

United States Bankruptcy Court District of Minnesota



Courtroom Technology

Fergus Falls

April, 2016

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Introduction

The U.S. Bankruptcy Court, District of Minnesota is committed to providing state-of-the art technology for evidence presentation in the courtrooms. Our goal is to provide systems that are sophisticated, user-friendly, and flexible. This manual is a general overview of the courtroom equipment, containing some basic orientation and instructions. This manual is not a substitute for receiving formal training on the usage of the courtroom equipment.

Courtroom Technology Training

The U.S. Bankruptcy Court of Minnesota offers on-going training for the Courtroom Technology equipment in the St. Paul, Minneapolis, and Fergus Falls Courthouses. To request general courtroom technology training, please call the Electronic Evidence Coordinator, Kim Kaul at 651-848-1008

Courtroom Technology Practice

Prior to a court proceeding, the U.S. Bankruptcy Court invites counsel and support staff to contact the Electronic Evidence Coordinator to schedule training.

A basic evidence presentation system is available in the Fergus Falls Courtroom.

Evidence Presentation Cart Components

The Fergus Falls Courtroom contains equipment similar to that in other District Court Courtrooms. This document will illustrate the steps needed to present evidence with different audio/visual components.



- 1 - Evidence Presentation Monitors
- 2 - Jury Plasma Display
- 3 - Document Camera
- 4 - Image Source Control

Additional Courtroom Technology

Lectern – The lectern and presentation cart contain microphones, VGA and audio inputs, an evidence monitor, and a document camera. There is also a control box for selecting the source for display on the evidence monitors. The desktop is motorized and can be raised and lowered as needed.



- 1 - Microphones
- 2 - VGA/Audio input cables stored in cable cubby.
- 3 - Evidence display
- 4 - Document camera
- 5 - Image source control
- 6 - Desktop height control

Attorney Tables – Both attorney tables are supplied with a microphone and a display monitor.

NOTE: The monitors do not have annotation functionality.



Witness Stand Equipment – The witness stand is equipped with a microphone and monitor

NOTE: The monitor does not have annotation functionality



Jury Monitor – The Courtroom is equipped with a jury monitor which displays the evidence presented during a proceeding. The location is dependent upon each Judge's preferences and site lines.



Frequently Asked Questions and Additional Resources

1. Can we bring laptops into the courtroom to integrate with the courtroom technology?

Yes, with the judge's permission an outside laptop can be plugged in to display content either at the lectern or at the counsel tables. Capability is for VGA only, not DVI, HDMI, or Displayport.

2. Will wireless connection for a smart phone or laptop work?

Yes, Wifi is available and may be used only for business related to the current hearing or trial.

3. Who controls what evidence is displayed to the courtroom monitors?

The attorney presenting or an accompanying assistant will control the equipment. The Judge may turn on/off the monitors in the courtroom at their discretion.

Note: The document camera will **NOT** be utilized by Bankruptcy Court.

All exhibits will be preloaded to the court provided laptop and viewed in Adobe Acrobat, although Microsoft Excel may be used in the case of spreadsheets. The jury monitor may not be available for display.