

## **Ten FAQs Regarding Electronic Courtrooms**

### **1. How much advance notice is needed to request one of the Court's electronic courtrooms?**

Advance notice is always required for the use of an electronic courtroom. Contact the courtroom deputy as soon as possible to give the Court advance notice when requesting one of the electronic courtrooms.

### **2. What training is available to counsel regarding the use of the Court's electronic courtrooms?**

The Court provides hands-on training to counsel and their staff at least three days prior to the start of court proceedings. Contact the courtroom deputy for training information. The Office of the Clerk of Court also demonstrates the use of electronic courtrooms several times per year during Continuing Legal Education (CLE) courses.

### **3. Will the Court provide someone to present the evidence?**

No. Court staff will control the use of all monitors in the courtroom. It is the responsibility of counsel to manage and present their own evidence.

### **4. Does the Court provide internet access in the courtroom?**

No. However, if internet access is required, counsel may bring in an internet provider. The Court would need four weeks' notice to arrange for building access.

### **5. Can laptops be used for evidence presentation (i.e., power point presentation) during court proceedings?**

Yes. Laptops can be used for evidence presentation at the counsel table and/or the evidence presentation station located in the well of the courtroom. It is advisable for counsel to bring their laptop to their training session to ensure compatibility.

### **6. Does the Court provide any electronic equipment for use in non-electronic courtrooms?**

The Court provides a limited number of TV/DVD units, document cameras, projection screens and interpreting equipment.

### **7. Do the electronic courtrooms have video conferencing capabilities?**

Yes. Each electronic courtroom has video conferencing capabilities. Advance notice is needed to arrange a test with the video conference location prior to the court proceeding.

### **8. When using the Court's video conferencing system, can the people at the remote location view documents being viewed in the courtroom?**

Yes. Any evidence being displayed on the Court's evidence presentation system can be viewed at the remote location.

**9. Can the Court or the witness view evidence presented prior to it being viewed by the jury panel?**

Yes. Court staff has the ability to black out the witness and jury monitors until the Judge authorizes the evidence to be viewed.

**10. How is the evidence being presented viewed by everyone in the courtroom?**

Monitors are located on the Judge's bench, the clerk's station, the witness stand, each counsel table, as well as eight monitors in the jury box. Additional monitors can be set up for those sitting in the gallery.