

# Courtroom AV Manual for Courtroom Technology



## Yakima County Superior Court

*Updated 9/10/2024*

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## OVERVIEW

Yakima County Superior Court began looking into state-of-the art technology for evidence presentation in the courtroom in mid-2021. A key goal was to provide systems that are sophisticated, user-friendly, and flexible. The result of this effort is a choice of evidence presentation technologies to satisfy the different requirements attorneys may have.

This guide is a general overview of the courtroom equipment, containing some basic orientation and instructions.

The Yakima County Superior Court Courtrooms 2, 3, 4, and 6 offer the latest video display technology available. The technology implemented in these courtrooms allows attorneys to display evidence using computers, tablets, or other electronic devices so long as it has an HDMI connection. A document camera is also provided for the display of paper documents. Please be aware that we have had mixed results with Apple-branded devices connecting to the system successfully.

To connect your device to the courtroom displays, use the HDMI cable provided which is located on the back side of each counsel table or wrapped around the mounted monitor.

Additionally, on the back side of each counsel table closest to the podium there is an AC connection to provide power to one laptop device per counsel table.

## FOR THE ATTORNEY CONNECTING TO THE SYSTEM

NOTE: Before you begin, it is important to understand that the attorneys are given the label “Left Attorney” and “Right Attorney” in the system – This label is from the Judge’s perspective. The desk microphones, lapels, and the HDMI inputs are labeled this way.

**Additionally, it is vital that you are familiar with the local rule LGR 101 “[ELECTRONIC AND DIGITAL EVIDENCE](#).”**

Finally, please be aware that we have had mixed results with Apple-branded devices connecting to the system successfully.

### Evidence Progression

These courtrooms are equipped with three tiers of TVs/monitors where content/evidence can be displayed. The three tiers are listed below, and they encompass what TVs/monitors will display content or evidence when that specific tier is selected.

Tier 1:	Tier 2:	Tier 3:
Judge	Judge	Judge
Left Attorney	Left Attorney	Left Attorney
Right Attorney	Right Attorney	Right Attorney
	+ Witness	Witness
		+ Jury
		+ Gallery

### Using your Laptop

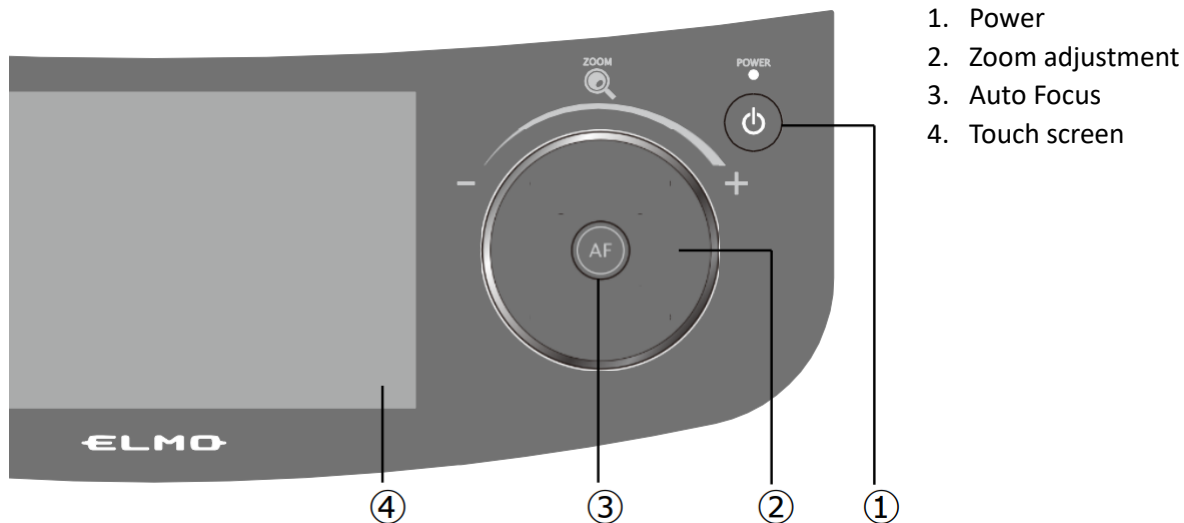
1. To connect your laptop to the system, it is required that you have a device which has an HDMI output. That is the only way to display video or play an audio clip in the courtroom.
2. On each attorney’s table there is an HDMI cable draped around the monitor mounted at the back of the table.
3. Use this HDMI cable and plug it into the HDMI output on your device.
4. When ready to present, ask the Judge or clerk to select your source (either “left attorney” or “right attorney”) and press publish.

