

Courtroom Technology – St. Paul Courtrooms 3A and 3C

Revision Date: 10/25/2024

Introduction

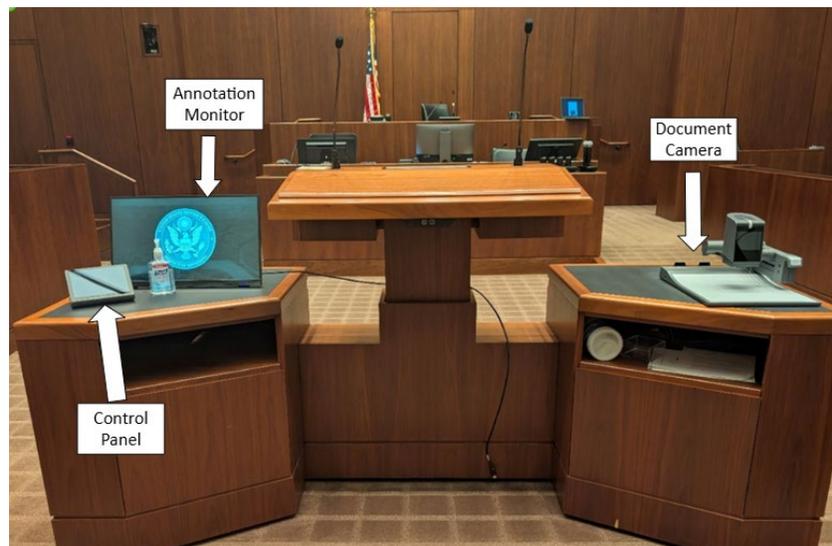
The U.S. District Court, District of Minnesota is committed to providing state-of-the-art technology for evidence presentation in the courtrooms. Our goal is to provide systems that are sophisticated, user-friendly and flexible. This document will provide a basic overview of the courtroom technology systems.

Courtroom Technology Training and Testing

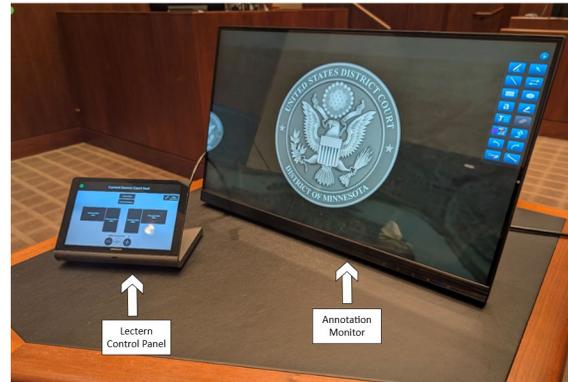
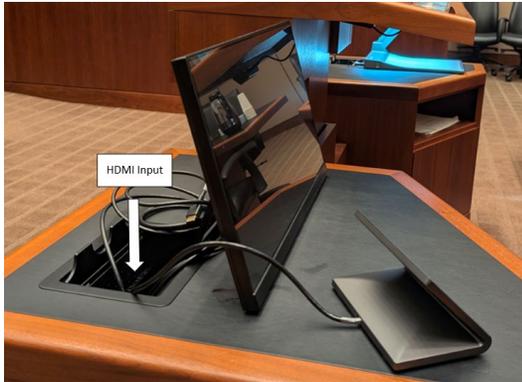
Courtroom technology training and testing is available to ensure that your technology will properly function with the courtroom technology. We recommend that you schedule a time to bring in your devices to verify compatibility/functionality; scheduling is required and must be coordinated with chambers staff. Contact information for the judge's chambers may be found on the District of Minnesota's website at <https://www.mnd.uscourts.gov>.

