

Courtroom Checklist

- Bring sufficient copies of your witness and exhibit lists for the Judge, Courtroom Deputy, and Court Reporter.
- Bring sufficient pre-marked copies of exhibits. Check your scheduling order or contact the Courtroom Deputy as to whether exhibits should be numbered sequentially or if duplicative numbers can be used (ex. – Pl. 1, Def. 1).
- Make sure you know how to use the Court’s Digital Evidence Presentation System (DEPS) equipment by scheduling a training session with the Courtroom Deputy and/or practicing with your exhibits. Do this *before* the day of your trial or hearing.
- Make sure that all audio or video exhibits are in the correct format to play on the DEPS equipment. On the Court’s website, the Courtroom Technology link will identify the available technology for each courtroom in the district and the technical information for that technology. You can also contact the Courtroom Deputy or the Information Technology department with any questions.
- Make sure you know how to connect your laptop to the DEPS equipment and send video to the Court’s equipment. You need to check this *before* the day of your trial or hearing.
- Remember that there is no internet connection in the courtrooms.
- On the day of your trial or hearing, arrive early enough to set up and retest the equipment.
- Have a backup plan for the presentation of your evidence in case the technology doesn’t work.
- Remember that the DEPS equipment will not alter the quality of your evidence, *i.e.*, the DEPS equipment will not sharpen a blurred photo and an unintelligible audio recording will not be clarified.
- If you need assistance, bring your computer expert with you. The Court’s IT personnel will gladly offer any guidance, but cannot work on *your* equipment.
- If you have a special request or needs for the presentation of your evidence or for a witness, please provide the Court with 1-2 days advance notice so we can find a solution.