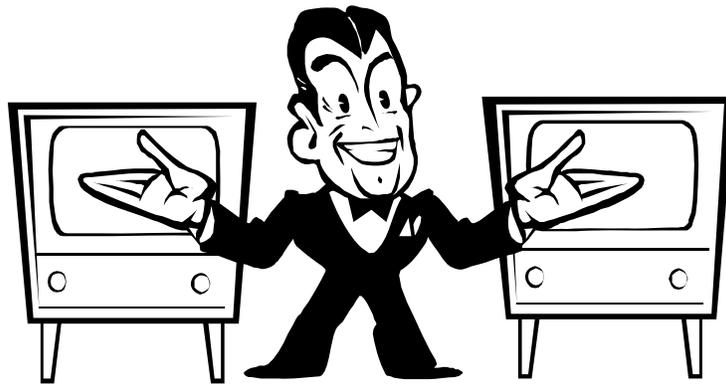


Video Evidence Presentation System



Attorney's Guide

United States District Court
Southern District of Indiana

Revised April, 2008

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Introduction

The court's Video Evidence Presentation System (VEPS) is an integrated courtroom technology system that incorporates audio and video sources (document camera, VCR, and others), video switching, distribution and control devices, and video monitors. It is a tool used by attorneys and court staff to effectively manage the presentation of visual materials in court proceedings.



VEPS can simultaneously display virtually any video image on several monitors located throughout the courtroom, so that the Judge, jurors, witnesses, and attorneys all have access to the same material at the same time. An "image" can be created from a document, photograph, slide or small 3-dimensional object. It can also be a video recorded deposition or surveillance tape played back on the system's videocassette recorder. VEPS can also display computer images, such as PowerPoint® presentations, or visual materials organized with Trial Director® or similar software. A videoconferencing system or other "live" camera can also be connected to the system.

Images from any source on the system can be annotated in real-time by using a touch-screen monitor to draw lines, circles or arrows on top of the image. This allows both the VEPS operator (usually an attorney) and the witness to highlight certain parts of an image during court testimony.

There are practical limitations to what VEPS can do, and there are possibilities for using VEPS that attorneys may not have considered. For these reasons, and to provide an opportunity for training on the use of VEPS, the best approach is for attorneys to meet with court staff well in advance of the courtroom proceeding to determine what will or will not work on the system.

Because VEPS units are not permanently installed in all courtrooms, it is absolutely essential for attorneys to schedule the use of VEPS with the courtroom deputy clerk assigned to their case.



VEPS requests should be scheduled at least two weeks in advance with the Courtroom Deputy.

