



Fairfax County Courthouse

County of Fairfax, Virginia



Circuit Court & Records

General District Court

Juvenile & Domestic
Relations District Court

Department of Information
Technology
Court Technology Office

Fairfax County Courthouse
4110 Chain Bridge Road
Fairfax, Virginia 22030
www.fairfaxcounty.gov/courts/

CTMS

Courtroom Technology Management System

COMPONENTS

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CTMS COMPONENTS

The Courtroom Technology Management System (CTMS) is a centralized, integrated audio and video network of microphones, monitors, assistive devices and flat screen displays that enables users to present electronic evidence in the courtroom.



CTMS COMPONENTS

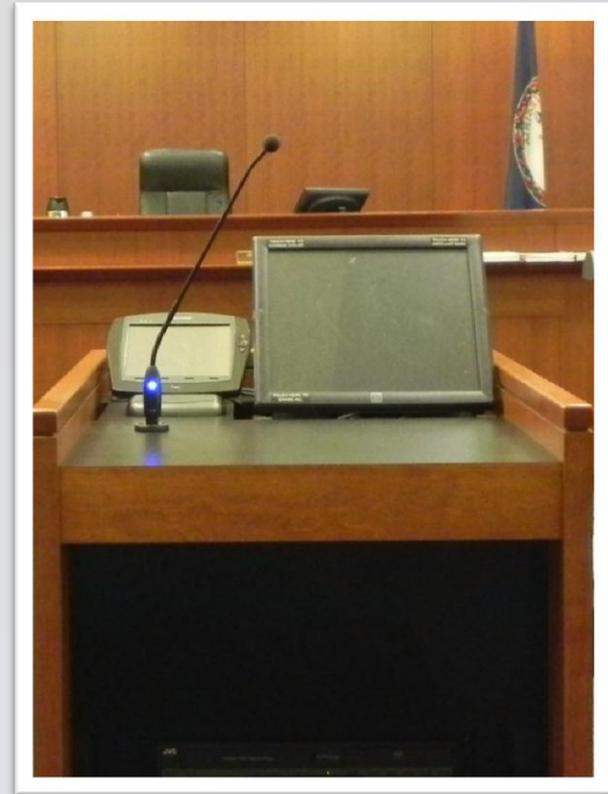
- ❑ Microphones
- ❑ Touchpanel Displays
- ❑ Flat Screen Displays
- ❑ Laptop Interfaces
- ❑ Evidence Sources
- ❑ Interpreting Headsets



CTMS COMPONENTS: MICROPHONES

Standing Microphones

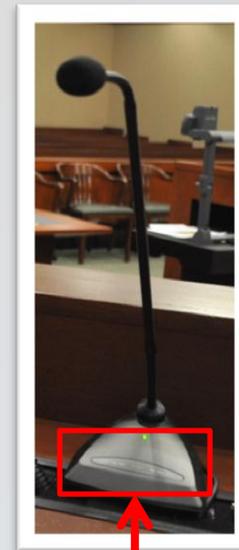
Standing “goose neck” microphones are located at each attorney table, the podium, the witness stand, and the judge and clerk benches.



CTMS COMPONENTS: MICROPHONES

Standing Microphones

- ❑ These microphones have a button at the base labeled “Push.” Pressing this button mutes the microphone.
- ❑ Judges and Clerks can also mute the microphones from their respective control panels.



“Push” button

 A green or blue LED light indicates the microphone is on.



CTMS COMPONENTS: MICROPHONES

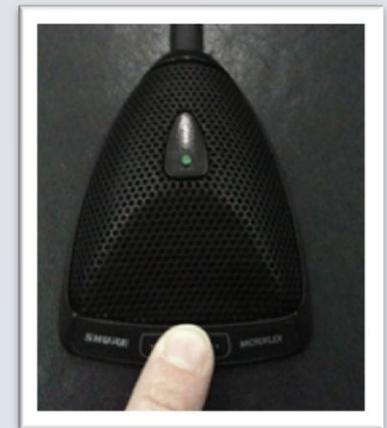
Boundary Microphones

- Boundary “surface” microphones are available at the Judges’ bench (sidebars) and protected witness room.

 *When the light is green, the microphone is active.*

- These microphones are “hold to mute.” Muting only occurs when the button is pressed and held down.