NOTE: When publish is pressed or when a source is changed, the screen may take approximately 5 seconds to display the content. Please be patient.

NOTE: It is important to remember if you are going to connect your computer to our courtroom network to display images on the courtroom televisions during trial, you will need to ensure that you have disabled your computer’s security features like notifications about joining unknown networks. Otherwise, you may be bombarded with visual notifications on screen or even audio notifications that would project into the courtroom.

NOTE: When using your computer to play an audio clip, or a video which has audio, it is important to remember that you must have your computer’s audio turned all the way up. The clerk and Judge then have audio controls that allow them to adjust the audio in the courtroom.

## Using the Elmo



1. To use the Elmo document camera, press the power button to turn it on. 'On' will be indicated by a blue LED above the power button.
2. Next, ask the Judge or the clerk to select "lectern" as the source followed by pressing 'publish.'
3. Place your document on the surface below the document camera.
4. To adjust the zoom, use black dial on the base of the document camera near the document camera's screen. Either rotating it left or right to zoom in or out.
  - a. Note: There is a dial near the camera lens that you can rotate to adjust zoom.
5. To adjust the focus, button labeled "AF" in the center of the zoom wheel. This will auto focus the document you want to display.
  - a. Note: there is a button near the camera lens that you can also press.

## Other Features of the Elmo

1. Additional light On/Off.
2. Document camera enabled.
3. HDMI 1 enabled.
  - a. Each courtroom is equipped with a computer that pro se litigants can use. selecting HDMI 1 will enable this computer to be shared to the TVs in the courtroom. There is a provided mouse and keyboard near the document camera that can be pulled out and used when this is needed.



NOTE: The Elmo will take a moment to focus on the image you place under the camera. Once you place the image, give it a minute to focus. If you keep moving the paper, the focus time will be longer.

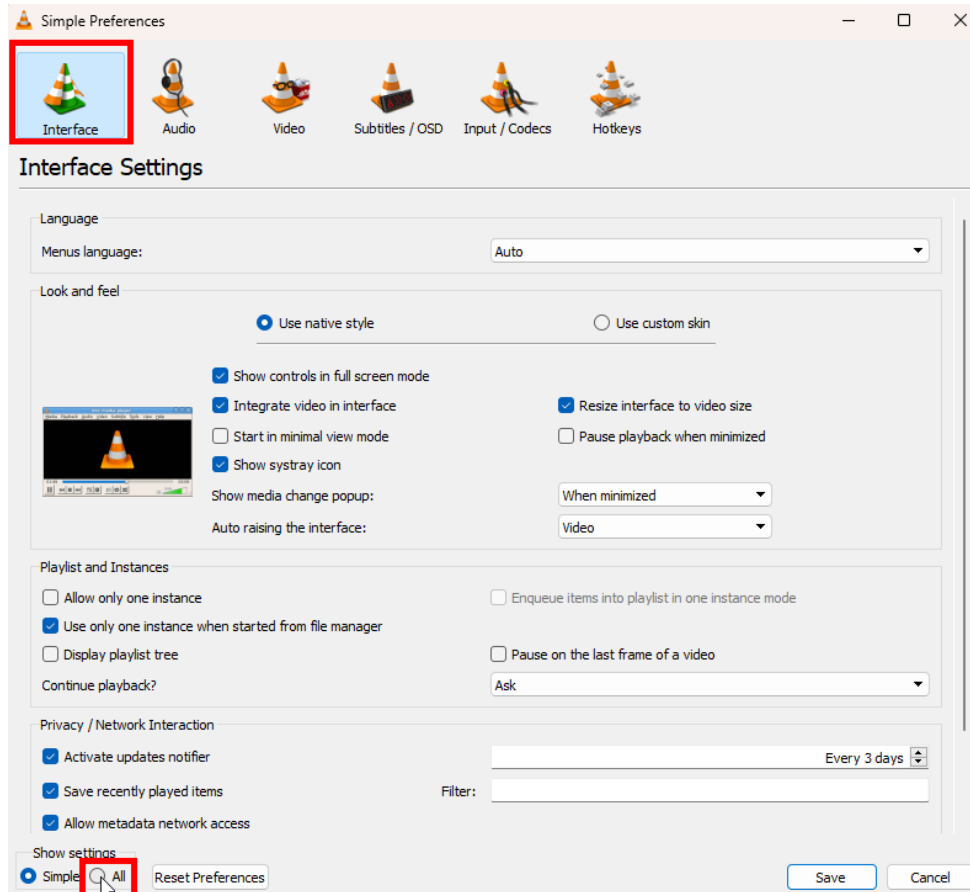
NOTE: Laser pointers do not work on any of the TV screens or monitors in the courtroom. If you are using the document camera, you can point with your finger on the original image underneath the document camera. If you are playing a video or using a computer, you can ask the clerk for a pointer stick appropriate for a TV screen.

