

Attorney's Manual for Courtroom Technology

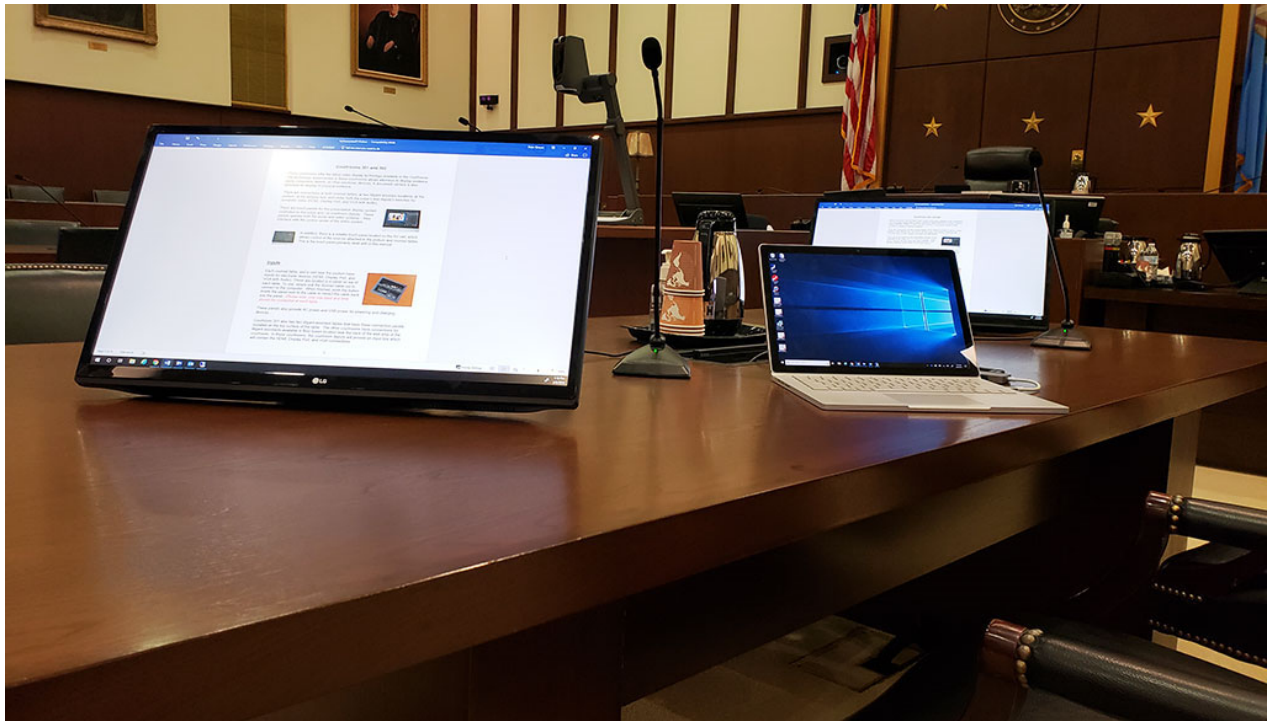


U. S. District Court
Western District of Oklahoma
Updated 1/2024

Overview

The U.S. District Court, Western District of Oklahoma launched a program several years ago to provide state-of-the-art technology for evidence presentation in the courtroom. A key goal was to provide systems that are sophisticated, user-friendly, and flexible. The result of this effort is a choice of evidence presentation technologies to satisfy the different requirements attorneys may have.

This guide is a general overview of the courtroom equipment, containing some basic orientation and instructions. For more detailed information and instructions, the Clerk's Office staff will be happy to assist you.



Courtrooms 301, 302, 303, 304, 305, 401, 501 and 502

These courtrooms offer the latest video display technology available in the courthouse. The technology implemented in these courtrooms allows attorneys to display evidence using computers, tablets, or other electronic devices. A document camera is also provided for display of physical evidence.

There are connections at both counsel tables, at two litigant assistant locations, at the podium, at the witness box, and under both the judge's and deputy's benches for computer video (HDMI, Display Port, and VGA with audio).

There are touch panels for the presentation display system controlled by the judge and / or courtroom deputy. These panels operate both the audio and video systems – they interface with the control center of the entire system.



In addition, there is a smaller touch panel located on the AV cart, which allows control of the sources attached to the podium and counsel tables. This is the touch panel primarily dealt with in this manual.

