

Courtroom Equipment Guidelines

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4th Judicial Circuit Court Technology Office



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Document Contents

DOCUMENT PURPOSE	1
INTENDED AUDIENCE	1
AVAILABLE EQUIPMENT	1
EVIDENCE CART.....	1
<i>Presenting Audio (Desktop PC).....</i>	<i>1</i>
<i>Presenting Audio (External PC)</i>	<i>1</i>
<i>Presenting Documents ('ELMO')</i>	<i>2</i>
<i>Presenting Video (Desktop PC).....</i>	<i>2</i>
<i>Presenting Video (External PC).....</i>	<i>2</i>
SMART BOARD	3
PROJECTOR AND SCREEN	3
EASEL AND FLIPCHART PAPER	3
REQUESTING COURTROOM EQUIPMENT	4
COURTROOM EQUIPMENT REQUEST FORM.....	4
TROUBLESHOOTING TIPS	5
COURT TECHNOLOGY OFFICE CONTACTS	5
TECHNOLOGY REFERENCE PHOTOS	6
EVIDENCE CART.....	6
SMART BOARD	6
PROJECTOR AND SCREEN	8

Table of Figures

Figure 1 - Evidence Cart Front & On-Board Document Projector.....	6
Figure 2 - Smart Board Front.....	6
Figure 3 - Smart Board Back.....	7
Figure 4 - Smart Board Side (CPU)	7
Figure 5 - Projector and Screen.....	8
Figure 6 - Projector and Speakers	8

Document Purpose

The purpose of this document is to provide instructions regarding the request for and use of technical equipment provided in the Duval County Courthouse courtrooms. This document also intends to offer concise direction on the proper use of courtroom equipment, the steps taken to troubleshoot minor equipment difficulties, and the technical resources to contact should technical difficulties with courtroom equipment threaten to delay court proceedings.

Intended Audience

The content in this document is written for any person requesting and using equipment supplied by Duval County's Court Technology Office. These individuals typically include, but are not limited to attorneys and their staff/representatives requiring the use of technical equipment during a trial and Judicial Assistants (JAs) requesting technical support when a Judge is conducting a hearing.

NOTE: THE DUVAL COUNTY COURTHOUSE TECHNOLOGY OFFICE IS NOT RESPONSIBLE FOR EQUIPMENT BROUGHT FROM THE OUTSIDE AND INTO THE COURT ROOM AND USED DURING LEGAL PROCEEDINGS. ADDITIONALLY, THE DUVAL COUNTY COURTHOUSE TECHNOLOGY OFFICE WILL NOT PROVIDE TECHNICAL SUPPORT TO THIS EQUIPMENT SHOULD IT FAIL OR BE DEEMED INCOMPATIBLE WITH THE TECHNOLOGY PROVIDED BY THE COURTHOUSE TECHNOLOGY OFFICE.

Available Equipment

The Duval County Courthouse provides the following courtroom technology options:

Evidence Cart

The Evidence Cart is an "all-in-one" evidence presentation system on wheels. It allows an attorney or Pro Se' to present their evidence using a variety of mediums, to include the following:

1. **Desktop PC** (included on the cart) – Allows files stored on a USB drive to be accessed and displayed. The CD/DVD player on the Desktop PC allows audio and video files (e.g., police interviews, testimony, or surveillance) to be broadcast on the monitors throughout the courtroom. The Evidence Cart has technology that allows it to be used as a touch screen device where displayed images and documents can be annotated with on-screen tools that the legal representative and witness can use. There are 15 Evidence Carts currently deployed for courtroom use.
2. **Overhead document camera** (also referred to as 'ELMO') – Allows paper documents to be visually broadcast on the monitors throughout the courtroom without the need for a projector screen.
3. **Technology Inputs** – In addition to being equipped with a touch screen monitor, legal representation can use the available on-board VGA, HDMI, and audio inputs to broadcast their evidence using equipment they bring to the courtroom.

Presenting Audio (Desktop PC)

To present audio to the jury and Judge, a legal representative can use the Desktop PC to launch an audio application (e.g., iTunes, VLC Player or Windows Media Player) and play an audio track from a CD or portable device (e.g., USB drive).

Presenting Audio (External PC)

A legal representative can also use their own Desktop PC and, as seen in the pictures below, plug into the appropriate component input (e.g., Computer, Audio, HDMI) on the Evidence Cart to launch an audio

application (e.g., iTunes, VLC Player, or Windows Media Player) and play an audio track from a CD, playlist, or portable device (e.g., USB drive).



