

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF COLORADO**

Courtroom Technology Procedure

The United States Bankruptcy Court for the District of Colorado has installed electronic evidence presentation systems in its courtrooms. This system allows for the display of evidence on various monitors located throughout the courtroom.

Procedure

- Attorneys must first contact the Court’s Training Department for testing availability. Appointment inquiries can be made online at <http://www.cob.uscourts.gov/content/courtroom-technology-request-form>.
- Unless the court orders otherwise, attorneys are required to test all necessary equipment at least five business days prior to the scheduled court proceeding.
- **Attorneys must notify chambers at least 1 week in advance of any proceeding of intent to present electronically.**
- Once use of the system is approved by the court, attorneys must arrive 30 minutes in advance of the scheduled court proceeding for connecting and testing purposes.
- Attorneys must provide **two (2) USB drives** containing the List of Witnesses and Exhibits and electronic copies of all evidence to courtroom staff before the scheduled court proceeding begins.
 - All exhibits should be saved in PDF format and named as follows, “Exhibit Marker – Exhibit Name” (e.g., “A – Contract”).
 - Attorneys appearing and presenting electronic evidence before the Honorable Joseph G. Rosania, Jr. must also prepare and tender a paper exhibit notebook to the court that complies with his Exhibits requirements available at <http://www.cob.uscourts.gov/content/judge-joseph-g-rosania-jr-jgr>.
- There is no public internet access in the courthouse.

Available Equipment Options

- HDMI/VGA inputs (into courtroom system) for laptops, MacBooks, and iPad/Android mobile devices
- Crestron AirMedia™ (Windows Phones not supported)
- Document camera (“ELMO”)
- DVD/Blu-ray Player
- Electronic Smartboard/White Board

Courtroom Features

- Assisted Listening/Interpreter device
Court not obligated to pay/provide interpreter
- Video conferencing for remote location testimony (if allowed by court order)
- Touch screen monitors at the lectern and witness area for annotation purposes
- Power outlets at attorney tables and lectern
- Large display monitors available upon request

The Court DOES NOT Provide

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| <ul style="list-style-type: none">• iPad/iPhone adapters or connectors (Lightning or 30-Pin)• Audio/Video cables• USB cables (mini, micro, or standard -a, -b, or -c) | <ul style="list-style-type: none">• Power cables• Keyboards or Mice• VCR (no VHS playback) |
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Additional Notes

- Most laptops are equipped with either an HDMI or VGA input. The courtroom systems offer immediate connectivity for these input types using court provided HDMI or VGA cables.
- Most tablet PCs (iPads, Androids, and mobile phones) use micro USB, mini USB, or other proprietary cables. While these devices will work with our equipment, you must provide the necessary adapters. They can be found online or at local electronics and Apple stores.
- Electronic evidence presentation systems are not yet available in Grand Junction and Colorado Springs.