

Introduction

The Waukesha County Clerk of Circuit Court Office 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 guide is a general overview of the courtroom equipment, audio reinforcement, and video conferencing capabilities. This guide also contains some basic system orientation, system instructions, frequently asked questions, and a helpful troubleshooting guide for resolving some of the most common user issues you may experience.

This guide is not a substitute for receiving formal training on the usage of the courtroom equipment.

Frequently Asked Questions

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

Yes. It is highly recommended that you set up an appointment with the Deputy Clerk to test the equipment before your court hearing or trial.

If you are bringing in an Apple or Tablet product you will need to bring in your own dongle to convert to either VGA or HDMI outputs.

2) My laptop screen doesn't work when connected to the presentation cart.

- This may be a result of the laptop display settings.
- The recommended settings for the display are 1024 X 768 pixels or 1280 X 800 pixels with a minimum 60 Hz refresh rate.
- This can be changed in the Display Properties Menu > Settings Tab of your laptop.
- This may also result from the presentation cart not recognizing the laptop.
- It is best to plug in the video cable before turning on the laptop.
- Make sure that the appropriate cords are plugged in and secure.
- Windows 7 and older laptops require you to extend/send the content to the projector/monitors. For instructions on how to do this, [click here](#) or go to the Evidence Presentation Cart Components page.

3) What types of video connections are available from which to present evidence?

The Court only provides a VGA, HDMI, and Audio cable for evidence presentation from the cart. Connections for any Apple or Tablet product must be provided by the attorney.

4) Will wireless internet connection for a BlackBerry or laptop work?

Internet connectivity is available in the courtrooms, connect to the county's wi-fi network, "WC-Guest," and agree to the usage policy.

5) Who controls the view from the document camera to the courtroom monitors?

Only the Judge or the Deputy Clerk may turn on/off the monitors for the jury, or the Attorney, at the discretion of the Judge.

6) Can we play DVDs in the Courtroom?

Yes. The Court has a DVD player available to the parties.

7) How can the court accommodate Jurors who are hearing impaired?

We have individual headsets that allow the juror to amplify the sound system. We also have real-time available. Real-time provides an instantaneous reporting of the proceedings viewable at various courtroom locations.

8) Am I able to receive live Real-Time transcripts during a proceeding?

Contact the Judge's court reporter for more information on transcript availability.

Courtroom Technology Training

The Waukesha County Clerk of Circuit Court Office offers on-going training for the Courtroom Technology equipment. To request additional training, please contact the Clerk of Court Administration Office at 262-970-6676.

If you have any questions on system operations or use, please do not hesitate to ask your supervisor or our technology staff.

Additional Assistance Contacts

Clerk of Court Administration Office

Lauren Kozlowski

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Overview of Courtroom Technologies

The technological equipment used to listen to, and display evidentiary exhibits or other illustrative aids has changed the dynamic in a courtroom in many productive ways. There are many advantages for this technology that can increase the participant's participation. Infrared assisted listening/interpretation devices are available for those needing translations or for the hearing impaired. Judges will have the opportunity to take control of the proceedings, set time limits, and decide matters expeditiously. It will increase the juror's sense of participation and improve their understanding of the facts. For lawyers and pro se litigants, the new technology improves the response time to visual cues for objections or explanations. Parties will be able to highlight or mark up the screen to specific information which they are referring to instead of handing out hard copies of the evidence.

With this new courtroom technology, you are putting the evidence before everyone in the courtroom at the same time. The information is delivered more efficiently by displaying on monitors and/or projection screens. Participants are able to look at a device and follow along with an explanation easier than looking at a hard copy.

This guide book provides an overview of the audio and visual communication equipment being used in our courtrooms, step-by-step instructions for use of the equipment, frequently asked questions, and an audio/visual troubleshooting section.

