# United States District Court
# District of Minnesota

# Courtroom Technology
# Phase II

# Evidence Presentation Cart

## Document Camera

**Components – Shaded items should not be changed or selected on the camera.**

| | |
|---|---|
| Power | Powers up the document camera. |
| 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) |
| Int/Ext | Allows users to plug in external components to the camera such as a laptop. This is not the preferred source to plug external sources. |
| Freeze | Freezes the image on the monitors so that as documents are being switched the courtroom sees the last image that appeared on camera. |
| AWC | Adjusts the color. |
| Nega/Pos | Reverses the color. Documents appear black and text appears white. |
| Mode | The mode should always remain XGA. **Please** do not change the mode. |
| IRIS | Adjusts the brightness. |
| Volume | Only used if an external source is plugged in. |
| Zoom | Allows users to zoom in closer or farther away from the document. |
| Focus | Adjusts camera settings so the image is sharper or blurry. |
| Full/Scroll View | Allows you to see the entire document in the full view or you change the setting to scroll and use the scroll arrows to move through the document. |

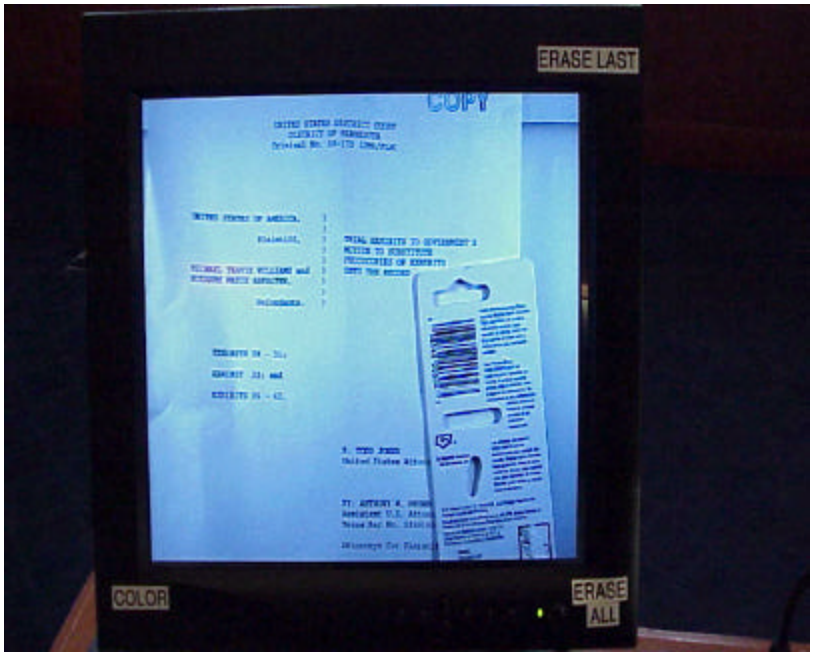
**Procedures for Using the Document Camera**

1. Make sure the camera power is on.
2. Ask the Judge for permission to use the document camera.
3. On the Touch Panel press the Doc Cam button.
4. Use the Arrow buttons on the bottom portion to Zoom and Focus. Please do not press the Int/Ext button as this is an Input button that should not be changed.

✎ **Tip**– Please use the setting adjustments on the Annotator instead of the Document Camera. Also be sure the mode reads XGA. This should not be changed as the image will not appear correctly.

# Evidence Presentation Cart

## Annotation Monitor




**Procedures for Annotating a Monitor**

1. Make sure the monitor power is on.
2. On the Touch Panel press the Annotation button.
3. Use your finger to draw lines, circles and other shapes that might emphasize items on the monitor. This cannot be used to “highlight” text. Remember it is also not a “fine” line and it takes practice to use.
4. To erase the last item on the monitor press the upper right corner of the monitor.
5. To erase all annotation, press the lower right corner.
6. To change the annotation color tap the lower left corner until the color appears you wish to annotate with.

✎ **Tip–** If the annotator is not working, make sure it is selected on the Touch Panel.

