

COURTROOM TECHNOLOGY MANUAL
FOR
ATTORNEYS
IN THE
UNITED STATES DISTRICT COURTHOUSE
RAPID CITY, SOUTH DAKOTA

January 2008

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United States District Courthouse
Rapid City, South Dakota

EVIDENCE PRESENTATION SYSTEMS:

Evidence presentation systems are available in both the second and third floor courtrooms utilized by Chief Judge Karen E. Schreier, District Judge Andrew W. Bogue and District Judge Richard H. Battey.

The evidence presentation systems consist of the following:

SECOND FLOOR COURTROOM

Courtroom Equipment

A 27" evidence monitor for jurors is located on a portable cart that can be positioned near the jury box.

A 15" evidence monitor is located at the witness stand and a 15" evidence monitor is located at the judge's bench.

A document camera (ELMO) is located on the evidence presentation cart next to the clerk's bench and is connected to the evidence monitors. The document camera can be used to display printed documents, photographs, three-dimensional objects, slides, negative film transparencies and x-rays. (Note: Photographs should have a matte finish, NOT a glossy finish.)

A VCR, with remote control, is located on the evidence presentation cart next to the clerk's bench. The VCR is connected to the evidence monitors and allows for playback of VHS tapes in various modes.

Parties are required to bring in their own DVD player to play DVDs. The DVD player can be connected to the evidence monitors.

Parties are required to bring in their own audio cassette player to play audio cassettes.

Counsel Tables

Power and telephone interpreter connections are located in the floor underneath the counsel tables.

Voice Reinforcement

The courtroom is equipped with a voice reinforcement system, which is integrated with the courtroom sound system. Microphones are located at the judge's bench, witness stand and counsel tables. A microphone is available for the portable lectern. Courtroom participants are encouraged to utilize the microphones.

During side bar conferences, white noise is broadcast over the courtroom sound system in an effort to maintain confidentiality.

Telephone Conferencing

The courtroom is equipped with a telephone conferencing system, which is integrated with the voice reinforcement system. Courtroom participants can hear parties participating via telephone through the courtroom sound system. Courtroom participants should utilize the microphones so they will be heard by parties participating via telephone.

Second Language Translation

Certified telephonic interpreters are available for criminal defendants through the Telephone Interpreting Program for court proceedings anticipated to last less than one hour. Please advise the clerk's office, well in advance, if your client needs a telephonic interpreter during a courtroom proceeding.

Certified live interpreters are available for court proceedings anticipated to last longer than one hour. Please advise the clerk's office, well in advance, if your client needs a live interpreter during a courtroom proceeding.

Operation of Courtroom Equipment

Following are some basic instructions regarding operation of the courtroom equipment. If needed, please consult the courtroom clerk for more detailed instructions. The clerk's office encourages you to contact them prior to your court hearing. They can coordinate testing of the exact equipment and evidence you will be using during courtroom proceedings or will train you to use the equipment and answer any questions you may have.

Please consult the courtroom clerk for proper protocol to use when displaying evidence to a jury.

Evidence Monitors - All of the evidence monitors have an on/off power button.

Document Camera (ELMO) - Visual Presenter EV-500AF

- **POWER** - The power button is located on the left side of the machine, near the back.
- **LAMP UPPER** - Press the ON/OFF toggle button to turn the upper lamp on and off. Use the upper lamp to view printed documents, photographs and three-dimensional objects.
- **LAMP BASE** - Press the ON/OFF toggle button to turn the base lamp on and off. Use the base lamp to view slides, negative film transparencies and x-rays.
- **INPUT** - Press the INTERNAL button and the document on the surface of the document camera (ELMO) will appear on the evidence monitors.
- **POSI/NEGA** - Press the toggle button once to invert the colors of an image. Press the toggle button again to restore an image's natural colors. Use to view negative film transparencies or to make some documents easier to read.
- **COLOR/B&W** - Use the toggle button to view an image in black & white or color.
- **ZOOM TELE** - Enlarges the size of an image.
- **ZOOM WIDE** - Reduces the size of an image.
- **FOCUS** - After zooming in or out on an image, press the manual focus buttons or the AUTO button to focus an image.

