



COURTROOM TECHNOLOGY Reference Guide

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

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



EVIDENCE PRESENTATION SYSTEM

The courtroom audio visual system is managed by the Judge and/or Courtroom Deputy (CRD). Multiple input sources are available to facilitate evidence presentation. The following features outline the capabilities of the courtroom's evidence presentation system. Attorneys are strongly encouraged to coordinate with the respective judge's CRD at least three (3) weeks prior to trial to schedule a courtroom technology test session.

- Regular courtroom technology testing is available every Wednesday at 8:30 A.M. in Courtroom 2F. If this day and time is not convenient, please contact the respective judge's CRD to schedule testing.

LAPTOP CONNECTIONS

For optimal resolution, laptop display settings should be 1080p, though all resolutions up to 1080p are supported.

Connection points:

- Plaintiff/Government table and the primary Defense table feature HDMI and USBC connections. Connections are located within hideaway panels on each table's surface.
- AC power outlets are available on the floor in front of each counsel table.

Important notes:

- Attorneys using Apple devices must provide their own HDMI adaptors.
- The Court does not provide adaptors or power cords.
- Instructions for accessing the Court's Public Access Wi-Fi are available at counsel tables.



PRESENTATION LECTERN

The presentation lectern serves as the primary workstation for attorneys, offering access to various input sources, including:

- Document camera
- Laptop inputs (HDMI)

Attorneys may also annotate or highlight exhibits displayed on courtroom monitors from this station.

Important note:

- The CRD controls all audiovisual inputs within the courtroom. Attorneys must request the CRD to switch input sources (e.g., document camera, plaintiff's table, or defense table).

DOCUMENT CAMERA

The document camera projects physical evidence onto courtroom monitors, ensuring visibility for counsel, witnesses, jurors, and the Court.

Supported materials:

- Documents (up to 9" x 12")
- Photographs
- 3D objects
- Transparency sheets and slides

Controls:

Use the scroll wheel on top of the device for zoom and focus adjustments.





TOUCHSCREEN MONITOR

The courtroom features two interactive touchscreens:

- One at the witness stand
- One at the lectern

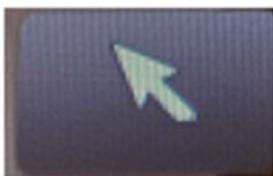
These touch-enabled displays allow users to annotate exhibits by drawing directly on the screen with their finger.

ANNOTATION FEATURES

- Mark-up displayed content
- Change annotation colors
- Undo the last mark or clear all marks
- Highlight specific areas of interest



Write



Arrow point



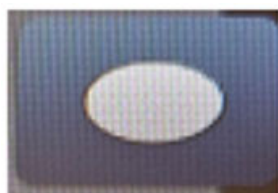
Line



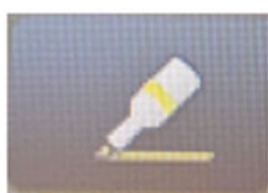
Line with arrow



Box



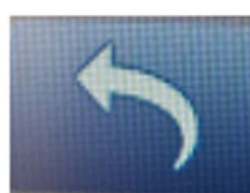
Oval



Highlight



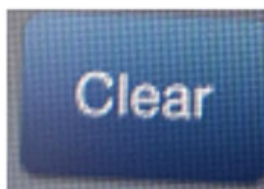
Erase



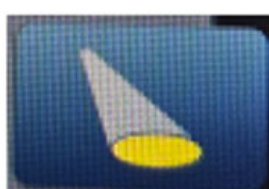
Undo



Redo



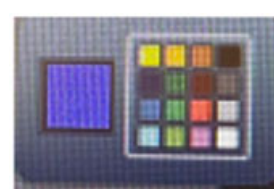
Clear all



Spotlight



Line thickness



Change color

ANNOTATION GUIDE

- Reference the guide located below the monitor for available menu options.
- Apply firm pressure when using the touchscreen

ASSISTIVE HEARING EQUIPMENT

Hearing assistance devices are available in the courtroom.

- Advance notice is requested for accommodations.
- Please inform the CRD if hearing devices will be needed and specify the number of users requiring them.

Instructions:

- Ensure the logo is facing away from the user's body.
- Use channel "A" (2.3MHz) for amplified courtroom audio.



MICROPHONE ETIQUETTE

- Speak clearly and directly into the microphone.
- Do not point the microphone straight up.
- Avoid placing cell phones near microphones. Wireless devices can cause electromagnetic interference that disrupts proceedings.
- To ensure privacy, press and hold the mute button (green light off = muted).
- Microphones are highly sensitive and will pick up even subtle sounds.

Devices that can cause interference:

- Cellular telephones
- Bluetooth devices
- Any Wi-Fi-enabled device



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COURT LOCATIONS

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

One Church Street, Montgomery, AL 36104

Phone: (334) 954-3600

Federal Building
and U.S. Courthouse

100 West Troy Street, Dothan, AL 36303

Phone: (334) 954-3600

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

701 Avenue A, Opelika, AL 36801

Phone: (334) 954-3600