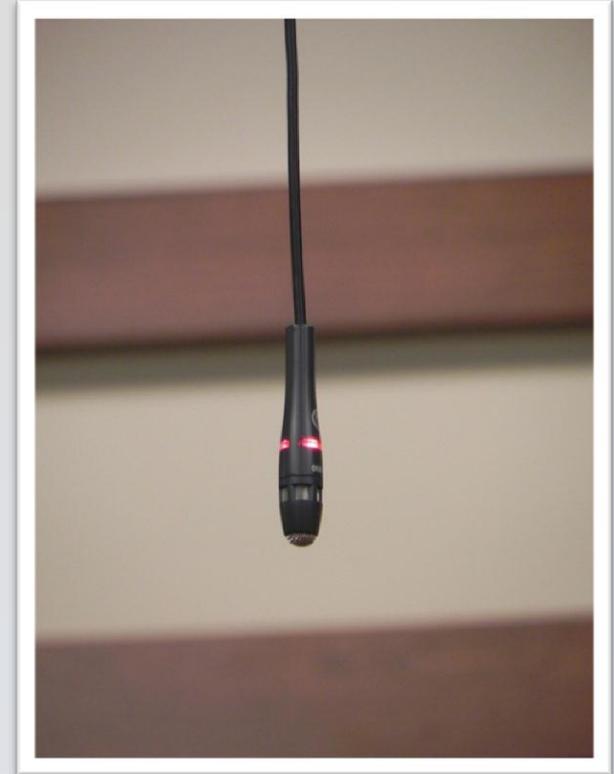
 *When the light is unlit, the microphone is muted.*



CTMS COMPONENTS: MICROPHONES

Hanging Microphones

- ❑ Hanging microphones are located above the jury box.
- ❑ These microphones are always active and have no muting capabilities.



CTMS COMPONENTS: TOUCHPANEL DISPLAYS

Touchpanel Displays

There are four different types of CTMS touchpanel displays:

1. Judge and Clerk control panels
2. Presenters' control panel
3. Annotating evidence displays
4. Non-Annotating evidence displays



CTMS COMPONENTS: TOUCHPANEL DISPLAYS

Judge and Clerk Touchpanels

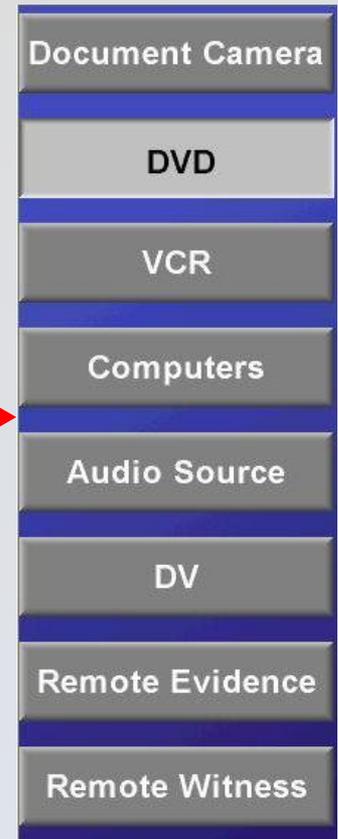
- ❑ Provides the Judge and Clerk complete control in the courtroom, including:
 - Manage, oversee and override the attorney touchpanel controls
 - Adjust volume or mute all microphones
 - Initiate or receive audio or video teleconferences
 - Adjust the audio level of any electronic evidence source
- ❑ Located at the Judge and Clerk bench



CTMS COMPONENTS: TOUCHPANEL DISPLAYS

Presenters/Attorney Touchpanel

- ❑ Allows presenters/Attorneys to control the various evidence presentation devices
- ❑ Located at the Podium
- ❑ Can be used in the cradle ("wired") or remotely ("wireless")
- ❑ Ability to select a variety of evidence sources



CTMS COMPONENTS: TOUCHPANEL DISPLAYS

Annotating and Evidence Displays

- ❑ Allows attorneys and witnesses to view and annotate evidence
- ❑ Located at the podium, attorney tables, and witness stand
- ❑ Attorney and podium displays always show selected evidence
- ❑ Witness, jury, and gallery displays do not show selected evidence unless published by the Judge or Clerk



