

NYS Court of Claims



Courtroom Technology Reference Guide

Albany, New York City and Syracuse

March 2013

NYS Court of Claims Evidence Presentation System

The audio and visual means of presentation in the Courtroom increase both efficiency as well as comprehension.

With minimal effort, attorneys can present documents, color photos, objects, videos, and use electronic presentations to bring details to the court. All visual presentation can be annotated with a touch screen annotator at the podium or witness box; then printed in color and submitted into evidence.

The evidence presentation system is a more convenient and efficient method for presenting detailed information. Laptop connections are available at the podium, counsel tables, and witness box.



The Digital Presentation Podium

At the heart of the electronic courtroom is the digital presentation podium, centrally located between the two counsel tables. This podium contains most of the presentation electronics.

The digital presentation podium contains the following devices:

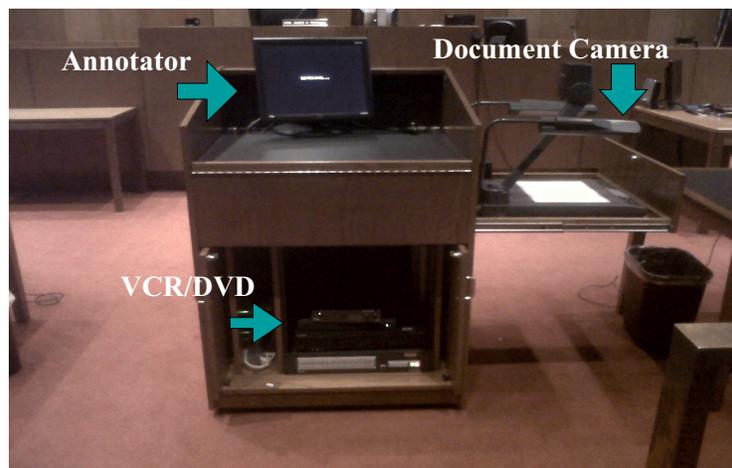
Document Camera: Evidence presentation equipment enables counsel to present evidence through the video monitors. The evidence can be in virtually any medium: paper documents, photographs, negatives, x rays, and even three dimensional objects.

Annotation Monitor: Touch screen monitor allows counsel to draw on, point to, and highlight any evidence or document that is being displayed through the system. Counsel may also use the video system as a blank whiteboard to draw or write on a blank screen.

Computer connections allow counsel or witness to present trial documents and/or evidence through the video system by way of audio and video connections to a notebook computer. Computer connections are available at counsel tables, podium, and witness box.

Color Video Printer allows counsel to print any image displayed on the courtroom monitors, converting the image into an 8.5" x 11" color hard copy that may be entered into evidence.

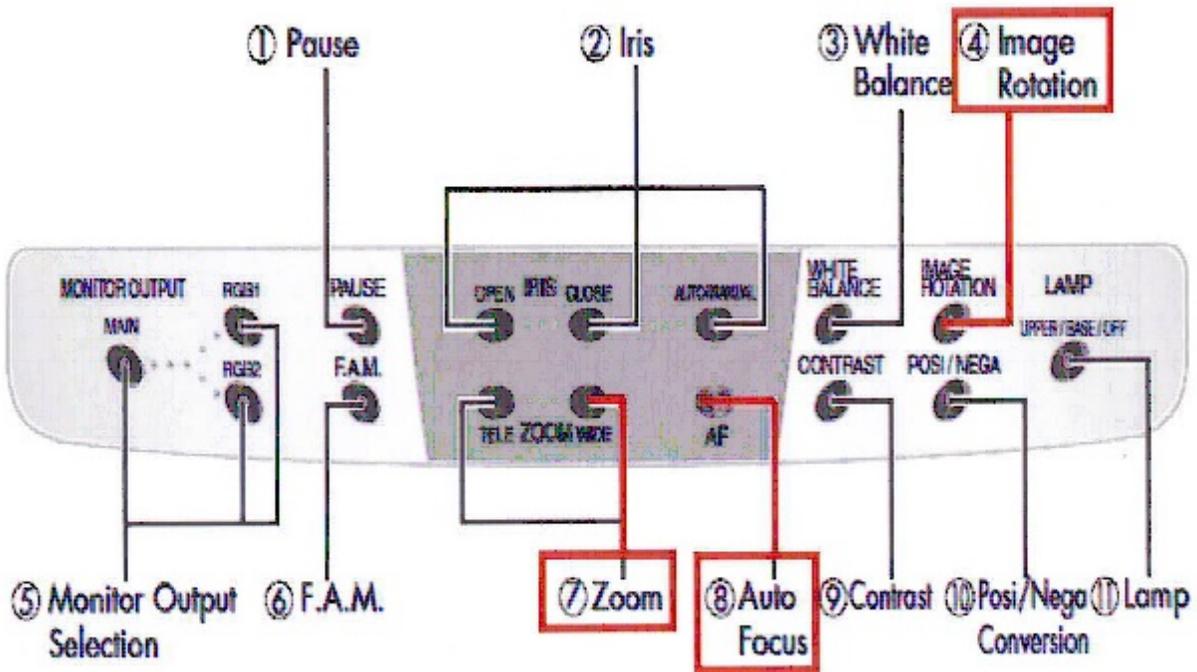
Video Cassette/ DVD Player allows playback of video taped evidence and testimony through the video monitors. The player can be paused to allow the operator to freeze an image for annotation or slow advance.