# Evidence Presentation Cart

## VCR/Cassette Player

**Procedures for Using the VCR Player**

1. Make sure the VCR power is on. This is important because, when the evidence cart is moved, the power is not automatically restored.
2. Ask the Judge for permission to use the VCR.
3. On the Touch Panel press the VCR button.
4. Insert the VHS tape into the VCR.
5. Use the control buttons on the Touch Panel to rewind, play, stop, pause and fast forward.
6. When finished press the eject button on the VCR.

**Procedures for Using the Cassette Player**

1. Ask the Judge for permission to use the Cassette Player.
2. On the Touch Panel press the Tape button.
3. Insert the cassette tape into the Tape Player.
4. Use the control buttons on the Touch Panel to rewind, play, stop, pause and fast forward.
5. There are two decks. Be sure that the correct deck (A or B) is selected before playing the tape.
6. When finished press the eject button on the Tape Player.

✎ **Tip**– There are headphones available for use when queuing up the Cassette Player.

# Evidence Presentation Cart

## Laptop Input

**Procedures for Connecting a Laptop to the Evidence Presentation Cart**

1. On the back of the evidence cart, you will find laptop connections.
2. Make sure you have a video extension cable (VGA). (15 pin male to 15 pin male) The attorney must provide this cable!
3. If you wish to play sound in courtroom from the laptop plug in a stereo cord from the laptop to the Audio In Input on the back of the Evidence Presentation cart.
4. On the Touch Panel press the AUX VGA button.
5. Use the controls on the laptop to display the information.

| | |
|---|---|
| | |
| ***Sample of a VGA Cord*** | ***Sample of Audio Cable*** |

✎ **Tip**– Take some time before a court appearance to connect the laptop to be sure it works.

✎ **Tip**– Be sure that all cables are connected securely.

# Lectern

## Time Indicators

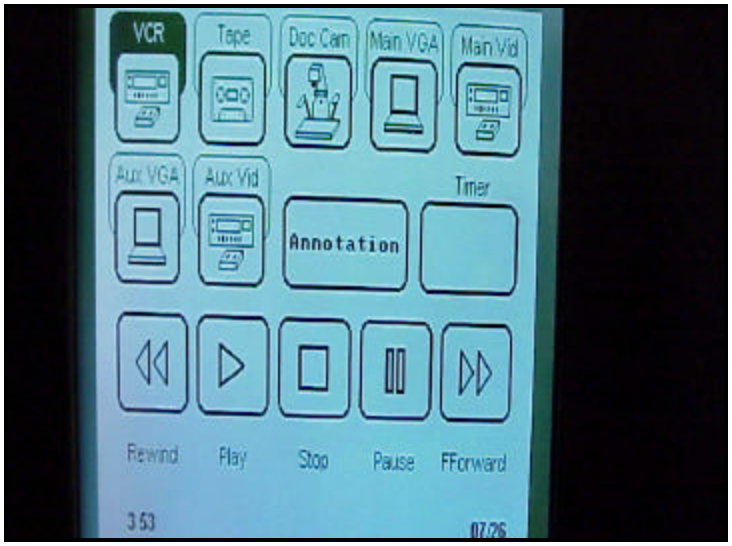
Lights are located on the lectern indicating how much time an attorney has to give oral argument. A **green** light indicates the attorney is doing well on time, a **yellow** light indicates time is running out, and a **red** light indicates the attorney is out of time.

## Height Adjustments

On the left side of the lectern there is a lever that can be pressed to adjust the height of the lectern.

# Touch Panel

A touch panel will be available on the lectern in most courtrooms. (Be sure to check out the specifications of each courtroom for exact information.) The touch panel is exactly the same as on the Evidence Presentation Court. Press or tap the button on the touch screen to activate the equipment you wish to use. Be sure to ask the Judge for permission before pressing the button.



# Attorney Tables

## Laptop Input

**Procedures for Connecting a Laptop to the Attorney Table**

1. Beneath the gold panel on the attorney table is a VGA connection for laptops. You will need a video extension cable. (15 pin male to 15 pin male)
2. Connect the video extension cable.
3. If you wish to play sound in courtroom from the laptop plug in a stereo cord from the laptop to the Audio Input located inside the attorney table.
4. If you wish to use this laptop during a presentation, you must ask the Judge. The Judge must change the location source for the monitors in the courtroom. It is best to discuss this prior to the court proceeding.
5. Use the controls on the laptop to display the information.