CTMS COMPONENTS: TOUCHPANEL DISPLAYS

Non-Annotating Displays

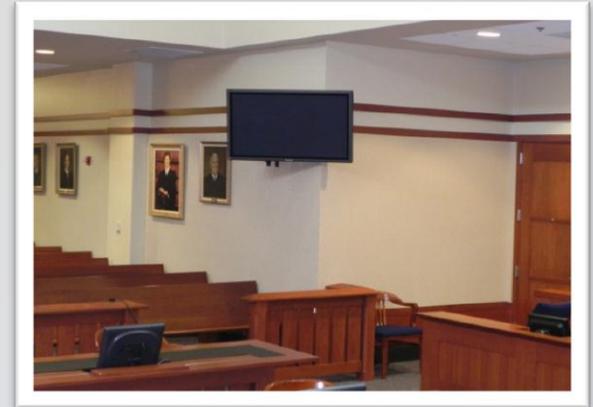
- ❑ View-only displays
- ❑ No annotation capability
- ❑ Located at the jury box, court recorder station, and the gallery
- ❑ Jury, court recorder, and gallery displays show selected evidence as published by the Judge or Clerk



CTMS COMPONENTS: FLAT SCREEN DISPLAYS

Flat Screen Displays

- ❑ Used to show images and evidence to the gallery or witness stand
- ❑ Supports courtroom overflow monitoring and video teleconferencing
- ❑ Large flat screen displays also allow remote witnesses to appear at the witness stand



 *Remote Witness requires judicial authorization.*

 *Not all courtrooms have a large flat screen at the witness stand.*



CTMS COMPONENTS: LAPTOP INTERFACES

- ❑ Laptop interfaces are available at the Podium and Attorney tables.
- ❑ VGA display and audio jacks are available at the Podium and within the wells of the Attorney tables.



 *The court does not provide adapters for video inputs.
Users must supply their own adapters (e.g., HDMI, DVI or mini-VGA)*

 *Before connecting, user laptop display resolution should be set to
1024 x 768 at 60 Hz.*



CTMS COMPONENTS: EVIDENCE SOURCES

Multiple media sources available for evidence presentation include:

- ❑ DVD/CD Player
- ❑ Document Camera (*Optional lightbox available for X-rays, transparencies, etc.*)
- ❑ Eye-camera (*for displaying large documents*)
- ❑ Audio and Video Connections (*RCA, headphone jack, etc.*)



*Please refer to CTMS Training Guide section **4. CTMS Evidence Presentation** for more information on the how to use the evidence sources in the courtroom.*



CTMS COMPONENTS: EVIDENCE SOURCES

Multimedia sources the court **DOES NOT** provide:

- ❑ Laptops and Computers
- ❑ Adaptors (e.g., DVI to DB15HD)
- ❑ Cables (e.g., audio cassette decks, i-Pods, etc.)
- ❑ Power Supplies (e.g., batteries, power adapters, converters)
- ❑ Exhibits, Display Stands



CTMS COMPONENTS: INTERPRETING

Interpreting

CTMS allows interpreters to connect to the courtroom audio system and communicate with their client and gallery participants in their native language.

Interpreter headsets are available in the courtrooms.



The interpreter connects the headset into an XLR jack. The location of the jack varies from courtroom to courtroom.



 Please refer to *CTMS Training Guide* section **7. CTMS Interpreting & Assistive Listening** for additional information.



CTMS COMPONENTS: ASSISTIVE LISTENING

Assistive Listening

A two-channel Assistive Listening System (ALS) includes six wireless headsets that allows users to move throughout the courtroom.



 Please refer to CTMS Training Guide section **7. CTMS Interpreting & Assistive Listening** for additional information.



CTMS HELPFUL LINKS

- ❑ For Information on CTMS and Court Technology:
<http://www.fairfaxcounty.gov/courts/crto/>
- ❑ To Request a High-Tech Courtroom:
<http://www.fairfaxcounty.gov/courtroomtechrequest/#v>
- ❑ To Contact the Court Technology Office, email:
CrTO@fairfaxcounty.gov
- ❑ FBA Sponsored Attorneys' Training:
*Technology in Fairfax Courtrooms: Come Kick Our Tires!
Learn How to Use Technology to Win Your Cases.*
<https://m360.fairfaxbar.org/ViewCalendar.aspx>

