



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

INTERPRETING & ASSISTIVE LISTENING

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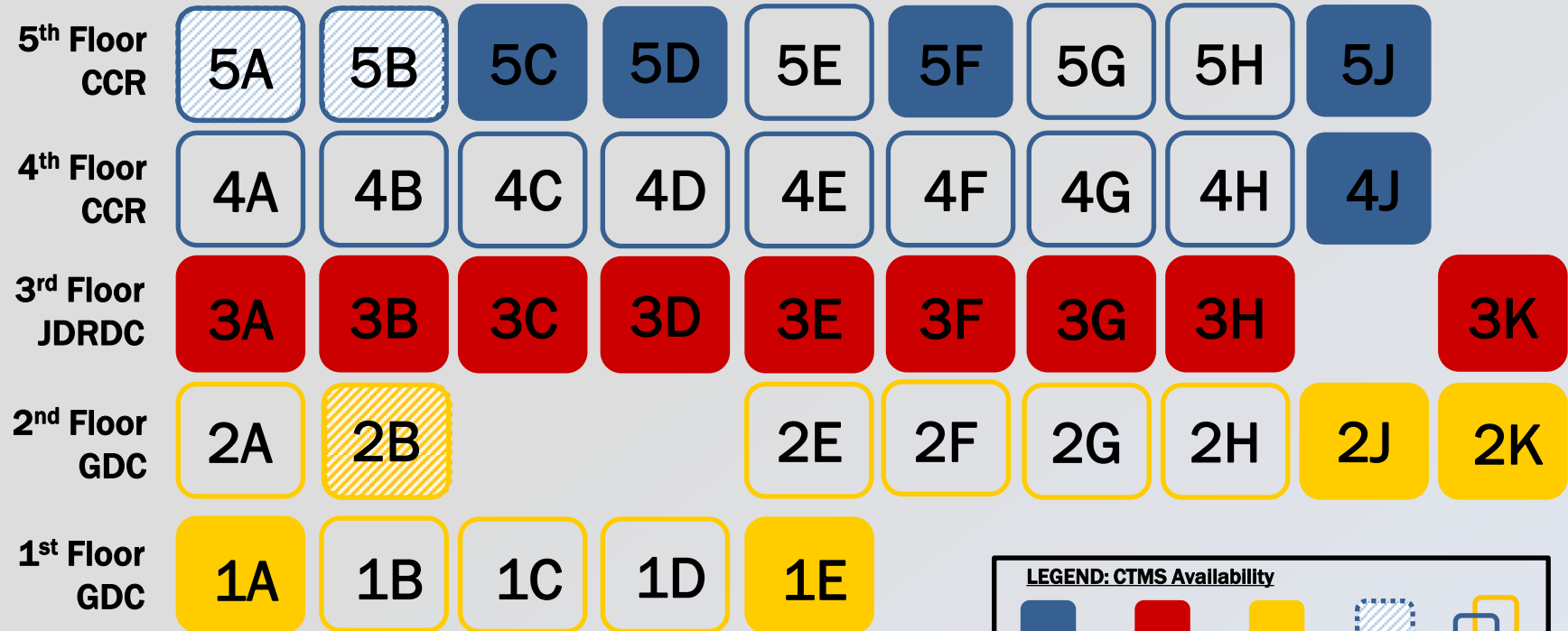
CTMS CONTENTS

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



OVERVIEW

The Courtroom Technology Management System (CTMS) offers the following assistive listening and interpreting capabilities:

- I. IR (InfraRed) Assistive Listening (in all CTMS courtrooms)
- II. Wired Interpreting (in all CTMS courtrooms)
- III. Wireless Interpreting (in select CTMS courtrooms)



IR ASSISTIVE LISTENING

The IR (InfraRed) Assistive Listening system provides private voice amplification and interpreting assistance for courtroom participants:

- ❑ Foreign Language Interpretation
- ❑ Amplify English for hearing impaired individuals
- ❑ Foreign Language and English Assistive Listening occurring simultaneously



IR ASSISTIVE LISTENING

Getting Started:

1. Based on the type of Assistive Listening Headset available in the courtroom, turn on the headset by:
 - a. Turn the On/Off/Volume scroll wheel at the bottom of the headset until you feel a click.
 - b. Spread the "arms" of the headset apart. An amber light appears on the headset, indicating that the headset is on.