Inputs

Each counsel table, and a cart near the podium have inputs for electronic devices - HDMI, Display Port, and VGA with Audio. Additionally, 303, 401 and 501 have connections for USB-C devices. These are located in a panel on top of each table. To use, simply pull the desired cable out to connect to the computer. When finished, push the button inside the panel next to the cable to retract the cable back into the panel. *Note: only one input at a time should be connected at each table.*



These panels also provide AC power and USB power for powering and charging devices.

Courtroom 301 also has two litigant assistant tables that have these connection panels installed on the top surface of the table. The other courtrooms have connections for litigant assistants available in floor boxes located near the back of the well area of the courtroom. In these courtrooms, the courtroom deputy will provide an input box which will contain the HDMI, Display Port, and VGA connections.

A/V Cart

Next to the podium is an A/V cart. On top of the cart is a document camera, touch panel, input panel, and annotation monitor.

The courtroom deputy will assist with the setup of the equipment, and the placement of the podium.

In most cases, the equipment in the courtroom will be powered on and ready to use before a court proceeding. The following page should be displayed:



The buttons on the top of this page allow selection of evidence to display from any of the following locations:

- Left attorney table
- Left litigant assistant location
- Right attorney table
- Right litigant assistant location
- *(Left/Right is as facing the bench)*
- Document camera
- AV inputs on top of the AV cart

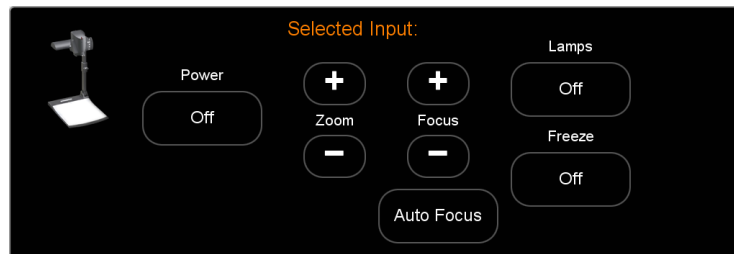
The buttons on the bottom include volume control (for evidence volume only) and a Clear Annotation button that will remove any markings made using the annotation monitors.

The Document Camera



The document camera allows any item that is placed on its display surface to be viewed on the courtroom monitors. You can use the document camera to display virtually anything: 3-D objects, transparent sheets, slides, and opaque presentation materials. This document camera projects a clear image of evidence so that all counsel, the witness, and the jury have the same perspective of the exhibit.


When Document Camera is selected on the touch panel, a set of controls appears for control of the document camera:



Annotation



The courtrooms are equipped with three 24” touch screen LCD panels, one at the witness stand, one on the A/V cart, and one at the judge’s bench. These are used for annotating the evidence being presented. At each location, witnesses, judge, or counsel can “draw” on the image being displayed on the courtroom monitors by simply touching the monitor with a finger.

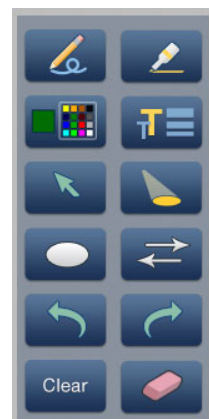
Touching this button  in the upper right corner of these monitors brings up a menu which allows control of line styles, colors, and other tools used while annotating.



Freehand — Select this button to draw freely on the display screen.



Highlighter — Select this button to highlight an area on the screen.





Color — Select this button to choose the color of any drawing function (fill or outline), text, or pointer color. On selection, a secondary palette opens with 16 color swatches. Select a color as desired. The active function now uses the selected color.



Size — Select this button to adjust size of text and/or line weight (not linked), after selecting a drawing or text function, such as line, rectangle, or text. A secondary palette opens displaying either line weight or text point size depending on the active function. From the secondary palette, select the desired size button. Functions this applies to are Text, Line, Arrow, Freehand, Highlighter, Arrows, Rectangle, Ellipse, and Eraser.



Pointer — Selecting this button changes the cursor to an extra-large arrow of the currently selected color.



Spotlight — Select this to create an ellipse to focus on a specific area of the screen, while the outer area brightness is greatly reduced. The shape and size of the ellipse is adjustable by dragging the cursor while outside of it, to any point. The ellipse can be moved to any point by dragging the cursor while within the ellipse.



Ellipse — Selecting this button allows the user to create an ellipse between the primary and the opposite corners of a non-drawn rectangle.