AUDIO

Each courtroom is equipped with an audio reinforcement system that includes microphones at the bench, witness stand, counsel tables, clerk station, podium, and/or wireless microphones to enhance communications in the courtroom. The microphones are equipped with mute buttons at the bench and at the counsel tables. In some courtrooms, a white noise producer can be enabled over the jury box to mask any conversation during bench conferences. Infrared assisted listening/interpretation devices are available for those needing translations or for the hearing impaired. Finally, there are connections into the audio system for DVD players, laptops, cellphones, and other types of devices.

INTERPRETER HEADSETS/ASSISTED HEARING DEVICES

The interpretation system allows for interpreting services from English into a foreign language (provided interpreter availability). The party needing the translation will wear a headset that will allow them to hear the translation from the interpreter via a microphone/headset worn by the interpreter. There are only two interpreter system devices available for courtroom use. One device primarily stays in C266 and the second device can be checked out with Lauren in Room C108.

Assisted listening headsets and real-time assistance is available in all courtrooms to assist individuals whom have difficulty hearing audio from the courtroom audio reinforcement system.

TELECONFERENCING

The courtroom telephone conferencing system functions like a telephone but uses the courtrooms' audio system in place of the headset. This function can be used at anytime during the hearing.

COUNSEL TABLE CONNECTION BOXES

Hooking up a laptop at the Counsel table

Each main counsel table has an extension box attached to it. This allows for parties to present from their table instead of using the cart. Please ask the courtroom deputy clerk for connection cables, if the cables are not present. HDMI is not available as a table top option, but is available on the evidence presentation cart.

To connect to the table connection box, you will need to:

1. Connect the VGA (video) cable
2. Connect the 1/8" audio cable



EVIDENCE PRESENTATION CART

The evidence presentation cart provides connections for four types of evidence presentation sources: document camera, DVD player (composite), laptop or tablet device (VGA w/audio), and HDMI (high-definition multimedia interface). The evidence presentation cart will push to many sources for viewing, including monitors and/or a projection screen.

VIDEO SOURCES AND CONNECTION NEEDS

Document Camera: Is a mounted camera aimed down at a flat surface. Physical evidence is placed on the surface, and the camera will display the image on the projector and/or monitor(s) in the courtroom.

DVD player (composite cables): The DVD player can play MPEG-2 formatted DVD's or CD's. The DVD player is controlled by either pressing buttons on the player itself, or by using a remote control. Please always test your DVD or CD on your own DVD player before bringing it to court. Testing the disc on a laptop is not the same as testing it on a DVD player. If you have any questions or concerns feel free to set-up an appointment with the court by contacting the Judge's Legal Clerk or Deputy Clerk prior to your hearing to test on our system.

Laptop Connection (VGA with Audio): Each courtroom is equipped with a laptop input *(VGA with 1/8" audio cable) to allow counsel or parties to present documents, PowerPoint presentations, other visual presentations, or digital content. Tablet or Apple users will need to bring a VGA (or HDMI) dongle cord to use with our video system. For easy presentation, each table is equipped with laptop hookups. If your device only has an HDMI video output, you will need to use that device at the presentation cart, instead of at the table.

*The 1/8" audio cable can be used separately to present audio from devices such as cell phones, tape recorder, iPods, etc.

HDMI (High Definition Multimedia Interface): An HDMI cable is only available on the presentation cart for HDMI capable devices. HDMI is not available at the attorney tables.

Evidence Presentation Cart Components

The Waukesha County Clerk of Courts Office is excited about the new technology available to case participants practicing in our courtrooms. Recognizing that hearings can run more efficiently with up-to-date video and evidence presentation equipment, the courts are pleased to offer the new technology in all of our courtrooms. This equipment will allow parties to present their evidence in more clearer and more understandable ways to the court and jurors. Each courtroom has a similar cart (as shown in figure 1.1). This guide book will illustrate the steps needed to present evidence with different audio/visual components.



