



A guide for litigants using

ELECTRONIC COURTROOM TECHNOLOGY IN THE NORTHERN DISTRICT OF OHIO

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Office of the Clerk of Court

INTRODUCTION

Welcome to Electronic Presentation in the courtrooms of the United States District Court for the Northern District of Ohio. This guide is intended to assist you with utilizing the technology integrated into the courtrooms to its greatest advantage, but there is no substitute for hands-on experience with the actual electronics and control systems particular to that courtroom.

It is strongly suggested that you contact chambers to arrange a convenient time to bring your equipment to the courthouse to practice on the system. In some courtrooms, you will have complete control over the system inputs and settings on the touch panel control screens. In others you will have access only to the inputs available in the podium itself. While the equipment and control panels vary from courtroom to courtroom, each audio/video equipped room provides the same basic functionality. Once you are familiar with operating the controls in one courtroom, transition to a different courtroom is very easy.

Twice each year, Electronic Courtroom Training classes are offered free to interested parties by the Clerk's Office. All facets of courtroom operation are covered with emphasis on hands on training with your laptop and media to ensure you are prepared to operate the system to its greatest advantage. The court web page has the dates listed under the Courtroom Technology section.



Your ability to utilize the technology in an Electronic Courtroom is of the utmost importance in mounting a convincing argument. The display of electronic exhibits on screen allows jurors to spend more time absorbing the content of your presentation. Experience in using the system and understanding how to incorporate it into your workflow results in enhancing the comprehension and retention of your information

Since we are five times as likely to remember something we both see and hear, the audio/visual means of presentation implemented in the courtrooms increases both efficiency and juror comprehension. With minimal training, attorneys can present photos, documents, objects, videotapes and electronic presentations to focus juror attention on critical details.

The streamlining of the litigation process through the implementation of advanced communication technologies has enhanced the court's ability to meet the needs of the bar and the public, while preserving the dignity and fairness of the proceedings.

The touch panels serve as your control center over the well-concealed electronics in the courtroom. The systems allow counsel to switch from displaying exhibits, video recordings or multi-media presentations with the push of a button.

Some of the advanced technology integrated into the courtrooms:

- ▶ A document camera which can be used to display exhibits such as documents or medium-sized three-dimensional objects
- ▶ Connections to display multi-media presentations or images from a portable computer allowing documents, images, etc. to be displayed on any monitor in the courtroom
- ▶ A visual image printer to produce a 3" x 5" print of any image displayed through the system
- ▶ On-screen telestration to highlight and emphasize specific details for display throughout the courtroom
- ▶ Realtime transcription from the court reporter can be directed to monitors at the Judge's bench and counsel tables, with prior arrangements with the court reporter
- ▶ A DVD player and VHS video cassette recorder at the podium and lower bench
- ▶ Technology-ready counsel tables provide quick-connect capability for data, voice, realtime transcription and video. Counsel can bring portable computer equipment to plug into discreetly concealed ports to access the electronics in the courtroom
- ▶ LCD video displays are located on each counsel table, on the Judge's bench, the courtroom deputy and court reporter desk, and for jurors to make visual display efficient
- ▶ Large plasma screens for gallery viewing
- ▶ Infrared listening assistance and translation is available to all participants
- ▶ The courtrooms are augmented by video and audio conferencing systems. Video-conferencing cameras are mounted strategically around the courtroom: on the Judge and witness, as well as the presenter at the lectern. This equipment can be used for remote witness testimony, pretrial conferences or other court proceedings.

Please visit our web page at <http://www.ohnd.uscourts.gov> frequently for training schedules, user guides, and contact telephone numbers for our electronic courtrooms in Akron, Cleveland, Toledo and Youngstown. The court welcomes the bar to take advantage of these facilities and the available training. Counsel are encouraged to contact the courtroom deputies to arrange for the use of this equipment. The **Northern District of Ohio** continues to strive to provide litigants with the best resources available to assist in the efficient administration of justice.

CONTROL PANEL MENUS

As discussed previously, your familiarity in using the arsenal of presentation tools available to you in the courtroom is of paramount importance to the delivery of a seamless, professional and convincing argument. Due to differences in equipment and the design philosophy at the time of installation, some systems afford you complete control over the courtroom presentation electronics and very little in others. It is incumbent upon the user to understand what level of control the panel at the lectern affords them and how best to integrate it into the delivery of their information.

