



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

EVIDENCE PRESENTATION

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Revised: 01/24/2013

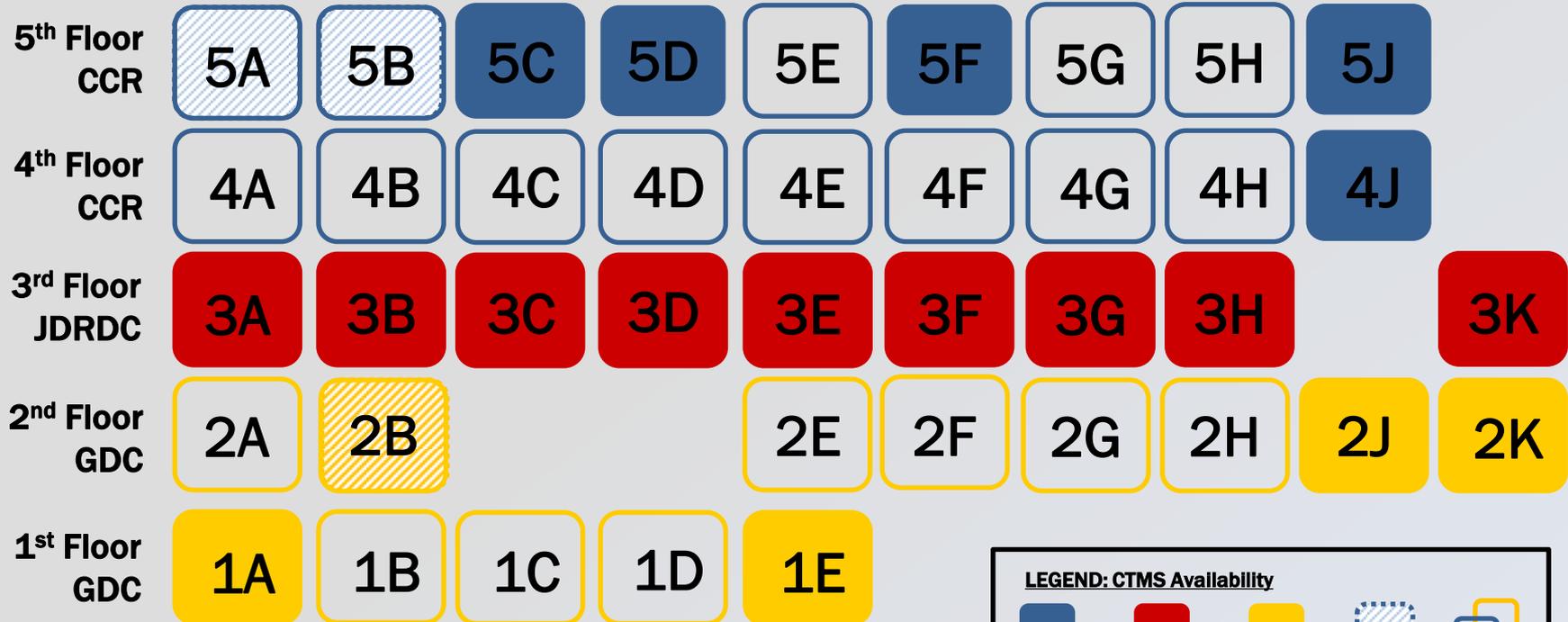
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2. Reservation Request & Policies
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5. Audio/Video Teleconferencing
6. System Controls
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9. Cleaning & Sanitation



FAIRFAX COUNTY COURTROOMS

CTMS is available in 18 of 40 courtrooms.



LEGEND: CTMS Availability

				
Circuit Court and Records (CCR)	Juvenile and Domestic Relations District Court (JDRDC)	General District Court (GDC)	Under Renovation (future CTMS)	Non-CTMS Courtrooms



OVERVIEW

The Courtroom Technology Management System (CTMS) offers users enhanced evidence presentation capabilities through a simple user interface control system.

I. Evidence Sources

II. Evidence Controls – Judge/Clerk

III. Evidence Controls - Presenter

IV. Evidence Features



Users are responsible for the compatibility of all personal equipment and media.



I. EVIDENCE SOURCES

CTMS evidence sources include:

- ❑ Laptop Interfaces
- ❑ Document Camera
- ❑ Light Box
- ❑ Eye Camera
- ❑ DVD/CD Players
- ❑ Mobile Devices
- ❑ Other (Audio and Digital Video)



I. EVIDENCE SOURCES

Laptop Interfaces

- ❑ Users can present documents and other forms of evidence from a laptop computer.
- ❑ VGA and audio laptop connections are available at the attorney tables and the podium.
- ❑ Devices without a VGA connection, such as Mini-DVI (Apple) or HDMI, will require a VGA converter or adapter.



Adapter



Converter



Converters and adapters are not provided by the court.



I. EVIDENCE SOURCES

Document Camera

- ❑ Located at podium.
- ❑ Displays text documents and physical objects.
- ❑ Evidence can be projected on displays located at the Podium, Attorney tables, Judge and Clerk bench, Witness, Jury, and Gallery.



Unless published by the Judge or Clerk, the witness, jury, and gallery displays will not show selected evidence.



I. EVIDENCE SOURCES

Light Box

- ❑ Device used with document camera to enhance specific evidence such as transparencies and X-Rays.



Prior to courtroom use, this device must be requested thru the on-line Courtroom Technology Reservation Request process.



