

# Courtroom Technology Attorney Reference Guide



Middle District of North Carolina  
2021



## Courtrooms

The courtrooms in the District Judges' courtrooms have the same connections, to help make the rooms standard. In 2020, Courtroom 4 in Winston-Salem was opened and will be used as the "model" courtroom for the district. The standards implemented in this courtroom will be used to outfit the remainder of the District Judge's courtrooms. Each counsel table has monitors, laptop connections, audio connections, two microphones, and a document camera for the rooms to use. The courtroom deputy can control all aspects of the Digital Evidence Presentation System (DEPS) from a single panel, which is located on the lower bench. Jury monitors are present in their respective jury boxes, except Greensboro Courtroom 3.

## Available Equipment

The following equipment is available in the courtrooms in the NCMD. All the District courtrooms are equipped with laptop inputs, microphones. All the Magistrate judge's courtrooms have smaller systems that can have laptops connected and also have document cameras. Video Conference equipment can be brought into the courtrooms. Courtroom 4 in Winston-Salem has a video that was built into the room, so it's ready to be used. Please refer to the tables to see what equipment each courtroom has.

Courtrooms	Annotation Monitors	Document Camera	Jury Monitors	Microphones	Telephone Conference	Video Conference
Durham (M/J)		X		X	X	X
Greensboro 1		X	X	X	X	X
Greensboro 1A (M/J)		X		X	X	X
Greensboro 2		X	X	X	X	X
Greensboro 3		X		X	X	X
Winston-Salem 1		X	X	X	X	X
Winston-Salem 2		X	X	X	X	X
Winston-Salem 3 (M/J)		X		X	X	X
Winston-Salem 4	X	X	X	X	X	X

## Document Camera

Document cameras are available in each District courtrooms, and can be made available in the Magistrate courtrooms, if requested. The cameras allow counsel to present evidence throughout the courtrooms via the monitors. All settings have been set and should not change.

### Document Camera Features

Button	Feature
<b>Power</b>	Powers the camera On or Off. The camera should be turned on using the loop located on the arm of the camera.
<b>Focus</b>	Cameras are set to Autofocus; however, you can manually adjust the image to appear sharper or blurrier.
<b>Freeze</b>	Used primarily when switching objects. The last image on the camera is frozen until a new is placed on the camera bed. Hold down the button until the message "Freeze On" appears on the screen. The button will illuminate Green to indicated that this feature is active.
<b>Zoom</b>	Allows an item to appear closer (+) or farther away (-). Use the scroll wheel to zoom in or out.

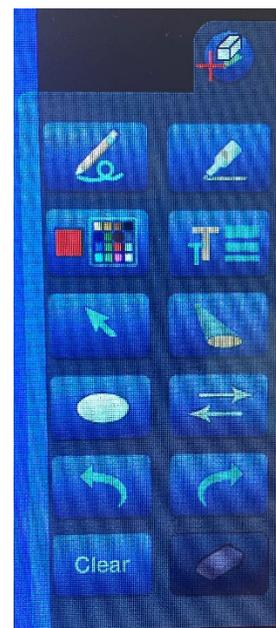
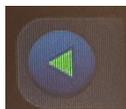
## Annotation Monitor

The ONLY courtroom with Annotation Monitors is Courtroom 4 in Winston-Salem. Courtroom 4 monitors located on counsel tables, witness stand, podium can all be used for annotation. The monitors are touch screen that allows visual annotations on exhibits or can be used as chalkboards permitting freehand drawings. Each monitor is equipped with multiple color markings, and a clear the last annotations or clear all annotations.

### Using the Annotation Monitor

Below are some helpful tips when using the annotation monitor:

- If presenting evidence in Courtroom 4, any of the monitors that are located on counsel tables can be used for annotating on the evidence.
- Use your fingers to draw lines, circles and other markings that emphasize items displayed on the monitor. Each button item will depict what the tool is to be used.
- Each monitor has a menu that can be accessed using the Arrow, which is in the Top Right Corner of the monitor.



## Laptop Inputs

At least one laptop connection is available per counsel table. Parties can request more connections to be present at their court proceedings.

## Different Types of Inputs

To connect your personal computer into the DEPS, VGA cables with audio connections are available in all the courtrooms. However, please check with the courtroom personnel to make sure the Court can provide the correct adapter. The cables that are in the courtrooms, have audio cables. It is important for you to test the audio of your evidence to make sure it is loud enough and its volume is not adjusted. When using an HDMI to VGA adapter, it is important that you make sure the volume is being outputted to the Speakers instead of the HDMI output.

## Microphones

Attorney tables are equipped with at least two table microphones. Microphones are also located at the witness box and the benches. Speakers are placed throughout the courtroom to broadcast the audio from the speakers or the evidence. By default, the courtroom microphones are turned on. Please always speak into the microphone when addressing the court or witness. To mute the microphone, you must press and continually hold the mute button to not transmit your voice. Without muting the microphones, your voice could be picked up by the sound and/or recording systems. Reference the photo to the right about the Mute button.

Headsets can be request for individuals have a hearing impairment.



## Video Conference

The Middle District of North Carolina has video conferencing systems available for use in the all the courtrooms. The parties will NEED to request to the respective judge who is handling the proceeding to allow the system to be used. Advance scheduling and notice are required. To request use of this equipment, please contact the Clerk's Office at least two weeks prior to your intended use of the video conferencing equipment. Please use this [link](#) on the Middle District website to request the use of the system. The Court would like one week prior of the hearing to test connection(s) with the remote witness.

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## Teleconference

Teleconferencing equipment is available in all courtrooms. Contact the Clerk's Office with any questions.

## Connecting your Device

Step 1: Connect your laptop to the system using the provided video and audio cable. The laptop connection is located at the attorney tables.

Step 2: When ready to display your evidence, please ask the courtroom deputy to display it through the DEPS. *Please note the attorney can select their own display in Courtroom 4 of the Winston-Salem courthouse.*

## Courtroom Specific Technology Training

It cannot be stressed enough the importance of testing your personal computer and other equipment prior to your court appearance. You can register for training at .

For additional training questions, contact the Clerk's Office IT Staff at (336) 332-6025.

## Things to Consider

- Connect your laptop using the provided cable before powering up your device. Failure to do so may require you to change the display output.
- If the court doesn't have to cable that your device requires, it is your responsibility to supply your own adapter cable.
- Have you tested the Audio portion of your evidence to make sure it's volume is loud enough?
- Does the evidence that you're presenting display properly, or should you recreate the evidence in another format.