



Electronic Courtroom Training

**United States District Court for
the Southern District of West
Virginia**

February 2015



Electronic Courtroom Training – United States District Court for the Southern District of West Virginia

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The United States District Court for the Southern District of West Virginia offers evidence presentation systems to attorneys in most courtrooms.

In order to reserve equipment, attorneys must file the [Notice of Certification for Use of Courtroom Technology \(LR Civ P 7.1\[a\]\[10\] or LR Cr P 12.1\[e\]\)](#) and contact the court's Automation staff at 304/347-3005. Appointments ideally should be scheduled at least one week prior to the court appearance.

This document provides a general overview of the Southern District of West Virginia's electronic courtroom.

Courtroom Structure

The electronic courtroom allows counsel to broadcast evidence and address the court from the counsel tables and the presentation cart. Counsel must bring their own laptop and/or mobile device, since the court provides ONLY connectivity for these devices.

Counsel Tables

Each counsel table has two monitors for viewing evidence and two microphones to address the court. In addition, the counsel tables allow counsel to broadcast exhibits, video recordings, or multimedia presentations via the laptop audio and video inputs.



Figure 1: Counsel Tables



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Presentation Cart

The presentation cart has one touch screen monitor for viewing evidence and one microphone to address the court. Counsel may broadcast exhibits, video recordings, and multimedia presentations via the laptop audio and video inputs. In addition, the presentation cart extends functionality to allow counsel to present VCR, DVD, and physical documents, as well as annotate broadcasted evidence. All of the equipment is controlled using the AMX touch panel located on the presentation cart. Simply touch the on-screen buttons to activate the desired input devices.

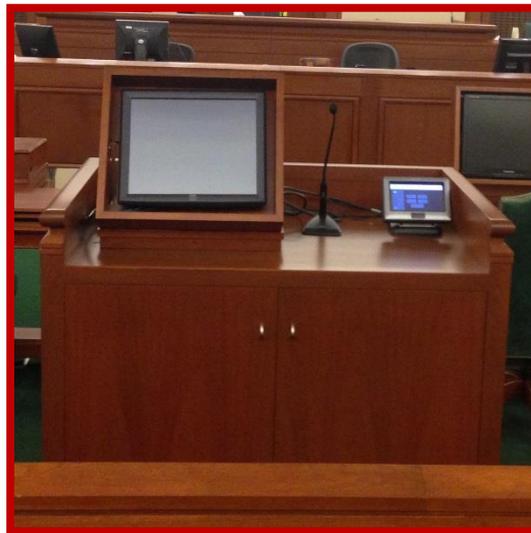


Figure 2: Presentation Cart

Court Microphones

Microphones are available throughout the courtroom. These microphones are directly tied into the court's sound system. Although they are sound sensitive, users should remember to speak no further than 12" away from the mouthpiece to achieve optimal clarity.



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Audio/Video Connection

Laptop/iPad Connection (Counsel Tables)

The counsel tables provide audio and video connectors for broadcasting evidence. An audio input jack is available to broadcast through the court's sound system. The audio connector is compatible with most laptops and mobile devices. Court users will plug this connection into the device's headphone jack.

Note: Please disable system sounds such as key clicks as they will be reproduced along with your program material and can be distracting. Prior to the proceeding, you can test this by plugging a set of external speakers or headphones into the headphone output.

The court provides Video Graphics Array (VGA) cables to connect counsel's laptops and/or mobile devices to the evidence display system. The court's VGA adapter is compatible with laptops with a VGA port and may be used with mobile devices, providing counsel has a compatible connector.

Counsel will take the end of the VGA cable on the table and insert it into the VGA port. Once connected, counsel will need to press the select button to begin broadcasting evidence.



Figure 3: Audio and Video Connectors



Figure 4: The Select Button

Note: Although your laptop may be capable of recording audio and/or video, please remember that such recordings are prohibited.