### Audio/Video Tips

- When playing audio or video, it is recommended that you play with “VLC Media Player.” This application has proven to be compatible with a wide variety of Audio and video formats. Additionally, it has the ability to increase the audio up to 300 percent.

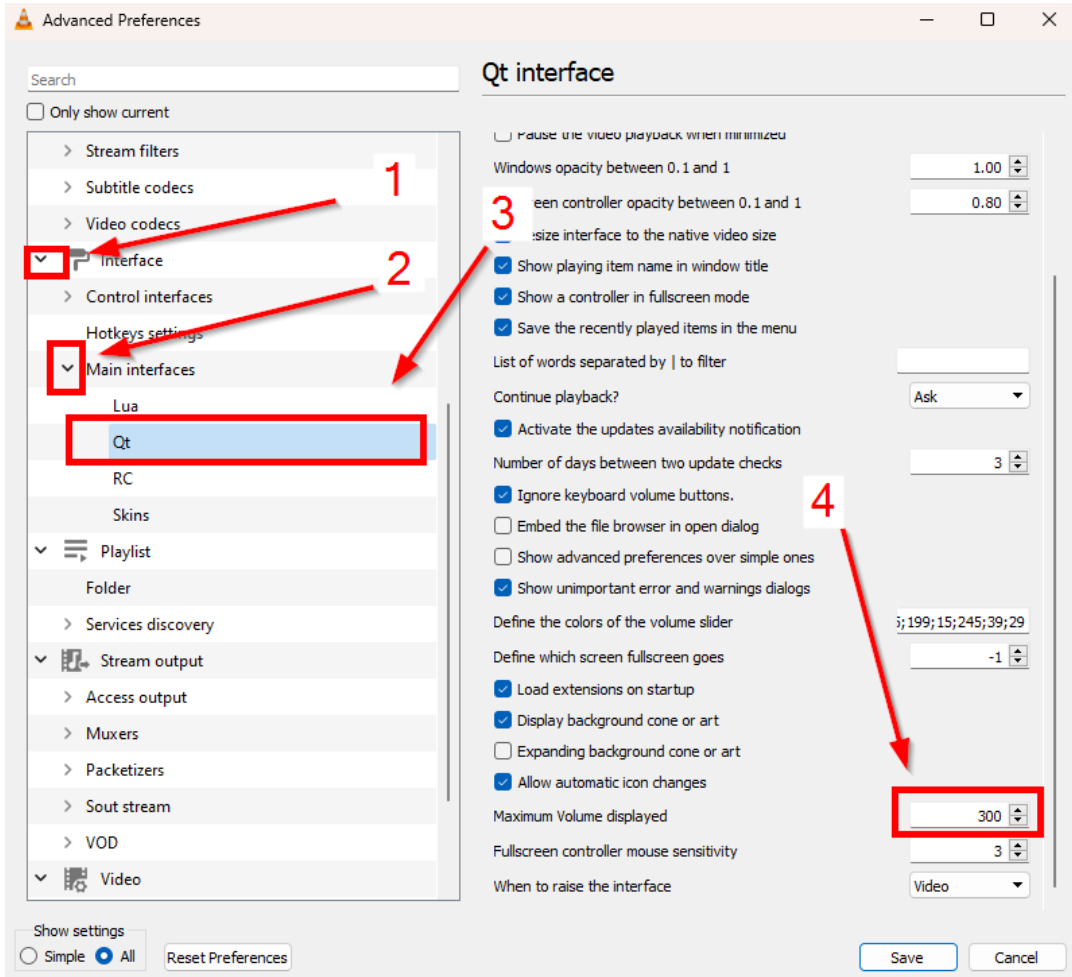


- To increase the audio to 300 percent **open VLC Media Player.**
- Click on “Tools”** in the top menu bar and **select “Preferences.”**
- Once the preferences window opens up, **click on “Interface”** at the top, and then **click on “All”** at the bottom.