Lectern

The lectern contains a monitor with annotation functionality, a control panel, an input for connecting devices, microphones, and a document camera. See picture below:



Lectern Left Side – Annotator Monitor, Control Panel, and HDMI Input



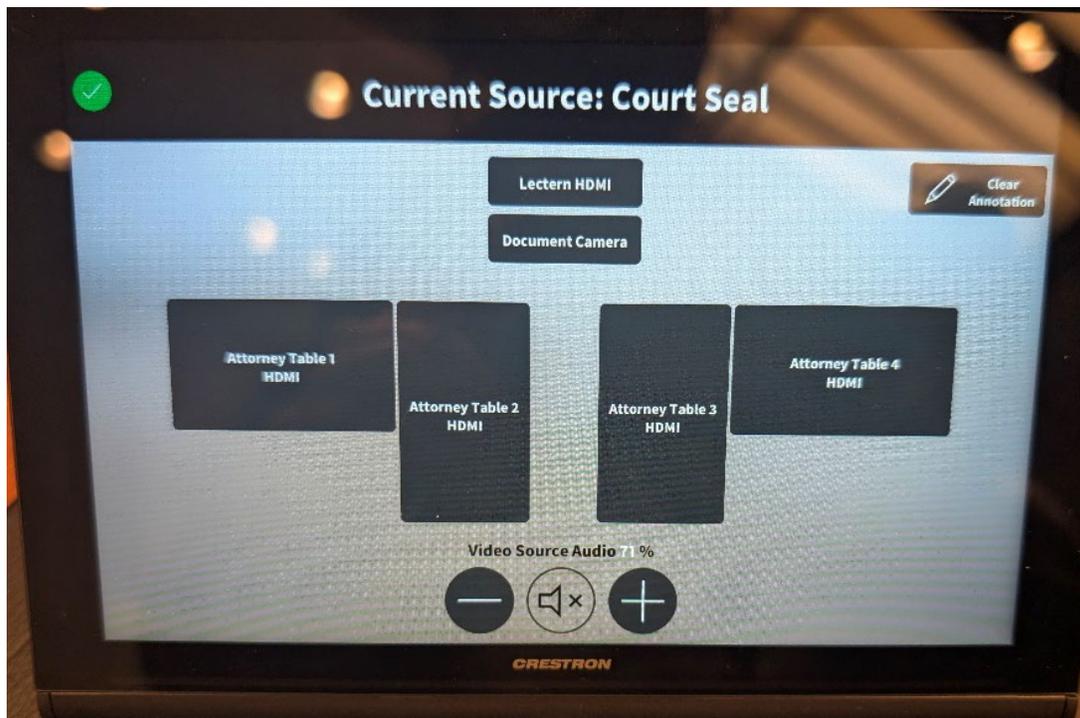
Annotation Monitor

The lectern monitor provides annotation functionality. There are 3 monitors in the courtroom that contain this functionality: lectern, witness judge. Annotation options can be displayed by pressing the upper right corner of the screen. Commonly used options include the drawing tool, highlighter, eraser, arrows, undo, redo, and clear.

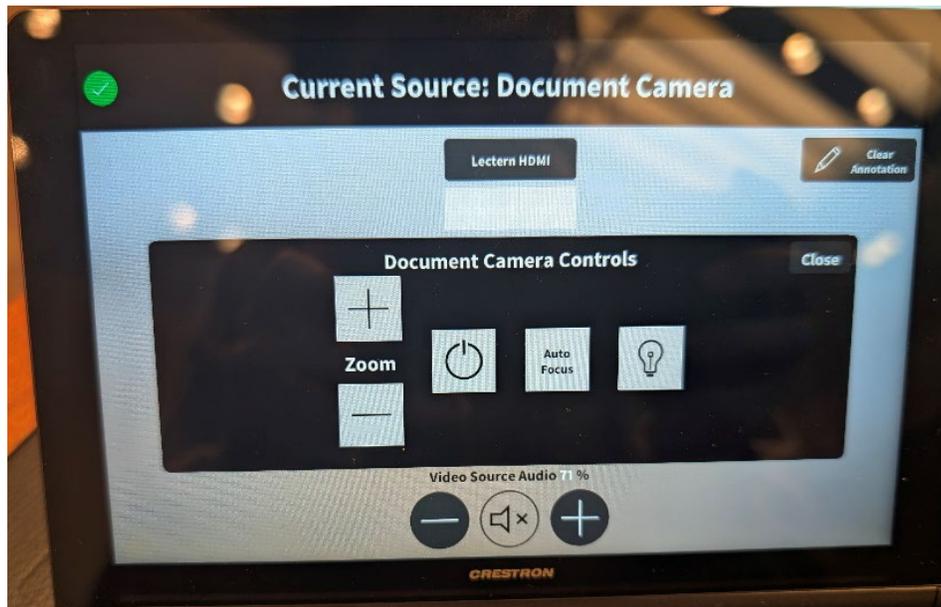
Control Panel

The control panel allows the user to publish a source to display to the courtroom evidence monitors. Sources include lectern HDMI source (located behind the annotation monitor), document camera (right side of the lectern), and counsel sources (one HDMI input per attorney table). The control panel displays the diagram of the courtroom layout. Selection is done so by selecting the desired source.

