

## Courtroom Survey Checklist

Courtroom:	Notes
Height width and length of room.	<input type="checkbox"/>
General placement of bench, jury box, counsel tables, witness stand, gallery, other.	<input type="checkbox"/>
Distances between each of the above (ideally enough measurements from which to compile a "to-scale" diagram.	<input type="checkbox"/>
Lines of sight from each	<input type="checkbox"/>
Dimensions of attorneys' "working area" (typically between bench and counsel tables with placement of anticipated equipment in mind).	<input type="checkbox"/>
Entrance and exit of people to courtroom (include public, jury, judge).	<input type="checkbox"/>
Size of counsel tables.	<input type="checkbox"/>
Number of chairs at counsel table.	<input type="checkbox"/>
Usable gallery space (if any)	<input type="checkbox"/>
Note of any "no fly zones" re: equipment placement. What furniture is in the courtroom that is movable and what is not? Can tables or chairs be added?	<input type="checkbox"/>
Placement and number of outlets. (If appropriate have electrical engineer verify that capacity for electrical load of slated equipment) Are all the outlets running off of the same circuit?	<input type="checkbox"/>
Any internet/ISDN jacks? Are there any existing phone lines into the courtroom? If not, who would we contact to arrange installation? Billing?	<input type="checkbox"/>
Lighting (natural and otherwise)? Where are the controls and can we dim portions of the room? Windows? Curtains? Can they be closed?	<input type="checkbox"/>
Is there storage room that can be utilized for the equipment boxes etc? Is there an attorney room that can be utilized during breaks? Storage of file cabinets for paper exhibits during trial?	<input type="checkbox"/>
Security (leaving equipment over weekend etc.)	<input type="checkbox"/>
Built-in audio/mic system? Test acoustics generally.	<input type="checkbox"/>

<b>Personnel:</b>	<b>Notes</b>
Judge's preferences re: technology or comfort level with technogloy? Positive or Negative previous experiences? Idiosyncrasies? Who are lawyers that have tried technical cases before this judge in the past?	<input type="checkbox"/>
Judge's rules and schedule? Begins at 8AM? Breaks every day at 1pm? Does he/she routinely sit 5 days a week? When does he/she entertain motions?	<input type="checkbox"/>
Judge's Contact information:  Clerk/deputy's role (contact info)	<input type="checkbox"/> <input type="checkbox"/>
Federal Marshall's office (re: security at courthouse entrance)	<input type="checkbox"/>

<b>Courthouse:</b>	<b>Notes</b>
Courthouse Address:	<input type="checkbox"/>
How far, in milage and time, from War-room and or Trial Office?	<input type="checkbox"/>
Where is the nearest parking garage?	<input type="checkbox"/>
Where is the loading dock? Freight elevators? Hours of operation?	<input type="checkbox"/>
How do you get equipment into the building? Need a letter or order from the judge? Check with Security on what it takes to get in both for set up and regular court days.	<input type="checkbox"/>
What is the level of the courthouse security? How many metal detectors/entrances? Separate entranaces for jurors and attorneys?	<input type="checkbox"/>
Any special security requirements (i.e. prohibition of cell phones, pagers?	
Is access to the courthouse available after-hours/weekends? Do we need the Judge's permission?	<input type="checkbox"/>
Location of pay phones in the Courthouse?	<input type="checkbox"/>

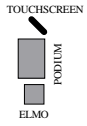
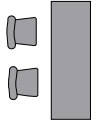
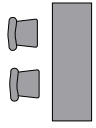
Logistics:	Notes
Time of day for set up?	<input type="checkbox"/>
Length of time for set up?	<input type="checkbox"/>
Bringing equipment in (loading dock? Front door? Other?)	<input type="checkbox"/>
Taking equipment out? Locking courtroom?	<input type="checkbox"/>
Gaining access to courtroom when court is not in session (contact person)?	<input type="checkbox"/>

Other/Miscellaneous	Notes
Can attorneys use a lectern/podium?	<input type="checkbox"/>
Judges Preference for examining a witness?	<input type="checkbox"/>
Court reporter issues? Daily transcript? Real Time?	<input type="checkbox"/>
Preference/requirements re exchange of exhibits? Exhibit numbering?	<input type="checkbox"/>

**Courtroom Sketch**



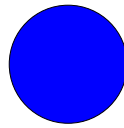
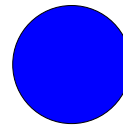
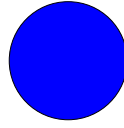
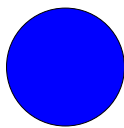
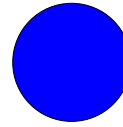
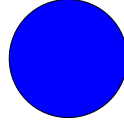
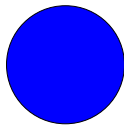
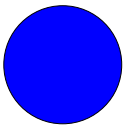
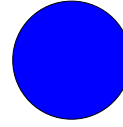
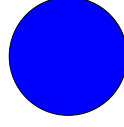
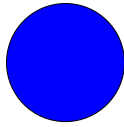
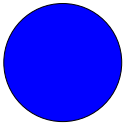
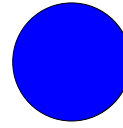
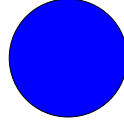
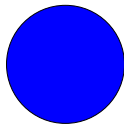
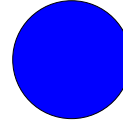
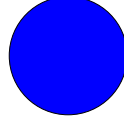
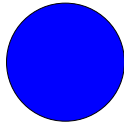
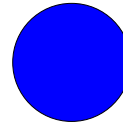
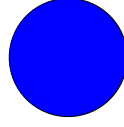
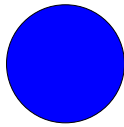
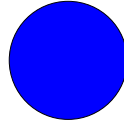
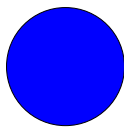
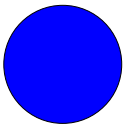
30" LCD