✎ **Tip**– There is no Internet access via the attorney table. There are phone lines in the attorney room for dial-up access.

## Real Time Connection

Real time software allows specially trained court reporters to display the un-edited record of trial proceedings at the judge's bench and at the attorney's tables as the proceedings are occurring. This software offers several advantages to judges and attorneys.

The software enables court reporters to use English instead of their stenographic symbols only readable by a court reporter. Attorneys are able to use testimony for immediate cross-examination instead of having to wait for a translation.

To view court proceedings in Real Time, a special arrangement must be made between the Court Reporter and the attorney prior to the trial. Software must be loaded, connection cables must be ready and a financial arrangement must be prepared.

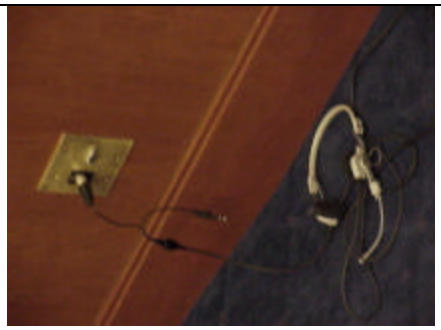
**Procedures for Connecting to Real Time via the Attorney Table**

1. Beneath the gold panel on the attorney table is a Real Time connection for laptops. You will need a real time cable. This connection is provided by the Court Reporter.
2. Connect the cable to the laptop and the CAT connection.

✎ **Tip**– Please take time with the Court Reporter well in advance for training on the software usage.

# Second Language/Assistive Listening

## Headphones for the Interpreter

| | | |
|---|---|---|
| |  | |
| ***Connection for Interpreter Headset. This is located along the jury box.*** | ***An example of how the headset is connected to the plate.*** | ***The headset the witness, juror or attorney may wear .*** |

**Procedures for Using the Second Language Headset**

1. Plug the Interpreter headset into the wall plate along the jury box.
2. Turn the power on the headset.
3. Ask the person who wishes to use the headset for interpretation or assisstive listening to turn the headset on. Place the headset over their head and adjust as needed. Tune the headset as directed. S=The courtroom audio on one earphone and the interpreter on the other earphone. 1=The courtroom audio. 2= Only the interpreter's audio.
4. Adjust the volume on both headsets as needed. It is good to test well in advance. Please be sure to schedule the use of this equipment with the courtroom deputy.
5. Please turn off the headsets when finished.

✎ **Tip**– The headsets run out of batteries quickly, so be sure to turn them off during breaks and at the end of the day. Extra batteries are nice to have handy in the event they run out.

# Witness Box and Jury Box

## Jury Monitors

The District Court has placed 4-15” flat screen monitors in the jury box. The St. Paul courthouse has 2 large TV monitors for the jury to view evidence with. The monitors all turn on when the system is powered up as long as the power button on the monitor is left on. Pink noise is distributed through the speaker on the monitor when the Judge has a bench conference. Sound can be adjusted if need be. The color on the monitor should be adjusted by court staff only.

**Tip**– Headsets can be run from the monitors if needed.

# Witness Monitors

A monitor exactly like the monitor found on the evidence presentation cart can be found on the witness stand.

**Procedures for Using the Annotator Monitor in the Witness Box**

1. Make sure the monitor power is on.
2. Use your finger to draw lines, circles and other shapes that might emphasize items on the monitor. This is cannot be used to “highlight” text. Remember it is also not a “fine” line and it takes practice to use.
3. To erase the last item on the monitor press the upper right corner of the monitor.
4. To erase all annotation, press the lower right corner.
5. To change the annotation color tap the lower left corner until the color appears you wish to annotate with.

# Witness Audio

The witness can connect headphones for the courtroom audio. The audio can be adjusted with the earphone volume.