The presentation systems in all the courtrooms are controlled by touch screen panels located at the judges bench, courtroom deputy and lectern. The menu structure is typically such that one button may lead to a “child” page, which will then have a “back” or “previous page” button to return you to your origin.

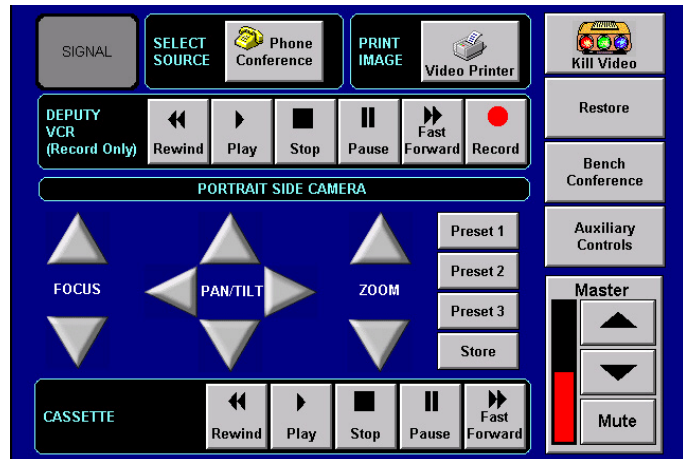


Figure 1

Figure 1 is a screen shot of a typical control panel at the lectern as found in Akron courtroom 575, Toledo courtroom 204 and in Youngstown courtroom 313. An important consideration with these panels is that if the kill video button is used during a proceeding, the “No Delay” button must be pressed to restore video in the courtroom as shown in figure 2.

This particular style of panel affords you the most control over the system and subsequently, the ability to hit the wrong button! However, with only a little experience using it in the courtroom you will find it an intuitive system to operate without the intervention of the courtroom deputy.

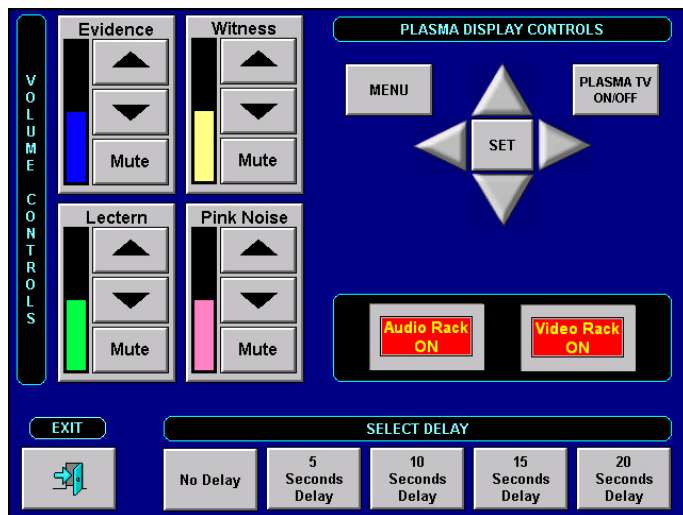


Figure 2

Also, you may notice that the touch panels occasionally turn themselves off after a period of inactivity. This is done to save on lamp life. Simply touch the panel screen anywhere to wake it back up, you will be returned to the previously displayed menu page.

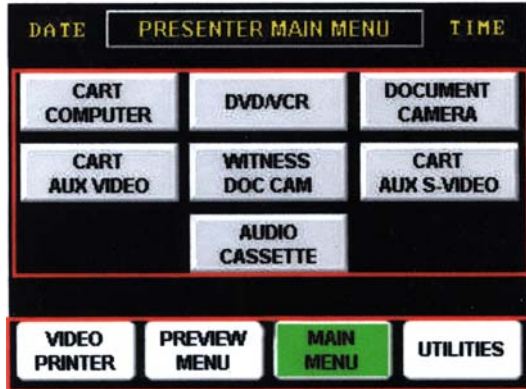


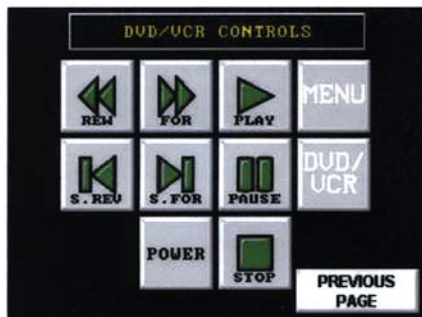
Figure 3

With other control panel configurations, you will only have the ability to influence the source inputs available to you within the lectern itself as shown in figure 3. Panels providing this level of control are far more commonplace throughout the district and require the minimum degree of initial orientation.