Presenting Documents ('ELMO')

The overhead document camera ('ELMO') can be useful when presenting documents or objects as evidence. The document camera can magnify text on a document or an object placed on the camera to 250 times its normal size. This allows the jury and Judge to see enhanced detail in a document or on an object.



Presenting Video (Desktop PC)

To present video to the jury and Judge, a legal representative can use the Desktop PC to launch an application (e.g., MS PowerPoint, VLC Player, or Windows Media Player) and play video from an application on a PC, a DVD, a CD with the video in an acceptable format (e.g., .mov, .wmv, etc.), or portable device (e.g., USB drive).

Presenting Video (External PC)

As with audio, a legal representative can use their own Desktop PC and plug into the appropriate component input (e.g., Computer, HDMI) on the Evidence Cart to launch a video application (e.g., MS PowerPoint, VLC Player, or Windows Media Player) and present video from a DVD, application, or portable device (e.g., USB drive).

Smart Board

Smart Boards are the Court's newest technology and offers a variety of evidence displaying options. While it also has an on-board computer and CD/DVD player like the Evidence Cart, the 70-inch mobile Smart Board provides a larger video display, mounted web cameras for remote testimony (via Skype or some other video conferencing application), and can broadcast to all monitors in the courtroom. Applications typically used to present evidence are installed on the Smart Board (e.g., MS Word, MS PowerPoint, Adobe Acrobat Reader, etc.), and its mobility allows it to be easily moved out of the way when not in use.

Another feature of the Smart Board includes Pen Software that allows annotation to documents and images that can be saved for future use. There are SEVEN (7) Smart Boards currently deployed for courtroom use.

Projector and Screen

Traditional projectors and projector screens are available for use to display evidence. The projectors are available with VGA inputs that allow legal representatives to connect their laptop computer and project information onto the screen, and come equipped with speakers to broadcast any audio from files stored on the legal representative's computer.

Easel and Flipchart Paper

When technology is neither needed nor desired, a courtroom can be supplied with an easel and flip chart to allow legal representatives to illustrate during court proceedings.

Requesting Courtroom Equipment

Reasonable effort is made to ensure functional technology is available in any courtroom when needed; however, to accommodate equipment needs and guarantee availability, the Duval County Court Technology Office recommends an official request for courthouse equipment be submitted through the 'Technology' page on the [Fourth Judicial Circuit Courts of Florida website](#).

Courtroom Equipment Request Form

To reserve courthouse equipment, following the instructions below:

1. Open an Internet browser and navigate to <http://www.jud4.org/Technology.aspx>.
2. Click the **Courthouse Equipment Request Form** link.
3. Complete all required and applicable fields on the form and click **Submit**.

Upon submitting the Equipment Request form, the Duval County Court Technology Office receives an email notification. After the equipment request is reviewed, the equipment is reserved and an appointment is scheduled on the Duval County Court Technology Office's Equipment Calendar. If any part of the equipment request is incomplete or unclear, someone from the Technology Office will contact the requestor to obtain clarification before scheduling the equipment reservation on the calendar.

NOTE: REQUESTS SENT VIA EMAIL WILL NOT BE ACCEPTED AND LEGAL REPRESENTATIVES THAT DO SO WILL BE DIRECTED TO REQUEST EQUIPMENT VIA THE 'TECHNOLOGY' PAGE ON THE [Fourth Judicial Circuit Courts of Florida website](#).

The use of equipment brought from outside of the courtroom (e.g., laptop, projector, etc.) requires approval from the presiding Judge and will not receive technical support from the Technology Office. Also, representation for the defense and plaintiff must agree on the type of equipment to be used prior to the trial date.

Troubleshooting Tips

Technology can fail for any number of reasons. Some failures are quick fixes and can be done in a short amount of time, but in other cases a failed piece of equipment could require more time to repair, or even require the equipment to be replaced by another. The following table lists are courtroom equipment problems that frequently occur and the troubleshooting procedures to resolve the problem.

If an equipment failure occurs that is not listed, please contact someone from the Court Technology Office for immediate assistance.