TOUCHSCREEN

PODIUM

ELMO



SERVER STATION

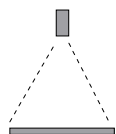
PRINTING  
COLOR & BW

SCANNING &  
VIDEO EDITING

WORK STATIONS

PRACTICE & REVIEW

PORTABLE LCD PROJECTOR



# INTERACTIVE TRIAL and WAR ROOM SET-UP

## Example Courtroom Equipment

### Counsel Tables - with Trial Notebooks

- > Lenovo Thinkpad T61- Windows XP Notebook (120G HD)
- > Intel Core duo, 2.2GHz, 2G Ram, 1000BT, CDRW/DVDR, 15.4" TFT (WS), WIN XPP, MS Office
- > VGA Switch (6-in, 1-out) for selection of trial notebook and document camera
- > Notebook audio adapters for each notebook - provides audio level control and feed to speakers

### Signal Control, Distribution and Annotation

- > Standard VGA distribution amplifiers to send the trial notebook signal to all courtroom display devices
- > VGA over CAT5 adapters - optional signal distribution method you may find in pre-wired courtrooms
- > Pointmaker annotation system - installed in most pre-wired courtrooms in the country
- > Use your finger to produce "John Madden" effects, no software required

### Document Camera (elmo)

- > Wolfvision VZ9 - Digital (XGA out) - digital, image turn, preview screen, 9 picture memory
- > Fast video refresh rate for 30 frames per second and high resolutions including 720pHD (16:9 ratio)
- > Small and easy to setup, provides an internal switch for switching from notebook or camera as the source

### Podium

- > 17" Touchscreen LCD display (for annotation system)

### Large Courtroom Display

- > 50" LCD Display (16:9 ratio) on dual post mount
- > Installed in newer courtrooms, can be brought in to supplement existing displays for jury, witness or gallery

# INTERACTIVE TRIAL and WAR ROOM SET-UP

## EXAMPLE WAR ROOM EQUIPMENT

### War Room Server Package

- > 16G Ram, Dual 1000BT Nics, 2x72G system drive, 6x300G RAID5 (1.5TB), 2TB Network Attached Storage
- > Provides a high power, high capacity platform to handle the demands of your trial team
- > Pre-trial data loading of all your case data (databases, images, video, etc.)
- > Transport to war room in built-in shipping case, weighs under 150lbs
- > Local robust LAN speed processing, storage and printing without having to rely on internet performance

### TrialSafe - Server Backup and Failover Appliance

- > Continuously backs up your primary server for the life of the trial
- > Provides ability to recover files that may have been deleted, corrupted, revised, or damaged
- > Runs as your failover server in the event your primary server becomes unusable for any reason
- > Contains a fully encrypted copy of your primary server for redundancy as data is brought back to the firm

### Color Printing

- > Xerox Phaser 6360DN Laser Color, 42PPM Colr & B/W, 512M, 100BT, USB2
- > Fast color workgroup color laser printer with the power to handle high volume and complex graphics

### Black and White Printing, Copying, Scanning and Fax

- > HP laserjet 4345 MFP, 256M, Prints and Copies @ 45PPM, Stapler/Stacker, Color Network Scanning
- > Multifunction workgroup device that consolidates capabilities to saves space and provide most needed functions

### High Speed Scanning Station

- > Ricoh IS760D Color Flatbed 75PPM, 400DPI, 200SHT ADF, Duplex (ltr, lgl, tabloid) - USB2, SCSI3
- > Dell GX755 (small form factor) - Windows XP Workstation w/19" LCD Display
- > Be ready to handle any size scanning request from your trial team and share them on your network immediately

### Trial Team Work Stations

- > Dell GX755 (small form factor) - Windows XPP, MS Office, 19" LCD Display
- > Core 2 Duo 2GHz, 2GB DDR SDRAM, 250GB HDD, Win XPP
- > Can be pre-loaded with your firms licensed applications, utilities, user settings and remote access tools
- > For complete access to war room LAN and internet resources

### Practice and Review

- > Lenovo Thinkpad T61- Windows XP Notebook (120G HD) w/docking station
- > Intel Core duo, 2.2GHz, 2G Ram, 1000BT, CDRW/DVDR, 15.4" TFT (WS), WIN XPP, MS Office
- > Can be pre-loaded with your firms licensed applications, utilities, user settings and remote access tools
- > Trial presentation applications, exhibits and video installed for practice with attorneys, witnesses and experts
- > Epson portable LCD projector and pull up screen to simulate courtroom use ahead of each trial day

