

# Courtroom Technologies



## Counsel Guide

5/1/2012

Superior Court of California, County of Monterey

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Courtroom Technologies Matrix link (need outside web address)

## **Statement of Responsibility**

The Court bears no responsibility for the improper or ineffective use of the courtroom technology. Counsels are expected to be prepared and knowledgeable when using the Audio/Visual equipment. Formatting issues with various media devices can be problematic. Users are highly encouraged to test any equipment or resources to be used well before the actual trial date!

## **Section 1: Introduction**

The Superior Court of California, County of Monterey is pleased to announce the completion of its five Salinas courthouse Audio/Visual Courtrooms: Departments 2 through 6. The goal of these courtrooms is to create an Audio/Visual environment which integrates the latest audio, video and presentation technologies to improve courtroom efficiency. This is accomplished using Counsel Table VGA and audio laptop connections, a document camera allowing display of physical evidence and a DVD/VHS player all connected to an in court projector and courtroom audio. Control of the entire system is simplified with Counsel Table mounted touch panels.

Audio/Visual Courtrooms are equipped to support the following functions:

- Electronic evidence presentation
- Physical evidence display
- Teleconferencing – Support for remote testimony via phone.
- ADA compliant assisted listening
- Audio amplification
- Integrated audio and visual system control
- Remote technical assistance
- Wireless network connection (Wi-Fi)

### **1.1 About This Manual**

The purpose of this manual is to provide potential Audio/Visual Courtroom users with an understanding of the operation and control of the evidence presentation systems in each courtroom. This system is designed to provide simple and easy to use touch panel controls for all aspects of its operation. This manual will cover the most common usages of this system as well as provide insight into the technical workings of all aspects of these courtrooms.

## 1.2 Audio Visual System Courtroom Technology Overview

The Audio/Visual Courtroom provides support for electronic audio and visual presentation in the courtroom as well as control over the entire system.

Each Audio/Visual Courtroom includes:

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	Ceiling mounted projector and screen
	Digital document camera with integrated light box
	Laptop/PC audio and video interface counsel table
	DVD/VHS player
	iPad touch panels for control
	Judicial evidence preview
	ADA compliant infrared assisted listening system
	Wireless network connection (Wi-Fi)

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## Section 2: Electronic Submission of Evidence

California Rules of Court, Rule 2.1040. Electronic recordings presented or offered into evidence

### (a) Electronic recordings of deposition or other prior testimony

- (1) Before a party may present or offer into evidence an electronic sound or sound-and-video recording of deposition or other prior testimony, the party must lodge a transcript of the deposition or prior testimony with the court. At the time the recording is played, the party must identify on the record the page and line numbers where the testimony presented or offered appears in the transcript.
- (2) Except as provided in (3), at the time the presentation of evidence closes or within five days after the recording in (1) is presented or offered into evidence, whichever is later, the party presenting or offering the recording into evidence must serve and file a copy of the transcript cover showing the witness name and a copy of the pages of the transcript where the testimony presented or offered appears. The transcript pages must be marked to identify the testimony that was presented or offered into evidence.
- (3) If the court reporter takes down the content of all portions of the recording in (1) that were presented or offered into evidence, the party offering or presenting the recording is not required to provide a transcript of that recording under (2).

*(Subd (a) adopted effective July 1, 2011.)*

### (b) Other electronic recordings

- (1) Except as provided in (2) and (3), before a party may present or offer into evidence any electronic sound or sound-and-video recording not covered under (a), the party must provide to the court and to opposing parties a transcript of the electronic recording and provide opposing parties with a duplicate of the electronic recording, as defined in Evidence Code section 260. The transcript may be prepared by the party presenting or offering the recording into evidence; a certified transcript is not required.
- (2) For good cause, the trial judge may permit the party to provide the transcript or the duplicate recording at the time the presentation of evidence closes or within five days after the recording is presented or offered into evidence, whichever is later.
- (3) No transcript is required to be provided under (1):
  - (A) In proceedings that are uncontested or in which the responding party does not appear, unless otherwise ordered by the trial judge;
  - (B) If the parties stipulate in writing or on the record that the sound portion of a sound-and-video recording does not contain any words that are relevant to the issues in the case; or
  - (C) If, for good cause, the trial judge orders that a transcript is not required.

*(Subd (b) amended and relettered effective July 1, 2011; adopted as part of unlettered subd effective July 1, 1988; amended and lettered as subd (a) effective January 1, 2003.)*

### (c) Clerk's duties

An electronic recording provided to the court under this rule must be marked for identification. A transcript provided under (a)(2) or (b)(1) must be filed by the clerk.

*(Subd (c) amended and relettered effective July 1, 2011; adopted as part of unlettered subd effective July 1, 1988; amended and lettered as subd (a) effective January 1, 2003.)*

**(d) Reporting by court reporter**

Unless otherwise ordered by the trial judge, the court reporter need not take down the content of an electronic recording that is presented or offered into evidence.

