

# United States Bankruptcy Court

District of Idaho

June 2019

## **Electronic Courtroom User Manual** *for* **6450 North Mineral Drive, Coeur d'Alene Idaho**

### **Overview:**

The courtrooms located at 6450 North Mineral Drive in Coeur d'Alene Idaho are equipped with a modern audio/video suite to facilitate creation of the court record and present evidence to the court and Jury. These systems include infra-red technology for assisted listening and language interpretation, and are designed to accept computer input from counsel computers as well as a wide variety of portable equipment. Additionally, these courtrooms are equipped with full video conferencing technology.

This documentation is intended to provide you with the information you need to take full advantage of the equipment in the courtroom. This document should also serve as a reference to brief your clients and witnesses.

This document will cover all electronic components in the courtroom. For your convenience those systems are addressed in separate sections by function.



<b>AMX Touchscreen Control Panel</b> .....	Page 3
<b>Audio Systems</b> .....	Page 3
Microphones:.....	Page 3
Assisted Listening System .....	Page 5
Interpretation System .....	Page 5
Audio Teleconference .....	Page 6
Additional Audio Notes .....	Page 7
A/V Equipped Lectern .....	Page 7
<b>Video Evidence Presentation Components</b> .....	Page 9
Document Camera.....	Page 9
Touch Panel for Witness & Lectern .....	Page 10
DVD at Lectern .....	Page 11
Computer Inputs at Counsel Tables .....	Page 12
Video Conferencing .....	Page 13
Additional Courtroom Notes .....	Page 13

## AMX Touchscreen Control Panel

The courtroom Audio and Evidence Presentation Systems are fully controlled via identical AMX Touchscreen panels at the Judge's and Clerk's benches. These touch activated panels control all functions of the system including lighting and projection functions. These panels also control which location within the courtroom may present video evidence, as well as control of the audio system



and video conferencing. The panels include the ability to blank or “blackout” the jury/gallery displays or all displays. Counsel also has a touchscreen (shown) located at the lectern for selecting video sources, controlling the document camera, DVD and volume levels. These touch sensitive display panels are manufactured by AMX and are discussed throughout this document.

## Audio Systems

The courtroom audio systems were installed as an integrated part of the courtrooms. The microphones on the counsel tables are only the most visible part of the system. Each courtroom has speakers in the corresponding chambers so the Judge's staff can listen while performing other duties. The audio system in the District courtroom is also connected to the Bankruptcy/Magistrate courtroom for overflow purposes. There are also speakers in the 3<sup>rd</sup> floor detention cell block for unruly defendants. These courtrooms also have infra-red interpretation systems as well as audio reinforcement for hearing impaired participants. Each system also has audio teleconferencing, allowing the teleconference to be conveniently made part of the court record. Finally, a wired lavalier microphone is available for the Judge and witness, as well as wireless handheld and lavalier microphones for various purposes in the courtroom.

### Microphones:

There are a variety of microphones throughout the courtrooms. All system microphones, regardless of style, have a unique characteristic sound pickup pattern. The pattern is a heart-shaped pattern called a cardioid with the sound pickup pattern extending straight out from the tip of the microphone, reducing to a zero or “null” pickup towards the rear of the microphone. This pattern maximizes the sound pickup from the speaker while eliminating unwanted noise and feedback from

the courtroom speakers and other courtroom sources. The typical microphone of this type picks up sound from an approximate angle of 50 degrees from center, or about 100 degrees total, so it is important the microphone user speak as directly into the microphone as possible. Average speaking distance to the microphone should be between 10 and 20 inches.



The microphones at the counsel tables have a touch pad which mutes the microphone when touched. The microphones are highly sensitive and will pick up the slightest whisper so be sure to mute them during consultation with your client. Do not point the microphones up as they are extremely sensitive and will pick up the audio from the ceiling speakers creating a feedback situation. For a demonstration of the sensitivity of these microphones, try one of the Sennheiser assisted listening headsets that will be discussed in the “listening assistance” section. You will find this system

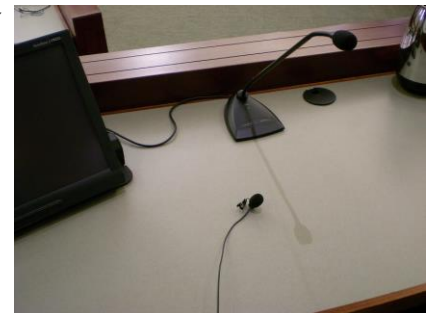


remarkable in its ability to pick up even a whispered conversation in the courtroom.