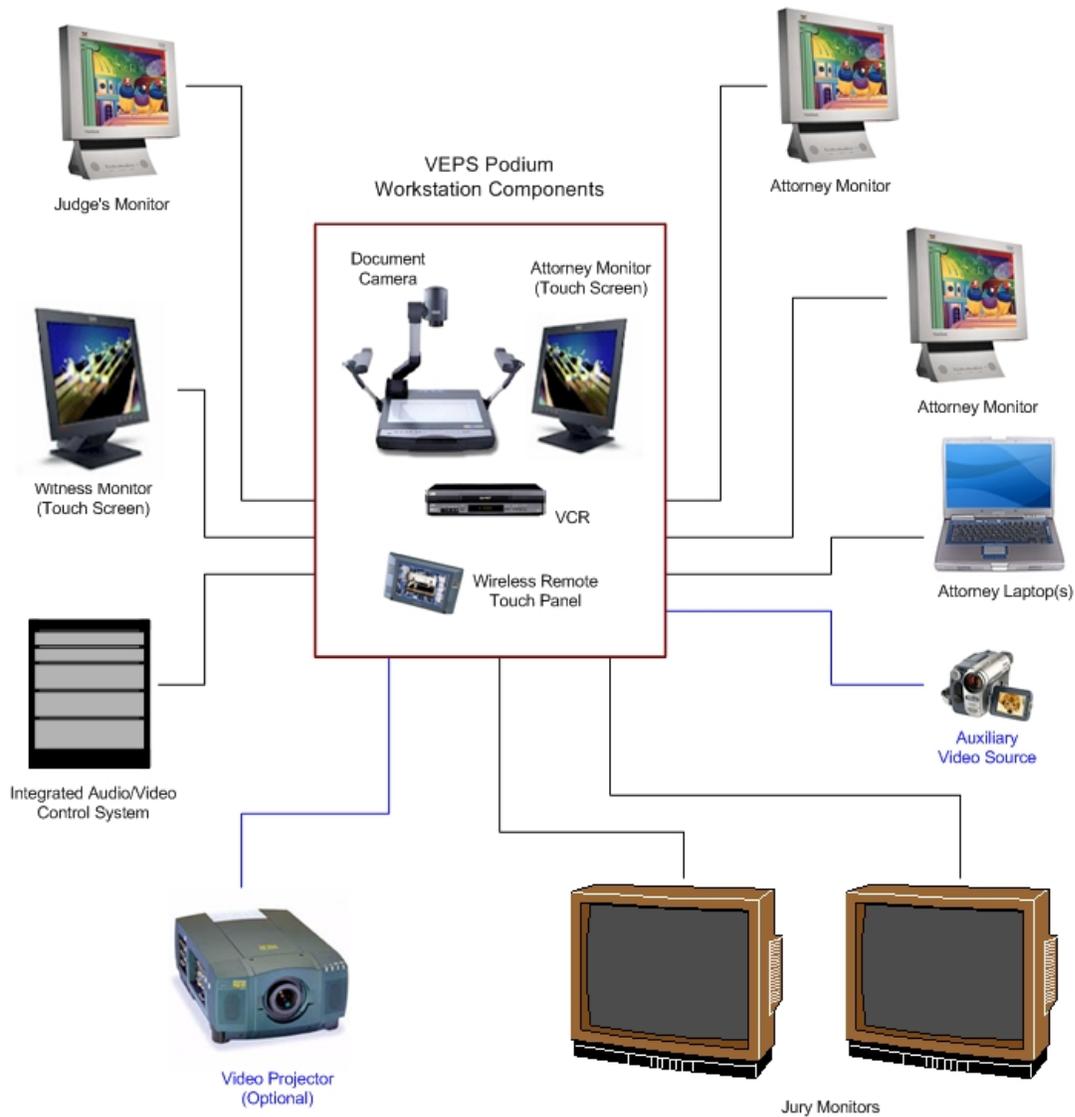
The courtroom deputy will determine whether VEPS is available and appropriate for a particular court proceeding. The courtroom deputy may also refer attorneys to the court technology staff for technical assistance with special VEPS setup requirements.

Training: It is paramount that those who intend to use the VEPS equipment schedule a time to receive training on the system and to test out presentation items. Presentation equipment and time with USDC Information Services Staff will be made available to each party. Please schedule training well in advance of the actual court date. Once proceedings begin, parties are expected to operate the equipment without the aid of court personnel.

System Overview



A typical VEPS courtroom system includes the following components:



Note: Laptops, video projectors/screens & auxiliary video sources are not provided by the Court

VEPS Components

- **Digital Document Camera** (Samsung® Model SVP-6000 is typical).
- **Videocassette Recorder/Player** (VHS and S-VHS formats, stop-motion, frame-by-frame advance).
- **Touch-Screen Monitors** for real-time annotation or “telestrating” (at the podium and the witness stand).
- **Wireless Touch Panel Control** for source switching and other control functions (AMX Modero® MVP-8400 is typical).
- **Monitors** for the Judge, witness, and attorneys (17” LCD, with XGA resolution).
- **Individual 17” or (2) Large 34” Monitors** for the jury (with XGA resolution).
- **Computer Interface Modules** at the podium and attorney tables, for connecting a laptop computer (include power outlets, computer video and audio connections).
- An attorney-provided **Video Projector** and projection screen are sometimes used for special VEPS applications.



- Note: Do not assume that auxiliary equipment will automatically be allowed – You must first obtain permission from the Courtroom Deputy.**
- **Other Audio and Video Sources**, such as a “live” videoconferencing connection (not available in all courtrooms), or audiocassette tape player, are sometimes used. VEPS may also be configured to deliver court reporters’ “real-time” transcripts of court proceedings to attorney laptops.