# Courtroom Technology Information

## Chief Judge James M. Rosenbaum – Courtroom 15E

**Chief Judge Rosenbaum's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, two laptop inputs, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Witness Camera
- Lectern Camera
- Attorney Camera
- Judge's Touch Panel

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Larry Lewis | 612-664-5083 |
| Chambers Main Line | 612-664-5050 |
| Court Reporters - Dawn Hansen | 612-664-5107 (Real Time Arrangements) |

**Courtroom Technology Training**

The U.S. District Court of Minnesota does offer on-going training on the Courtroom Technology equipment in both Minneapolis and St. Paul. Please check the U.S. District Court's website at www.mnd.uscourts.gov or call Kristine Wegner at 612-664-5125 for dates and times.

**Courtroom Technology Courtroom Practice**

The U.S. District Court invites counsel to call chambers prior to court proceedings to visit the courtroom they will be practicing in just prior to the courtroom proceeding. Bring the laptop, documents or any other evidence you plan to present to the court for prior practice.

**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord.

# Courtroom Technology Information

## Judge Michael J. Davis – Courtroom 14E

**Judge Davis's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Debra Halfman | 612-664-5073 |
| Chambers Main Line | 612-664-5070 |
| Court Reporter – Lori Case | 612-664-5104 (Real Time Arrangements) |

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**Laptop Note**

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# Courtroom Technology Information

## Judge John R. Tunheim – Courtroom 13E

**Judge Tunheim's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Lou Jean Gleason | 612-664-5083 |
| Chambers Main Line | 612-664-5080 |
| Court Reporter – Kristine Mousseau | 612-664-5106 (Real Time Arrangements) |

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**Courtroom Technology Courtroom Practice**

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**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord.

# Courtroom Technology Information

## Judge Ann D. Montgomery – Courtroom 13W

**Judge Montgomery's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Gertie Simon | 612-664-5093 |
| Chambers Main Line | 612-664-5090 |
| Court Reporter – Tim Willette | 612-664-5108 (Real Time Arrangements) |

**Courtroom Technology Training**

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**Courtroom Technology Courtroom Practice**

The U.S. District Court invites counsel to call chambers prior to court proceedings to visit the courtroom they will be practicing in just prior to the courtroom proceeding. Bring the laptop, documents or any other evidence you plan to present to the court for prior practice.

**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord.

# Courtroom Technology Information

## Senior Judge David S. Doty – Courtroom 14W

**Judge Doty's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Connie Baker | 612-664-5063 |
| Chambers Main Line | 612-664-5060 |
| Court Reporter – Varies | Call the Main Line for More Information |

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**Courtroom Technology Courtroom Practice**

The U.S. District Court invites counsel to call chambers prior to court proceedings to visit the courtroom they will be practicing in just prior to the courtroom proceeding. Bring the laptop, documents or any other evidence you plan to present to the court for prior practice.

**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord.

# Courtroom Technology Information

## Judge Richard H. Kyle – Courtroom 4

**Judge Kyle's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Please call prior to a courtroom proceeding to be sure the technology is set up and available in this courtroom.**

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Deb Siebrecht | 651-848-1166 |
| Chambers Main Line | 651-848-1160 |
| Court Reporter – Bob Riley | 651-848-1220 (Real Time Arrangements) |

**Courtroom Technology Training**

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**Courtroom Technology Courtroom Practice**

The U.S. District Court invites counsel to call chambers prior to court proceedings to visit the courtroom they will be practicing in just prior to the courtroom proceeding. Bring the laptop, documents or any other evidence you plan to present to the court for prior practice.

**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord at least 15 ft. in length for laptop input into the evidence cart.

# Courtroom Technology Information

## Judge Donovan W. Frank – Courtroom 2

**Judge Frank's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, law clerk, and spectators.
- Lectern
- Judge's Touch Panel

**Please call prior to a courtroom proceeding to be sure the technology is set up and available in this courtroom.**

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Lowell Lindquist | 651-848-1296 |
| Chambers Main Line | 651-848-1290 |
| Court Reporter – Jeanne Anderson | 651-848-1221 (Real Time Arrangements) |

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**Courtroom Technology Courtroom Practice**

The U.S. District Court invites counsel to call chambers prior to court proceedings to visit the courtroom they will be practicing in just prior to the courtroom proceeding. Bring the laptop, documents or any other evidence you plan to present to the court for prior practice.