The clear annotation button location at the top right will clear all annotations displayed on the monitors. If a video is being played, the volume from the video source can be controlled.



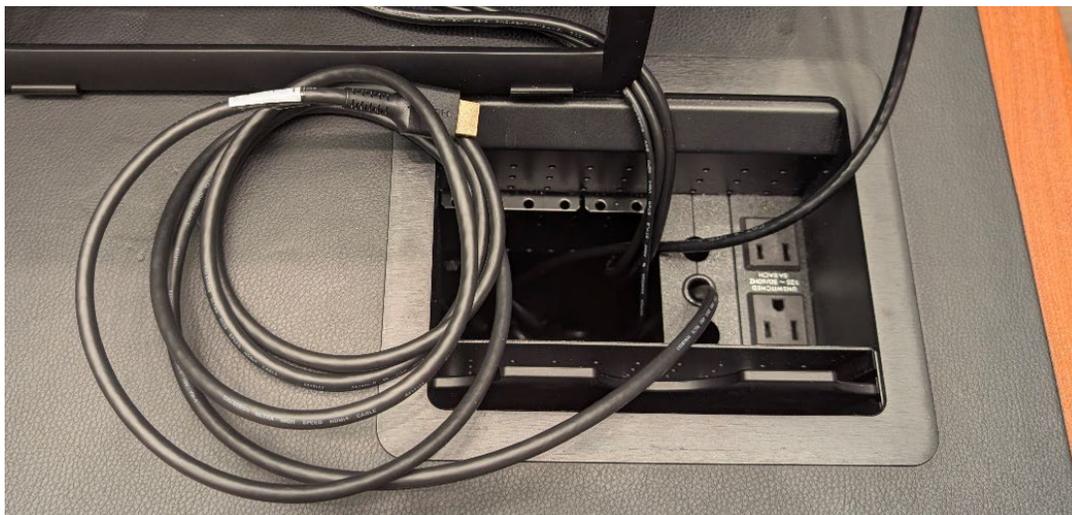
Selecting the document camera will display another menu in the control panel. Click the close button in the upper right corner of the document camera controls to exit.



Computer Input (HDMI)

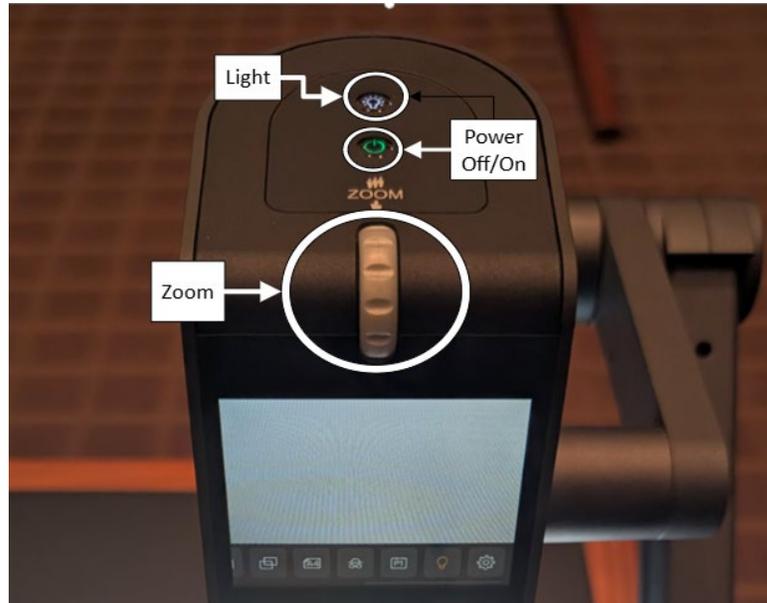
The computer input is located behind the annotation monitor. There is a single HDMI cable that will allow the user's computer to display video and play audio. Power is provided at the lectern.