VCR - Press the INPUT AV1 button on the document camera (ELMO) to display a VHS tape on the evidence monitors. Controls for the VCR are located on the front panel of the VCR, however, the majority of the controls are more easily accessed using the remote control. The VCR will automatically turn on when a tape is loaded into the machine. Playback modes include play, pause, stop, rewind and fast-forward. If a tape is paused for more than five minutes, the VCR will automatically return to normal playback mode to prevent damage to the tape.

DVD Player - Connect an attorney-supplied DVD player to the evidence monitors through the document camera (ELMO) at the evidence presentation cart. Power connections are located in the side wall of the clerk's bench. Please advise the

clerk's office, in advance, if you desire to hook up a DVD player at the evidence presentation cart.

Microphones:

- **Counsel Tables** - Counsel table microphones are permanently turned on. They can be turned off for confidential conversations by holding down the mute button. A microphone is active if the green LED is on.
- **Lectern** - A microphone is available for the portable lectern. Power connections are located in the floor underneath the counsel tables. Please advise the courtroom clerk, in advance, if you desire to use the lectern and require the microphone.

Telephonic Interpreter Equipment - Telephonic interpreters participate in courtroom proceedings through the telephone conferencing system, which is integrated with the voice reinforcement system and the courtroom sound system. Courtroom participants should utilize the microphones so they will be heard by the telephonic interpreter. Telephonic interpreter equipment consists of a set of headphones to be worn by the defendant and a telephone handset that will be set up on the defense counsel table by the courtroom clerk. The interpreter will provide foreign language translation to the defendant through the headphones. The interpreter will provide English language translation for courtroom participants over the courtroom sound system. Defense counsel can pick up the telephone handset to converse directly with the interpreter or his or her client through the interpreter. These conversations are not broadcast over the courtroom sound system.

Live Interpreter Equipment - Live interpreters are required to provide their own equipment. Live interpreter equipment should consist of two sets of headphones with attached microphones to be worn by the interpreter and the defendant. The interpreter will provide foreign language translation to the defendant using one set of headphones. The defendant will receive foreign language translation from the interpreter using the other set of headphones. The interpreter will provide English language translation for courtroom participants using a counsel table microphone. The interpreter and the defendant can converse with each other using the headphones with the attached microphones. These conversations are not broadcast over the courtroom sound system.

THIRD FLOOR COURTROOM

Courtroom Equipment

Eight 15" evidence monitors are located inside the jury box. Whatever is displayed on the evidence monitors inside the jury box is also displayed on the plasma screen located in front of the jury box.

15" evidence monitors are located at the clerk's bench and counsel tables. A 17" evidence monitor is also located at the judge's bench.

15" touch sensitive annotation monitors are located at the witness stand and on the evidence presentation cart. These monitors allow a witness or an attorney to electronically annotate evidence by drawing directly on the monitor with a finger or a stylus without harming the original. These annotations appear on all of the evidence monitors throughout the courtroom.

15" evidence monitors are available to be utilized by paralegal/courtroom technology staff and can be set up on extra tables brought into the courtroom for that purpose. Please advise the clerk's office, in advance, if you desire an evidence monitor and an extra table be brought into the courtroom for your paralegal/courtroom technology staff.

A 6' x 8' drop down projection screen is located at the front of the courtroom and can be utilized to display video depositions using either the built-in video projector, VCR, DVD player or an attorney-supplied laptop. Whatever is displayed on the drop down projection screen is also displayed on all of the evidence monitors throughout the courtroom.

A document camera (ELMO) is located on the evidence presentation cart in front of the clerk's bench and is connected to the evidence monitors. The document camera can be used to display printed documents, photographs, three-dimensional objects, slides, negative film transparencies and x-rays. (Note: Photographs should have a matte finish, NOT a glossy finish.)