The Judge’s benches in the 3<sup>rd</sup> floor courtrooms also have sidebar microphones. The Judge (or Courtroom Deputy) will press the Bench Conference button on the control panel so that pink noise is heard through the jury and gallery speakers to further prevent the bench conference from being overheard. All remaining microphones are muted and only the court reporter can hear the conversation.



The microphones at the witness stands are quite sensitive but when preparing your witnesses you still need to remind them to speak clearly and directly at the microphone, at a distance of no more than 12". If you wish to have the witness speak directly to the jury please instruct the witness to adjust the microphone so that they are still speaking into it. These microphones cannot pick up the witness when speaking in a different direction. The witness stands also have lavalier microphones to assist with this challenge, for use for use if the witness is soft spoken or it is not practical to speak directly into a stationary microphone.



In addition to the wired lavalier microphones at the Judge’s bench and witness stand, this system has a wireless capability. A handheld microphone and a wireless lavalier microphone are available, but share the same radio frequency so only one of the wireless devices can be used at a time.

### **Assisted Listening System:**

Each courtroom is equipped with an assisted listening system consisting of two Sennheiser Infrared emitters, mounted in opposite corners of the courtroom. Up to 6 battery operated headset receivers are also available for listeners. The system uses low frequency light wave (infrared) transmission, similar to that used with TV and VCR remote controls, and permits all headset users to hear courtroom discussions in an amplified manner. This amplification is quite effective, as even a whisper in the courtroom can be heard on the headsets. Please remember to hold the mute button on your microphone while conversing with your client or you may be overheard by anyone wearing these headsets.



### **Headsets:**

Each headset (see picture below in the interpretation section) has a separate volume adjustment and it is important that the user not set the volume level too high in order to prevent discomfort when someone is speaking loudly into any of the room microphones. Aside from the volume/off switch, the headsets also have a switch with positions labeled I, II and S. The assisted listening is on channel “I”, language interpretation (when used) is on channel “II” and “S” is for Stereo, where assisted listening is present in one ear and the interpreter is audible in the opposite ear, as discussed in the interpretation section of this document. The clerk has a supply of rechargeable batteries for these headsets.

### **Interpretation System:**

The two Sennheiser infrared emitters discussed in the previous section broadcast in two channels, one channel for assisted listening and one for language interpretation. As previously mentioned, there are up to 6 battery operated headset receivers available for listeners. The system uses low frequency light wave (infrared) transmission, similar to that used with TV and DVD remote controls, and permits all headset users to hear interpreted discussion that is spoken by the interpreter into the interpreter’s headset (shown on next page). The interpreter is speaking in the language required for those wearing the headsets and only needs to whisper to be heard effectively.



Headsets shown in charging cradle. These headsets are worn hanging under the chin rather than over the head.

### *Interpreter's control system:*

To operate the Interpreter System, the interpreter must plug the 5 pin interpretation control unit into the interpreter's panel at the witness stand or in the "cable cubby" of the front defense table. The interpreter will adjust the headset so that the microphone element is within one-half to one inch from his or her mouth. The Interpreter's control system consists of the MIC ON/OFF switch, an HP MAX/MIN volume control, and a BROADCAST switch. For normal interpretation, the interpreter should have the MIC ON/OFF switch in the ON (depressed) position, so those listeners wearing the wireless headsets can hear the interpretation. For "broadcast" of the interpreter's microphone over the courtroom speakers the BROADCAST switch should be held down. If at any time the interpreter needs to temporarily turn off his or her microphone, the interpreter may press and "toggle" the two position MIC ON/OFF switch. The audio will remain off until the MIC ON/OFF switch is pressed again. The headphone portion of the Interpreter's headset is used to monitor courtroom audio from all courtroom microphones. The interpreter may vary the level of this audio by adjusting the HP MAX / HP MIN control on the side of the control unit.



### **Audio Teleconference:**

Teleconferencing using the audio system, permits the Judge and other participants in the courtroom to listen, record, and hold conversations with, parties outside the courtroom. Control of this unit is via the AMX Touchscreen on either the Judge's or Clerk's bench.