I. EVIDENCE SOURCES

Eye Camera

- ❑ Device used to display large documents such as blueprints, maps, land plats, etc.



Prior to courtroom use, this device must be requested thru the on-line Courtroom Technology Reservation Request process.



I. EVIDENCE SOURCES

DVD/CD and VHS Player

- ❑ Located within the podium
- ❑ DVDs must be formatted correctly. Some DVD players will not play specific media files (e.g. Blu-Ray, MPEG4, JPEG, etc.).



 *Users are responsible for the compatibility of presentation media; DVD, CD and VHS.*

 *Users are encouraged to test presentation media prior to trial.*



I. EVIDENCE SOURCES

Mobile Devices

- ❑ Devices such as smartphones and tablets can be used in the same manner as a laptop connection.
- ❑ Devices without a VGA connection will require a VGA converter or adapter.



Use of wireless devices in the courtroom requires Judge approval.



II. EVIDENCE CONTROLS – JUDGE/CLERK

The Judge and Clerk are provided full-function touch panel capabilities to allow complete control of all CTMS functions.



Presenters (Attorneys, other users) are provided limited-function touch panel evidence presentation capabilities from the wireless control panel at the podium.



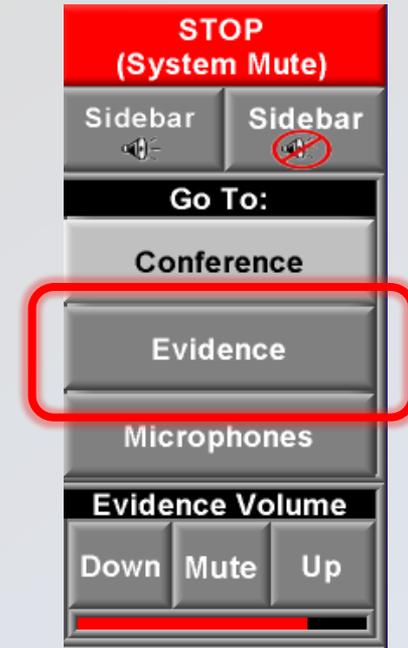
Presenter touchpanels will reflect any changes made by the Judge or Clerk.



II. EVIDENCE CONTROLS- JUDGE/CLERK

STEP 1 – Select Evidence Sources Menu

In the **Go To:** section, select ***Evidence***. The ***Evidence Sources*** menu will appear.



It is possible that the system will start at the Evidence page. If you can already see the list of evidence sources, proceed to step 2.

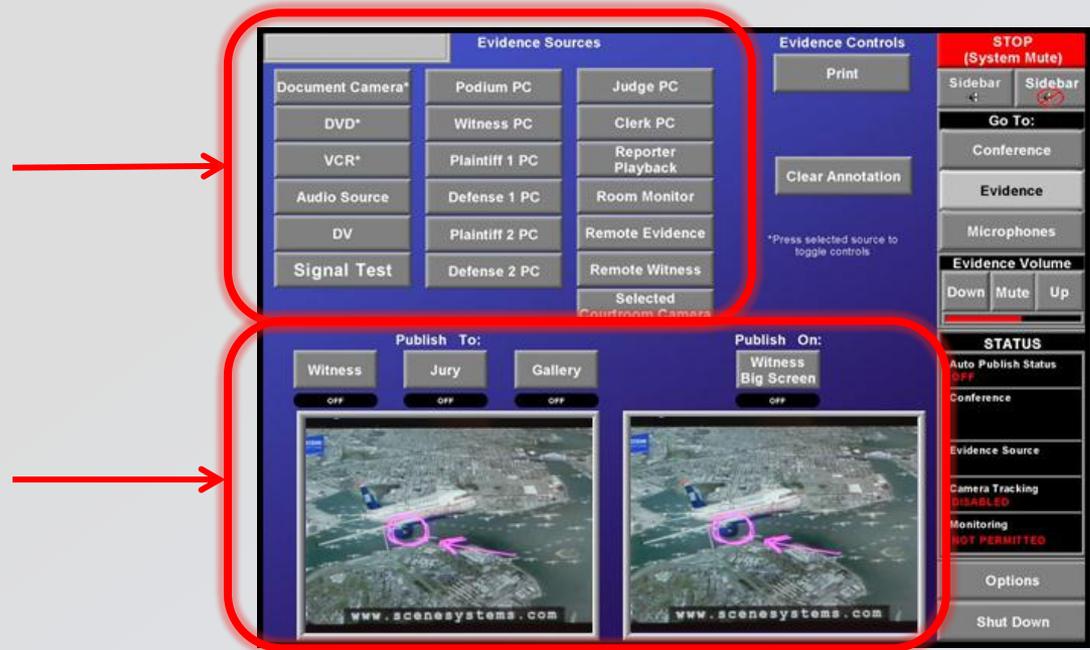


II. EVIDENCE CONTROLS- JUDGE/CLERK

STEP 2 – Select Evidence Source

Select the desired evidence source.

The evidence will display in the Preview Panes at the bottom of the page.



II. EVIDENCE CONTROLS – JUDGE/CLERK

Note: Certain evidence sources allow users to operate equipment from the control panel. These evidence sources are marked with an asterisk(*).

- **Touch once** to select the source.
- **Touch twice** to access the equipment control menus.