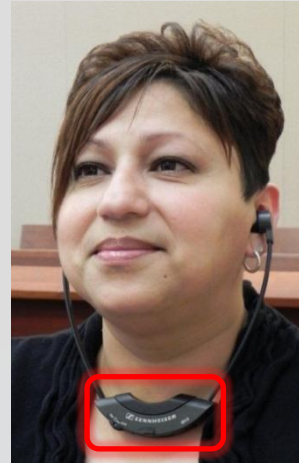


IR ASSISTIVE LISTENING

Wearing the Headset:



INCORRECT



CORRECT

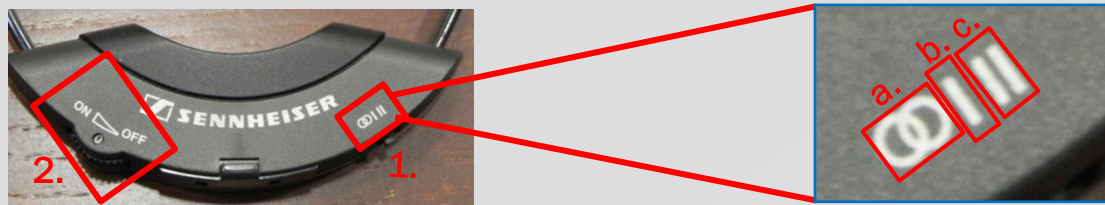
1. Wear the Assistive Listening Headset so the label is facing outward
2. Client hears interpreter in Assistive Listening headsets
3. Client speaks into a courtroom microphone
4. Client is heard in courtroom




IR ASSISTIVE LISTENING


Selecting Channels:

1. Set the headset to the desired channel with the channel selector.



1. IR headset's channel selector
2. Volume control
- a. Channels 1 and 2 (English and Foreign Language)
b. Channel 1 (English)
c. Channel 2 (Foreign Language)
2. Listen for the desired audio (i.e., English or foreign language)
3. Adjust the volume to a comfortable level.

 *Ensure ALL participants speak into the courtroom microphones.*

 *Verify all listeners can hear the courtroom and/or the interpreter.*



WIRED INTERPRETING

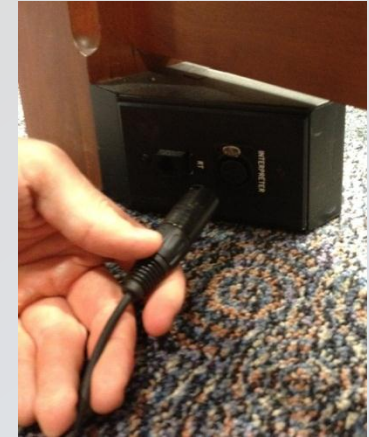
The interpreting system provides wired interpreting equipment in all of the CTMS courtrooms to support:

- ❑ Interpretation of a foreign language in the courtroom
- ❑ Interpretation from the courtroom with the Adult Detention Center (ADC)



WIRED INTERPRETING

Getting Started:



1. Plug the wired headset into an interpreting jack located at the witness stand, the gallery, or select attorney tables



Be sure to test the wired headset microphone with an Assistive Listening headset to ensure all listeners can hear the interpreter.



WIRED INTERPRETING

Interpreting in the Courtroom:

- ❑ Interpreter wears the wired Interpreting Headset
 - Interpreter speaks into the headset microphone in the foreign language to be heard by the client
 - Interpreter speaks English into the wireless, handheld microphone or any courtroom microphone to be heard in the courtroom
 - Interpreter's translation is heard by the client and any other participants wearing the Assistive Listening headsets
- ❑ Client wears the Assistive Listening IR headset
 - Channel 2 selected for translation by the interpreter
 - Client speaks into a courtroom microphone
 - Client's foreign language is heard in courtroom



*For more information on the Assistive Listening Headsets, see the **Assistive Listening** section.*



WIRED INTERPRETING

Interpreting for the Adult Detention Center (ADC):

- ❑ Interpreter uses courtroom microphone (no headset)
 - Interpreter's translation is heard in courtroom and in the ADC speakers (consecutive interpreting method, only)
 - Inmate hears Interpreter from ADC speakers
- ❑ Inmate speaks in ADC podium microphone
 - Inmate does not use ADC handset
 - Inmate's foreign language is heard in courtroom
- ❑ Judge mutes their own microphone
 - Deputies do not hear Judges instructions in the ADC speakers



WIRELESS INTERPRETING

Wireless interpreting equipment is being piloted in select CTMS courtrooms to support:

- ❑ Consecutive interpretation (foreign language to English) or simultaneous interpretation (English to foreign language) from anywhere in the courtroom when client uses a courtroom microphone

- ❑ Simultaneous interpretation between the courtroom and the Adult Detention Center (ADC)



Wireless Interpreting pilot locations include:

- GDC Courtrooms 2J and 2K
- JDRDC Courtroom 3H
- CCR Courtroom 5F and 5J.