Figure 4 shows several of the subsequent menu pages selectable from the Presenter Main Menu.

DVD/VCR:

If the **DVD/VCR** button is selected, this screen displays.

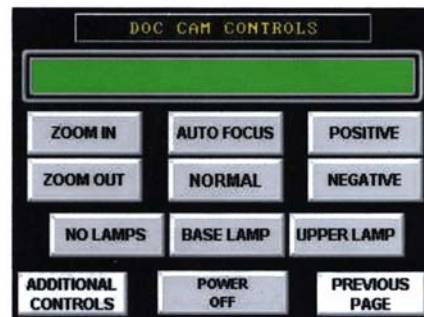


- **DVD/VCR:** Toggles the control between the DVD and VCR portions of the unit.
- **Rewind:** Begins backward scanning of the inserted media during playback. If not in playback mode, this rewinds the cassette to its starting position.
- **Forward:** Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted media. If not in playback mode, this forwards the program to its ending position.
- **Play:** Begins playback of the inserted media.
- **Pause:** Pauses playback of the inserted media.
- **Scan Reverse/Scan Forward:** Enables high-speed visual scanning back or forward on the inserted media.
- **Power:** Toggles power on and off to the VCR unit.
- **Stop:** Stops playback of the inserted cassette.
- **Menu:** Displays the DVD on-screen menu (right) for configuration of function settings and allows for navigation of the DVD's menu screen using the cursor keys. When the desired selection is highlighted, press the **Select** button to confirm settings.
- **Previous Page:** Returns to the previous page.



Document Camera:

If the **Document Camera** button is selected, this screen displays.



- **Zoom In:** Enlarges the subject size within the image.
- **Zoom Out:** Reduces the subject size within the image.
- **Auto Focus:** Automatically focuses on the objects within the camera's viewing field.
- **Normal:** Restores the default view.
- **Positive/Negative:** Controls lighting for display of text or 3D objects (**Positive**) or x-rays or other negative images (**Negative**).
- **Lamps:** Controls the document camera lighting (**No Lamp**, **Base Lamp** on/off, or **Upper Lamp** on/off).
- **Additional Controls:** Displays the **Document Camera Preset Controls** screen (see following section).
- **Previous Page:** Returns to the previous page.

Figure 4

REMEMBER: Contact the courtroom deputy to schedule an opportunity to familiarize yourself with the touch panels. Also, operation guides are available online at: http://www.ohnd.uscourts.gov/Clerk_s_Office/Courtroom_Technology/courtroom_technology.html

LAPTOPS IN THE COURTROOM

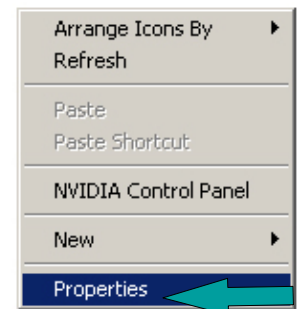
The most versatile presentation tool available to you is your laptop. Proper configuration for courtroom use is essential to efficiently display video presentations such as PowerPoint, Windows media player, and documents such as Adobe Acrobat PDF's. The following instructions assume your laptop runs Windows XP and your user account has administrative rights.

We will explore two scenarios to display your laptop information in the courtroom. The first allows all the screens in the courtroom to mimic what you see on your laptop's internal display and the second, building on the procedure taken in example one, allows your laptop and the courtroom displays to act independently of each other.

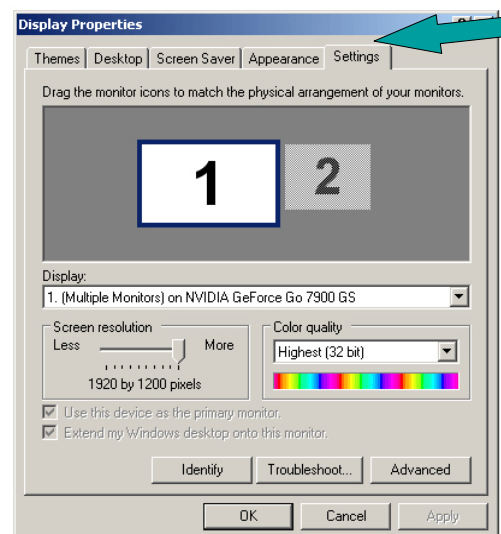
The second example is most desirable as it allows you to queue documents for display in the courtroom without distracting others with non-essential clutter such as navigating to your data via windows explorer or opening a PowerPoint presentation to the correct slide. It is important to observe that when selected as an input to the presentation system everyone will watch what you are doing and this can serve to dilute the relevance of your information. Similarly, you may wish to select black as your desktop background rather than a family photo to better utilize the laptop as a professional presentation tool.