**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord at least 15 ft. in length for laptop input into the evidence cart.

# Courtroom Technology Information

## Judge Joan N. Ericksen – Courtroom 3

**Judge Ericksen's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Please call prior to a courtroom proceeding to be sure the technology is set up and available in this courtroom.**

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Sheri Frette | 651-848-1236 |
| Chambers Main Line | 651-848-1230 |
| Court Reporter – Maria Weinbeck | 651-848-1224 (Real Time Arrangements) |

**Courtroom Technology Training**

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**Courtroom Technology Courtroom Practice**

The U.S. District Court invites counsel to call chambers prior to court proceedings to visit the courtroom they will be practicing in just prior to the courtroom proceeding. Bring the laptop, documents or any other evidence you plan to present to the court for prior practice.

**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord at least 15 ft. in length for laptop input into the evidence cart.

# Courtroom Technology Information

## Senior Judge Donald D. Alsop – Courtroom 1

**Judge Alsop's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Please call prior to a courtroom proceeding to be sure the technology is set up and available in this courtroom.**

**Contact Information**

| | |
|---|---|
| Chambers Main Line | 651-848-1170 |
| Court Reporter – Varies | Call the Main Line for More Information |

**Courtroom Technology Training**

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**Courtroom Technology Courtroom Practice**

The U.S. District Court invites counsel to call chambers prior to court proceedings to visit the courtroom they will be practicing in just prior to the courtroom proceeding. Bring the laptop, documents or any other evidence you plan to present to the court for prior practice.

**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord at least 15 ft. in length for laptop input into the evidence cart.

# Courtroom Technology Information

## Senior Judge Paul A. Magnuson – Courtroom 1

**Judge Magnuson's courtroom contains the following equipment:**

- Evidence Presentation Cart (document camera, vcr, audio cassette player, touch panel, monitor, microphone, laptop input, video input, and audio input)
- Video monitors for the Judge, jury, witness, counsel, courtroom deputy, and spectators.
- Lectern
- Judge's Touch Panel

**Please call prior to a courtroom proceeding to be sure the technology is set up and available in this courtroom.**

**Contact Information**

| | |
|---|---|
| Courtroom Deputy – Suzanne Ruiz | 651-848-1156 |
| Chambers Main Line | 651-848-1150 |
| Court Reporter – Varies | Call the Main Line for More Information |

**Courtroom Technology Training**

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**Laptop Note**

If you plan to use a laptop in the courtroom you *may* need to bring VGA cords depending on where you plan to place the laptop. The Evidence Cart has two VGA inputs and cords are provided for both sides. If you wish to present from the attorney tables, bring a 15 pin male/15 pin male VGA cord at least 15 ft. in length for laptop input into the evidence cart.

# Frequently Asked Questions

1. Can we bring laptops into the courtroom and integrate it the courtroom technology? Yes. You may set up an appointment with the I.S. Staff to test the equipment before trial. Call 612-664-5888.

2. Can we have access to the internet? No

3. How easy is the operation of the document camera? It is similar to using an overhead. The court has an easy to follow manual available for use.

4. Who controls changing the view from the document camera to the courtroom monitors? Either the Judge or the Attorney, at the discretion of the Judge.

5. Can we play cassette tapes in the Courtroom? Yes. The Court has a cassette tape player available to the parties.

6. Can we play a VHS tape in the Courtroom? Yes. The Court has a VCR available to the parties.

7. While using the VCR can we pause and view the tape frame by frame? NO

8. How can the court accommodate Jurors who are hearing impaired? We have headsets that allow the juror to amplify the sound system.

# Additional Training Options

- Visit the District Court of Minnesota's website: www.mnd.uscourts.gov.
- Before your first court appearance please schedule some time to visit the courtroom once again to be sure your equipment works with the courts equipment.
- PowerPoint for Litigants by Deanne C. Siemer, Frank D. Rothschild, Edward R. Stein, and Samuel H. Solomon.