Figure 1.1

The Evidence Presentation Cart is typically located in the middle of the courtroom. Some judges have it placed next to the bench. In general it stays in the area preferred by the Judge.

Laptops that have Windows 7 and older operating systems generally require you to extend/send content to the projector/monitors. Simply hooking up the connections may not be enough.

To extend/send content to the projector/monitor here are a few common solutions:

- Hold down the “FN” (function key) and press one of the F1-F12 function keys until laptop image appears on the projector/monitor, this means the laptop is extended.
- Hold down the “FN” (function key) and look for the laptop and/or monitor icon (this symbol will be in blue print).



COMPONENTS

- Composite (RCA) plug-ins
- Document Camera
- DVD Player
- Movable Evidence Presentation Cart
- Projector Screen
- Touch Screen Monitor
(located on the cart, witness stand, and Judge bench)
- Witness Monitor



RCA



HDMI cable

(Audio & Video on same cable). Laptops with HDMI outputs or Blu-ray players



1/8" audio



VGA (video)

If you want to play both audio and video on your laptop - you will need to use the 1/8" audio and VGA cable – unless you are using the HDMI cable.

Annotation Equipment

Annotation equipment allows for an attorney, witness, judge, or pro se litigant to mark up evidence displayed on the monitor(s)/projection screen. The annotation monitors are located at the court official's bench, witness stand, and the evidence cart. This simplifies the witness testimony and closing arguments by highlighting sections in the display, directing attention to a particular spot on a document, or drawing connecting lines.

Using the annotation monitor is as simple as drawing (with your finger) on the designated monitor (Judge's bench, witness stand, or evidence cart). On top right side of the annotation monitor, there is an arrow, if you click on the arrow and the options menu will appear.

Helpful Hints

Problem 1: Getting rid of the drawn lines/annotations on the screen.

- The Deputy Clerk can click on the **clear annotations** on their xPanel (lower left of screen).
- On a touch screen monitor click on the arrow in the top right corner and click **clear** (1st column last icon).

Problem 2: There is a small arrow on the monitor/projector screen, how can I remove it.

- The arrow cannot be removed from the screen
- You can move the arrow to one of the four corners of the monitor by tapping in the corner of the touch screen monitor.

Problem 3: When drawing on the screen there are dead spots (areas where you cannot draw).

- Inform someone on the [Additional Assistance Contact](#) page

Interpreter/Assisted Listening Headset

The interpretation system enhances interpreting services. The party needing the translation will wear a headset that will allow them to hear the translation from the interpreter. The interpreter will wear a headset/microphone device that communicates with the headset worn by the party as well as entire audio system. There are only two interpreter system devices available for courtroom use. One device primarily stays in C266 and the second device can be checked out from Lauren in Room C108.

Assisted listening headsets are available in all courtrooms to assist individuals whom have difficulty hearing audio from the courtroom audio reinforcement system.

Hooking up the Interpreter Headset

- 1) Hook up the seven pin cable into the floor box in all courtrooms except for Commissioner Hearing rooms C266 and C274.
 - a. C266 and C274 headset plug-in is located by the third table
- 2) Make sure the headset device is set for **Channel 1** for assisted listening and **Channel 2** for Interpreter

Real-Time Assistance

If the person is using the assisted listening headset and still has problems with hearing the proceeding, the court may be able to use Real-Time to assist. The real-time court reporting text can be displayed at any location in the courtroom near a monitor hook-up. Please contact Zack to setup the monitor.

Helpful Hints

Problem 1: The headset is hooked up but the party cannot hear the interpreter

- The wireless headsets need to be on Channel 2, to hear the interpretation
- Was the MIC on/off button pressed on the headset (red button)
- **Interpreter must hold the broadcast button to broadcast over the courtroom sound system**
- Double check to make sure all cords are securely plugged in
- Check the volume on the headset (located on top of the interpreter box).

Interpreter Headset Hookup



Assisted Listening Device