Note: The court is not responsible for providing the user with the correct adapter or converters should their device not be able to connect directly to the HDMI cable. The user is responsible for bringing their own adapters or converters. It is also recommended to test your equipment in advance of court proceedings to alleviate any issues.



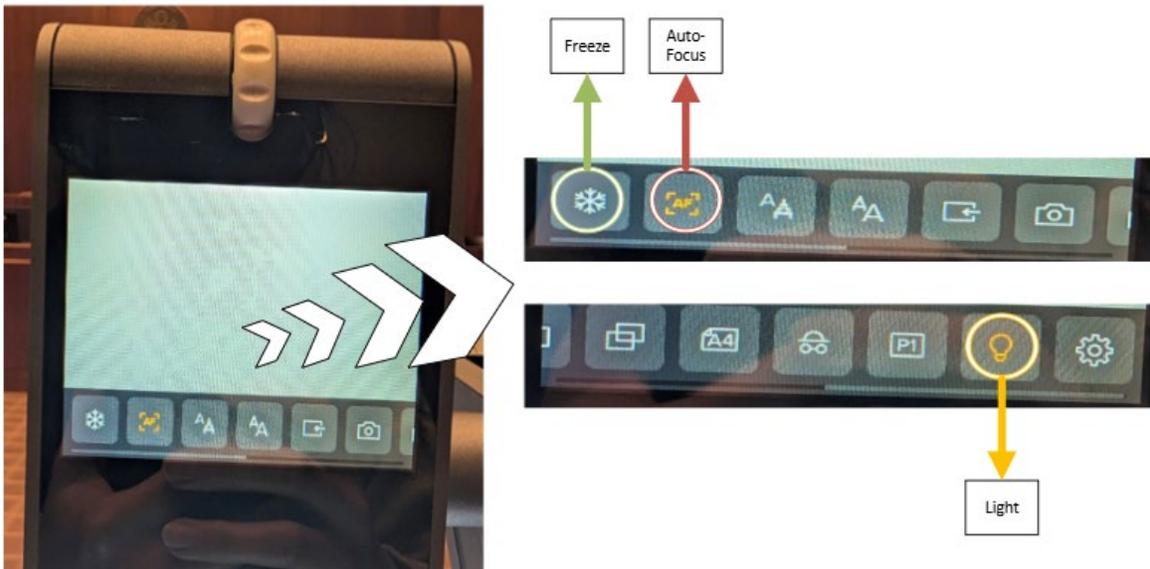
Lectern Right Side – Document Camera

The document camera is published to the courtroom evidence monitors via the control panel. On the document camera you will find some basic controls such as zoom, light, and focus. The document camera can also be controlled via the control panel on the lectern.



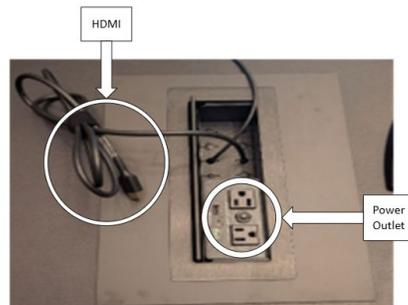
Document Camera Options

Located on the bottom of the screen is a list of options that the user can toggle when using the document camera. Some of these options include freeze, focus, snapshots, and side-by-side- sources. Highlighted down below are some popular option selections.



Counsel Table

Counsel tables are outfitted with two monitors to display evidence. There are two microphones per table. Headphone amplifier devices are available for assistive listening. There is an HDMI cable to allow for a computer source. Power is provided at the counsel table.



Jury Screen

A large projection screen is available for the jury to view evidence presented during a trial.



Voice Reinforcement

The courtrooms are equipped with voice reinforcement systems, which are integrated with the courtroom sound systems. Microphones are located at the judge's bench, podium, witness stand and counsel tables. Wireless microphones are available for other locations, as needed. Courtroom participants are required to speak into the microphones to assist the court reporters with creating the official record. During side bar conferences, pink noise is broadcast over the courtroom sound system to provide confidentiality. Second I and assistive listening equipment is available upon request. Please contact the Judge's calendar clerk to discuss your needs.



Audio and Video Conferencing

Audio and video conferencing is available in the courtrooms. This equipment may only be used if the Judge handling the proceeding agrees to allow witnesses or others to participate via audio or video conferencing. Advanced scheduling and notice is required. Contact the Judge's calendar clerk to discuss audio or video conference requests.