



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

RESERVATION REQUEST & POLICIES

County of Fairfax, VA
All Rights Reserved
Revised: 01/24/2013

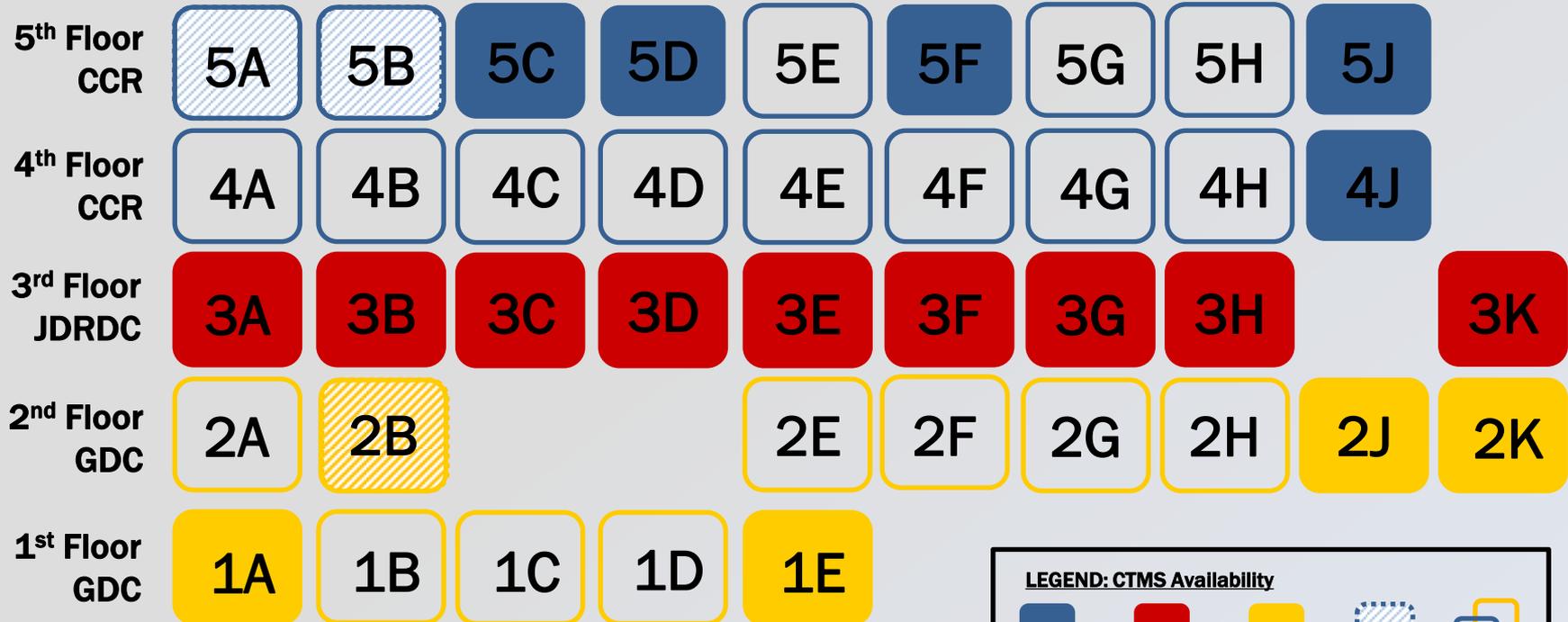
CTMS OVERVIEW

1. Introduction
- 2. Reservation Request & Policies**
3. Components
4. Evidence Presentation
5. Audio/Video Teleconferencing
6. System Controls
7. Interpreting & Assistive Listening
8. Technical Information
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



CTMS RESERVATION REQUEST FORM

To use one of the high-tech courtrooms, you must submit an online reservation request which must be approved by the appropriate court.



*Requesting a high tech courtroom does **not** guarantee one will be available or approved.*



CTMS RESERVATION REQUEST POLICIES

- ❑ Submit your reservation request at least 10 business days prior to your court date.
- ❑ Courts will respond to your request within 2 business days.
- ❑ Requesting parties are responsible for canceling the reservation.

 *All self-supplied equipment must meet courthouse security standards and courtroom policies (<http://www.fairfaxcounty.gov/courts/crto/pdf/evidencepresentation.pdf>).*



CTMS RESERVATION REQUEST FORM

The Courtroom Reservation Request Form can be found on the Fairfax County website, www.fairfaxcounty.gov:

1. Under ***Topics***, select ***Courts***.
2. Under ***Related Links***, select ***Courtroom Technology Office (CrTO)***.
3. Select ***Courtroom Technology Reservation Request***.