Basic Operation

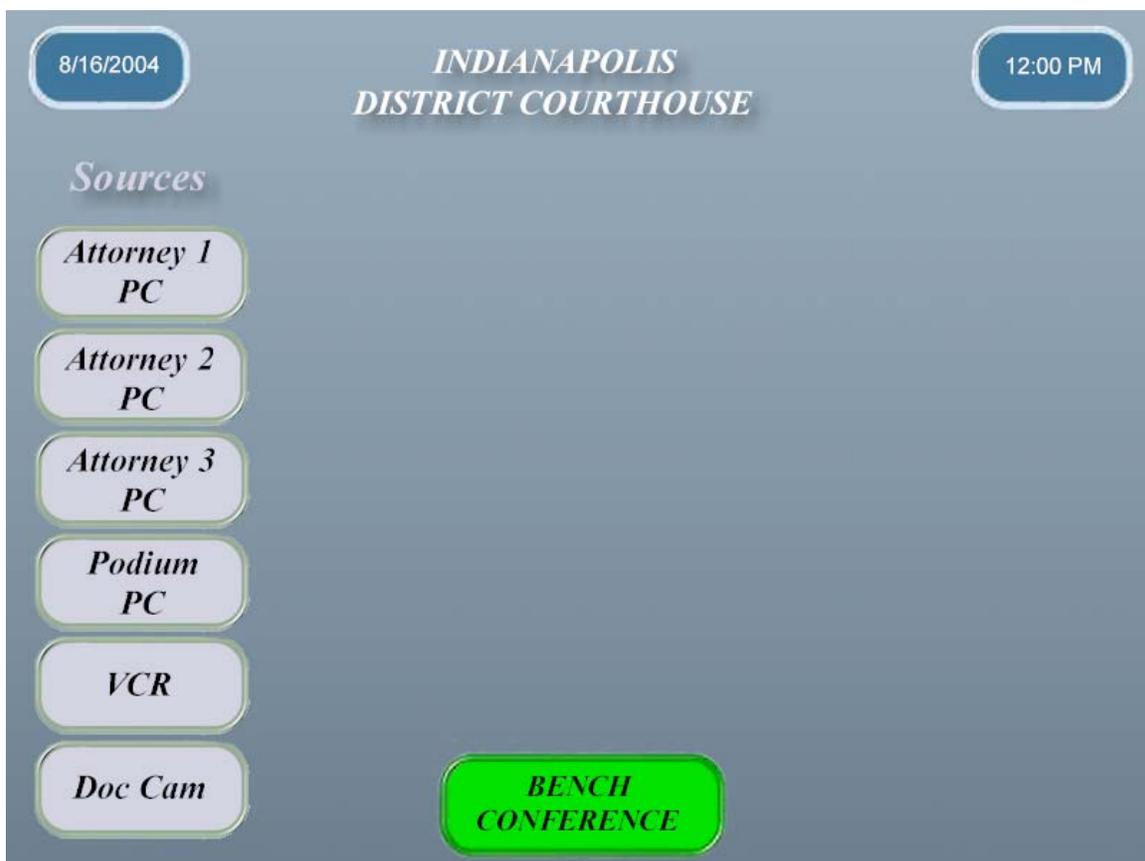
Follow these basic steps for successful VEPS operation:



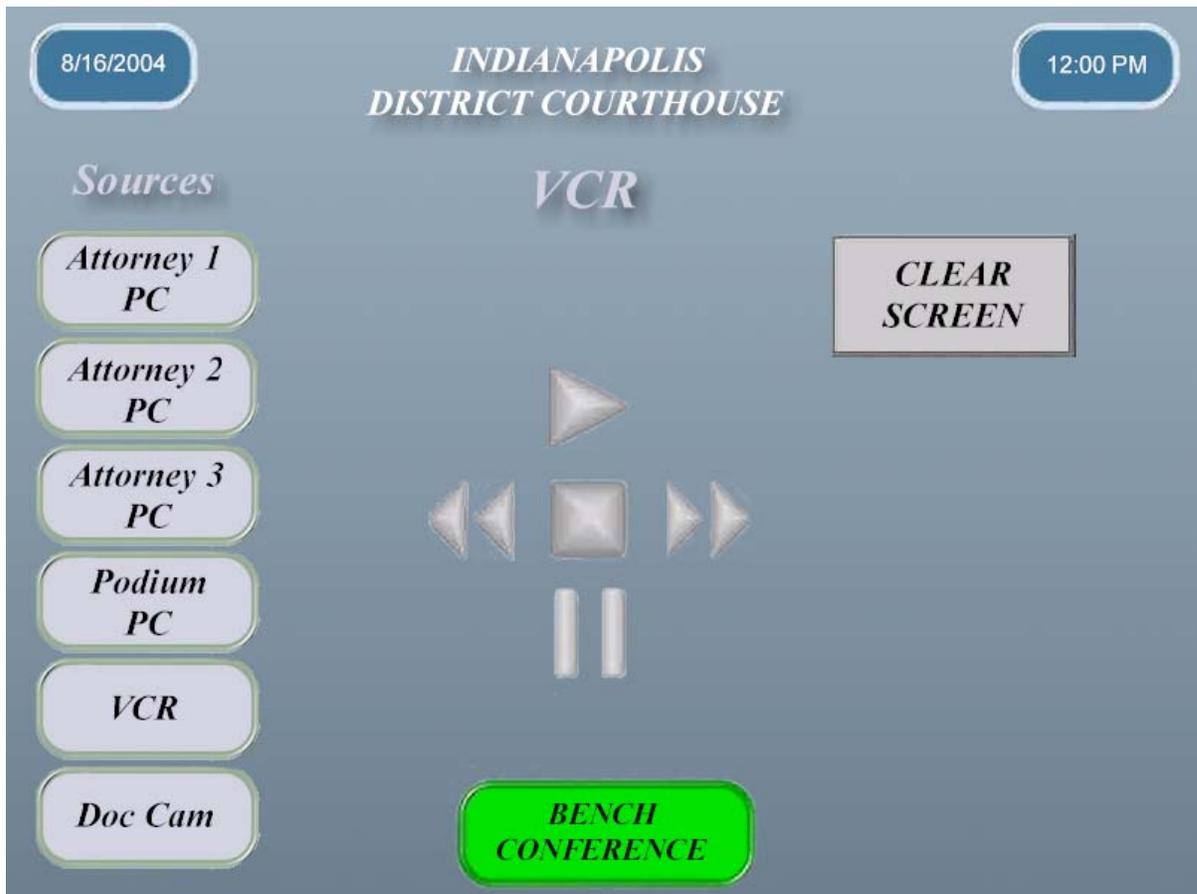
- Use the [Wireless Touch Panel Control](#) to select a video source.
- Position materials and adjust the [Document Camera](#), or
- Insert a videotape and use the [VCR](#) playback controls, or
- Connect a [Laptop Computer](#) to the system and launch a PowerPoint® presentation or other application.
- Use the attorney or witness [Touch-Screen Monitor's Illustration Tools](#) to annotate or highlight parts of the video image.
- Use [Other Audio/Video Sources](#) connected to VEPS.

Wireless Touch-Panel Control

- The AMX Modero® SVP-8400 Touch Panel is used by attorneys at the podium workstation or at their tables to select the appropriate video source for VEPS, and for certain control functions, such as VCR playback controls.
- The actual video sources available in each courtroom may vary (e.g., there may be two attorney PC's in some courtrooms, and three in others), but the operation for each touch panel is simple: touch the button on the screen to select the desired source for video.
- A typical layout for the source selection screen:



- When an attorney selects the VCR as the video source, the wireless touch-panel's screen displays buttons for the basic operations of videotape playback (see "[Using the VCR](#)" on page 11):



- The "CLEAR SCREEN" button is used to erase annotations made on the witness or attorney touch-screen monitors (see "[Using the Illustrator Tools](#)" on page 13).
- The "BENCH CONFERENCE" indicator is a function controlled by the Court, using a separate controller. When the Judge selects this audio mode, courtroom microphones and speakers are muted, and the touch-panel button changes to red.