A witness camera with a 16x zoom lens is permanently mounted to the ceiling above the witness stand and is connected to the evidence monitors. The witness camera can be utilized to assist jurors in viewing objects as they are being handled or manipulated by a witness.

A dual audio cassette player is located on the evidence presentation cart in front of the clerk's bench and is connected to the courtroom sound system. The dual audio cassette player allows for playback of standard audio cassettes in various modes.

A VCR, with remote control, is located on the evidence presentation cart in front of the clerk's bench. The VCR is connected to the evidence monitors and the courtroom sound system and allows for playback of VHS tapes in various modes.

A DVD player, with remote control, is located on the evidence presentation cart in front of the clerk's bench. The DVD player is connected to the evidence monitors and the courtroom sound system and allows for playback of DVDs in various modes.

A video projector is permanently mounted to the ceiling of the courtroom and can be utilized to simultaneously display a video deposition on the drop down screen and all of the evidence monitors throughout the courtroom. Audio portions of the deposition are broadcast over the courtroom sound system. Please advise the courtroom clerk, in advance, if you desire to display a video deposition utilizing the video projector.

Parties can hook up a device which has an RCA plug (camcorder, digital camera, etc.) to the evidence monitors and the courtroom sound system at the evidence presentation cart. Please advise the clerk's office, in advance, if you desire to hook up a device with a RCA plug at the evidence presentation cart.

Parties can hook up a laptop to the evidence monitors and the courtroom sound system at the evidence presentation cart. Please advise the clerk's office, in advance, if you desire to hook up a laptop at the evidence presentation cart.

Parties can hook up a laptop to the evidence monitors and the courtroom sound system at counsel table or at an extra table brought into the courtroom for paralegal/courtroom technology staff. Please advise the clerk's office, in advance, if you desire to hook up a laptop at counsel table or at an extra table for paralegal/courtroom technology staff.

Counsel Tables

Counsel tables are equipped with pop-up laptop audio and video jacks, power connections and telephone interpreter connections.

Extra tables can be brought into the courtroom for paralegal/courtroom technology staff to utilize while displaying evidence using trial presentation software. Laptop audio and video jacks and power connections are located in the walls next to where the extra tables are positioned. Please advise the clerk's office, in advance, if you desire an extra table for paralegal/courtroom technology staff.

Voice Reinforcement

The courtroom is equipped with a voice reinforcement system, which is integrated with the courtroom sound system. Microphones are located at the judge's bench, witness stand, clerk's bench, lectern and counsel tables. Courtroom participants are encouraged to utilize the microphones.

A lavalier microphone is available for counsel to utilize during opening statements, closing arguments, etc. Please advise the courtroom clerk, in advance, if you desire to utilize the lavalier microphone.

During side bar conferences, white noise is broadcast over the courtroom sound system in an effort to maintain confidentiality. Headphones are available for criminal defendants to use to monitor side bar conferences.

Telephone Conferencing

The courtroom is equipped with a telephone conferencing system which is integrated with the voice reinforcement system. Courtroom participants can hear parties participating via telephone through the courtroom sound system. Courtroom participants should utilize the microphones so they will be heard by parties participating via telephone.

Second Language Translation

Certified telephonic interpreters are available for criminal defendants through the Telephone Interpreting Program for court proceedings anticipated to last less than one hour. Please advise the clerk's office, well in advance, if your client needs a telephonic interpreter during a courtroom proceeding.

Certified live interpreters are available for court proceedings anticipated to last longer than one hour. Please advise the clerk's office, well in advance, if your client needs a live interpreter during a courtroom proceeding.

Assisted Listening Devices

There are ten cordless headsets with infra red sensors available to assist courtroom participants who are hearing impaired. Please advise the courtroom clerk if you are aware of anyone who would benefit from utilizing one of these devices.

Realtime Court Reporting

Realtime court reporting is available through the court reporter and the realtime court reporting network. Please make arrangements with the court reporter and the clerk's office, well in advance, if you desire realtime court reporting.

