

U.S. District Court, District of Arizona
Electronic Video Presentation Systems in Evidentiary/Trial Courtrooms

Phoenix 4th floor, 5th floor, 6th floor and Special Proceedings Courtrooms
Tucson 5A, 5B, 5C, 5D, 6A, 6B, 6D and Special Proceedings Courtrooms
Flagstaff Courtroom and Yuma Courtroom 1

Plan Ahead to Use the Equipment

Contact the Courtroom Clerk 25-30 days before your trial or hearing to schedule a courtroom technology review and testing of equipment to be used.

1. Make your A/V equipment requests known to the judge at the Rule 16 hearing or pretrial conference.
2. Come to the courthouse to practice using the equipment. Bring with you the actual documents, laptop, tablet and/or physical evidence you plan to present.

Familiarize Yourself with the List of Available Electronic/Video Presentation Equipment

- Video connections at the lectern/presentation cart, attorney tables, witness and/or judge's bench locations for devices such as computers, laptops, tablets and smart phones
- Audio connections at the lectern/presentation cart for devices such as a CD/DVD player, MP3 player and other audio playback devices
- Monitors for viewing evidence from attorney tables, witness, lectern/presentation cart, judge, courtroom clerk, court reporter, law clerk, jury box and gallery
- Document camera at the lectern/presentation cart for viewing paper and physical evidence
- Annotation system and touch monitors at lectern/presentation cart and witness locations
- Telephonic conferencing system
- Video-teleconferencing capabilities
- Telephonic interpretation capabilities – in addition to in courtroom interpreting system
- Assisted listening system and wireless headsets
- Wireless and wired real-time transcription capabilities (contact court reporter for information)

Be Prepared to Present Evidence

- VGA male and 3.5 mm stereo male audio cables are available at the lectern/presentation cart, witness location and attorney tables
- HDMI cables for video and audio are available in at the lectern/presentation cart, witness location and attorney tables
- You are responsible for providing any cable adapters that may be required to connect to the VGA or HDMI cable. For example, to display evidence from an iPad, you must provide a lightning or USB-C to HDMI or VGA adaptor
- If your equipment outputs video and/or audio on some other type of connection besides what is mentioned above, you will be required to bring your own conversion hardware
- Be prepared with a backup and/or paper versions of exhibits that can be shown from the document camera should there be an equipment failure