



Courtroom Technology Guide

May 2014

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Clerk of the Court

Courtroom Video Record

The Ohio Court of Claims utilizes a courtroom video recording system which can be used as the official courtroom record when a court reporter is not present. This system is sometimes referred to as JAVS for short, the name is derived from the vendor "Jefferson Audio Video Systems, Inc.". The system is monitored by a court staff member during proceedings.

Recording - The system is comprised of multiple microphones and video cameras throughout the courtroom. In addition the system will capture any content presented through the Document Camera system or the video conferencing system. All content is stored on a DVR (Digital Video Recorder).

Microphones and Cameras - The audio system consists of 5 microphones (Judge, Podium, Defense table, Plaintiff table and witness) and 6 cameras (Wide Courtroom, Judge, Podium, Defense, Plaintiff and witness). Each microphone is on a separate audio channel to ensure that all parties will be recorded, even when speaking simultaneously. As someone speaks the system will automatically switch the camera to capture the video image of the person speaking.

Courtroom Speakers – All content from the microphones is broadcast over the courtroom speakers to ensure that all parties can be heard.

Mute – The microphones at the legal tables have a "mute" button which should be used to ensure that the recording system and courtroom do not record and/or broadcast any private conversations.

Bench Conferences - The system has a special bench conference mode which broadcasts "white noise" over the courtroom speaker system, while still recording any conversations held at the judge's bench.

Advanced Review – When a court reporter is not present and the judge requests that the "record be read back", the system can play back previously recorded activity, on the video monitors. While the record is being played back, the system continues to record any activity in the courtroom.

Assisted Listening Devices – The system is equipped with assisted listening headphones that will allow any party or individuals in the gallery to have the courtroom audio amplified.

DVD Copies – Copies of courtroom recordings can be requested at the completion of the trial.

Transcripts – Transcripts of cases can still be requested from Spectrum Reporting even when a court reporter is not present.

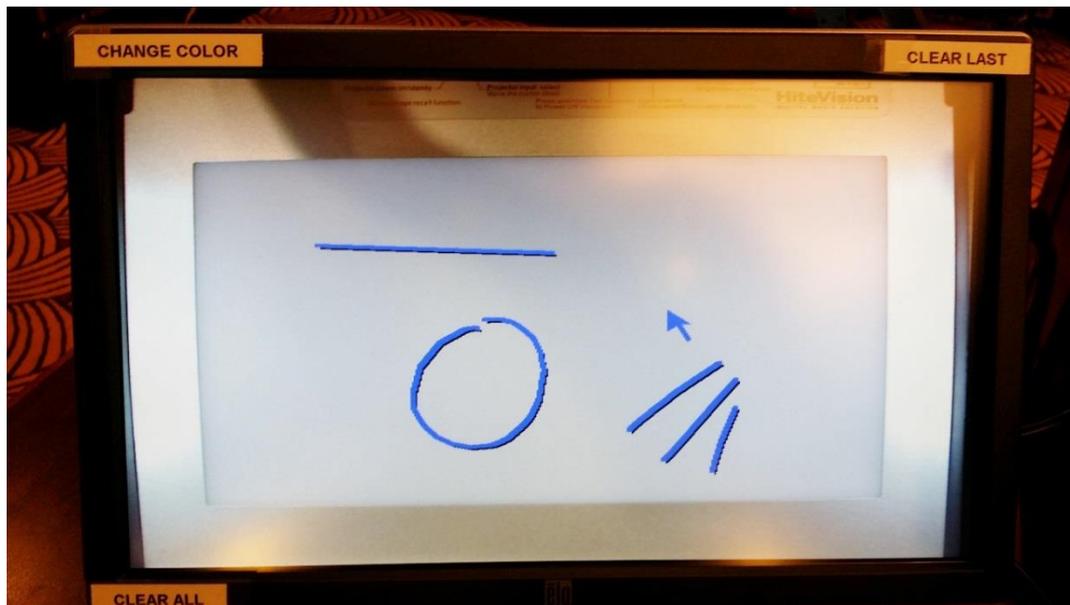
Always On (but not recording) – The microphones and cameras are always on and anything said or done in the courtroom can be seen and heard by court staff from OUTSIDE the courtroom.

Presentation Mode - When presenting content thru the document camera system (paper documents, computers, laptops, video, etc.) the material will be displayed on the courtroom monitors. It is NOT recorded in the video record (DVR) UNLESS you request the court / bailiff to record the content using "Presentation Mode" in the JAVS system.

Annotation System

Two annotation monitors are available for use in the 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.

Annotations are displayed on the large courtroom monitor, witness monitor, podium monitor and attorney table monitors. Annotations can be applied to any content presented including videos or computers at attorney tables.



Colors – Touching the upper left corner of the screen changes the color that is used when drawing on the screen. You can touch the upper left corner multiple times until the desired color is selected.

Clearing Content – Touching the top right corner of the screen will erase the last annotation made (Undo). Touching the top right corner multiple times will progressively erase the content in the reverse order they were made. To erase ALL content simply touch the lower left corner.