Example One:

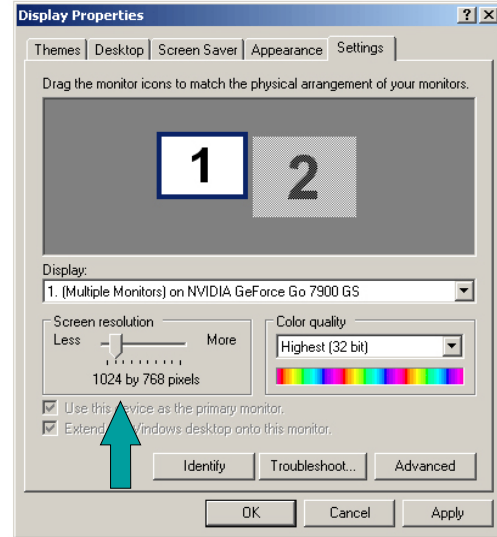
1. Anywhere on a blank portion of your desktop, right click and in the dialog box shown below select Properties



2. Click Settings



3. If it is not currently there, move the slider under screen resolution until it indicates **1024 x 768**. Then click Apply.



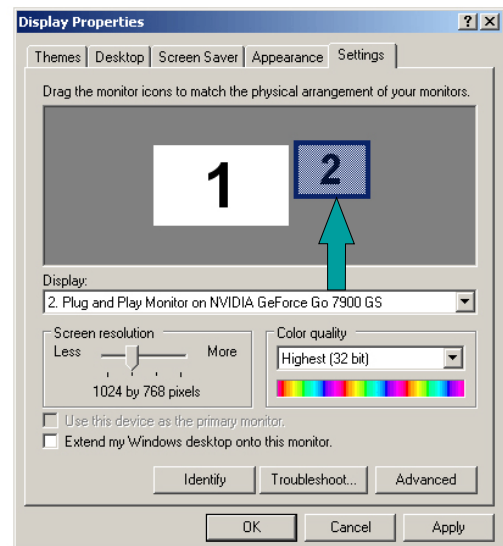
Your laptop is now configured correctly to interface with the courtroom electronics. You may now connect the VGA cord supplied in the table or at the podium to the monitor output on the back of the computer. To enable the output port, you must do so from the keyboard. On most current laptops you will have a function key (labeled as Fn), typically F5 or F8. Some manufacturers use the words CRT/LCD while others use a monitor symbol. While holding the Fn function key down and pressing the appropriate “F” key the displays will cycle through three modes: laptop LCD display only, both displays on, and then external display only on. Each press of the function key combination advances you one step through the cycle, which then repeats. Some laptops will have a utility that will show you which combination is being selected.

Example 2:

This configuration for laptop presentation is the most desirable. It permits you to navigate to and open the document(s) you intend to display without other participants in the courtroom being distracted. When you are ready, you can simply “move” the document to the right for courtroom display. After completing the steps to configure your laptop, we will review the using this configuration.

1. Click to highlight the display box representing monitor 2. Ensure it is set to 1024 x 768. Place a check in the box labeled “Extend my Windows desktop onto this monitor”.

2. Use the same function key combination as in Example 1 to enable the output port of the laptop.



3. Next, navigate to and open a document you wish to use. To display your document in the courtroom, click the “restore down” button in the upper right corner of the application. It is found between the minimize and close buttons and is represented by two overlapping squares.



Now click and hold the navbar with your left mouse button and drag it to the right of the laptop screen - it will move from the laptop to the courtroom screens. Click the same button in the middle again, this time it is labeled as “maximize”. Your document is now displayed in the courtroom.



Dragging the document to external display port to the courtroom



Laptop VGA Port

At this point, you are free to move back to the laptop display and prepare your next document to present. An important consideration to make in using your laptop is that an effective presentation takes a little practice, but you don't need to be in a courtroom to do so. Any CRT or LCD can be plugged into your output port to allow you to simulate what will happen when you are actually using the electronic presentation system in the courtroom.