CTMS RESERVATION REQUEST FORM: STEP 1

Courtroom Technology Reservation Request

The Fairfax County Court's Courtroom Technology Management System (CTMS) offers multimedia evidence presentation and audio/video conferencing capabilities. The CTMS enables attorneys to present digital and electronic evidence simultaneously to judges, clerks, attorneys, jurors and spectators through an integrated audio/video network of microphones, monitors, assistive devices and flat screen displays.

NOTE: The Courtroom Technology Office is **not** responsible for the scheduling of courtrooms. The scheduling of courtrooms is managed by the Clerk's office for each individual court - Circuit Court, General District Court and Juvenile Court.

Attorneys interested in reserving specific equipment or conducting audio/video conferencing must complete and submit the courtroom technology reservation request for the court they are interested in by selecting the appropriate court below. The reservation request form provides the opportunity to request specific technology and equipment when reserving a courtroom. Once the reservation request form is submitted, the court should respond within 2 business days.

Choose a court:

Circuit Court & Records General District Court Juvenile & Domestic Relations Court

1. Select from one of the three court options provided.



Selecting a court initiates the reservation process with the appropriate court.



CTMS RESERVATION REQUEST FORM: STEP 2

Case Details	Requestor Information
<p>* Request Type: <input type="radio"/> Reservation <input type="radio"/> Cancellation</p> <p>* Case Number: <input type="text"/></p> <p>* Case Style: <input type="text"/> vs <input type="text"/></p> <p>* Trial Date: <input type="text"/> </p> <p>* Trial Length: <input type="text" value="0"/> Days and/or <input type="text" value="0"/> Weeks</p> <p>* Jury Trial: <input type="radio"/> Yes <input type="radio"/> No</p>	<p>* Attorney Name: <input type="text"/></p> <p>* Party: <input type="radio"/> Plaintiff <input type="radio"/> Defendant</p> <p>* Phone Number: (<input type="text"/>) <input type="text"/> - <input type="text"/></p> <p>* Requestor's Email: <input type="text"/></p> <p>Secondary Email: <input type="text"/></p>
<p>* The requesting attorney has taken the CLE course: "Technology in Fairfax Courtrooms: Come Kick our Tires!" <input type="radio"/> Yes <input type="radio"/> No offered by the Fairfax Bar Association:</p>	

2. Enter all case information required.



Anything denoted with a red asterisk must be provided.



CTMS RESERVATION REQUEST FORM: STEP 3

Select equipment.



Enter the required information (denoted by red asterisk).



Presentation Equipment

- Laptop Connection ?
- Document Camera ? VGA/DB15 with 3.5" audio for laptop video and audio output
- Light Box ?
- Eye Camera ?
- DVD / VHS Player ?
- Assistive Listening ?
- Other ?

Video Teleconference (VTC)

Protected Witness ?

* Request approved by Judge: ?

* Date order was signed:

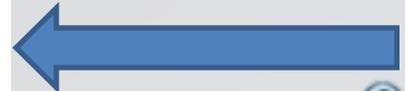
Remote Video Testimony ?

You must comply with the **VTC terms of use**

* Request approved by Judge: ?

* Date order was signed:

Video Conference Provider (ISDN):



Hovering over ? icons will explain each piece of equipment.

3. Select the technology required for your case.



Judicial approval is required before using Video Teleconferencing (VTC).



CTMS RESERVATION REQUEST FORM: STEP 4

* Please describe what you will be presenting for your case:

4. In the comment box, state how the courtroom technology will be used.



CTMS RESERVATION REQUEST FORM: STEP 5

To continue, you must click the following check box indicating that you understand and accept the Terms of Use above, and verify that the data submitted is accurate.

I agree

5. Selecting the ***I Agree*** box submits your request.



Agreeing to the Terms of Use finalizes the process.

Any required data not provided will return the user to the form.

Missing information will be identified in red text.



CTMS TRAINING

- ❑ Attorneys are recommended to take the Fairfax Bar Association's CLE Program course:

Technology in Fairfax Courtrooms: Come Kick Our Tires!

Learn how to use technology to win your cases.

(<https://m360.fairfaxbar.org/ViewCalendar.aspx>)

- ❑ Presentations, demonstrations and additional training for specific groups can be arranged through the Court Technology Office (CrTO).



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>