WIRELESS INTERPRETING

Getting Started:



WARNING: Strict adherence to the directions below is required to prevent the possibility of an unintended transmission to another courtroom.

Do not connect the headset until you do the following:

- 1) Mute the beltpack.
- 2) Select the correct courtroom.
- 3) Connect the headset.

1. Insert a lithium battery from the charging station, and insert into the battery compartment on the back of the Beltpack.
2. To turn on the Beltpack, press and hold the Power ON/OFF button for two seconds. The rubber button is located on the back of the Beltpack, positioned to the right of the metal belt clip.

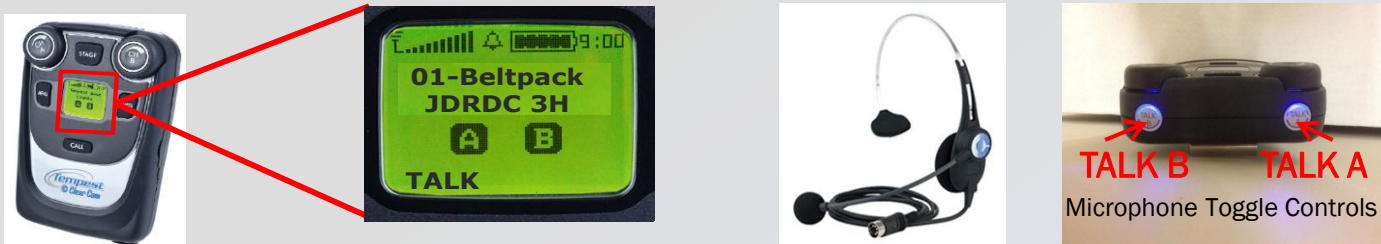


Be sure to test the wireless headset microphone to ensure all listeners can hear the interpreter.




WIRELESS INTERPRETING

- The LCD screen, located on the front of the Beltpack, lights up and displays the following:
 - Signal strength, Low battery alarm, Battery charge indicator, Remaining battery charge time
 - Beltpack number (i.e., 01 Beltpack, 02 Beltpack, etc.)
 - Courtroom selected (defaults to the last active courtroom)
 - Channel A or B indicator ("TALK" displays beneath the channel selected)



- Insert the headset into the wireless Beltpack.
- Adjust the volume of the audio in the headset (Channel A and B dials).

 You are immediately **LIVE** in the selected courtroom if the beltpack is on and unmuted with the headset connected.

 **TALK A** - English (Channel 1) displays as "A" on the Beltpacks.
TALK B - Foreign language (Channel 2) displays as "B" on the Beltpacks.



WIRELESS INTERPRETING

Interpreting in the Courtroom:

- ❑ Interpreter wears the wireless interpreter backpack
 - Interpreter uses headset microphone for foreign language and English
 - Select Talk A on the backpack for foreign language
 - Select Talk B on the backpack for English
 - Interpreters can easily toggle between foreign language (Channel 2) and English (Channel 1)
 - Interpreter's foreign translation is heard by the client and any other participants wearing the Assistive Listening headsets (Channel 2)
- ❑ Client wears the Assistive Listening headsets
 - Client hears translation in Assistive Listening headsets
 - Client speaks into a courtroom microphone
 - Client's foreign language is heard in courtroom.



*For more information on the Assistive Listening Headsets, see the **Assistive Listening** section.*



WIRELESS INTERPRETING

Interpreting for the Adult Detention Center (ADC):

- ❑ Interpreter uses wireless interpreter headset
 - Interpreter uses headset microphone for foreign language and English
 - Inmate uses the ADC podium handset
 - Inmate's foreign language is heard in the interpreter's wireless headset, as well as English from the courtroom
 - Interpreter's translation is heard by inmate in the ADC podium handset
 - Interpreter's translation is heard by any participants in the courtroom wearing Assistive Listening headsets
 - Interpreter's English is heard through the courtroom speakers, and through the ADC's speakers
- ❑ Judge hears English interpretation over courtroom speakers
- ❑ Deputies hear Judges instructions in the ADC speakers
 - Judge no longer needs to mute their microphone during simultaneous wireless interpreting



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
- ❑ Attorneys can contact the Fairfax Bar Association for the 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>)