Operation of Courtroom Equipment

Following are some basic instructions regarding operation of the courtroom equipment. If needed, please consult the courtroom clerk for more detailed instructions. The clerk's office encourages you to contact them prior to your court hearing. They can coordinate testing of the exact equipment and evidence you will be using during courtroom proceedings or will train you to use the equipment and answer any questions you may have.

Both the judge and the courtroom clerk have AMX touch sensitive control panels to manage the evidence presentation systems in the third floor courtroom. During evidence presentation, the evidence monitors located inside the jury box are blacked out until the evidence being introduced is received by the Court. Please consult the courtroom clerk for proper protocol to use when displaying evidence to a jury.

An 4' AMX touch sensitive control panel is located on the evidence presentation cart. The AMX control panel allows an attorney to select and operate several evidence presentation devices in the courtroom, including the document camera (ELMO), VCR, and the dual audio cassette player. The AMX control panel also allows an attorney to black out all of the evidence monitors and control the volume of the courtroom sound system.

Evidence Monitors - All of the evidence monitors have an on/off power button.

Touch Sensitive Annotation Monitors - There are touch sensitive annotation monitors located at the witness stand and the evidence presentation cart. Annotations will appear on all evidence monitors throughout the courtroom. Make annotations as follows:

- Hold your finger or a stylus against the monitor to draw lines. The line you draw will overwrite the evidence displayed on the monitor and not highlight it.
- Lightly tap the monitor and an arrow will appear.

- Touching the upper left-hand corner of the monitor will change the color of the annotation. There are seven available colors.
- Touching the upper right-hand corner of the monitor will erase the last line or arrow from the screen.
- Touching the lower left-hand corner of the monitor will erase all annotations.

Plasma Screen - The plasma screen has an on/off power button.

Document Camera (ELMO) - Samsung Digital Presenter SDP-900DX

- POWER - Turns on the upper lamp. Use the upper lamp to view printed documents, photographs and three-dimensional objects.
- FREEZE - A document can be removed from the surface of the document camera and the document's image will remain on the evidence monitors.
- AWC - Automatically adjusts color.
- ZOOM OUT - Reduces the size of an image.
- ZOOM IN - Enlarges the size of an image.
- APERTURE - Controls the sharpness of an image. Use APERTURE ON for word documents. Use APERTURE OFF for photos and color documents.
- LAMP - Turns on the base lamp. Use the base lamp to view slides, negative film transparencies and x-rays. Pressing the LAMP button cycles the upper lamp and base lamp on and off.
- IRIS- - Decreases brightness if an image is too bright.
- IRIS+ - Increases brightness if an image is too dark.

Witness Camera - This equipment is controlled exclusively by the judge and the courtroom clerk.

Dual Audio Cassette Player - Controls are located on the front panel of the audio cassette player. Use either Deck A (left side) or Deck B (right side) for playback of an audio cassette. Insert an audio cassette with the side you want to

play facing outward. Playback modes include play, pause (Deck B only), stop, rewind and fast-forward.

VCR - Controls are located on the front panel of the VCR, however, the majority of the controls are more easily accessed using the remote control. The VCR will turn on automatically when a VHS tape is loaded into the machine. Playback modes include play, pause, stop, rewind and fast-forward. Press the pause button to freeze a picture on the evidence monitors. Press the pause button again to return to normal play. If a tape is paused for more than five minutes, the VCR will automatically stop to prevent damage to the tape.

DVD Player - Controls are located on the front panel of the DVD player, however, the majority of the controls are more easily accessed using the remote control. Playback modes include forward and reverse at various speeds, including slow motion frame-by-frame. Some playback modes have sound.

Video Projector and Projection Screen - This equipment is controlled exclusively by the judge and the courtroom clerk.

Device With An RCA Plug (camcorders, digital cameras, etc.) - There is a flip-up tray on the front of the evidence presentation cart on which to set such an attorney-supplied device. Connect the device to the AUX video jack located inside the door on the left-hand side of the evidence presentation cart. Press the upper right-hand corner of the door to open the door. Power connections are located in front of the clerk's bench. Please advise the clerk's office, in advance, if you desire to hook up a device with an RCA plug at the evidence presentation cart.