Evidence sources with additional commands are:

- ❑ Document Camera
- ❑ DVD
- ❑ VCR



II. EVIDENCE CONTROLS – JUDGE/CLERK

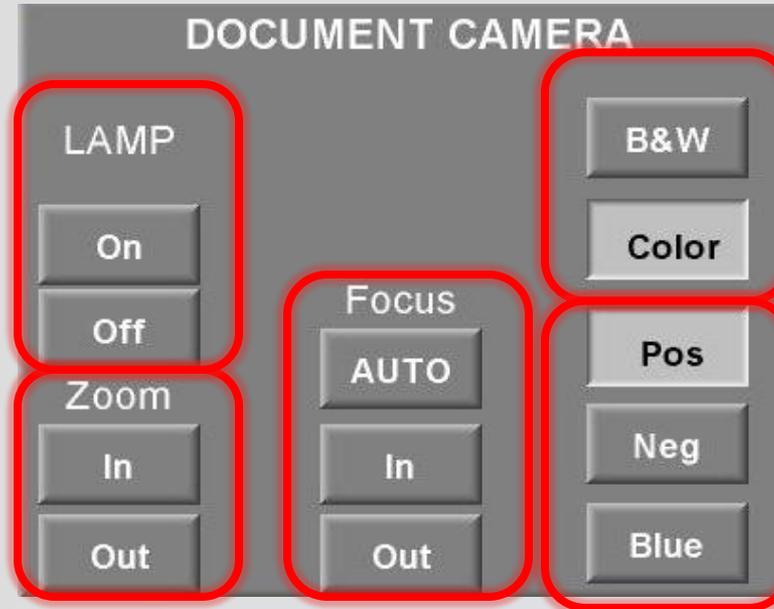
Document Camera Commands

Lamp: Turns the document camera lamp on or off.

Zoom: Enlarges or shrinks the image of the document.

Focus: Adjusts the focus towards or away from the camera.

AUTO automatically adjusts the camera's focus.



B&W/Color: Switches between Black and White and Color images.

Pos/Neg/Blue: Switches between Positive (normal), Negative (inverted), and Blue color schemes. Only one may be used at a time.



The document camera commands are also located on the camera itself.



II. EVIDENCE CONTROLS – JUDGE/CLERK

DVD Commands

Stop/Play/Pause:

(From left to right)
Entirely stops, starts
or stops media at
specified moment .

Skip To

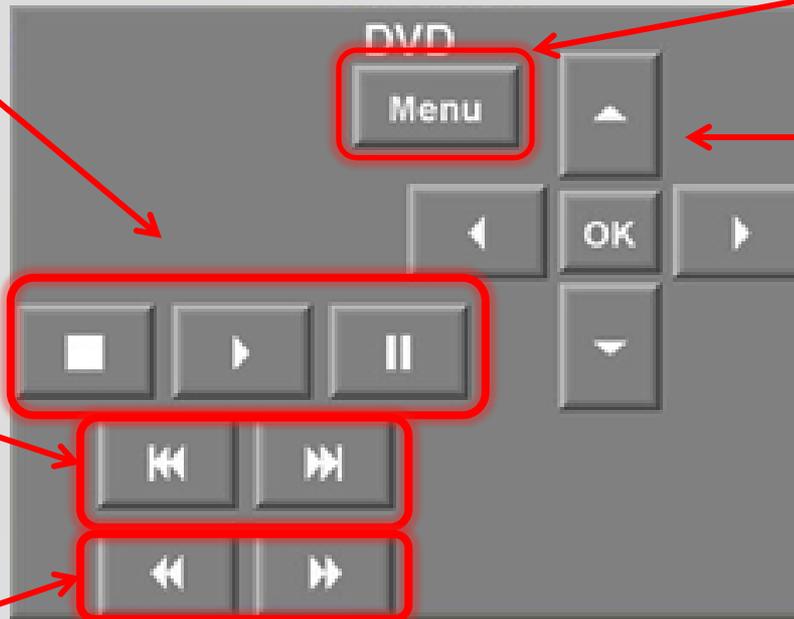
Beginning/End:

Moves media to very
beginning or to
specified chapters.

Scan

Forward/Backward:

Moves media
backwards slightly to a
desired point in time.



Menu: Returns to
previous menu.

Menu Switches:

Toggles menu choices
up, down, left or right.
Confirm choice with
OK.



II. EVIDENCE CONTROLS – JUDGE/CLERK

VCR Commands

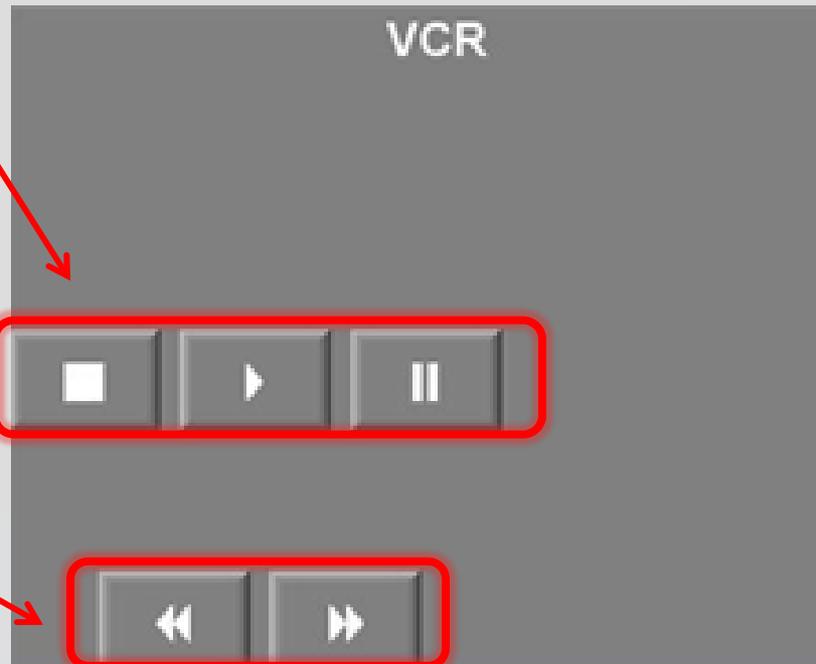
Stop/Play/Pause:

(From left to right)
Entirely stops, starts or
stops media at specified
moment.

Scan

Forward/Backward:

Moves to a desired
point in time.



II. EVIDENCE CONTROLS- JUDGE/CLERK

STEP 3 – Publish Evidence

The Judge or Clerk can publish evidence to various courtroom flat screen displays by selecting the **Witness**, **Jury**, **Gallery**, and/or **Witness Big Screen** buttons located in the **Publish To** and **Publish On** areas.



Once the location is selected, the related **Off** button displays as **On**.



II. EVIDENCE CONTROLS - JUDGE/CLERK

STEP 4 – Volume Control

The Judge or Clerk can control the volume level of all evidence sources.

- ❑ Located in the ***Evidence Volume*** section (right side of panel).
 - ❑ Press ***Up*** or ***Down*** to adjust all microphones and audio for evidence sources. The red bar below the buttons indicates the volume level selected.
 - ❑ Press ***Mute*** to turn off all microphones and audio for evidence sources.



III. EVIDENCE CONTROLS – PRESENTERS

Presenters (Attorneys, other users) are provided limited-function touch panel evidence presentation capabilities from the wireless control panel at the podium.



Note from Section II that the Judge and Clerk are provided full-function touch panel capabilities to allow complete control of all CTMS functions.



Presenter touchpanels will reflect any changes made by the Judge or Clerk.



III. EVIDENCE CONTROLS - PRESENTER

STEP 1 – Select Evidence Source

From the wireless control panel, located at the podium, the presenter can select the desired evidence source.



III. EVIDENCE CONTROLS - PRESENTER

Presenters can select from the following evidence sources:

Document Camera	Projection device to display physical objects or text documents
DVD	Play audio, video or both from saved DVD file
VCR	Play audio, video or both from saved VHS file
Computers	VGA connection to laptop or mobile device
Audio Source	Tape players and external audio devices
DV	Digital Video (Camcorder, Digital Camera etc.)



Converters and adapters are not provided by the court.



III. EVIDENCE CONTROLS - PRESENTER

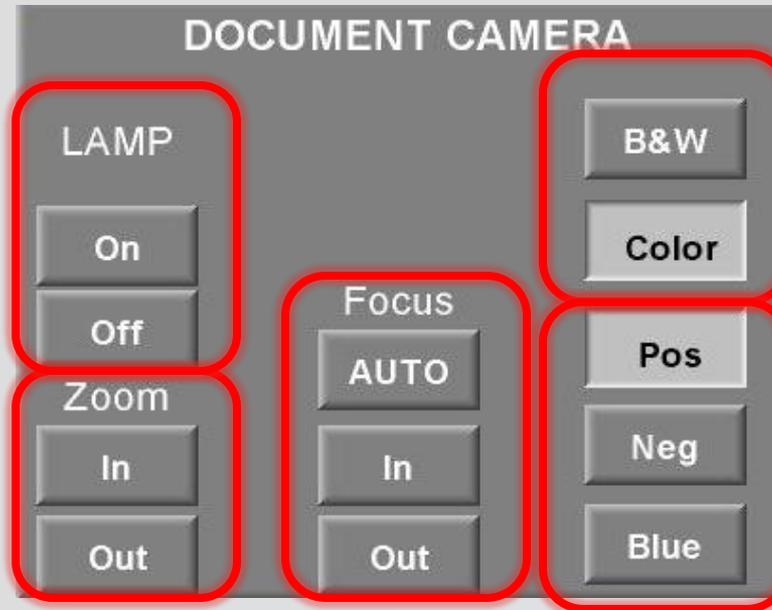
Document Camera Commands

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Zoom: Enlarges or shrinks the image of the document.

Focus: Adjusts the focus towards or away from the camera.

AUTO: Automatically adjusts the camera's focus.



B&W/Color: Switches between Black and White and Color images.

Pos/Neg/Blue: Switches between Positive (normal), Negative (inverted), and Blue color schemes. Only one may be used at a time.



The document camera commands are also located on the camera itself.



III. EVIDENCE CONTROLS - PRESENTER

DVD Commands

Stop/Play/Pause:

(From left to right)
Entirely stops, starts
or stops media at
specified moment .

