

TUOLUMNE SUPERIOR COURT

GUIDELINES FOR ATTORNEYS/PARTIES USE OF COURTROOM AUDIOVISUAL EQUIPMENT

The Tuolumne Superior Court's new courthouse has state-of-the-art audiovisual (AV) equipment for video arraignments, courtroom evidence presentation and courtroom remote presence. The AV system allows evidence to be displayed on a drop-down overhead projector and screen for viewing by the jury and TV monitors for viewing by the audience. The courtroom clerk has primary control of the AV system with the bench officer having limited control. There will be AV carts in departments 1, 2, 3 and 4 with evidence presentation equipment that the court will provide, such as Blu-ray DVD players and overhead document/object projector camera. An evidence presentation cart can be provided to department 5 upon request.

What Can Attorneys and Parties do with the AV Equipment in the New Courthouse Courtrooms?

1. Present evidence from the counsel tables using a laptop or other digital devices
 - a. there will be HDMI cable and VGA cable with audio jack built into the counsel tables that laptops or digital devices (tablets or smart phones) that can plug into for display to the courtroom AV system when the courtroom clerk activates the displays from the counsel table. The Court will not have adapters if your laptop or digital devices do not have ports to plug in the HDMI or VGA cables provided at the counsel tables
2. Present evidence from the lectern using a laptop or other digital devices
 - a. there will be HDMI cable on the lectern that laptops or digital devices can be plugged into for display to the courtroom AV system when the courtroom clerk activates the displays from lectern. The lectern only has an HDMI cable there is no VGA cable available on the lectern
3. Present evidence using the AV cart overhead document/object projector camera (AKA "Elmo") or Blu-ray DVD player.
 - a. AV carts are in departments 1 through 4 and will have to be requested for use in department 5. Request for an AV cart in department 5 should be submitted to the following court email address CourtClerks@tuolumne.courts.ca.gov at least one court day before the proceeding the AV cart will be used to present evidence
 - b. Overhead document/object projector camera allows an attorney to place the document or on object that fits on the projector base to be displayed to the courtroom AV system when the courtroom clerk activates the displays from the AV cart

Following are the Guidelines for Use of AV Equipment

1. Attorneys/parties will need to bring their own device (laptop, tablet or other digital device) for evidence presentation. The only device provided by the court is the overhead document/object projector camera and Blu-Ray DVD player
 - a. HDMI cable and VGA cables with audio jack cables will be provided at the counsel table for Attorneys/parties to connect their laptops and other digital devices. The Court does not provide adapters if attorneys/parties laptops or digital devices do not have HDMI ports or VGA ports to plug into.
 - b. HDMI cable only will be provided at the lectern for attorneys/parties to connect their laptops and other digital devices. The Court does not provide adapters if attorneys/parties laptops or digital devices does not have HDMI port to plug into
2. Court Staff are not responsible for technical problems with attorneys/parties devices. Court staff can provide assistance to assure that the court AV system is working properly.

3. Attorneys/parties who have a matter on calendar and would like a demonstration of how the court AV system works prior to presenting evidence presentation can request court staff to provide a quick demonstration.
 - a. Attorneys/parties should email their request for a quick demonstration to the following court email address CourtClerks@tuolumne.courts.ca.gov at least two court days before the proceeding at which they intend to present evidence
 - i. Attorneys/parties are strongly encouraged to bring laptops or other digital device they intend to use to the demonstration session.

Important Things to Know About Our New AV System

1. Microphones (mics) at the counsel table and at the witness box will have a red light on when “live”. To turn off the mic you need to press the button on the bottom of the mic until the red light is turned off
2. To avoid any issues with the video from your laptop when you use HDMI cable at the counsel tables and lectern, the recommended resolution is 1080. If you use a laptop set at a higher resolution such as 2k or 4k, the video may flicker or not show at a proper aspect ratio on the courtroom displays