

## **COURTROOM PROCEDURAL REQUIREMENTS – Evidence Presentation**

The Courtroom Technology Management System (CTMS) provides computer video and multi-audio interface with annotation and printing capabilities, touch-screen panels for the judge, clerk and attorneys to control multiple microphones and video displays for the judge, clerk, court recorder, attorneys, jurors and gallery when presenting and viewing electronic evidence. The system can accommodate the use of various electronic evidence sources presented from a personal laptop computer or independent media sources such as CDs, DVDs and VCR tapes. Electronic images can also be displayed through various courtroom equipment such as a document camera, eye camera (for large documents) and light box for x-rays and transparencies.

Users are responsible for their personal equipment and verifying compatibility with CTMS. From time to time attorneys may utilize third party or contracted services to assist with presentations. In either case, users are expected to understand how to use the equipment and be respectful of the courtroom set-up and configuration.

The following requirements must be adhered to:

1. **Do not move or rearrange courtroom furniture.** The high-tech courtrooms consist of a complex system of cables and wiring connected to the courtroom furniture; podiums, attorney tables, court recorder tables, etc. Moving or rearranging courtroom furniture by persons unfamiliar with the system will damage the connections and cause unintended results.
2. **Under no circumstance should users remove or disconnect any courtroom equipment to include microphones, monitors, etc. or disconnect cables or wiring from the courtroom furniture, floor boxes, etc.** Only trained courtroom IT and technology staff are authorized to remove or disconnect equipment.
3. **Users are responsible for their own equipment.** Once authorized, requesting party is responsible for making all necessary arrangements with the appropriate court. Court policies and procedures provide the opportunity for users to test their personal equipment and evidence sources prior to actual trial.

### **Failure to adhere to the above requirements may result in prohibiting future use!**

The user is also responsible for any and all external costs associated with this event and arranging for technical support, if necessary, during testing and the actual conference from the external provider.

**To schedule a pre-court test please contact the appropriate court IT office shown below:**

Fairfax County Circuit Court IT Department  
E-mail: [ccrhelp@fairfaxcounty.gov](mailto:ccrhelp@fairfaxcounty.gov)

Fairfax County General District Court IT Department  
E-mail: [GDC-Helpdesk@fairfaxcounty.gov](mailto:GDC-Helpdesk@fairfaxcounty.gov)

Fairfax County Juvenile & Domestic Relations District Court IT Department  
E-mail: [JDRDCrtech@fairfaxcounty.gov](mailto:JDRDCrtech@fairfaxcounty.gov)

**For in-depth CTMS technical information please contact the Fairfax County Courtroom Technology Office**  
E-mail: [CrTO@fairfaxcounty.gov](mailto:CrTO@fairfaxcounty.gov)