Skip To

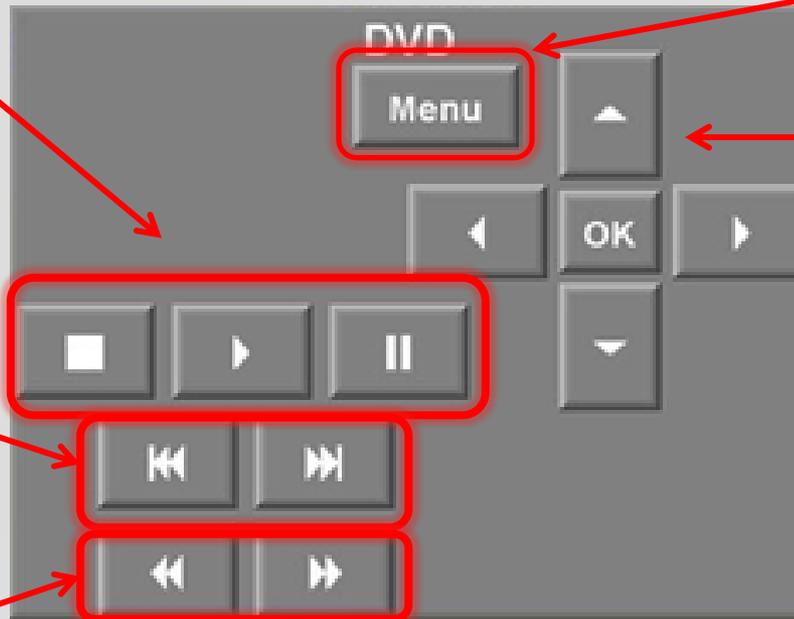
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Forward/Backward:

Moves media
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Menu: Returns to
previous menu.

Menu Switches:

Toggles menu choices
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Confirm choice with
OK.



III. EVIDENCE CONTROLS - PRESENTER

VCR Commands

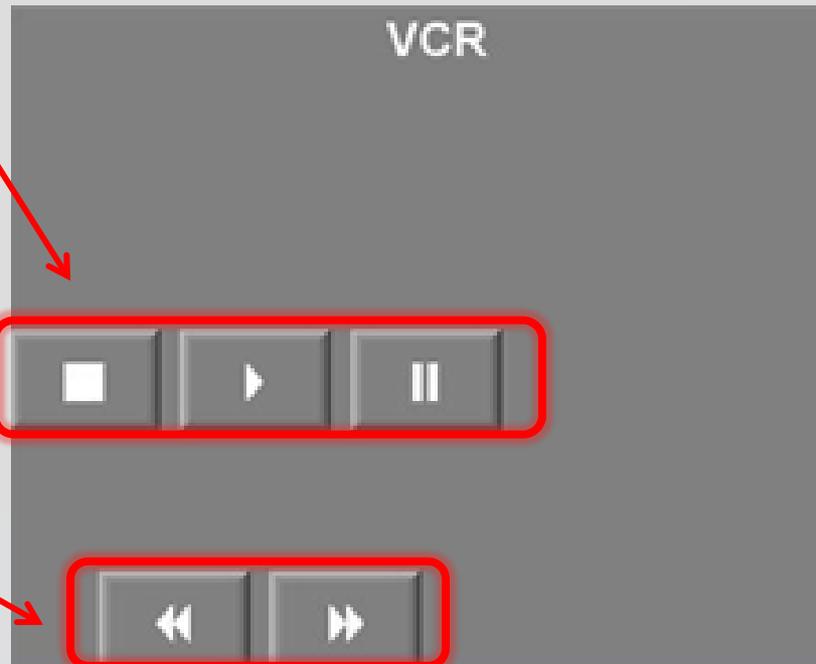
Stop/Play/Pause:

(From left to right)
Entirely stops, starts or
stops media at specified
moment.

Scan

Forward/Backward:

Moves to a desired
point in time.

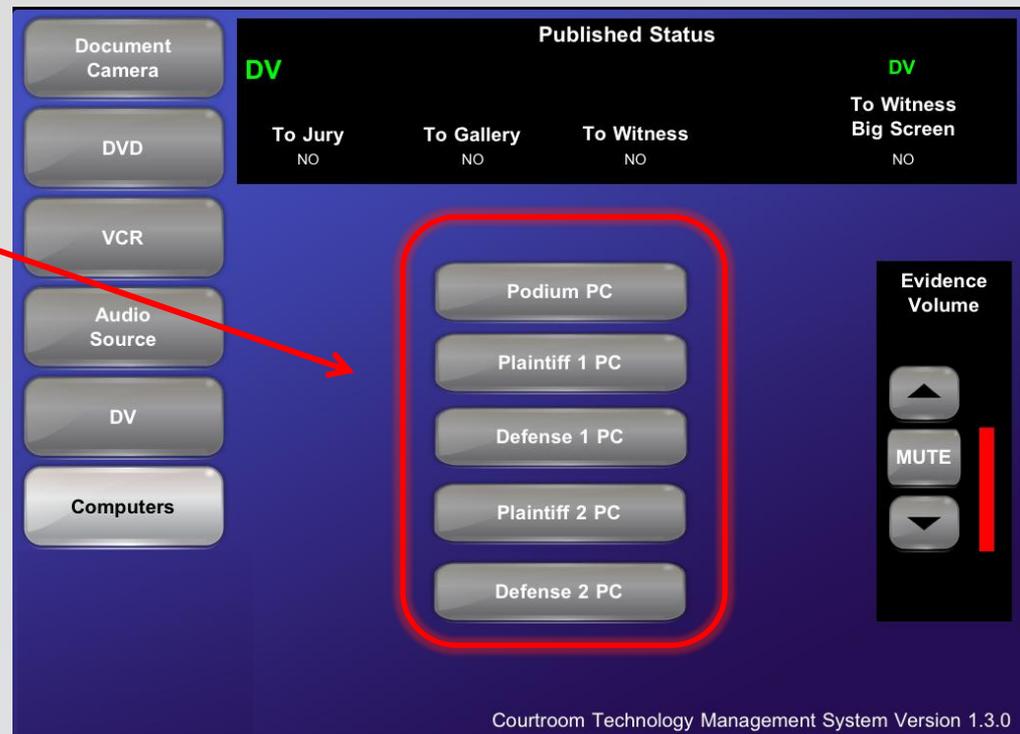


III. EVIDENCE CONTROLS - PRESENTER

Computer Commands

Select the location the device will be used from; i.e. Podium, Plaintiff or Defense table