To establish a conference call, the courtroom deputy will normally establish the call using the telephone controls on the AMX touch panel itself. Normal courtroom conversations as picked up by the courtroom microphones will be heard by the caller and the caller's voice will be heard over the courtroom loudspeaker system. If it is necessary to change the volume level of the caller or the court, it may be adjusted by pressing the incoming or outgoing volume control buttons on the Clerk or Judge's AMX control panel. It is very important to note that the participants outside of the courtroom can only hear discussions spoken clearly and directly into the courtroom microphones.

If at any time during the call the courtroom deputy wishes to prevent the caller from hearing the courtroom conversation, he or she may press the “Mute” button for the Outgoing audio on the AMX control panel once. This will temporarily mute the conversation, until the button is pressed again.

To disconnect the conference, simply announce to the outside party that the courtroom is disconnecting and the courtroom deputy or Judge can press the Hang Up button on the AMX control panel. The call will be immediately terminated.

### **Additional Audio Notes:**

For your reference, you should know that audio is distributed throughout the courthouse. For example, each courtroom has audio feeds to the respective chambers suite so that court personnel can continue their other duties while listening to the courtroom proceedings. Audio can also be distributed to the detention cell block on the third floor, unless the “Holding Cell” selection has been turned off by the Judge or Courtroom Deputy. This feature was designed to accommodate an unruly or disruptive defendant. Additionally, the audio from the District courtroom is distributed to the Bankruptcy/Magistrate courtroom to facilitate overflow spectator seating. Finally, audio is distributed to a jack in the floor box at the gallery gate for Press/Media audio uses.

### **The A/V equipped Lectern:**

The lectern is equipped with a document camera in a drawer, a touch screen display to view/annotate the evidence, a touch screen control console and a Blu-Ray DVD player. The lectern also includes two microphones, one for capturing audio from speakers at the lectern and one for capturing speech while working over the document camera. Additionally, the lectern houses a device called a “cable cubby,” shown in the image to the right (and below).



These lectern components will be discussed below.



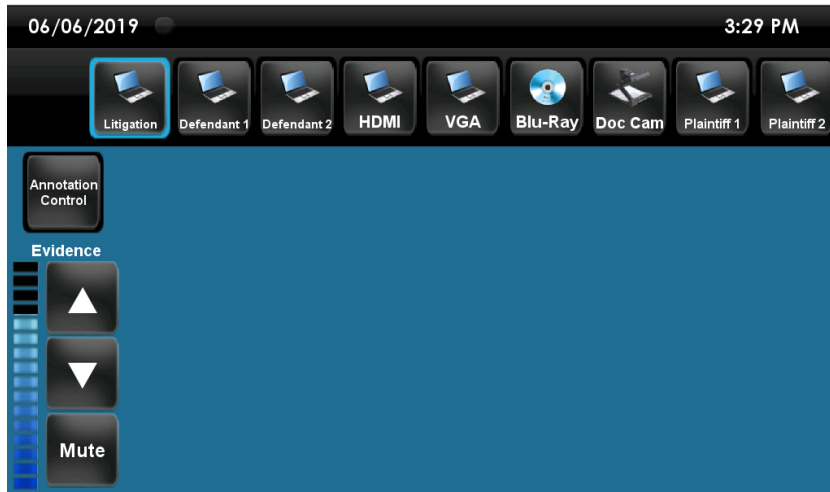
The cable cubby houses an input for PC video (HDMI or VGA) and audio (3.5mm) on the left side. Power is also provided in the cable cubby.

**AMX Control Panel at Lectern:**

The lectern is equipped with an AMX control panel for selecting the various video input sources and controlling the video evidence presentation devices located in the courtroom.



The image at the left shows the home screen on the lectern touch panel. It shows which video screens are currently showing video (or allowed to show video). It also has a button for each video source or device that counsel can select. The other screens will be discussed as each device is addressed.



The home screen also allows counsel to adjust the volume of any evidence source. This AMX panel and its various menus is a subset of the controls available on the Judge and Clerk’s panels, so court staff can assist if you are experiencing any difficulties. To use this screen, counsel can select the lectern computer source (shown previously in the cable cubby) by pressing on the HDMI or VGA buttons depending on which cable the computer is connected with. The counsel tables are identified as “1” being the closest to the lectern, and “2” the counsel table farthest from the lectern.

