

United States District Court of Minnesota



Courtroom Technology

Fergus Falls

July, 2016

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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 contact the appropriate Chambers' staff for scheduling a date and time.

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 technology/equipment testing. Bring a laptop, documents or any other evidence that may be presented in order to practice before the actual court session.

A basic evidence presentation system is available in the Fergus Falls Courtroom.

Courtroom Technology Components

The Fergus Falls Courtroom 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.



- 1 - Evidence Presentation Monitors
- 2 - Jury Plasma Display
- 3 - Document Camera
- 4 - Image Source Control

Lectern and Evidence Presentation Cart

Lectern – The lectern and presentation cart contain microphones, VGA and audio inputs, an evidence monitor, and a document camera. There is also a control box for selecting the source for display on the evidence monitors. The desktop is motorized and can be raised and lowered as needed.



1 - Microphones

2 - VGA/Audio input cables stored in cable cubby.

3 - Evidence display

4 - Document camera

5 - Image source control

6 - Desktop height control

Attorney Tables – Both attorney tables are supplied with a microphone and a display monitor.

NOTE: The monitors do not have annotation functionality.



Evidence Presentation Inputs

There are four input choices for displaying images on the courtroom evidence monitors. They are selected by a control box installed in the front of the cart.



Inputs 1, 2 & 3 are VGA inputs which can be connected to a laptop or other VGA video source. Input 4 is the document camera installed on the evidence cart.

The Judge and the courtroom deputy each have duplicate control boxes that can control the input source.

The Judge's control box has an additional button which can be used to blank all evidence display monitors.



Cable Cubby

Input 1 is the cable found in the cable cubby on the rear corner of the evidence cart.

There are both VGA and audio connections. These cables will pull out far enough to allow for placing the laptop up on the lectern. When finished, open the back of the evidence cart and pull the cables back into the cubby from the inside.

The cubby also has two AC power outlets for the laptop's power supply.

Inputs 2 and 3 (VGA only, no audio) are coiled on the floor in front of each of the counsel tables. This will allow for an associate at the counsel table to run the video presentation instead of it being run by the attorney at the lectern. The cables are marked as to which input number they are, corresponding to the input selection buttons on the control boxes.

Document Camera

The 4th input is the document camera which is installed on the evidence cart.



To operate the camera, first lift the camera arm by raising the green ring on the support arm.



After raising the support arm;

1. Rotate the head until the lense is pointing down.
2. Press the power button to turn on the camera's light.

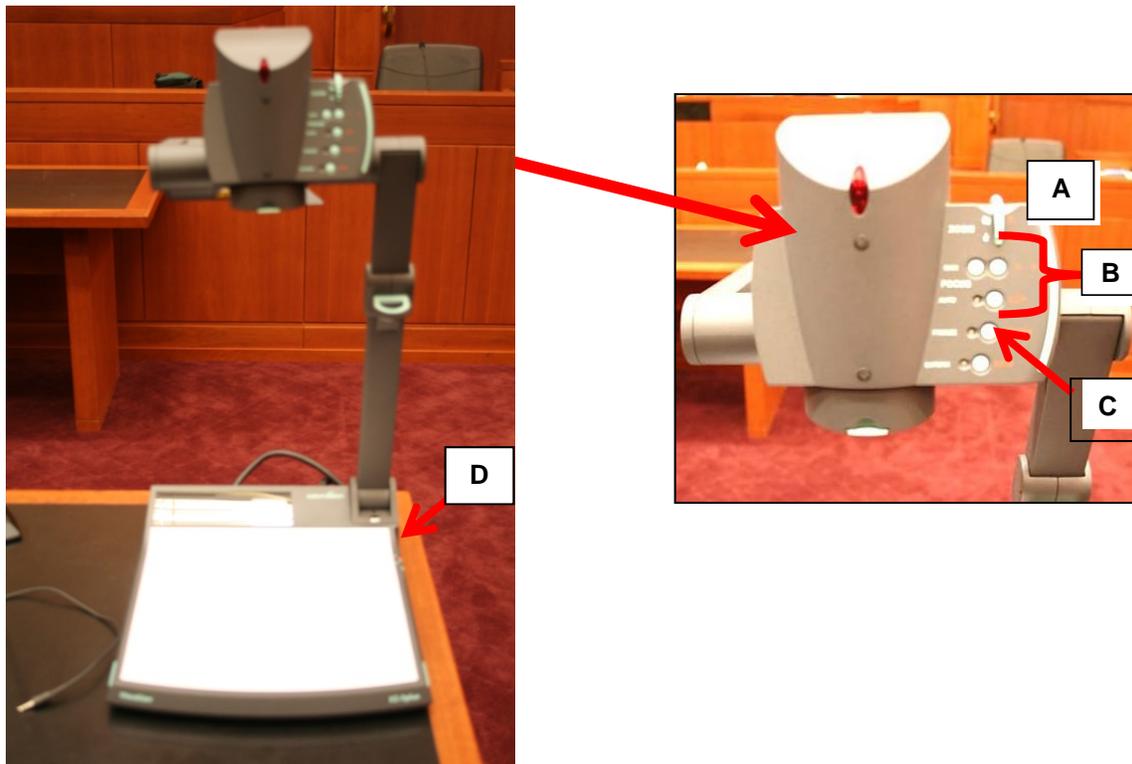
Finally, press the red button labeled as "Doc Cam" on the control box. Place the document you wish to display on the white surface. The document camera should auto-focus on the document or other item.

When finished with the document camera, please press the power button to turn off the light, rotate the head back to its storage position, and lower the support arm by pulling forward on the green ring.

Images from any of the input sources are displayed at both upper and lower benches, lectern, counsel tables, and on the large plasma display.

Document Camera – (con't)

Document Camera Instructions



Essential Functions of the Document Camera

	Button	Feature
<p><i>NOTE: Zoom and Focus are set to adjust automatically. If desired viewing results do not appear, manually adjust using the buttons outlined below.</i></p>		
A	Zoom	Scroll wheel forward or backward to change the zoom appearance of the document being shown
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.
<p><i>NOTE: Below the Freeze button is a button labeled Extern. This button does not have functionality for courtroom technology applications.</i></p>		
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)
<p><i>NOTE: Some document cameras have a preview window to show how the placement of the document will display; some have red laser light markers that shine on the working surface to indicate centered placement of a document.</i></p>		

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

NOTE: The monitor does not have annotation functionality.



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



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 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 from which to present evidence?

The Court only provides a VGA cable for evidence presentation from the cart.

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 smart phone or laptop work?

Internet connectivity is available in all Minnesota courtrooms. Please note however, this is a complimentary service and should not be solely relied upon in case of system downtime/ maintenance. 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, or the Attorney, at the discretion of the Judge.

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