

**U.S. District Court, District of Arizona**  
**Portable Electronic Video Presentation Systems in Magistrate Courtrooms**  
Phoenix Courtroom 302, 303, 304 and 305  
Tucson Courtroom 3A, 3B, 3C, 5E, 5F, 6E and 6F

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### **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. There are two portable systems that are shared between the Magistrate Courtrooms in Phoenix and in Tucson. AV staff will need 48 hour notice prior to any technology review and testing session to ensure that the equipment is available and to arrange for the installation.

1. Make your A/V equipment requests known to the judge.
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.

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

- Video connections at the presentation cart, attorney tables and witness locations for devices such as computers, laptops, tablets and smart phones
- Audio connection at the 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, presentation cart, judge, courtroom clerk, court reporter and gallery
- Document camera at the presentation cart for viewing paper and physical evidence
- Annotation system and touch monitors at 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 transcription capabilities (contact court reporter for information)

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### **Be Prepared to Present Evidence**

- VGA male and 3.5 mm stereo male audio cables are available at the presentation cart, witness location and attorney tables
- HDMI cables for video and audio are available at the 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