Arrow — Selecting this button allows the user to create a straight line between two points with an arrow at the end point.



Undo — Selecting this allows the user to undo the last 15 Completed annotations or undo a Clear action.



Redo — If selected while using the Undo function, it recreates the last undone annotation.



Clear — Selecting this clears the screen of all unsaved annotations, and can be undone with the Undo function.



Eraser — Select this to erase any non-saved annotations on the screen.

Display Devices

In addition to the annotation monitors listed above, these courtrooms* are equipped with eight individual 24" LCD monitors for the jury, as well as a large LCD for the gallery. 24" LCD monitors are also provided for each of the counsel tables, litigant assistant tables, and the deputy / court reporter.

** courtroom 401 does not have individual monitors in the jury box, but rather large monitors for the jury to view.*

These courtrooms have the capability for a 'split screen' view for the jury monitors that can show both the evidence being presented, along with a live camera shot of the witness.

Microphones

Attorney Locations



On the base of these desk microphones there is a privacy mute button. Press and hold this mute button with your finger to mute this microphone in all speakers and all recording devices. *This is the only fully private mode. If the green light on the base of the microphone is lit, your voice could be picked up by the sound and/or recording systems.*

Wireless handheld or lapel microphones are also available for use.

Infrared System

(Dual Channel Headset Receiver)



Courtrooms are equipped with IR transmitters and receivers used for both the hearing impaired and foreign language interpreting. This is a two-channel system:

Channel 1 broadcasts the proceedings for the hearing impaired;
Channel 2 broadcasts the language interpretation

Channels 3 / 4 are not used

Transmitters are mounted on the walls behind the bench. The transmitter sends audio signals to the receivers using infrared technology.

A neck-loop is provided which transmits the signal from the receiver to T-Coil equipped hearing aids. Headphones are provided for those without T-Coil equipped hearing aids. The courtroom deputy will set up and coordinate the use of the equipment.

Courtroom 503

Similar to the other courtrooms, the technology implemented in this courtroom allows attorneys to display evidence using a laptop, document camera, or DVD/VCR.

Switching between video sources in these courtrooms takes place on a switcher located inside the A/V Cart. There are inputs for laptops (VGA only), the document camera, and the DVD/VCR.

The Document Camera



The document camera allows any item(s) that are placed on its display surface to be viewed on the courtroom monitors. You can use the document camera to display virtually anything: 3-D objects, transparent sheets, slides, and opaque presentation materials. You can choose a black-and-white display for more clarity, or the color display. There is also a negative/positive switch used for items such as X-rays. This document camera projects a clear image of evidence so that all counsel, the witness, and the jury have the same perspective of the exhibit.

The DVD/VCR



The DVD/VCR allows a DVD or VHS tape to be displayed on all of the courtroom monitors. The DVD/VCR is located on a shelf just beneath the document camera. Either the buttons on the front of the DVD/VCR, or a wireless remote control can be used to control the DVD/VCR.

Annotation Tablet with Video Marker



The annotation tablets, provided at the presentation cart, enable the attorney to draw or mark on any video that is currently being viewed on the courtroom monitors. The attached video marker works like a pen: just press the tip of the marker on the pressure-sensitive tablet while watching the monitor. Different shapes and sizes of pointers as well as different colors and widths of lines can be used. There is a menu at the top of the tablet: use the marker pen to choose the desired option.

Some Guidelines:

- Select the color and line width you wish to use by pressing the tip of the pen on the appropriate menu item (located at the top of the tablet).
- To draw, simply draw as if you were using any type of drawing utensil.
- You can drop a pointer onto the video screen by placing the pen close to the pad and clicking the button located on the side of the pen. Select the pointer style on your menu (at the top of the tablet).
- Clear the screen by pressing the pen tip on “Clear,” located at the top of the tablet.
- To draw on a blank screen, press “Chalkboard” on the menu.

Important Notes:

- If you press “Chalkboard” on the pad template, you will not be able to see any video images. Press “Video” to view the video source on all monitors.
- You can turn the pointer on and off at any time by pressing “Pointer On/Off” on the menu.

Connecting a computer in the courtroom:



Your laptop can be connected at either of the counsel tables. Please ask the courtroom deputy for assistance regarding any specific needs.

Note: Attorneys are responsible for providing any adapters needed to interface presentation devices with the VGA inputs.