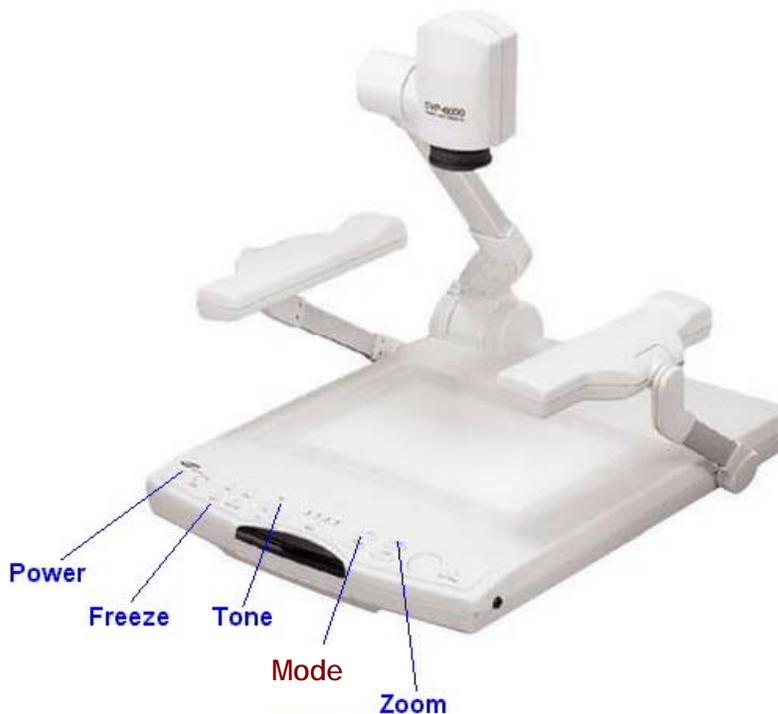
Using the Document Camera

- Use the Wireless Touch-Panel Control to select **“DOC CAM”**. Then, place a document, photo, or small object on the document camera’s stage. For most materials, use the upper stage lights. For slides or transparencies, press the **“LAMP”** button once to change to the lower light source.



User Tip: Glossy photographs or other materials may produce an undesirable glare on the image. Try adjusting the document camera’s lights so they are oriented less directly (different angle) to the stage.

- Main controls of the Samsung® SVP-6000 Document Camera:

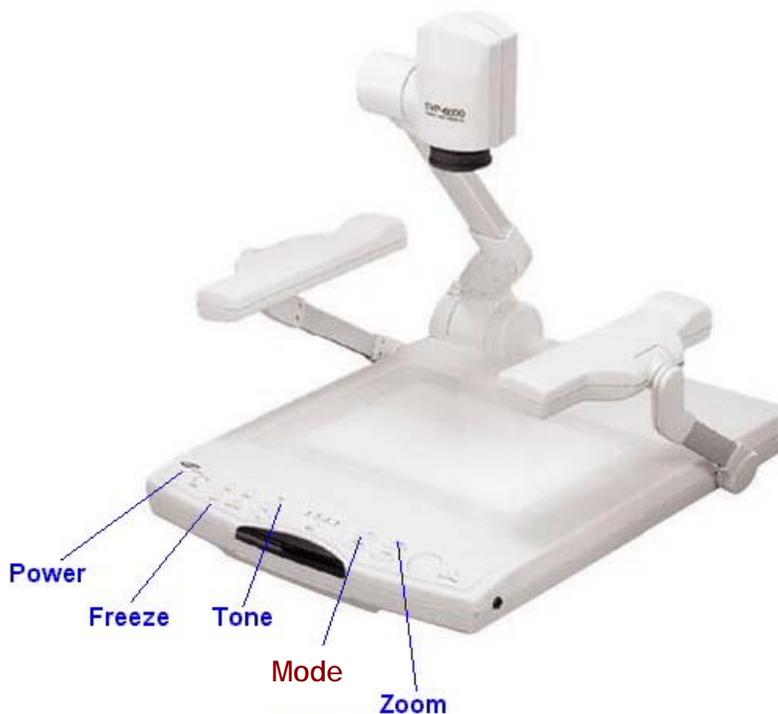


- Use the **“TONE”** button to select the best image display. Pressing the button toggles between **“TEXT”** and **“IMAGE”** mode. Use the **“TEXT”** setting for documents with more words; use the **“IMAGE”** setting for materials with more pictures.