You can configure the display using either of the examples shown above and may find that having double the desktop space is advantageous, even for normal use. Navigating the web while working on a word processing document, or having two documents open simultaneously and copying/pasting between them can result in greater productivity!



DVI Port

Note,
If your laptop only has a DVI port for video output, you cannot connect it to the courtroom electronics without an adaptor.

LAPTOP AUDIO IN THE COURTROOM


Audio can also be played in the courtroom from your laptop. Any file that contains audio that is playable on your computer can be heard in the courtroom by plugging the supplied cable at the table or podium into the earphone out jack on the laptop. This port is typically labeled with a headphone symbol. Verify you are using the correct port by connecting a pair of headphones or external speakers.

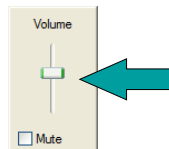


Earphone Connection

There are two variables that will affect the volume level in the courtroom: your laptop's volume setting and the auxiliary volume setting in the courtroom electronics control panel. If the audio from your laptop sounds distorted, it is most likely being caused by having your volume output level set too high. If the volume is too low, it is likely being caused by either too low a setting on the laptop or too low a setting in the system or both.

1. Plug the audio cable at the counsel table or podium into the headphone jack: 

2. Set a comfortable audio level on the laptop for your material. Do this by clicking the speaker icon as shown to the right in the lower right hand corner of your system tray and setting the level about midway to start. 



3. Begin playback of your media and decide if the volume is suitable. Adjust accordingly. It may at this point be necessary to adjust the "Auxiliary Volume" level on the touch screen control panel to fine tune the audio quality in the courtroom.

If you do not have a speaker icon in your system tray, you can configure Windows XP to display it for you by going to:

- Programs,
- Control Panel,
- Sounds and Audio Devices,
- and checking the box "Place volume icon in the taskbar".

Some considerations about courtroom audio & video;

- The audio in the courtroom is a monaural signal which means 2 channel audio is heard as the same thing in both sides of the headset.
- You should disable system sounds such as key clicks as they will be reproduced along with your program material and can be distracting. Prior to the proceeding, plug a set of external speakers or headphones into the headphone output to test.
- Some laptops have applications which monitor what devices are plugged into output ports (such as headphones or microphones) and configuring this software in advance will reduce mis-configurations.
- As we'll explore in the section on DVD usage, there are specific situations to use the internal DVD drive of your laptop and others for the built in DVD/VHS combination player. DO NOT use your internal DVD drive for pre-recorded DVD presentations such as a movie. Your laptop graphics card and DVD player software will attempt to maximize output resolution to produce the best possible image for your *laptop*. As explained previously, the courtroom electronics accept a video resolution of 1024 x 768 @ 60 hz. only. The end result is that there will be audio but no video displayed in the courtroom. Use the DVD/VHS player integrated into the courtroom electronics for such presentations. Conversely, though it is now common for vast amounts of data, i.e. Acrobat, .wmv or audio files to be burned to a recordable DVD, use your laptop DVD drive to navigate to and open disks containing these types of files via Windows Explorer or the application associated with that file type.
- Most wireless interface devices like mice and screen pointers use radio signals to transmit their signal to the receiver in or at the laptop. The pre-amplification circuits used in the courtroom microphones are sensitive to these signals and will pick up these radio emissions and reproduce them in the courtroom speakers. Always use a corded device to minimize courtroom distraction.
- Your laptop contains evidence crucial to your proceeding. A backup laptop or disk loaded with your documents is a wise precaution in the event of a failure.
- Make sure your laptop is always configured with the latest updates and patches prior to it's use in the courtroom. This will not only allow it to operate at maximum efficiency, it will also prevent unexpected messages about the latest update needing to be downloaded or installed during a presentation.
- Also, although your laptop may be capable of recording audio and or video, please remember that such recordings of any type are **prohibited by law** in the courthouse.

