



# COURTROOM TECHNOLOGY Reference Guide

**United States District Court**  
*for the* **Middle District of Alabama**

<http://www.almd.uscourts.gov>



## EVIDENCE PRESENTATION SYSTEM

The courtroom audio visual system is controlled by the Courtroom Deputy. There are many ways to use this system to present evidence to the court. Described below are many features of the evidence presentation systems found in our courtrooms.

It is strongly advised that the attorney coordinate with automation a week before the trial on a time to come to the courtroom and try out the equipment.

## LAPTOP CONNECTIONS

For optimal resolution, Laptop display settings should be 1080p; however, all resolutions are supported up to 1080p.

Laptop connections for HDMI, Display Port and VGA are located at the Plaintiff table and primary Defense table.

VGA video and attached 3.5mm stereo audio cable are available.

If you are using an Apple device, you will need to provide the appropriate VGA or HDMI adapter.





## PRESENTATION LECTERN

The Presentation Lectern is the most versatile workstation in the courtroom. From here the attorney can use such sources as the Document camera, a Blu-ray player, a court-furnished desktop PC, and laptop inputs including HDMI and VGA connections. At this location the attorney may annotate or draw on the screen. Please be aware that the courtroom audio visual is controlled by the Courtroom Deputy, therefore you must ask the Courtroom Deputy to switch to the source you wish to use.



## DOCUMENT CAMERA

- Display documents (9" x 12" or smaller)
- Display photos
- Display 3-D objects
- Use the scroll wheel on top for control.



## TOUCH SCREEN MONITOR

- Mark-up displayed content.
- Change annotation colors.
- Undo last mark.
- Clear all marks.
- Highlight displayed content.

### PLEASE NOTE

See monitor bezel for menu items.

- Press firmly on the screen.

## FUNCTIONS

**CHANGE COLOR** - The line color will change by touching the specified corner. The current line color is displayed on the opposite side of the monitor.

**UNDO** - Undo your last action.

**CLEAR ALL** - Remove all marks.

**HIGHLIGHT** - Allows the line to become transparent much like a highlighter.



## HEARING EQUIPMENT

Hearing devices are in the courtroom; it would be helpful if we knew in advance people needed them. They can be used on demand – they're available and ready to go.

- Logo must be facing away from user's body.
- Use channel "A" (2.3MHz) for amplified courtroom audio.
- Use channel "B" (2.8MHz) for translated speech.



## MICROPHONE ETIQUETTE

- Please speak directly into the microphone.
- The microphones are highly sensitive and will pick up the slightest sound.
- Push and hold to mute the microphones.
- Do not point the microphones straight up.
- Never place a cell phone near a microphone.
- Any wireless device will cause electromagnetic interference and disrupt court proceedings. These include cell phones, bluetooth devices and any Wifi-capable device.



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### **COURT LOCATIONS**

#### **Frank M. Johnson, Jr. U.S. Courthouse Complex**

Address: One Church Street, Montgomery, AL 36104

General Phone: (334) 954-3600

Email: [almdcourt@almd.uscourts.gov](mailto:almdcourt@almd.uscourts.gov)

#### **Federal Building and U.S. Courthouse**

Address: 100 West Troy Street, Dothan, AL 36303

General Phone: (334) 954-3600

Email: [almdcourt@almd.uscourts.gov](mailto:almdcourt@almd.uscourts.gov)

#### **G.W. Andrews Federal Building and U.S. Courthouse**

Address: 701 Avenue A, Opelika, AL 36801

General Phone: (334) 954-3600

Email: [almdcourt@almd.uscourts.gov](mailto:almdcourt@almd.uscourts.gov)