Laptop Hookups:

- **At the Evidence Presentation Cart** - There is a flip-up tray on the front of the evidence presentation cart on which to set an attorney-supplied laptop. Connect the laptop to the laptop input jack located inside the door on the left-hand side of the evidence presentation cart. Press the upper right-hand corner of the door to open the door. Power connections are located in front of the clerk's bench.
- **At Counsel Tables** - Connect an attorney-supplied laptop to the pop-up laptop input and audio jacks located on top of the counsel tables. Pop-up power connections are also located on top of the counsel tables. Press on the top of the pop-up jacks to expose the jacks and connections.

- **At Paralegal/Courtroom Technology Staff Tables** - Connect an attorney-supplied laptop to the laptop audio and video jacks located in the wall next to one of the paralegal/courtroom technology staff tables. Power connections are also located in the wall next to the tables. A monitor cable is available from the clerk's office to connect the laptop to the evidence monitors and the courtroom sound system.

Microphones:

- **Counsel Tables** - With the exception of the defendant's microphone, the counsel table microphones are permanently turned on. They can be turned off for confidential conversations by holding down the mute button. The defendant's microphone can be turned on and off by pressing down on the mute button. Defense counsel are responsible for making sure the defendant's microphone is turned on at the beginning of all court proceedings. A microphone is on if the green LED is on.
- **Lavalier Microphone** - Users should attach the lavalier microphone 3" to 6" below the neckline for best sound. The lavalier microphone has an on/off power button.
- **Witness Stand/Lectern** - The microphones located at the witness stand and the lectern are permanently turned on.

Lectern - The height of the lectern can be adjusted using the toggle switch located on the upper left-hand side of the lectern. The lectern is movable, but do not attempt to move the lectern yourself. **If you need the lectern moved, please advise the courtroom clerk.** The microphone at the lectern cannot be turned off. Red and yellow lights are located on top of the lectern and are available to indicate starting and ending time allotments.

Headphones for Monitoring Side Bar Conferences - Plug headphones into the pop up side bar audio jack located on top of the counsel tables. Press on the top of the pop-up jack to expose the jack.

Telephonic Interpreter Equipment - Telephonic interpreters participate in courtroom proceedings through the telephone conferencing system, which is integrated with the voice reinforcement system and the courtroom sound system. Courtroom participants should utilize the microphones so they will be heard by the telephonic interpreter. Telephonic interpreter equipment consists of a set of headphones to be worn by the defendant and a telephone handset that will be set up on the defense counsel table by the courtroom clerk. The interpreter will provide foreign language translation to the defendant through the headphones.

The interpreter will provide English language translation for courtroom participants over the courtroom sound system. Defense counsel can pick up the telephone handset to converse directly with the interpreter or his or her client through the interpreter. These conversations are not broadcast over the courtroom sound system.

Live Interpreter Equipment - Live interpreter equipment consists of two sets of headphones with attached microphones to be worn by the interpreter and the defendant. The interpreter will provide foreign language translation to the defendant using one set of headphones. The defendant will receive foreign language translation from the interpreter using the other set of headphones. The interpreter will provide English language translation for courtroom participants using a counsel table microphone. The interpreter and the defendant can converse with each other using the headphones with the attached microphones. These conversations are not broadcast over the courtroom sound system.

Assisted Listening Devices - Users should wear the wireless headsets with the “Sennheiser” logo facing away from the body. Use the rotary switch to turn the headphones on and off and to adjust the volume.

Realtime Court Reporting - Parties are required to provide their own laptop and computer software to receive realtime court reporting. Please consult with the court reporter regarding what type of computer software is needed to receive realtime court reporting. A pop-up RTT jack for accessing realtime court reporting are located on top of the counsel tables. Pop-up power connections are also located on top of the counsel tables. Press on the top of the pop-up jacks to expose the jacks and connections. A network cable is available from the clerk’s office to connect your laptop to the realtime court reporting network.