- Watch the image on the VEPS monitor and use the **“ZOOM”** controls to adjust the size of the image. Digital document cameras will exhibit a slight delay or visual “stuttering” as the camera lens is zooming in or out, and as the material is repositioned. This is normal.
- For a smoother transition from one document to another, use the **“FREEZE”** button to temporarily freeze one image, then position the next document, press **“FREEZE”** again to release the freeze mode, and display the new document. For best results, this technique should be practiced in advance.



IMPORTANT: After the document camera is powered on, be sure to set the appropriate resolution by pressing the **“MODE”** switch until **“XGA”** is selected.



Using the VCR

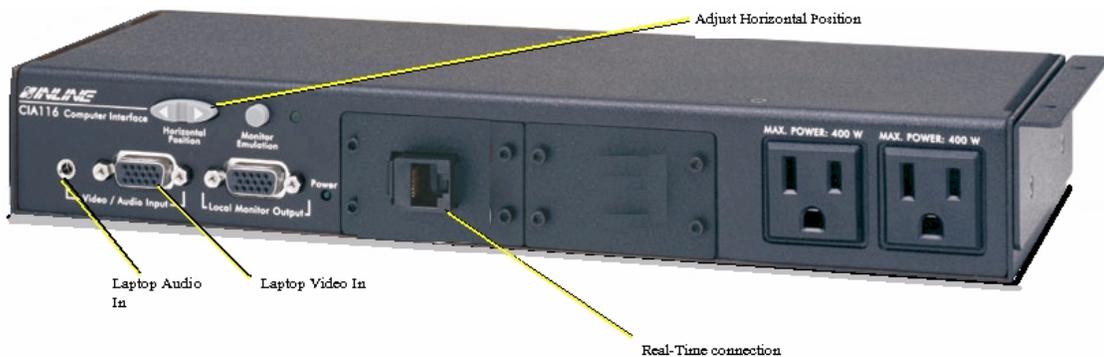
- Use the Wireless Touch-Panel Control to select the “**VCR**” source. Then, insert a standard VHS or S-VHS videotape in the front of the videocassette recorder. The VCR is automatically powered-on when a tape is loaded.
- Use the Wireless Remote Touch-Panel Control to **PLAY ▶**, **PAUSE ||**, **STOP ■**, **FAST-FORWARD ▶▶**, or **REWIND ◀◀** the videotape.
- To view a still video image frame-by-frame (shuttle mode), use the VCR’s remote control, rather than the Wireless Touch-Panel Control. Press **PAUSE ||** during normal playback, then, to advance a still picture, press **SHUTTLE PLUS ▶▶|** on the remote repeatedly. To reverse a still picture, press **SHUTTLE PLUS |◀◀**. To resume normal playback, press **PLAY ▶**.
- If the videotape has an audio track, the courtroom sound system is used for playback. Definitely test this feature of the videotape beforehand.



User Tip: All videotapes should be previewed on VEPS and queued to the appropriate playback point BEFORE they are actually needed in court. This saves time and prevents unwanted “surprises” during court sessions.

Using a Laptop Computer with VEPS

- Attorneys connect their laptop computers to the VEPS system either at the podium or at their tables in the courtroom, using computer interface boxes. The interfaces include connections for electrical power, computer video, computer audio, and CAT5 network connection (used for real-time court reporting or other applications in certain court proceedings). Audio files may be played through the courtroom sound system.



- Several attorney laptops or other PC's may be connected to the VEPS system simultaneously. Use the Wireless Touch-Panel Control to select the appropriate "**ATTORNEY PC**" source.
- Computer images can only be displayed on the VEPS system at a video resolution up to 1024 x 768 (XGA). Materials that display properly on an attorney PC might not display with satisfactory results on all the VEPS monitors.
- Because of variations in hardware and display settings, any laptop computer to be used in the courtroom should be tested well in advance of the scheduled court date to ensure proper operation.

- Attorneys should know how to activate the external video signal on their laptop, and be prepared to make changes to their machine's display settings, if necessary.



User Tip: When one or more computers are connected to VEPS, it is still possible to select an unused computer source. When troubleshooting, be sure the correct source is selected on the Wireless Touch-Panel Control.

