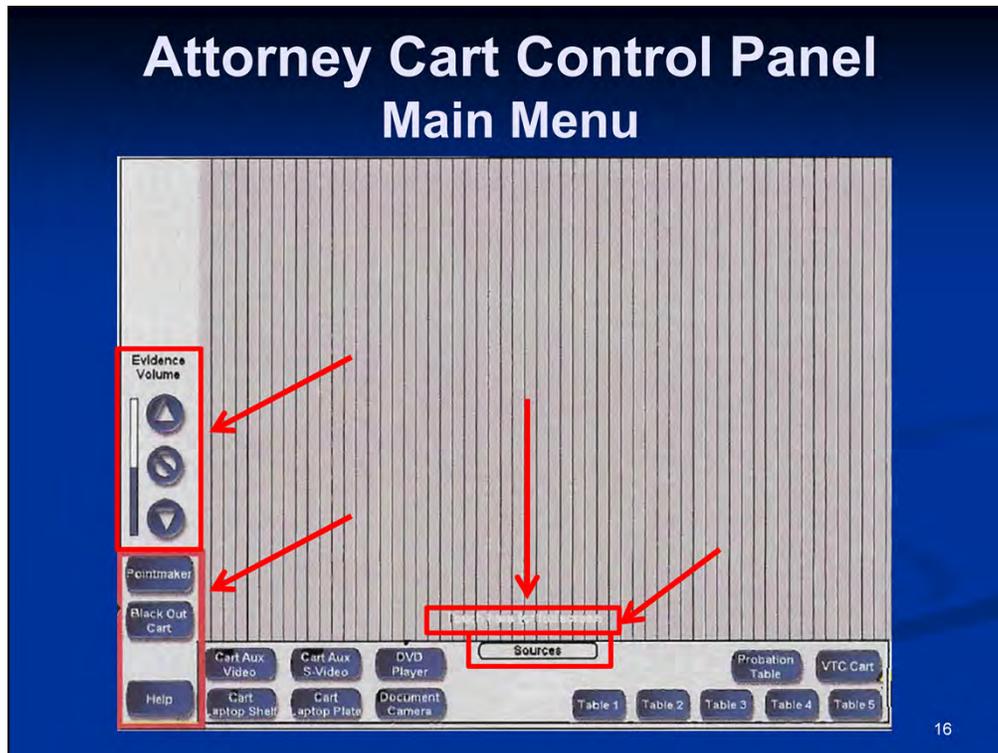


Let's take a look at the control panel available on the Attorney Cart.

This is the **Start** screen that is displayed upon startup.

A touch to this screen will display the **Main Menu**.

# Attorney Cart Control Panel Main Menu

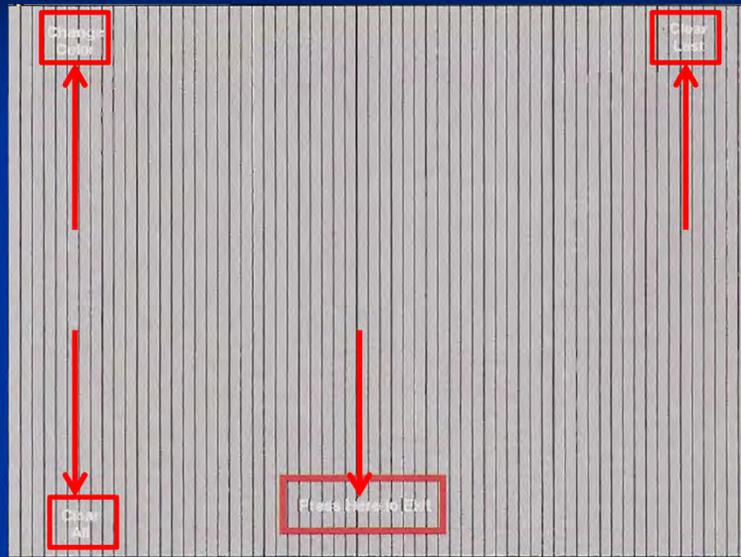


This is the **Main Menu** screen.

This highlighted area in the lower left hand corner provides control over the entire system. When applicable, a pop-up menu will display additional system controls.

- The **Pointmaker** feature will display a pop-up window for controls for the annotation system when the screen is displayed in full screen mode.
- The **Blackout Cart** feature will disable the cart's video. The button will appear in Green when disabled. Press the button again to restore the video.
- The **Help** feature will display a pop-up menu window with technical assistance information.
- Immediately above this area are the **Evidence Volume** controls to increase, decrease, or mute the evidence volume. Keep in mind, the evidence volume can also be controlled by the Judge and/or CRD at the Judge's discretion.
- Towards the bottom of the Main Menu, the **Sources** section has controls to route that source to the court's presentation system for viewing.
- Immediately above the Sources, is a touch screen link labeled as "**Touch Here for Full Screen**" to enlarge the video window to full screen capacity. When set to full screen, the annotation feature controls can then then used.