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Laptop/iPad Connection (Presentation Cart)

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The court provides Video Graphics Array (VGA) cables to connect counsel's laptop and/or mobile device to the evidence display system. The court's VGA adapter is compatible with laptops with a VGA port and may be used with mobile devices, providing counsel has a compatible connector.

Counsel will take the end of the VGA cable on the podium and insert it into the VGA port. Once connected, counsel will need to press the laptop input button on the AMX touch panel to begin broadcasting evidence.



Figure 5: Audio and Video Connectors

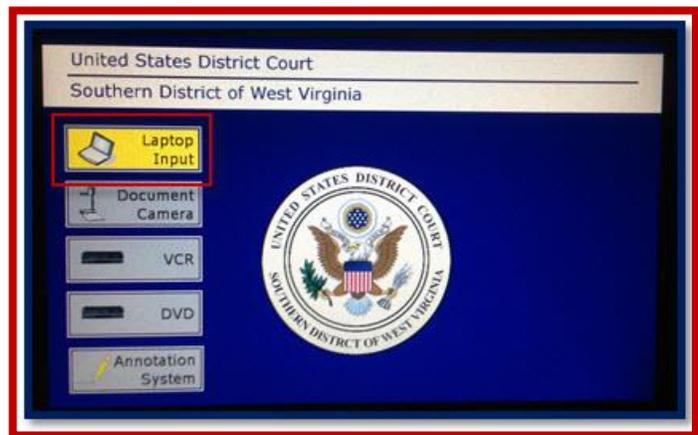


Figure 6: Laptop Input Button

Note: Although your laptop may be capable of recording audio and/or video, please remember that such recordings are prohibited.



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Power Connection

Power connectors are located underneath the edge of the counsel tables and toward the rear of the surface of the presentation cart.



Figure 7: Presentation Cart Power Connection

Presentation Cart Touch Panel Inputs

The presentation cart's AMX touch panel switches between input and output selections. The following input and output selections are available.

Laptop Input

Counsel will need to press the Laptop Input button on the AMX touch panel to begin broadcasting evidence.

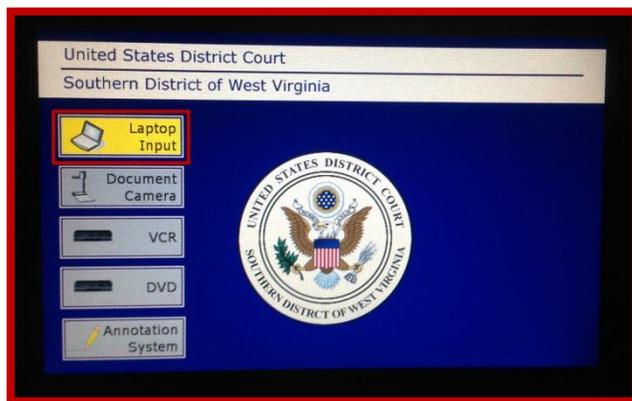


Figure 8: Laptop Input Button



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VCR/DVD Functions

Counsel will need to press the VCR or DVD button on the AMX touch panel to begin broadcasting evidence. After inserting the VCR tape or DVD, it is important that you use the AMX touch panel controls (Play, Pause, Stop, Rewind, etc.) and not the DVD/VHS player controls. Doing so may cause the player to lose synchronization with the AMX touch panel.

