

# Courtroom Technology – St Paul Courtrooms 7A, 7B, 7D, 3B

*Last Revised: 12/9/2019*

## Introduction

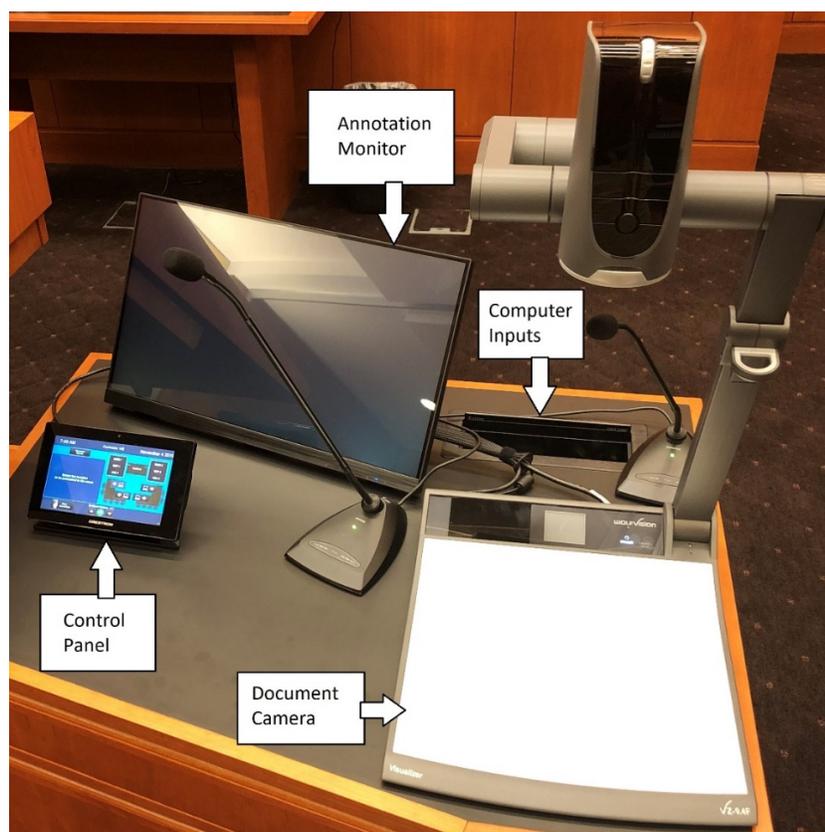
The U.S. District Court, District of Minnesota is committed to providing state-of-the-art technology for evidence presentation in the courtrooms. Our goal is to provide systems that are sophisticated, user-friendly and flexible. This document will provide a basic overview of the courtroom technology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

## Technology Overview

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



## Lectern inputs

At the lectern there are cables available for connecting electronic devices. The cables provided include HDMI, VGA with separate audio cable, and mini-display port. **If your equipment cannot connect directly with any of these inputs, you are responsible for providing the adapters or converters.** We recommend that you test your equipment in advance of court to alleviate any issues.

Power is provided at the lectern, including USB power ports for charging devices. See picture below.



## Counsel Table Inputs

Each of the 4 counsel tables contain a panel that provides inputs and power, including USB charging ports. The same cabling options exist at the counsel tables as at the lectern: HDMI, VGA with audio, and mini-display port. An audio-out connection is also provided at the counsel tables. See picture below.



## Crestron Control Panel

At the lectern you will find the Crestron control panel. From this touch panel you can publish a source to display to the courtroom evidence monitors. Options on the panel include: lectern sources (utilizing the connections at the lectern), document camera (located at the lectern), and counsel sources (inputs at attorney tables). The control panel displays a diagram of the counsel tables. You can press on the computer icon shown next to the table

you wish to display from, and it will be displayed on the courtroom evidence monitors. Lectern sources are shown above the counsel tables, and the document camera resides on the left side of the panel.

A clear annotation button resides on the control panel. When this button is pressed, all current annotations displayed on the monitors will be removed. An evidence volume control is located at the bottom of the control panel. This controls the volume of the device that is currently being shared with the courtroom. See picture below.



## Document Camera

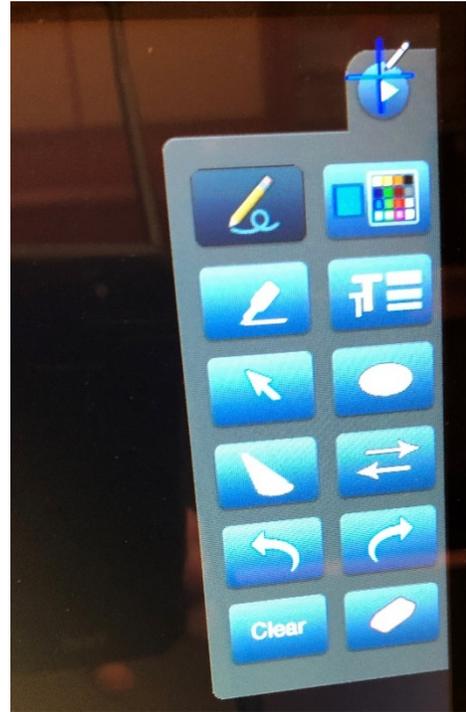
At the lectern you will find the document camera. The document camera is published to the courtroom evidence monitors via the Crestron control panel. On the document camera you will find some basic controls such as zoom, freeze, and focus. The freeze button is used to freeze the image on the evidence monitors allowing the user to remove the exhibits currently positioned on the document camera. The document camera can also be controlled via the Crestron control panel on the lectern.



## Annotation Monitor

The lectern monitor provides annotation functionality. There are 3 monitors in the courtroom that contain this functionality: the lectern monitor, the witness monitor, and the judge's monitor.

A panel of options can be displayed by pressing on the upper right-hand corner of the screen. The options available are numerous; we recommend that you explore these options during courtroom technology training. Commonly used options include the drawing tool, highlighter, eraser, arrows, undo, redo, and clear. See picture.



## 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, evidence cart, 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, white noise is broadcast over the courtroom sound system to ensure confidentiality. Second Language/Assistive Listening – Headphones are available for both interpreters and those needing hearing assistance. Please contact the Judge's calendar clerk to discuss your needs. NOTE: Court staff will assist with Assistive Listening technology as needed.



## Jury Screen

A large projector screen is set up in the courtroom for the jury to view evidence presented during the course of a trial.



## Audio Conferencing

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

## Video Conferencing

Video conferencing is available in the courtrooms. This equipment may only be used if the Judge handling the proceeding agrees to allow witnesses or other appearances via video conferencing. Advanced scheduling and notice is required. Contact the Judge's calendar clerk to discuss a video conferencing request.

*NOTE: It is necessary to perform at least one test call prior to the court proceeding to ensure the compatibility of the video conferencing systems.*