- In order to connect a laptop PC to the VEPS system **the Court will provide a standard computer video cable (15-pin SVGA, with male/male connectors) and an audio cable (1/8" mini-jack, with male/male connectors). Cables are a minimum length of 6' each.**
- **MAC users may need to provide their own special adapters**

Using the VEPS Illustrator Tools

- Any image displayed on VEPS can be annotated by using either one of the touch-screen monitors located at the podium or witness stand. These tools allow attorneys and witnesses to underline text, circle parts of an image, or place pointers anywhere on the image to enhance their testimony or presentation.
- To use the touch-screen monitor(s), simply press a finger on the screen to draw lines, or tap the screen to place pointers.
- To undo/erase the last action, tap the upper right corner of the touch screen. To clear all lines and pointers, tap the lower left corner of the screen.
- To change color, tap the upper left corner of the screen, and to enter the Setup Menu, tap the upper center of the touch screen. The four function areas of the touch screen (corners) cannot be used for drawing.
- Please do not use anything other than your finger to annotate on the screen.



IMPORTANT: There is a special cleaning cloth for use on the touch-screen monitors -- NO other cloth or cleaning substance should be used, as damage may result. Please contact court staff if you feel that the equipment needs to be cleaned.

Using Auxiliary Audio/Video Sources

- VEPS is designed to allow for the connection of a variety of auxiliary audio and video sources. The specific type of equipment used will determine exactly how the connection is made. When using auxiliary sources, the USDC Information Services staff **must** be consulted, and advance testing of these sources is required.
- Auxiliary video devices generally must have a composite video output (RCA-type connector).
- Auxiliary audio devices must have a standard 1/8" stereo mini-jack connection. Court staff can provide an audiocassette player/recorder for playback of standard 2-track (stereo) audiocassette tapes. This device must be scheduled in advance, and attorneys must be available for a brief orientation to using the equipment.
- VEPS can also integrate video and telephone conferencing in the courtroom. Arrangements for audio/video conferencing are made in advance, with the Judge's approval, and coordinated by the courtroom deputy.
- The VEPS system is sometimes used to deliver "real-time" transcripts to attorney laptops during court proceedings. Arrangements for real-time transcripts are made in advance with individual court reporters. Attorneys must provide their own computers & software in order to view the real-time transcripts.



For more information on using real-time transcripts in the courtroom, please contact Fred Pratt, at (317) 916-8209.

- Each VEPS installation includes equipment for hearing-impaired attorneys, witnesses, jurors, and spectators. Wireless, battery-powered headphones use an infrared audio signal on one of two channels. The 2-channel wireless system may also be used by court-appointed interpreters to provide language translation services to court participants. The courtroom deputy, with the Judge's approval, arranges interpreter services in advance.



User Tip: Never assume that VEPS may be used for auxiliary audio/video sources, without first consulting the Courtroom Deputy and Information Services staff. Special equipment must always be tested in advance of court proceedings to assure satisfactory results.

Participants must provide all adaptors for non-standard connections. For example, Apple® Mac® computers connected to VEPS has been used successfully but may require a special video cable to connect to the Court's system.

USDC Contacts



- To schedule VEPS for court proceedings, contact the Courtroom Deputy Clerk assigned to your case:

- Chief Judge Hamilton's CRD ----- (317) 229-3724
- Judge Barker's CRD ----- (317) 229-3602
- Judge McKinney's CRD ----- (317) 229-3723
- Judge Young's CRD (Indianapolis)----- (317) 229-3725
- Judge Young's CRD (Evansville) ----- (812) 434-6414
- Magistrate Judge Foster's CRD----- (317) 229-3622
- Magistrate Judge Hussmann's CRD ----- (812) 434-6412
- Magistrate Judge Baker's CRD ----- (317) 229-3707
- Magistrate Judge Lawrence's CRD ----- (317) 229-3615
- Magistrate Judge Stinsons' CRD ----- (317) 229-3672

- For technical assistance or special VEPS needs, contact the USDC Information Services Help Desk at (317) 229-3737

- For information on using real-time transcripts in courtroom proceedings, contact Fred Pratt, at (317) 6916-8209

- A copy of this document is available online at:

<http://www.insd.uscourts.gov/publications.htm>