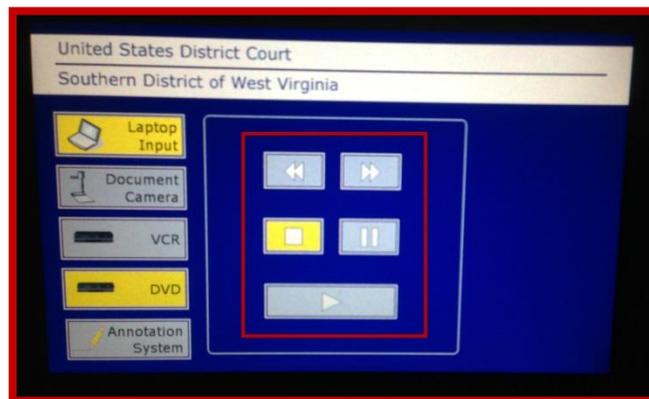


Figure 9: DVD Controls

Document Camera Functions

Counsel will need to press the Document Camera button on the AMX touch panel to begin broadcasting evidence. Physical evidence such as printed documents, transparencies, slides, or x-rays may be displayed throughout the courtroom. Special features included are auto-focus and a high powered zoom.

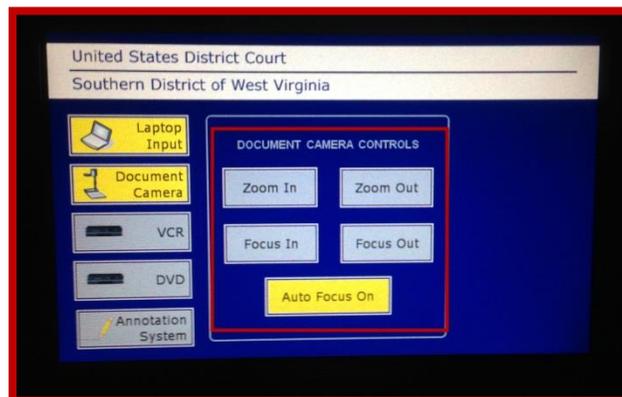


Figure 10: Document Camera Controls

There are limitations to what the document camera can accomplish. For example, it is not practical to display an entire 8 1/2 x 11 document. Presenters may also want to consider using text documents with at least a 12 point font.



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Annotation System Functions

The annotation system provides on-screen, multicolor annotation capabilities to highlight objects from any input source including the document camera, or laptop. Counsel will need to press the Annotation System button on the AMX touch panel to begin annotating evidence. The presentation cart monitor is a touch screen. Counsel will use their finger to press and drag to highlight evidence.

A variety of colors are available that can direct attention to critical details on the screen without altering the original evidence. Counsel may select colors by pressing the Change Color button. The current cycled color is indicated by a block located on the bottom right corner of the presentation cart's display. The Undo button clears the last annotation, while the Clear Screen button clears all annotations.

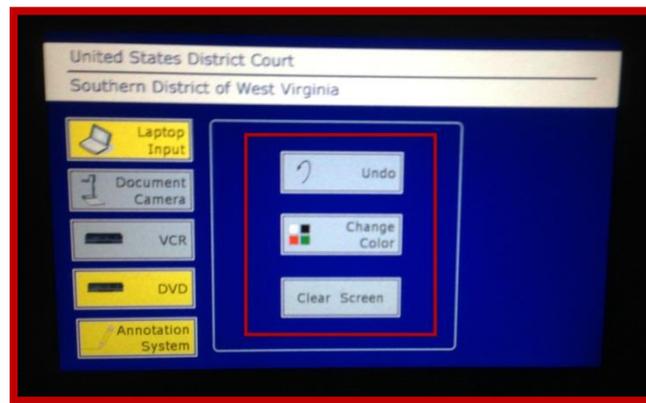


Figure 11: Annotation System Controls

Video Conference Overview

The court's videoconference system allows remote testimony. There are three video cameras in the courtroom attached to a videoconference unit. One of these cameras is directed toward the witness, one is aimed at the Judge, and one is aimed at the presentation cart.

Counsel will need to address the court using the presentation cart. In addition, it is very important to speak into the microphone.

Note: The videoconference unit does not transmit broadcasted evidence.

Troubleshooting

- If you have connected your laptop up to the court's VGA cable and are not broadcasting your screen, press the laptop's Function and F8 key.
- Make sure to press the desired input button to begin broadcasting evidence. The system will not Auto-detect your input.