

Courtroom Tech Tips



Resolution

- Preferred resolution is 1280 X 720. Higher resolutions will be scaled down.
- Build your content and make all preparations at this resolution so there are no surprises when you get to the courtroom.



Connectivity

- Ensure that your machine has either a 15-pin VGA or an HDMI connector for connecting to an external monitor. The courthouse does not support displayport or other proprietary connectors.

Audio

- The courtroom audio system can broadcast audio from either your laptop's external audio port (headphone jack), or the HDMI port.
- Most laptop's audio port uses a standard 3.5mm audio port, which is also found on most smartphones or music players.
- Caution: many laptops also have an identical looking microphone port, while some have a microphone/headphone combination port. Please make yourself familiar with your machine, and bring any necessary adapters.



- Make sure you are familiar with the keystroke combination or video signal utility your laptop needs to send a video signal out to an external monitor.
- There are connections at the attorney tables and at the podium/evidence presentation cart. The Courthouse supports direct connections to these cables. **Outside monitors and additional distribution amplifiers will not be supported by the IT staff.**

Miscellaneous

- Once your laptop is connected to the court's system and is selected as an active source, your complete system is in view of all parties to the proceeding (including Judge, jury, and gallery).
- Make sure your desktop background, screensavers, or IM/email notifications are set appropriately.

- Plan in advance!!!
 - The IT staff in the Southern District is here to help. If you have a proceeding in our court where you will be using any technology that may not conform to the above specifications, contact us and schedule a time to come in advance to test your equipment and content.
- Make sure you have the ability to make changes to your computer at an administrative level. Attorneys often arrive in court and experience technical problems on their laptop/device and request our assistance. In many instances we identify the solution to the problem but cannot make any modifications to the laptop because the machine has been issued by the firm's IT department and it is "locked down" thus preventing us from correcting the problem.