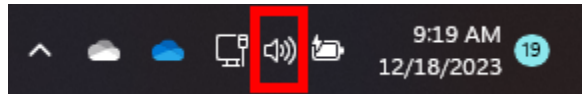
- Next, scroll down and **select “Interface”**, then **“Main Interface”**, then **“Qt”**. Now scroll to the bottom of the right side until you see the option **“Maximum Volume displayed”** and

**type in 300. Then click save.**



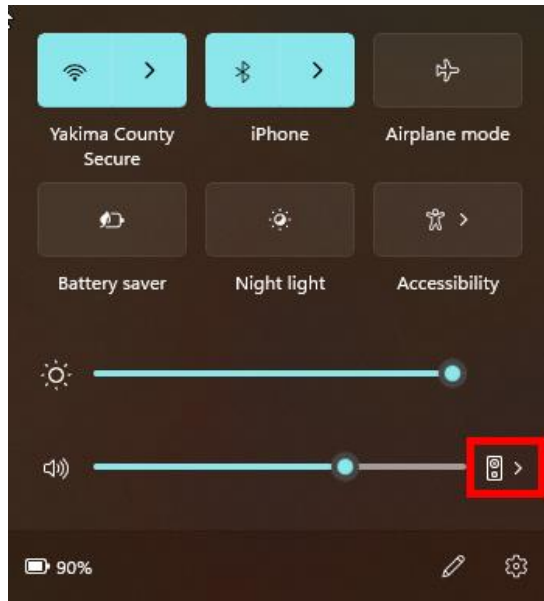
**5. Next, restart VLC player.**

- When audio is going to be played, either on its own or together with a video, plug your computer in with the HDMI cable provided on each counsel table.
  1. Once you have plugged in, ensure your audio source is correct.
  2. Do this by selecting the speaker icon in the bottom left of your computer.



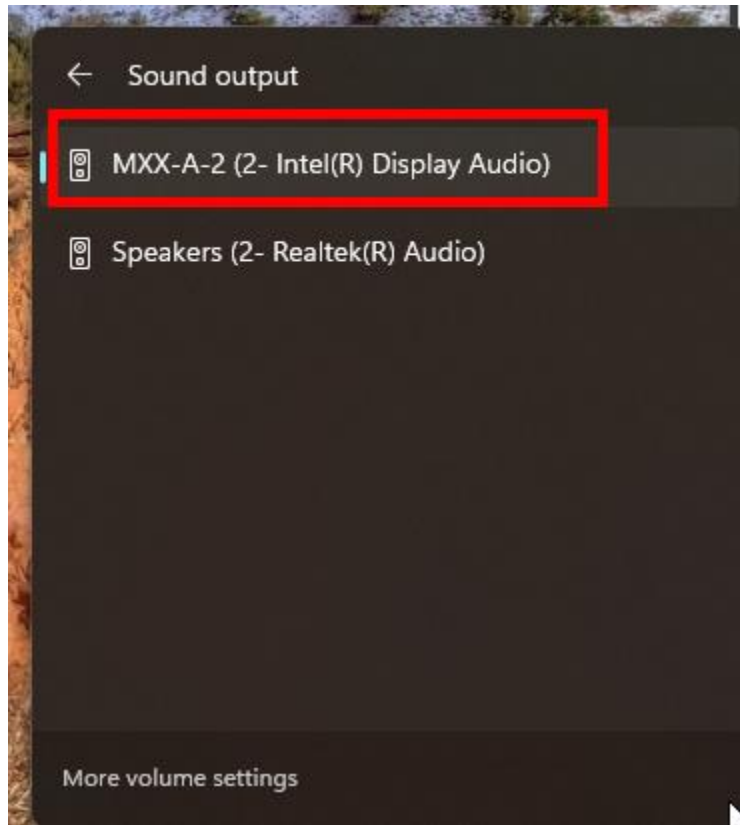
3. Once selected, a new window will open, select the following option in the picture to change your audio source.





REMINDER: When using your computer to play an audio clip, or a video which has audio, it is important to remember that you must have your computer's audio turned all the way up. The clerk and Judge then have audio controls that allow them to adjust the audio in the courtroom.

