

**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. The evidence presentation system allows for the display of evidence on various monitors located on the bench, witness stand, lectern, and counsel tables.

Procedure

- Attorneys must first contact the Court's technology staff to inquire about availability and to arrange an appointment to test all equipment.
- Unless the court orders otherwise, attorneys are required to test all necessary equipment at least five business days prior to the scheduled court proceeding. To make an appointment, please call 720-904-7451 or email cobml_CourtTechnology@cob.uscourts.gov.
- 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 electronic copies of all evidence on a thumb drive to courtroom staff before the scheduled court proceeding begins.
- THERE IS NO PUBLIC INTERNET ACCESS IN THE COURTHOUSE.

Equipment Options

- Document camera (referred to as "ELMO") to display paper exhibits on screen
- Laptop connectivity with audio at each counsel table
 - Attorneys must provide a compatible display port adapter to connect from their device into a VGA or HDMI cable.
- Tablet (iPad/Android) wireless connectivity
 - If input cables are required, the Court will NOT provide them. You must supply your own input cables (USB, VGA, HDMI, Mini HDMI, power cords, etc.).
 - You must download the Crestron AirMedia™ application from the App Store or Google Play in advance to use this feature.
- Evidence display monitors for Judge, Witness, Counsel, Courtroom Clerk, and ECRO
 - A large display monitor for the gallery may be available upon request.
- Touch screen monitors at the lectern and witness box that allow attorneys and witnesses to annotate or otherwise markup exhibits displayed on the evidence display monitors.
- DVD/VCR combo player
- Video conference system for remote location testimony
 - A motion must be filed and granted before counsel or witnesses may appear by video.
- Electronic Smart Board/White Board (may be available upon request)
- Evidence/Document printing from the counsel touch panel (as necessary during proceedings)
- Assisted listening/Interpreter device
 - Please contact the Chief Deputy Clerk at 720-904-7302 for specifics on assisted listening and interpreter options. Generally, the Court is not obligated to pay for or provide an interpreter.