

## NOTICE TO ALL COURTROOM TECHNOLOGY USERS

The Middle District of Pennsylvania is pleased to provide a wide array of courtroom technology for its attorneys and litigants. Anyone planning to use the courtroom technology should read this notice in its entirety, and pay particular attention to the requirement that you contact court staff well in advance of the date you plan to use the equipment to ensure that everything will work as you intend it to.

### ***EVIDENCE PRESENTATION SYSTEMS***

All courtrooms in the Middle District of Pennsylvania have the following evidence presentation equipment with the exception of Courtroom #1 in Williamsport. Standard Equipment in courtrooms:

- Native Resolution is 1024x768 @60Hz or 70Hz
- DVD/VHS Player
- Document Camera (Present paper documents to monitors in courtroom)
- Laptop Connections at podium and attorney tables
- Annotation between Witness and Podium. (Marking up documents on screen)
- Monitors on Attorney Tables
- Monitors in Jury Box or one large Monitor on wall
- JERS (Jury Evidence Recording System)

This court ***requires*** that you schedule a demonstration and/or trial run of the courtroom technology at least **24 hours** prior to the start of trial. The court will make every effort possible to ensure that the equipment is functioning and that individuals using it are comfortable with its operation. Please contact the presiding judicial officer's Courtroom Deputy at least one week in advance of the proceeding to schedule any demonstration or trial run with Systems Staff.

The court will supply a standard 15 pin VGA cable and 3.5mm audio cable to hook into our systems. Any other adapters or cords are to be supplied by the user. When users appear for their Demonstration/test, Systems staff will identify any adapters or cables needed to ensure compatibility with our systems. We highly recommend that users who need a special adapter or cable retest their equipment with ours at least one day in advance of the scheduled court proceeding.

***Please Remember that a DVD or VCR tape that works correctly in your equipment does not guarantee compatibility with the courtroom equipment. Some computers may need settings changed to function with the court's equipment. We ask that you test any media and equipment you wish to bring prior to proceedings. No adjustments will be made to accommodate equipment which has not been tested once a trial has started.***

## ***VIDEO CONFERENCING***

The following courtrooms also have video conference capabilities:

Scranton (Courtrooms #1 and #2)

Wilkes-Barre (Courtroom #3)

Harrisburg (Courtrooms #1 and #4)

Williamsport (Courtroom #3)

Courtrooms not listed above can make use of our portable video conference unit if needed (IP only). Video Conferences ***must*** be scheduled at least one week in advance with the presiding judicial officer's Courtroom Deputy. We require a test call a few days before video conferences to make sure everything is working on both ends. Our system is a combination of IP and ISDN, so we can connect up to 4 locations at once if necessary. If the telephone number is long distance, the call must originate from outside the court.

Thank you,

Systems Staff