

COURTROOM TECHNOLOGIES

Counsel Guide



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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 upgrade of its eleven Salinas courthouse Audio/Visual Courtrooms: Departments 1 through 11. 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 HDMI laptop connections and a document camera allowing display of physical evidence both 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 or Zoom session.
- 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:



Ceiling mounted projector and screen



Digital document camera with integrated light box



Laptop HDMI interface at the counsel tables



Tablet touch screen control



ADA compliant infrared assisted listening system



Wifi network connection

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

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

- Laptop HDMI connection
- Document camera

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 tablet 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 and adjust volumes for evidence. Below is a quick rundown of each touch panel button's function on the counsel touch panel interface.



Device Inputs:

- **Attorney:** when selected will power on the projector and sends AV signal to the Projector.
- **Document Camera:** when selected will power on the projector and sends Video signal from the Document Camera to the Projector.

(**Note:** Document Camera automatically powers on when opened for use and powers off when closed. **Please use the handle on the doc cam arm to open and turn the head in the upright position.**)

Audio Video Mute:

- Video Mute or Audio Video Mute when selected is mute for both Attorney 1 and 2.
- If an Attorney selects a device Input using their tablet control, it's only their laptop or connected device with the provided HDMI cable that is active.
- **Red or Green:**
- **Red:** No AV signal going through.
- **Green:** AV signal going through.

Important Note: Attorney Zoom meeting connection in the courtroom.

Speakers and Microphone need to be Mute

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 presenter's usage are HDMI 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 1920 by 1080 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 1920 by 1080 pixels.
- 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