Equipment Problem	Troubleshooting Procedures
Evidence Cart not working	<ol style="list-style-type: none"> 1. Check to make sure the power cord and all network cables are plugged into the wall or floor, as this powers up the cart and indicates that it is on by the green light illuminating under the bottom right corner of the Crestron monitor. 2. Check to make sure the CPU (computer tower) in the cart is 'On' (blue light on the CPU tower is illuminated). 3. If there is no picture on the cart's monitor, firmly tap the monitor to bring it out of 'sleep mode'. 4. If there is no picture on the cart monitor, please contact a member of the Court Technology Office for assistance.
Smart Board not working	<ol style="list-style-type: none"> 1. Check to make sure the power cord and all network cables are plugged into the wall or floor. This will illuminate the power button to green on the bottom left corner on the front of the Smart Board. 2. Check to make sure the CPU is 'On' (black box on the top right corner on the back of the smart board marked, 'CPU'). If it is not 'On', press the power button and the Smart Board should power on immediately. 3. If there is no picture on the Smart Board, please contact a member of the Court Technology Office for assistance.
Projector is not working	<ol style="list-style-type: none"> 1. Check to make sure the power cord is plugged into the wall or floor. 2. Check to make sure the power button is 'On' on top of the projector (it will be illuminated green and the projector function buttons will be illuminated blue). 3. If there the projector is not coming on, please contact a member of the Court Technology Office for assistance.

Court Technology Office Contacts

All questions related to courtroom technology should be directed to any of the following court technology office resources:

Mike Smith, Court Technology Officer | 904.255.1083 (office), 904.402.1105 (mobile)

Vincent Paruolo, Court Operations Consultant | 904.255.1085 (office), 904.237.4247 (mobile)

Patrick Estalilla, IT Analyst | 904.255.2196 (office), 904.312.2720 (mobile)

Mark Rivera, IT Analyst | 904.255.1084 (office), 904.571.7001 (mobile)

