

N.B. A Brief Overview of the Court Technology Available to Attorneys.

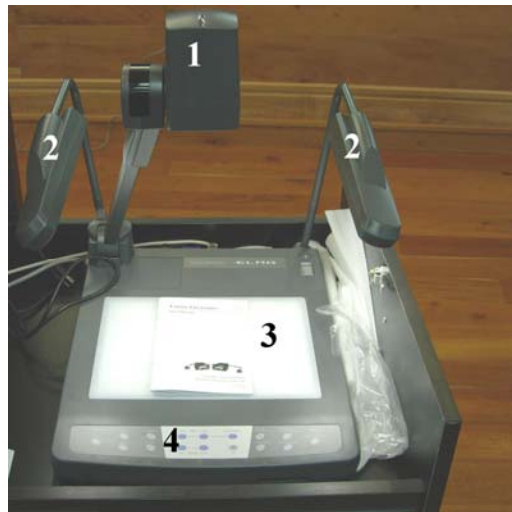
The CCJ courtroom is a high tech environment and provides attorneys with the following litigation support features at the symposium from which you will address the Court:

1. A Document Reader/ Visual Presenter;
2. Ability to use their laptops;
3. DVD/VCR;
4. Audio Digital Recording (Microphones, situated throughout the courtroom);
5. Wireless Internet Access;
6. Audio Transcripts.

You are asked to familiarise yourself with the court's technology so that it can provide you with litigation support. This technology also assists the Judges to follow your argument in the case.

While we know that you may not yet be prepared to make use of all the available technology, **you are asked to make use of the document reader**. Until you become familiar and comfortable with addressing the court while using the reader, you may wish to have your junior or an assistant place the documents on the reader, zoom in, and autofocus for you while you address the court.

1. The Document Reader/Visual Presenter



An image of the document reader you will be using is shown above.

- 🔗 The area of the image labelled: **1** shows the telescopic camera that is used to capture and zoom in on your document.
- 🔗 The area labelled: **2** are the towers that provide and adjust the lighting for your document.
- 🔗 Label: **3** shows where you must place the document.
- 🔗 Label: **4** represents the User Controls i.e. your Zoom and Auto Focus Control



An image of your User Controls is displayed above. You should only be concerned with the Zoom options (Tele zoom & Wide Zoom) and the Auto Focus (AF) button (circled in red)

WHAT THE DOCUMENT READER DOES

1. The Document Reader will already be setup for you before you enter the courtroom.
2. Place your document on the designated area (shown above). This image is displayed on all the monitors and flat screen televisions throughout the courtroom.
3. If your image is not clear when you use the zoom feature, simply press the AF button (to the right of the zoom controls) once. This will bring your document to a clear focus for all to see.

2. Use of Laptop

You have the option to connect your laptop to the reader, and it will then function as a presenter, displaying your laptop screen on all screens within the courtroom. A cable is provided on the podium that would allow you to simply plug it into your laptop and begin transmitting documents or images from your laptop. Attorneys are advised to have laptops charged before approaching the symposium. Electrical outlets are provided at the attorney's bench for laptop use and charging.



3. DVD/ VCR

A DVD and VCR player is available in the courtroom for presentation purposes. It is advised that attorneys who wish to use this facility arrive early to test and queue the media beforehand.

4. Audio digital recordings

All audio within the courtroom is recorded. There are microphones situated throughout the courtroom, that amplify the sound for all to hear, but is also recorded for use on audio transcripts.

(Please Note that the Microphones are highly sensitive, and as such, environmental and abstract noises are also recorded e.g. rustling of paper, whispering etc. All these noises will also be present on the audio recordings available at the end of the day.)

The audio recordings provide the audio transcripts which will be of great assistance to you. **You are advised to note the time at which any thing which you may want to locate later is said.** This will allow you to search directly to that time when you listen to the transcript later. For this, you are advised to use the standard digital clock display in the courtroom

5. Audio Transcripts

Audio Transcripts of the court's proceedings are available for purchase at the days end. All transcripts are usually available for sale within 1 hour of the end of proceedings. Please consult the CCJ Customer Service Representatives for pricing information. A CD is \$8. and a DVD is \$10. DVD's used if the session is over a certain length. The audio transcript is also uploaded to the website at <http://www.caribbeancourtsofjustice.org/audio.html> . The morning period of the hearing is usually available online by 3:00pm while the afternoon period would be available online by 8:00pm.

6. Wireless Internet Access

The courtroom is equipped with wireless internet technology for your use. As long as your laptop has wireless connection capabilities, you can make use of this feature. As long as you are within the courtroom area, your laptop should automatically connect to the internet, without having to make any changes.

If you know that you may have an application that would prevent your laptop from connecting, please disable it before hand, as the CCJ I.T. Staff will not be in a position to make system changes to your laptop.

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