*(Subd (d) amended and relettered effective July 1, 2011; adopted as part of unlettered subd. effective July 1, 1988; amended and lettered as subd. (b) effective January 1, 2003.)*

*Rule 2.1040 amended effective July 1, 2011; adopted as rule 203.5 effective July 1, 1988; previously amended effective January 1, 1997; previously amended and renumbered as rule 243.9 effective January 1, 2003, and as rule 2.1040 effective January 1, 2007.*

Source: [http://courtnfo.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2\\_1040](http://courtnfo.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2_1040)

### **Section 3: Evidence Presentation Sources**

To accommodate the emerging stream of digital evidence as well as existing analog electronic evidence, all Audio/Visual Courtrooms have been equipped with the latest evidence presentation hardware. To accommodate the casual user, each courtroom has been equipped with an easy to use touch panel control system. With the touch of the screen, it is now possible to quickly and easily switch between multiple evidence sources

#### **3.1 Court-Provided Equipment and Connectivity**

- DVD player
- CD player
- VHS player
- Document camera
- Laptop VGA video connection
- Stereo 3.5mm audio jack
- PC audio and video

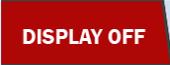
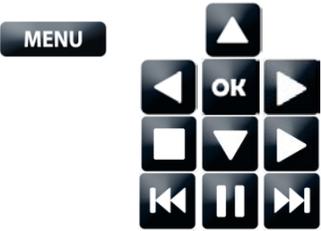
Please note other audio or video connections are available with scheduled assistance from the appropriate court personnel.

#### **3.2 Counsel Provided Equipment / Cables**

- Laptops and PCs
- Adaptors or adaptor cables
- Other analog A/V playback devices(Audio cassette decks, Hi-8 players, camcorders, reel –to-reel, etc.)

## Section 4: Touch Panel Controls

Control of an Audio/Visual Courtroom is accomplished via iPad touch panels located at the bench, clerk's desk and counsel table. A small set of simplistic controls allows counsel to quickly select display inputs, present evidence to the bench for review, adjust input volumes for evidence and preview evidence on their own touch panels before submitting it. Below is a quick rundown of each touch panel button's function on the counsel touch panel interface.

Button Icon	Function
	Display Off: Mutes Master display
	Volume Up/Down: Raises or lowers volume for the current selected input
	Counsel PC: Selects laptop input at counsel table
	Document Camera: Selects document camera input
	DVD/VHS Player: Selects DVD/VHS input
	Send to Judge: Touch to send currently selected input to Judge for review (Please note, each time an input has been changed it must be re-sent to the Judge before it may be displayed on the main display). Touch again to unsend.
	Send to Projector: Touch to send currently selected input to projector for display(Please note, each time an input has been changed it must be re-sent to the projector before it may be displayed on the main display). Touch again to unsend.
	DVD/VHS Player Controls: Use to control DVD/VHS player- contains navigation arrows, play, stop, pause, FF, RW, Menu button and OK button.

## Section 5: System and Technical Specifications

### 5.1 Presentation Sources

Each Audio/Visual Courtroom provides multiple A/V aids for presenters. Provided in the courtroom for presenters usage are VGA connections for laptop or pc sources, a document camera for non-digital media and audio teleconference capability to include remote parties in courtroom proceedings.

#### Laptop / PC Connections

- Courtroom native resolution is 1024 by 768 pixels. While each Audio/Visual Courtroom's video system will convert any video signal to work with its display system, any presentations, slides, videos or pictures will look best when designed for the native resolution of 1024 by 768 pixels.
- DB15HD video connection with 3.5mm stereo audio (TRS) jack
- All other cables / adaptors must be supplied by presenter and connection into system must be scheduled in advance.
- Connections available at counsel table.

#### Document Camera

- Single CCD camera
- Native camera resolution: SXGA- WXGA 720p
- 30 fps
- 16x zoom
- Max object size: Length 400mm, Width 370mm
- Max object height: 230mm

#### Audio Conference

- Must be scheduled with Courtroom Clerk in advance
- Single line phone connection
- Works with both courtroom audio system and courtroom listening assistance system

### 5.2 Evidence Sources

Each Audio/Visual Courtroom is equipped with the ability to present a wide variety of digital evidence. Currently available in the courtrooms are a DVD/VHS player for recorded digital or analog video, CD player for digital audio tracks or digital still images and audio line inputs for various digital or analog audio recording devices.

### **DVD/VHS Player**

- Samsung DVD-VR375 player
- Progressive scan
- HD upconversion to 1080p
- Optical playback formats: DVD-RAM / -RW / +RW / -R / +R / CD-R / CD-RW
- Tape playback formats: VHS

### **Compact Disc (CD)**

- 2-Channel 16-bit at 44.1kHz Sampling per channel
- Video CD
- MP3
- JPEG
- CD must be finalized as ISO9660 or Joliet

### **Audio Sources**

- 3.5mm stereo audio (TRS) jack
- RCA line in
- XLR
- RCA and XLR must be scheduled in advance.