

Technological Guide

Anchorage District Court Practitioners

Courtroom Technology

The Alaska Court System has some technical equipment to assist you with your presentations. Be sure to check with the In-Court Clerk's office to reserve the equipment you wish to use. Best practice is to arrange this by at least the day ahead of the hearing.

The following technical equipment may be available:

A media cart containing:

- **Video Projector** to display video or photo's onto the projection screen
- **Document Camera [ELMO] in conjunction with a video projector** to display paper documents to the entire courtroom.
- **Lap Top** to connect to the court's video projector.
- **Audio Speakers** to plug in to the laptop, or can be used in another laptop.

Other equipment available:

- **TV w/DVD/VHS Players** may be available to display DVDs and VHS tapes to the entire courtroom.
- **Hearing Impaired Headsets** are always available in each courtroom. These headsets are tied into the courtroom's audio system. Ask the Courtroom Deputy about availability.

Preparing for Court

The following are things that you can do before coming to court to ensure that your presentation goes smoothly:

1. Review the Judge's courtroom procedures
2. Familiarize yourself with and test your equipment **AHEAD OF TIME** - this is especially important if your laptop or notepad is the source for the data your plan to present
3. Contact the In-Court's Office to arrange a time in advance of your hearing to familiarize yourself with the equipment and assure it works as contemplated, find out what equipment is available for use in the Judge's courtroom and arrange a time to test the equipment.

Courtroom Etiquette

Following these rules will ensure a more "enjoyable" courtroom experience:

1. **Don't Let Your Technology Talk** - Be sure to mute all devices (phones, pagers, etc.) and type softly.

2. **Don't Be Late for Your Very Important Date** - Pay close attention to your hearing time and return from breaks promptly.
3. **Efficiency is Your Friend** - Resolve exhibit objections before the hearing. Know the facts of your case better than the Judge. Don't repeat what the Judge has already read.
4. **Humility is Also Your Friend** - Respect the Judge (stand before you speak, refer to the Judge with the proper title, ask permission). Respect opposing counsel, witnesses, and the Judge's staff.