

# Courtroom Technology at the United States Court of International Trade

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## Introduction

This document provides a brief overview of the courtroom technology available to counsel at the United States Court of International Trade.

More detailed instruction is available upon request, and counsel electing to use the equipment is directed to seek instruction prior to such use. Prior approval from the presiding judge is required for use of this equipment, and coordination and scheduling of equipment use must be arranged through the case manager assigned to the presiding judge.

## Available Equipment

### *Video Conferencing*

A video conferencing system is available for use in Courtroom 1. The system can initiate or receive calls from compatible videoconferencing systems worldwide. The system allows for multiple participants to simultaneously appear via video. The video cameras can pan the courtroom and zoom in and out as needed. The microphones can be muted for sidebar and off-the-record conversations and a digital audio recording of the video conference can also be generated in the courtroom.

To connect with the court's video conference system, participants must have access to a system that has 256 megabit bandwidth as well as H323 technology. You may contact the court technology helpdesk at 212-264-8544 for assistance with setting up a video conference or with any questions regarding the technology involved.

### *Telephone Conferencing*

Telephone conferencing equipment is available in all courtrooms. As with video conferencing, the microphones can be muted and the system can generate a digital audio recording of the proceedings. Specific instructions regarding the coordination of telephone conferences generally originate from chambers.

### *Document Display Camera*

A document display camera is available in Courtroom 1. The camera allows counsel to display documents and exhibits from the podium to each of the monitors located throughout the courtroom. Counsel may also make annotations on displayed images from the monitor at the podium. Counsel may control the display document camera from the camera itself, which is located adjacent to the counsel podium, or through the podium control panel located on the podium.

### *Media Cart*

A media cart is available in Courtroom 1. The cart, located adjacent to the counsel podium, allows counsel to play various media on and display the content on monitors located throughout the courtroom. The cart also contains various video and audio connections to accommodate laptops or other audio/visual equipment. Available cables include: VGA, RCA audio, RCA audio/video, and S-Video.

### *Counsel Table Connections*

Counsel table connections are available on counsel tables in Courtroom 1. Counsel tables are equipped with a VGA cable and two power outlets and enable counsel to display presentations directly from their laptops to various monitors located throughout the courtroom.

### *LCD Projector and Projector Screens*

An LCD projector and projector screen is available to counsel who wish to make visual presentations during their proceedings. This equipment is available upon request in all courtrooms.

### *Wireless Headphones*

Courtroom 1 is equipped with wireless headphones to assist the hearing impaired.

### *CM/ECF and Internet Access*

Bring a laptop or other portable device with a personal internet connection so that you may access CM/ECF or other internet-based materials during proceedings, thus eliminating the need for counsel to carry hard copies of documents, rules, statutes, etc. to the courtroom.

## Best Practices

When using the technology available in the courtroom, please keep the following in mind:

- Display frequently referred to documents on the courtroom monitors by using the document camera, media cart or counsel table connections.
- Use the monitor annotation features available at the podium to bring attention to certain areas of the display.
- When participating in a teleconference:
  - Use a land line when possible
  - State your name before speaking
  - Keep background noise to a minimum
  - Speak clearly into the handset or phone conference device
- When participating in a videoconference:
  - Keep background noise to a minimum
  - Speak clearly into the microphone
  - Consider using a document camera to share a document or exhibit with the rest of the participants
- Be prepared to participate in the proceeding without using the courtroom technology in the event of equipment or software failure.
- Consider displaying video footage through either the media cart or LCD projector/screen for important elements of your case, i.e. manufacturing processes.
- When displaying presentations, i.e. PowerPoint, to the Court:
  - Ensure that your computer hardware and software are up to date
  - Set the background of your computer to a neutral color
  - Ensure that your presentation will be clearly displayed on a large monitor
  - Be prepared to submit your presentation to the court, if requested
  - Keep your slides simple and easy to read:
    - No more than 6-8 lines of text per slide
    - Use double-spacing and large fonts
    - Use bold fonts and highlighting to show key points
    - Do not reproduce your briefs on your slides

## CIT Courtroom Technology

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Please contact the case manager assigned to the presiding judge in your case if you have any questions.