Document Camera

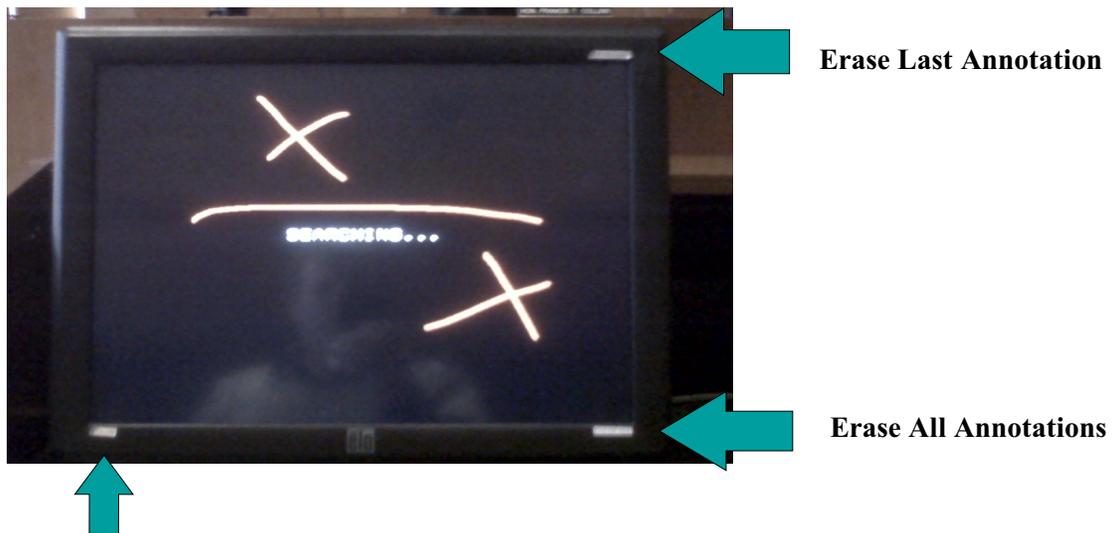


Document Cameras are available in each podium. The camera allows counsel to present evidence through video monitors. The evidence displayed can be of any medium including 3-D objects and x rays. The camera has many features; however, the ones you should be familiar with are highlighted below.



Annotation Monitors

Two annotation monitors are available for use in each courtroom – one at the witness stand and one for counsel at the podium. The monitors are touch screen LCD panels that allow visual annotations on exhibits or can be used as chalkboards permitting freehand drawings. Each monitor allows for multiple color markings, erasing the last annotation or erasing all annotations.



Press to toggle to a different color

- Use your fingers to draw lines, circles and other markings that emphasize items displayed on the monitor.
- Each monitor will be marked for ‘**Color**’, ‘**Erase All**’, ‘**Erase Last**’. Gently tap the appropriately marked corner of the screen for the corresponding action.
- To change the annotation color, tap the corner until the desired color appears.