Technology Reference Photos

Evidence Cart

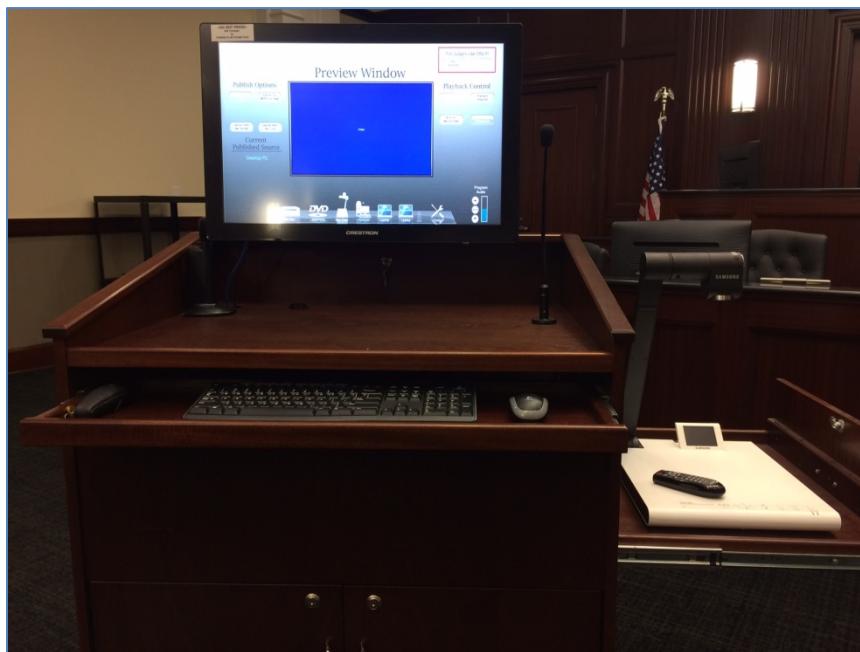


Figure 1 - Evidence Cart Front & On-Board Document Projector

Smart Board

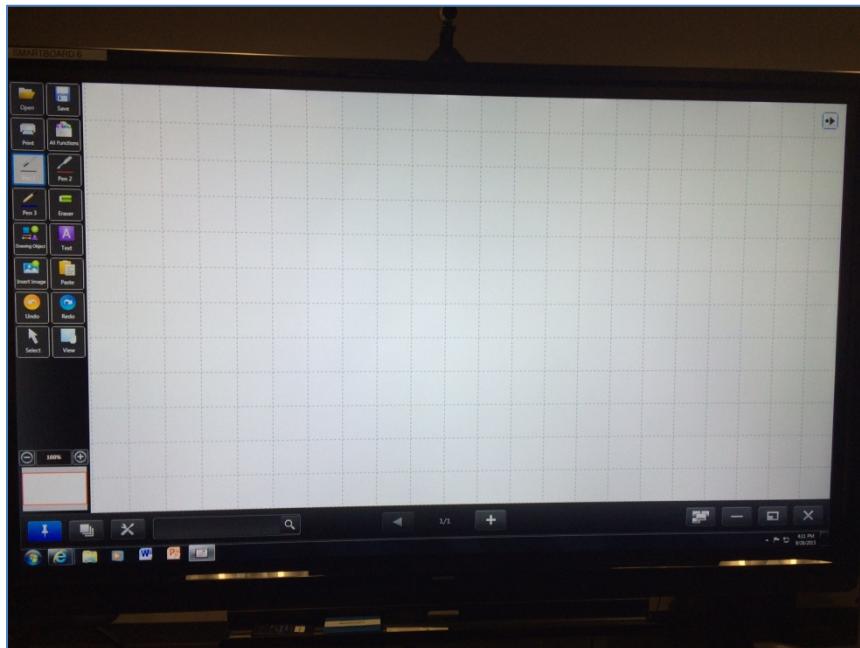


Figure 2 - Smart Board Front

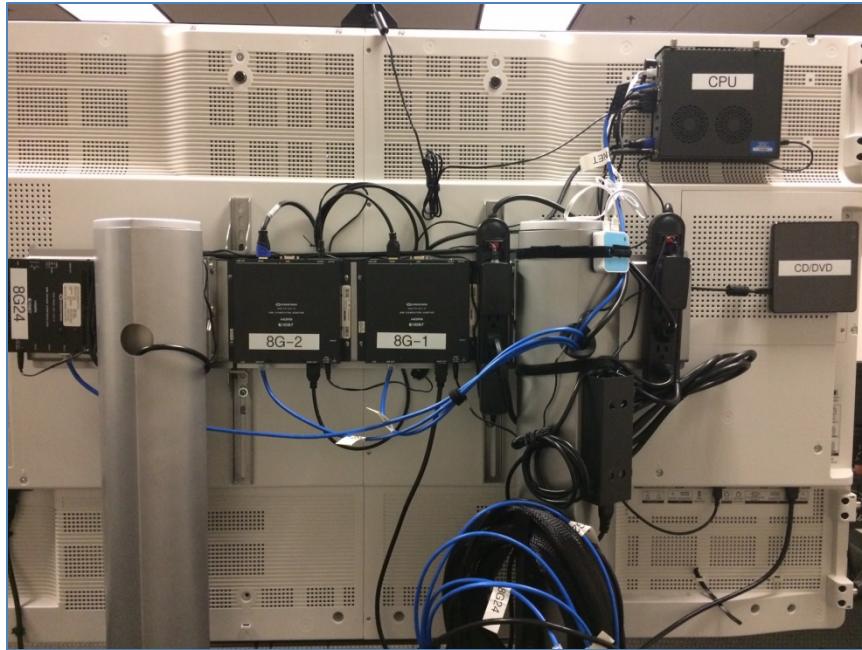


Figure 3 - Smart Board Back

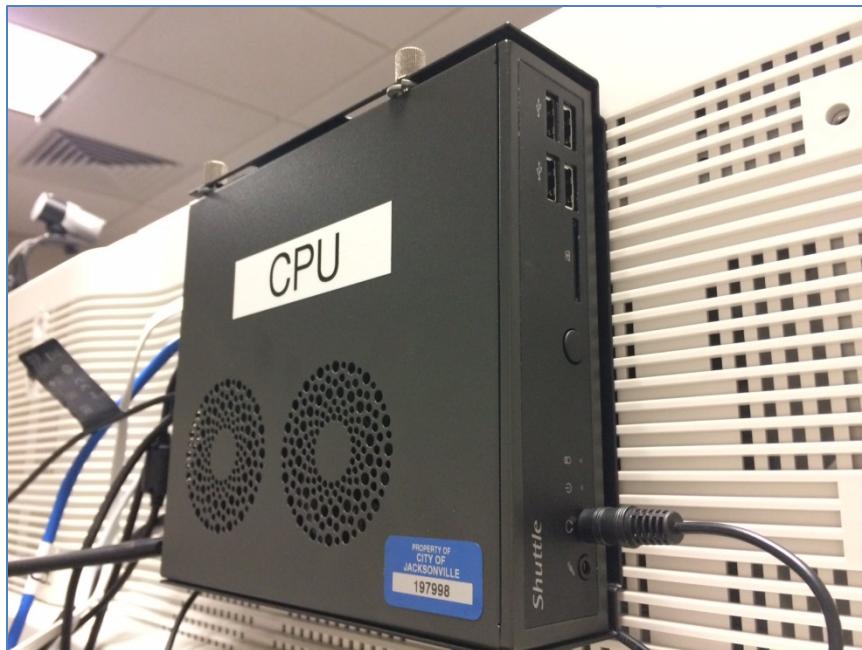


Figure 4 - Smart Board Side (CPU)

Projector and Screen



Figure 5 - Projector and Screen



Figure 6 - Projector and Speakers