Trial Presentation Equipment Information Sheet

Use this list to help you decide what you need for your trial. We can create any configuration to suit your needs, and are not limited to these sets.

Basic: Video Projector, Projection Screen, Audio Amplifier, Portable Document Scanner

This is the minimum equipment necessary to present documents and video with audio to a jury. This is fastest to setup and breakdown. The screen is positioned so that opposing counsel, witness and the judge can look on during presentation. It is a good idea to have a document scanner in every courtroom to quickly add new documents to the database as they are introduced.
Setup Time: Two hours.

Complex Setup: Video Projector, Projection Screen, Audio Amplifier, Portable Document Scanner, Four 19" Video Monitors, Document Camera (Elmo), VGA Switcher.

In addition to the basic configuration, this setup includes monitors for both parties, the judge and the witness, and a document camera (Elmo) as a backup or alternate means of presenting documents. Also included is a VGA switcher, to switch between your computer, opposing counsel's, an expert witness' computer and the Elmo. This setup would be requested in case of multiple presenters and for easier viewing of the presentation screen by all people involved.
Setup Time: Four hours.

Full Courtroom Setup: Ten (or more) Video Monitors, Audio Amplifier, Document Camera, VGA Switcher.

This setup includes multiple monitors, allowing one monitor for every two to three jurors, plaintiff, defense, judge and witness. In this configuration, the video projector and screen are replaced by video monitors for everyone, allowing close scrutiny of each document, photo and video presented. **NOTE:** Please schedule <u>at least</u> three weeks in advance.
Setup Time: Six hours or more.

PA System: Audio Amplifier, Microphones, Mixer.

For hearings, arbitrations or other group meetings in conference rooms or halls. Hear all the participants better. Provide microphones for speakers, witnesses, or panelists; audio amplifiers for the whole room to hear clearly. (Document camera and monitors are also available.)
Setup Time: Two hours or more.

Other Equipment Factors to Consider as You Prepare for Trial:

- **Sharing the equipment** with both sides is the practical solution and is least expensive by far - for <u>both</u> parties. It is a good idea to resolve this issue with your opponent early.
- **Courtrooms have limited room** and their own preferences on where you can place your equipment. Talk to the clerk as early as possible about the equipment you want to bring in.
- **Some courtrooms have** some multimedia equipment installed. Some have a full setup, and some have a few items that are shared between all courtrooms. This equipment is usually out-dated: projectors are not very bright and low resolution; jury monitors are small, low-rez and non-widescreen.

Don't add just any monitor! A multiple monitor setup must use a signal that matches the resolution of every monitor in the chain. Non-widescreen or low-rez monitors will force the image signal to be downgraded to match this lowest common denominator. Avoid this problem by using monitors with minimum recommended specifications. DCM recommends widescreen and 1600 x 900 minimum resolution.

Contact *DCM – Digital Case Management* to reserve your trial presentation equipment today!

Trial Presentation Multimedia Equipment Chart

Video Projector 4000 - 5000 Lumens		Projects video from computer, document camera (Elmo) and video playback devices. VGA is the standard input, but has HDMI and composite video capability.
Projection Screen On tripod. 84" wide, 96" diagonal in widescreen.		A tripod mounted screen allows a higher positioning, more placement options. This width is largest that can easily fit in most courtrooms.
Audio Amplifier 30 Watts, Mono		For loud and clear playback of any audio, such as deposition video or audio-only files, an amplifier is necessary.
Document Camera aka "Elmo": HD, zoom functions.		For non-computer system document presentation. Shows documents, transparencies and objects. Sometimes kept as a backup or alternate presentation method.
19" Video Monitor Widescreen format, 1600 x 900 resolution.		Used for counsel tables, witness & judge when they cannot see the projection screen or prefer their own monitor.
Portable Document Scanner Small footprint, high speed, quiet.		Add new documents to the digital database in seconds. Quiet enough for use in the courtroom when it is needed.
VGA Switcher Switch between up to 4 sources.		Allows shared use of presentation equipment by 4 sources. Switch between plaintiffs, defense, Elmo and witness.
Barcode Scanner USB connection.		For use with barcodes as document presentation tool. (Computer must be configured for proper use.)
Cables, Connectors, Necessary Accessories		Necessary cables, power cords, connectors, splitters, portable tables and stands as required for the equipment are included in the rental price for presentation clients.

Don't Forget! Equipment Setup Time

	Setup time varies by number of items involved, and includes the time necessary to place, connect, & secure equipment for safety and test. Power and equipment cords must taped down to prevent accidents. Setup time is often compromised by the unexpected needs of the courtroom. Plan for it!

To reserve equipment or learn more about trial presentation services from **DCM – Digital Case Management**, contact us today.