Laptop Connections

VGA, HDMI, and Mini Display Port connections are available to connect your laptop into the evidence presentation system. One connection is available per counsel table, witness box, and a connection at the podium.

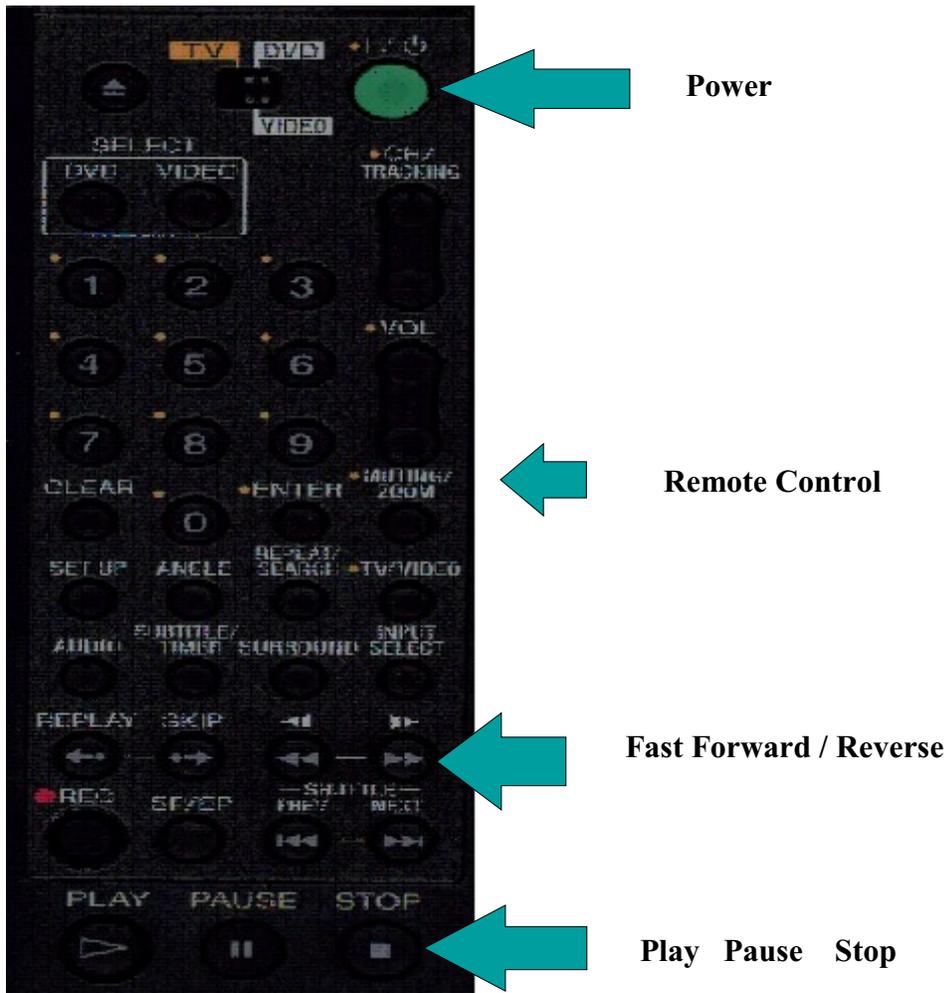


Note: When using the VGA cable to your laptop before powering the machine on. Otherwise, you may have to toggle the video sources to recognize the output to your laptop. For best picture your laptop resolution should be set to 1024 by 768.

DVD and VCR Players



One DVD\VCR player is assigned to each podium. The player is a DVD/VCR combo. The device allows a DVD or video tape to be played throughout the courtroom. It is recommended that you test your media prior to the start of court.



Courtroom Wireless Internet Access

The Court of Claims is providing wireless Internet access free of charge to all courtrooms and attorney Rooms.

Instructions for using the wireless Internet access

- * Use your wireless-capable computer to scan for wireless networks in the Court Area.
- * Select the network called “Public_Access” and click **Connect**.
- * Launch your Internet browser and access the web.



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