Note: Locations are labeled on the courtroom furniture

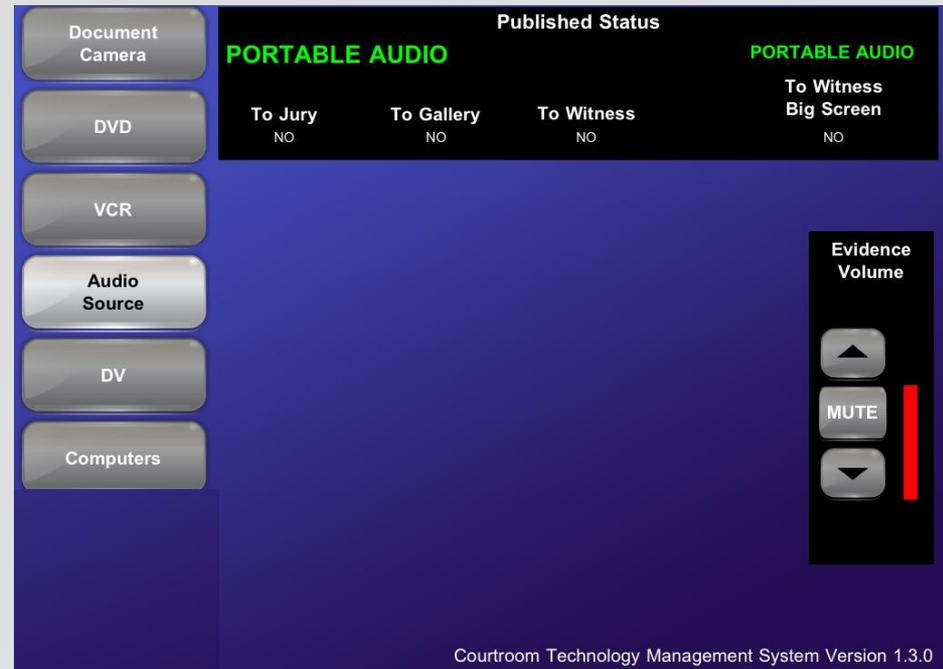


III. EVIDENCE CONTROLS - PRESENTER

Audio Source Commands

 Any External Audio Source must be connected to the podium, but controlled from the device itself.

 All External audio sources require specific cables to connect to the podium's external audio connections.



III. EVIDENCE CONTROLS - PRESENTER

DV (Digital Video) Commands



Any DV source must be controlled from the device at the podium.



All DV sources require specific cables to connect to the podium's external DV connections.



III. EVIDENCE CONTROLS - PRESENTER

Publishing Evidence Sources

Attorney tables and podium touch-panels always display presenter's evidence sources.

By default, the following locations will not display selected evidence unless published by the Judge or Clerk:

- ❑ Witness
- ❑ Jury
- ❑ Gallery



Changing evidence sources will return to the default publishing settings.



IV. EVIDENCE FEATURES

The presentation of evidence can be enhanced with the following features:

- ❑ Auto Publishing
- ❑ Annotation
- ❑ Printing
- ❑ Witness Big Screen

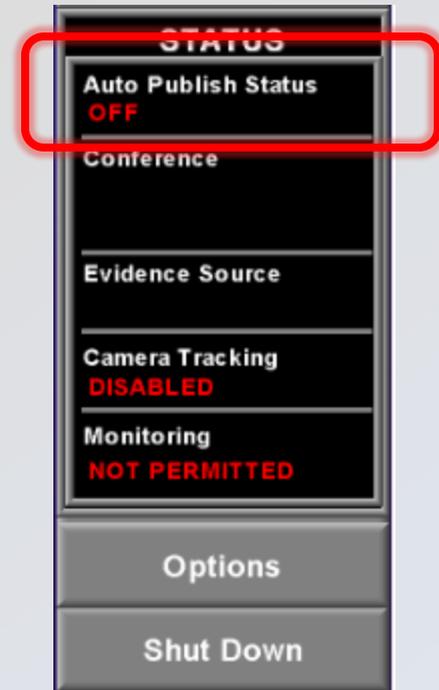


IV. EVIDENCE FEATURES

Auto Publishing

By default **Auto Publish Status** is **OFF**, evidence sources selected can only be published by the Judge or Clerk.

If **Auto Publish Status** is **ON**, evidence sources are automatically displayed to the selected locations.