4. A new window will appear, select the option labeled "MXX-A-2 (2-intel(R) Display Audio)"



- Finally, you are strongly encouraged by the judiciary and Court Admin to set up a meeting with John Franklin once you have a Trial Status Order in place. The meeting with John will allow you to test the equipment, any evidence that you may have, and familiarize you with the new tech. You are encouraged to do this prior to each trial once you have filed a TSO, not just your first. These meetings typically take between 15 and 30 minutes and the best time to schedule them is between 8:00 AM – 9:00 AM, the lunch hour, and after 4:00PM. You can reach him by emailing him at [john.franklin@co.yakima.wa.us](mailto:john.franklin@co.yakima.wa.us) or by calling his extension at 1796.



TV and Camera Specifications

<b>Bench Camera</b>	One color camera located on the back wall of the courtroom pointed at the <b>Judge</b> . This camera is primarily used only during Zoom.
<b>Witness Camera</b>	One color camera located on the back wall of the courtroom pointed at the <b>Witness</b> . This camera is primarily used only during Zoom.
<b>Right Attorney Camera</b>	One color camera located above the Judge pointed at the <b>Right Attorney table</b> and encompassing the lectern. This camera is primarily used only during Zoom.
<b>Left Attorney Camera</b>	One color camera located above the Judge pointed at the <b>Left Attorney table</b> and encompassing the lectern. This camera is primarily used only during Zoom.

<b>Jury TVs</b>	Three 49" color TVs are mounted above the Jury box and allow viewing of a remote witness and/or evidence by the Jury.
<b>Gallery TV</b>	One large 75" color TV is mounted in the well, angled towards the gallery, and allows viewing of a remote witness and/or evidence for the gallery. While this TV is angled towards the gallery, it is still possible for the Jury and Attorneys to view it . Additionally, this TV is equipped with a full motion mount allowing the TV to be angled any direction allowing it to be viewed from any area in the courtroom.
<b>Attorney/witness Monitors</b>	A 24" color monitor is mounted at each attorney's table and at the witness stand and allows viewing of a remote witness and/or evidence. These monitors are equipped with a privacy screen which have a 60-degree viewing angle.
<b>Jude Monitor</b>	A 24" color monitor is mounted at the judge's bench and allows viewing of a remote witness and/or evidence. This monitor is equipped with a toggle button which allows the Judge to toggle back and forth between the evidence/witness and their bench computer.

Placement of 49" Jury TVs

<b>Placement of 49 " Jury TVs</b>				
	<b>Courtroom 2</b>	<b>Courtroom 3</b>	<b>Courtroom 4</b>	<b>Courtroom 6</b>
<b>Distance from floor to bottom of TV</b>	7' 5"	7' 5"	7' 5"	7' 5"

<b>Distance from Jury Box to the TV</b>	1'	1'	1'	1'
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#### Placement of 75" Gallery TV

<b>Placement of 75" Gallery TV</b>				
	<b>Courtroom 2</b>	<b>Courtroom 3</b>	<b>Courtroom 4</b>	<b>Courtroom 6</b>
<b>Distance from floor to bottom of TV</b>	5' 9"	7' 1"	7' 6"	5' 11"
<b>Distance from Jury Box to the TV</b>	24'	24'	23'	23'

### PLANNING FOR REMOTE WITNESSES

Sharing evidence with remote witnesses can be done by using one of the three following ways:

1. The best and easiest way to share evidence with a remote witness is by coming to an agreement with the opposing counsel to provide the remote witness with their own hard copy of the evidence. Of course this may not always be possible. If that is the case, please proceed to the second option.
2. This option is best suited if the attorney has digital evidence they need to share with the remote witness. For an attorney to share digital evidence with a remote witness, the attorney should join the same Zoom meeting that the court and the remote witness are using. Once the attorney has joined the zoom meeting, the attorney can share their screen, allowing the remote witness to view the evidence. If the attorney has physical evidence that requires the document camera, you must use the third option.
3. The last option can be used for digital evidence (via an attorney's computer plugged in with HDMI) or physical evidence (via the document camera). To share this evidence with the remote witness, the judge will use the share screen option inside Zoom from their bench computer. For this option to work, it is imperative that the evidence be shared to the courtroom first by following the [Sharing Attorney Screen/Lectern \(Document Camera\)](#) inside the "For the Judge" section of this manual.

**NOTE:** When sharing evidence with a remote witness, it does pose additional challenges, that can be overcome but not covered in this manual, with regard to showing the remote witness evidence while not publishing evidence to the jury.