# Main Menu / Full Screen



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When set to full screen, annotation controls become available to:

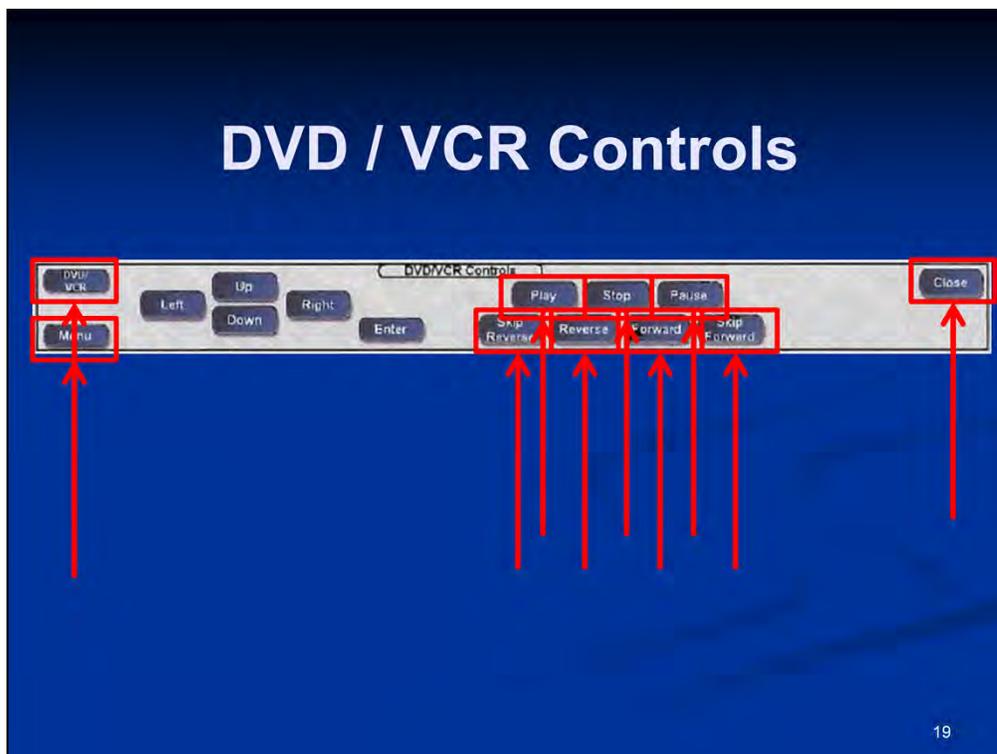
- **Change Color** – when used, it can scroll through seven (7) different marking color options.
- **Clear Last** – will erase the last marking that was made.
- **Clear All** – will erase ALL markings from the screen.
- The **Press Here to Exit** screen link - will return the video window to it's original size.

# Document Camera Controls



When selected from the **Source** controls located on the **Main Menu**, the appropriate **Document Camera** controls will be displayed:

- The **Power** controls will turn the document camera On or Off. There is also a manual On/Off switch on the document camera as well.
- The **Zoom** controls will reduce (**OUT**) or enlarge (**IN**) the subject size within the image.
- The **Focus** controls will adjust to better focus on objects farther away (**OUT**) or closer (**IN**) from the camera lens.
- The **AutoFocus** controls will turn this feature On or Off. The feature automatically adjusts the focus to fit the current conditions.
- The **Lights** controls will turn the document camera's light On or Off.
- The **Close** button will close this pop-up window and return to the **Main Menu**.



When selected from the Source controls located on the Main Menu, the appropriate **DVD/VCR** controls will be displayed:

- The **DVD/VCR** button will toggle control between the DVD portion and the VCR portion of the combination unit.
- The **Menu** button will display an on-screen menu for configurations and settings. Use the Up/Down/Left/Right buttons to navigate the menu and the Enter button to make a selection.
- The **Play** button will begin the playback of the inserted media.
- The **Stop** button will end the playback of the inserted media.
- The **Pause** button will freeze the playback until this button is pressed again.
- The **Skip Reverse** button will scroll backward through the chapters of a DVD.
- The **Reverse** button returns the DVD or video cassette to its starting position.
- The **Forward** button will quickly bring the DVD or video cassette to its ending position.
- The **Skip Forward** button will scroll forward through the chapters of a DVD.
- The **Close** button will close this pop-up window and return to the Main Menu.

# Audio Conference

- Every courtroom
- Multiple lines
- Mute option
- Set up in advance with court staff

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We also have audio conference capability in every courtroom.

To use this system, permission should be obtained by the court beforehand, and all access points should be tested in advance with court staff to ensure proper connectivity prior to the court proceeding.

# Video Conference

- Portable
- Multiple sites
- Evidence Presentation

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We also have video conferencing capability and because it is portable at this time, it can be used in every courtroom. This portable system can be used in situations when an expert witness is in a different location or to possibly bridge multiple sites together for a court proceeding.

Again, permission for use of this equipment should also be obtained by the court beforehand, and the various access points involved should also be tested in advance with the court staff to ensure proper connectivity prior to the court proceeding.



What questions do you have?