The lectern AMX control panel has been referenced previously and the main menu is shown on the first page of this document. The panel facilitates operation of the video evidence presentation devices contained in the lectern, and selection of video sources. The Video Selection functions have been discussed above and the document camera as well as the DVD controls will be discussed later in this document.

The annotation control menu shows various controls and options for use with the touch panel display at the lectern. Here the user may select which line-type they would like to draw with, the width and color of drawn lines, the color of the lines, and the option to clear the screen or undo/redo changes.

Note: The remaining lectern components and their associated touch screen menus





will be discussed in the “Video Evidence Presentation components” section below. Specifically, those are the explanation of the annotation screens, the Blu-Ray and the Document Camera.

## Video Evidence Presentation Components (video sources or inputs)

The video evidence presentation system is also fully integrated into the courtrooms and consists of a number of components, all controlled via the AMX touchscreen panels at the bench and lectern. The system also has the ability to receive computer inputs and accept input from a variety of portable devices. The witness can also annotate the evidence using a finger via their touchscreen. The evidence display at the lectern is also a touch screen. The jury and gallery video can be “blanked “ or muted from the Clerk/Judge AMX touchscreen until it is determined appropriate for viewing by jurors and spectators. The Witness video can also be muted, as can the video transmitted to the detention cell block. Counsel tables have monitors to display the video (these are not touch screens but merely display the video), as well as the clerk, judge and witness. A video projector is mounted in the rear wall of the courtroom. All courtroom video evidence displays can be disabled using either of the Clerk/Judge AMX panels.

### Document Camera:

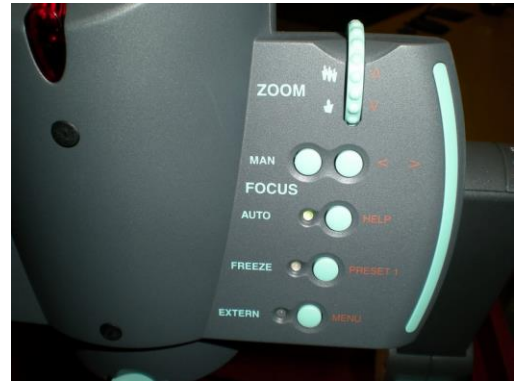
The document camera is also frequently known by the terms visual presenter, evidence presenter and even sometimes by the brand name “Elmo.” This tool is used for presenting documents, slides, negatives, X-rays, maps and even three-dimensional objects. It resides in a pull-out drawer in the right side of the lectern.



Notice the blue tab midway down the arm for raising and lowering the camera. Please do not press on the top of the arm as this can damage the camera arm.

To use the document camera, open the drawer and raise the camera head full upright using the blue tab shown on the next page. It will automatically turn on once it has been raised up. Next you will need to select that video source by using the touch screen control and selecting Doc Cam. Now any document or object you place on the camera should display to all evidence monitors in the courtroom that are turned on. Paper documents should be placed on the platform with the printed side up. The control panel has buttons for zooming and focusing.

All controls are accessible from both the document camera “head” as well as the AMX touchscreen.



You may find it easier to zoom using the zoom dial on the camera head (shown above), although the same controls are available on the AMX touch screen at the lectern. Generally, it is just best to leave the camera set to auto focus.

Once you are finished with the document camera, you can turn it off simply by lowering the arm using the blue tab again. Please do not press down on the top of the camera arm as it can damage the camera. Once you have collapsed the camera it will shut down, then simply return the drawer to the closed position.



### Touch Panel for Witness & Lectern:

All video evidence is displayed at the witness stand and lectern via touchscreen LCD displays, identical in appearance to the counsel table displays, except this



version is enhanced to include touch capabilities. These special touch screens allow the witness or counsel to annotate the evidence presented. Tapping the top-right portion of the monitor will reveal a menu that allows various options to be changed such as color, line type, erase, etc. These options are also seen in the Annotation Control on the smaller AMX touch panels.

**DVD at Lectern:**

The Lectern equipment rack contains a Blu-Ray player. This video source is activated by selecting the “Blu-Ray” on the AMX panel. There are controls on the front panel of the player, or you can select the Blu-Ray controls from the AMX control panel at the lectern.

Please note that you will have to press the eject button(s) on the front of the unit to eject the media.



The Blu-Ray control menu is shown below. This control page contains actions that are common for this type of device. You will probably only need the standard Play/Stop/Rewind and so forth. If your DVD is separated into chapters you may need the Disc Menu button. You are advised to test your media out in advance of any court hearings so you are prepared to handle the control system.