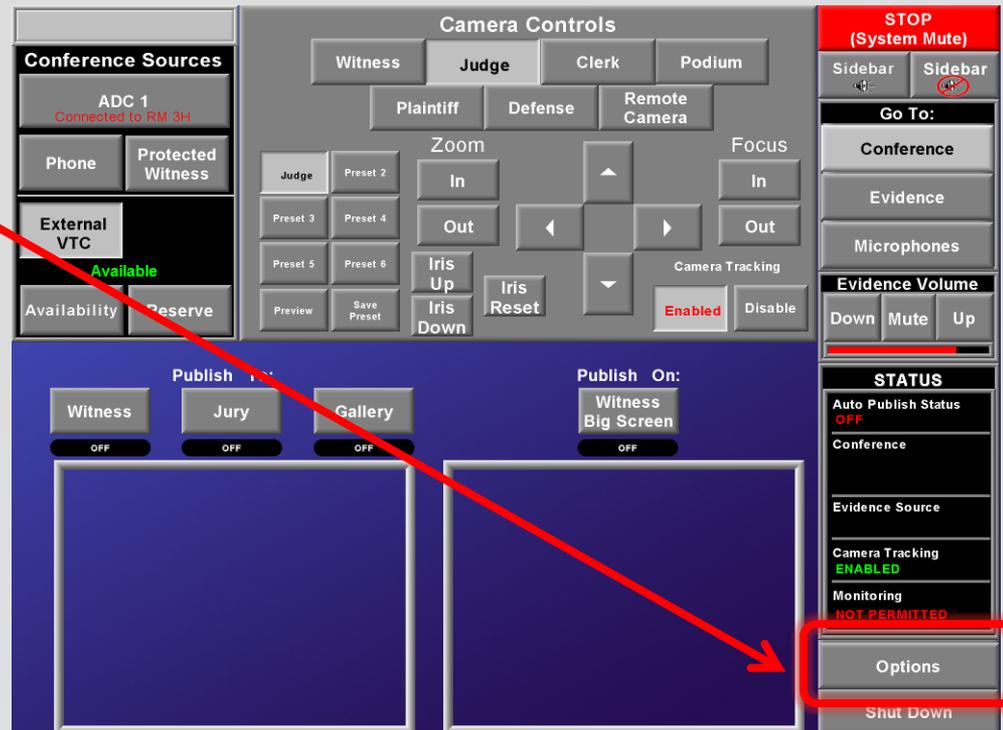
The Attorney and Podium displays always show selected evidence.



IV. EVIDENCE FEATURES

To activate Auto Publishing:

STEP 1 – Select **Options** from the main control page.



IV. EVIDENCE FEATURES

STEP 2 – The **Options** screen appears. Select **On** in the **Auto Publish Evidence** section.

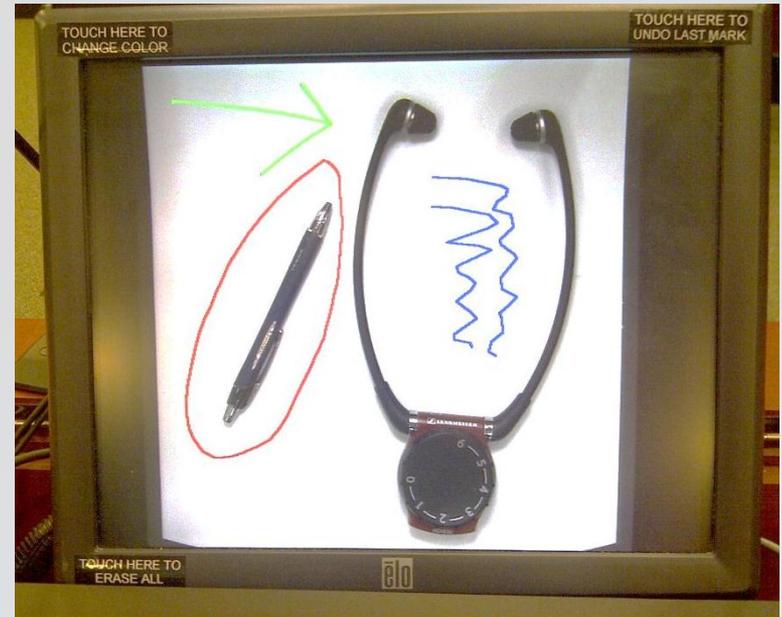


IV. EVIDENCE FEATURES

Annotation

Users at the Attorney tables, Podium and Witness stand can annotate the evidence displayed on the touch-panel by using their finger or stylus to:

