

## **Electronic/Video Systems in Phoenix Courtrooms 302-305, 401, 501-506, 601-606, Sandra Day O'Connor U.S. Courthouse, District of Arizona**

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### **Plan Ahead to Use the Equipment**

Contact Brian Lalley, Phoenix A/V Technologies, 25-30 days before your trial or hearing. Brian can be reached at [brian\\_lalley@azd.uscourts.gov](mailto:brian_lalley@azd.uscourts.gov), 602-322-7131 or 602-919-1807.

1. Make your A/V equipment requests known to the judge at the Rule 16 hearing or pretrial conference.
2. Come to the courthouse to practice using the equipment. Bring with you the actual documents, DVDs, laptop and/or physical evidence you plan to present.

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### **Familiarize Yourself with the List of Available Electronic/Video Equipment**

- Computer evidence inputs at lectern, attorney tables, and judge's bench
- Computer evidence input also at witness location in courtrooms 503, 505, 602 and 604 only
- Computer monitors for viewing evidence from attorney tables, jury box, witness, gallery, lectern, judge, courtroom deputy, law clerk and court reporter
- Document camera
- Pointmaker annotation system at lectern and witness locations
- Video monitor evidence and annotations capture to a disk file or printer
- DVD player for VIDEO only – not for data DVDs or video CDs
- Other audio/video hook-ups at the lectern for devices such as CD players, second computer and audio players
- Audio conferencing system
- Telephonic interpretation capabilities – in addition to courtroom interpreters
- Video conferencing capabilities
- Wireless real-time transcription capabilities (contact court reporter for information)

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### **Be Prepared to Present Evidence**

- Be prepared to set your computer to a 60 Hz refresh rate.
- Be prepared to set your computer to a resolution of 1024x768 or lower.
- Be prepared to enter the correct commands (often a function key) on your computer to send the video out of the VGA port to the external display or using your HDMI port.
- VGA male and 3.5 mm stereo male audio cables are available in all courtrooms at the lectern position.
- HDMI cables for video and audio are only available in courtrooms 503, 505, 602 and 604.
- You are responsible for providing any cable adapters that may be required to connect to the VGA or HDMI cable. For example, to display evidence from an iPad, you must provide an iPad-to-VGA or iPad-to-HDMI adapter.
- If your equipment outputs video and/or audio on some other type of connection besides what is mentioned immediately above, you will be required to bring your own conversion hardware.