## Computer Inputs at Counsel Tables:

Each counsel table and lectern have computer inputs, as do the witness stand, Judge’s bench and Clerk’s bench. Finally, there is also a wall location beside the lectern for litigation support assistants. All inputs from the bench, including the witness stand, must be selected from the primary AMX control panels at the bench.



Cable Cubby shown at upper left

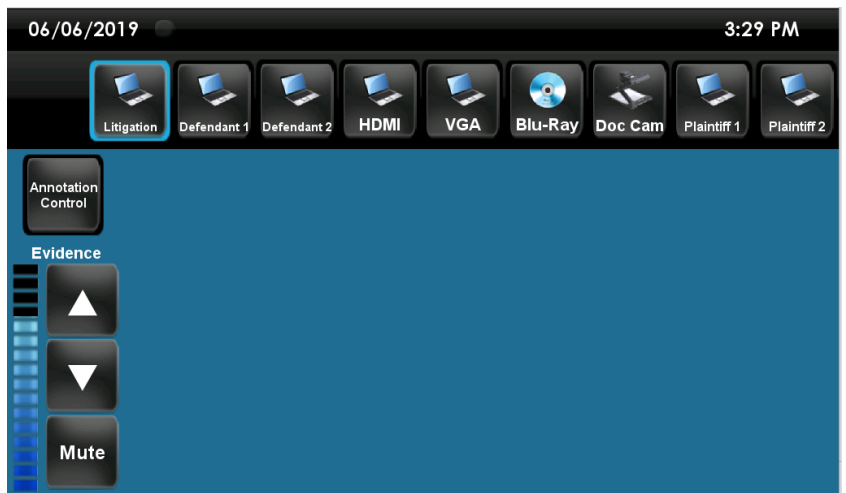
To utilize one of these computer inputs, you must first locate the cable cubby and pull the HDMI or VGA cable out, plugging it into your notebook computer. These are standard connectors so if your computer doesn’t have the standard VGA or HDMI connector you will need to bring any necessary adapters. There is also a 3.5mm audio connector if you have audio to include in your presentation, which usually plugs into the “headphone out” jack on your computer.



Cable Cubby showing VGA/HDMI/audio cables

Please note, the Cable Cubby at counsel tables also has electrical power and connectors for Real-Time transcripts.

Once you have made the necessary connections with your computer, please refer again to the home screen on the lectern AMX panel. Select the computer input at any of the counsel tables by touching the button that corresponds to the table or position where the computer may be located. Simply touch the table, lectern or wall location desired, choosing the desired computer video source. The audio volume should be adjusted using the normal volume controls on your computer. If you cannot get the volume loud enough using your computer controls, the system can also help. Use the lectern AMX touchscreen “Evidence” volume control. If the audio from the selected laptop is very low then the system may not be able to fully compensate\*\*.



**\*\* PLEASE NOTE:** Every computer is different, with different graphics hardware and different audio hardware. We **STRONGLY** recommend that you test your equipment in the courtroom before your hearing. We further encourage you to test using the actual machine you will use during the hearing because even similar models can have different video cards or different video drivers, resulting in different behavior when you plug it into the courtroom system.

### Computer Video Specifications:

The courtrooms use a standard 15 pin VGA connectors and standard HDMI connectors. Mac users will need to bring any necessary adapters to convert to these connections. The system can display video at resolutions as high as 1920 by 1080 pixels. Caution should be advised at higher resolutions however as the image can be quite small for presentation purposes. This is just one of the reasons you are advised to test with the actual equipment you will be using before your hearing begins\*\*.

### Video Conferencing:



Both Coeur d'Alene courtrooms and the Grand Jury/Hearing room are equipped with video conferencing capabilities. With the Judge's approval, these systems can be used for a variety of remote testimony with other Idaho federal courthouses as well as federal courthouses around the country.

### Additional Courtroom Notes:

If a single piece of advice could be offered, it would be to practice with the courtroom systems so that you are completely comfortable when you appear. Practice using the computer equipment you will be using when you come to court (the EXACT equipment, not a "similar" model) so that any incompatibilities are resolved well in advance of your court date.

The court has two 55" displays that can be placed at the front of the gallery rail if they spectators have any difficulty viewing the projection screen.