- ❑ Draw lines or circles
- ❑ Mark objects
- ❑ Highlight text



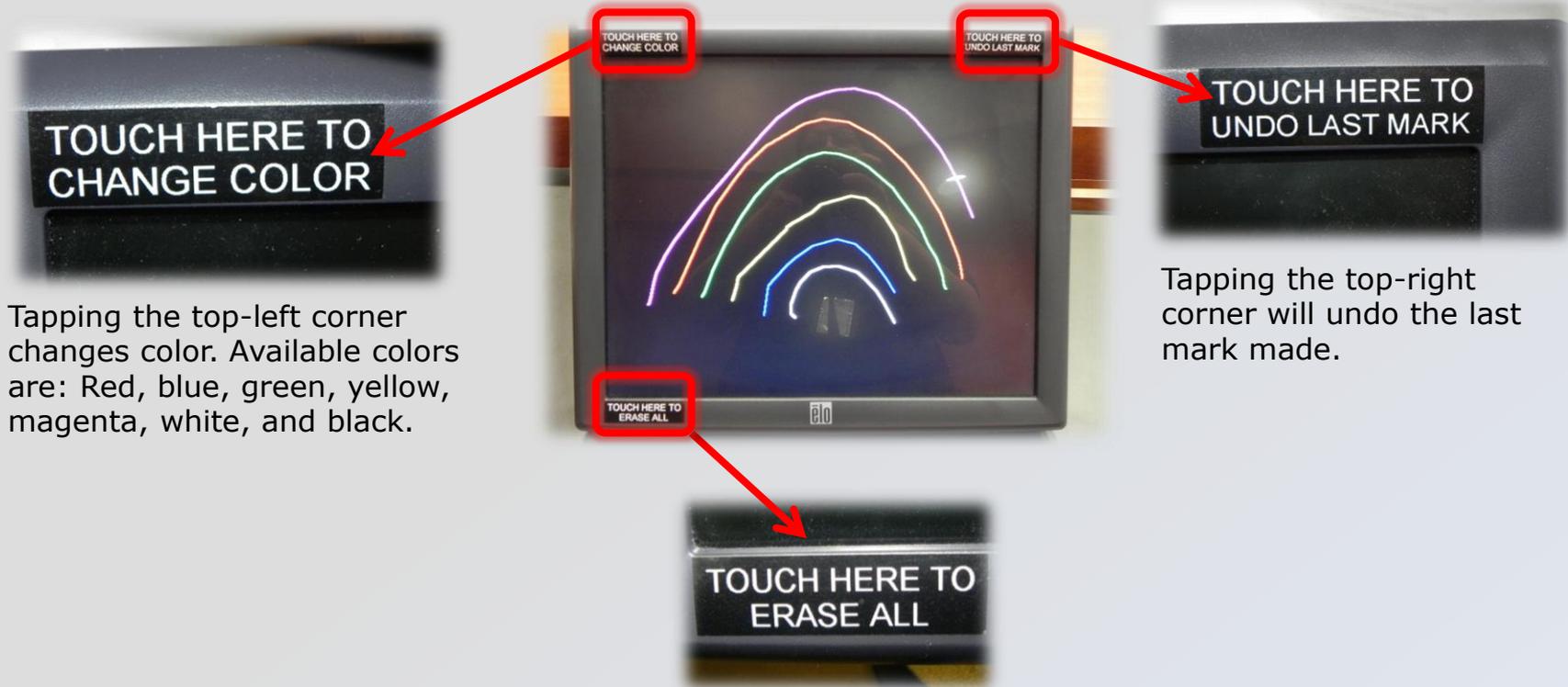
 *A color printer is available to print the evidence source with annotation.*

 *Attorneys must request the Judge or Clerk print the evidence source with annotation while it is displayed on the touchpanels.*



IV. EVIDENCE FEATURES

Annotation



Tapping the top-left corner changes color. Available colors are: Red, blue, green, yellow, magenta, white, and black.

Tapping the top-right corner will undo the last mark made.

Tapping the bottom-left corner will remove all annotation on the screen, regardless of who made them. ***Please be careful, as you can erase someone else's annotation!***



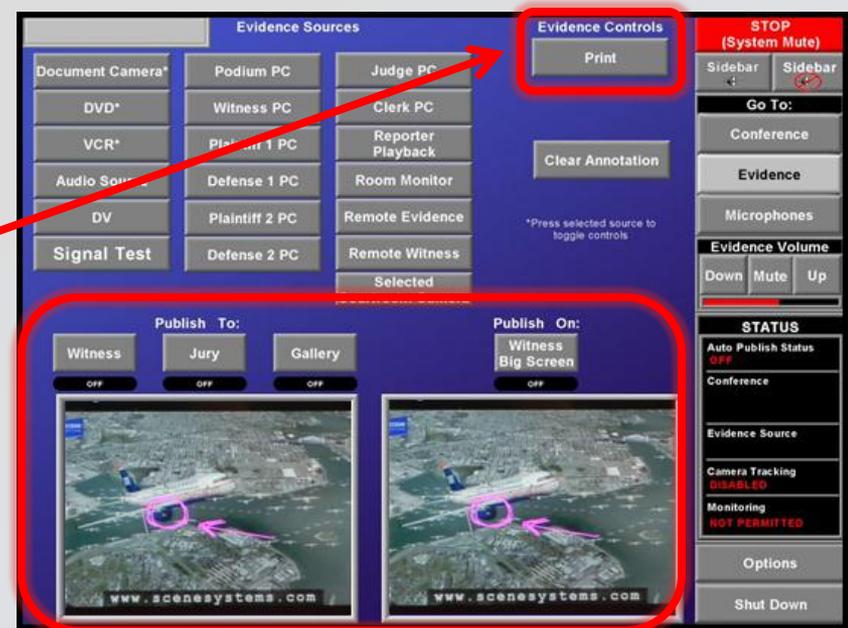
IV. EVIDENCE FEATURES

Printing

The Judge and Clerk can print the evidence displayed on the system.

Once **Evidence** is displayed in **Evidence Sources**, the Judge or Clerk selects **Print**.

The evidence displayed in the Preview Panes at the bottom of the page is printed on the Clerk's color printer. If displayed, annotations are included.



IV. EVIDENCE FEATURES

Witness Big Screen

The Witness Big Screen, located behind the witness stand, is used for video teleconferencing and for displaying a remote or secluded witness.



The Witness Big Screen can also be used to display evidence at the witness stand.



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>