Gestures –

- Arrow – quickly touching the screen at the desired location will display an arrow
- Line – holding your right finger at one end point of the line and touching the other end, will draw a straight line between the two points
- Freeform – You can use your finger to draw on the screen in a free form style to draw lines, circles, etc.

Whiteboard – The system has the ability to display a whiteboard so that you can draw on the annotation screens without any content.

Saving / Printing - Currently there is no way to save or print content. If the JAVS system was in “Presentation Mode” then all annotations will be part of the video record.

Document Camera



A Document cameras is available in each courtroom. The camera allows content to be presented through the video monitors. Objects are displayed on the witness monitor, judges monitor, podium monitor and attorney table monitors. Any object can be displayed including 3-D objects, negatives, photos, x-rays.

Here are some of the main controls

- **CAM/PC1/PC2** – This switches between the document camera (blue) and any PC or device connected at the attorney tables (green and red).
- **AUTO** – This will auto focus the content displayed on the document camera
- **T (+) / W (-)** - Button on the right is used to zoom in/out
- **Neg** – Switches between Negative and Normal mode. This is used when displaying negatives
- **Up / Down Arrow** – Moves the image up or down
- **ROT** – Rotate the content displayed
- **LAMP** – Allows you to control lighting to display X-Rays

Below is a photos of the control panel for the document camera and a description of each button.



Button Instruction	Indicator Instruction	Fold/Setup Instruction
<p>Freeze</p> <p>Rotate</p> <p>Freeze the Top 1/8 of the Screen</p> <p>Move the cursor left</p> <p>Image save</p> <p>Image recall</p> <p>Projector power on/standby</p> <p>Notes: Image recall function</p>	<p>Negative/Positive</p> <p>Move the cursor up</p> <p>Image /Text mode</p> <p>Delete the image</p> <p>Split Screen</p> <p>Confirm</p> <p>Move the image up</p> <p>Move the cursor right</p> <p>Move the image down</p> <p>Exit</p> <p>Projector input select</p> <p>Move the cursor down</p> <p>Press and Hold Two Seconds to Power Off Visualizer</p> <p>CAM/PC1/PC2</p> <p>S-Video/Video</p> <p>POWER</p> <p>Light Control (Side Lights/Back Light/Lights Off)</p> <p>Auto Adjust Color Brightness and Focus</p>	<p>Fold/Setup Instruction</p> <p>HiteVision</p> <p>DIGITAL MEDIA SOLUTION</p>

DVD / VCR

There is a standard DVD / VCR combination player available in the courtroom.

It will NOT play Blu-ray disks.

Please be careful when creating DVDs on computers with the intention of playing them in regular DVD players. When creating your DVD be sure that you are setting the correct software options to ensure proper playback in a DVD player.

When creating content on DVD player/writers (non-computer based) be sure that you select the option to “finalize” the disk otherwise the disk will not play back correctly in any other device.

VGA Connections at Attorney Tables

VGA and 1/8" audio connections are available at each attorney table to connect your device. This allows you to present content from your own device. This can include video, audio, PDF documents, websites and trial presentation software, just to name a few.

The system is compatible with most personal computers, Macs, tablets and smartphones that support VGA connections, however if you have any concerns, please contact the court to test your device.

All parties are responsible for supplying your own device and any required adapters and power supplies. Be sure to test any 3rd Party adapters to ensure they work correctly.

Video Conferencing

A Video Conferencing system is available during trials. This system allows select parties and witnesses to appear in front of the court from a remote location. This can save the court and party's money, time and resources related to travel expenses.

The Ohio Court of Claims uses a Polycom system to perform the video conferencing functions. The court does NOT allow consumer grade conferencing products like Skype, Lync, Instant Messenger or Facetime. Any system capable of interfacing with an IP based Polycom system can be used.

Required: In order to use a video conference in your trial you must contact the court at least one week prior to your case so that we can test the video connection.

What the remote party sees – When participating in a video conference with the court, the remote party will see the face of whatever person is speaking. So if an attorney is asking a question from the podium, the remote party will see the attorney at the podium. If the judge asks a question or someone from the attorney tables says something, the camera will switch to whoever is speaking and the remote party will see that person. The only exception is Presentation Mode which is described below.

Rental Facilities – If you do not have your own video conferencing system available, there are companies that rent facilities which include video conferencing systems. In addition most major colleges and universities have the facilities to perform a video conference.

Free iPad App – Polycom offers a free iPad app that will interface and work with the courts Polycom equipment. Please make sure that the user is on a WIFI connection and has a fast enough internet connection. Depending on your connection you may incur charges for data and/or wifi.

Desktop Software – There is desktop software that is available for purchase from 3rd party vendors as well as Polycom that will interface with the court's Polycom system.

Presentation Mode – The court's video record system has a feature called Presentation Mode. When this mode is enabled the remote party will see whatever content is being displayed. This includes documents, videos, computer connections, etc. They will no longer see the courtroom video feeds. They will however still be able to hear what is being said.

Mute - During court recesses and breaks the video conference system is sometimes, still active. This means that the court can still see and hear the witness, and the witness can still see and hear the courtroom. Please be sure to mute the appropriate video conferencing system or end the call if privacy is required.