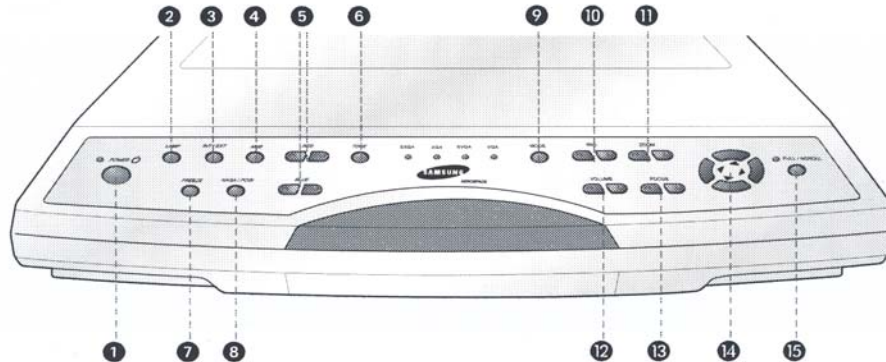
REMEMBER:

To ensure that your exhibits are displayed correctly in the courtroom, contact chambers to schedule an opportunity to test your laptop and familiarize yourself with the control panels available to you.

USE OF THE DOCUMENT CAMERA

Each courtroom is equipped with a document camera for courtroom display of documents x-rays or other small three dimensional objects. These objects can be illuminated from upper lamps or from below (such as with x-rays) to enhance detail.

While there may be different models from courtroom to courtroom, their basic functionality and operation is identical. We will now explore some of the most common controls to familiarize you with using these devices.



1 Power

Use this to turn the power on or off.

2 Lamp

Use this to turn the upper or lower lamp on or off.

3 INT/EXT

Use this to select internal or external image

INT: to view the image on this product.

EXT: to view the VGA output from another device on a PC monitor or a projector by connecting it to this product.

4 AWC

Use this to control the color automatically

5 Red/Blue control

Use this to control the color manually

6 Tone

Use this to control the tone of the image.

7 Freeze

Use this to freeze the image

8 Nega/Posi

Positive: for regular pictures or positive films

Negative: for negative films

9 Mode

Use this to select the desired resolution for the video output device(PC monitor, projector) connected to this product.

SXGA (1280 x 1024), XGA (1024 x 768)

SVGA (800 x 600), VGA (640 x 480)

(when the power is on, the initial setting is in SXGA mode)

10 Iris

Use this to control the brightness of the image by using the iris.

11 Zoom

Use this to control the size of an object projected on the screen.

12 Volume

Use this to control the volume of the microphone.

13 Focus

Use this to adjust the focus

14 Control key

Use this to move the image on the screen to up and down, right and left in the SCROLL mode.

15 FULL/SCROLL

FULL: use this to display the whole image

SCROLL: use this to display only a part of the image

(applicable to XGA, SVGA, and VGA modes only)

Most commonly used functions of the document camera may also be controlled from the touch panel control system.

The illustration to the right details these functions on a typical courtroom touch screen control panel.

The most commonly used functions are Zoom in and out (which allows you to focus attention to specific areas of a document), close up, and Auto Focus.

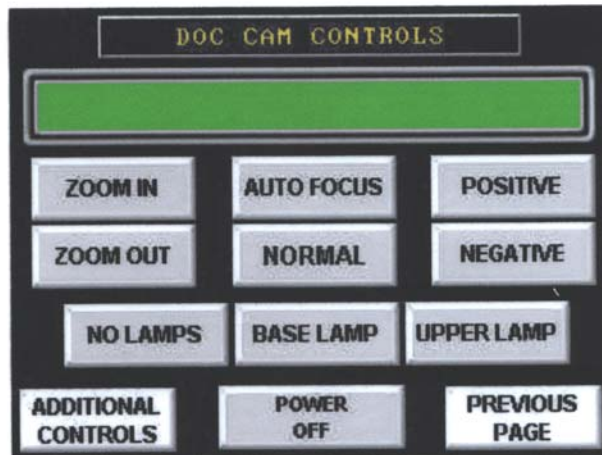
If a glare is present in your exhibit with the upper lamps on, the arms of the lights may be adjusted to help reduce it.

Though not listed on this panel, the Iris control is also helpful to make the image resulting in the courtroom either brighter or darker.

Familiarize yourself with the document cameras in the courtroom you are using to ensure that the presentation is focused correctly and bright enough to be legible.

Document Camera:

If the **Document Camera** button is selected, this screen displays.



- **Zoom In:** Enlarges the subject size within the image.
- **Zoom Out:** Reduces the subject size within the image.
- **Auto Focus:** Automatically focuses on the objects within the camera's viewing field.
- **Normal:** Restores the default view.
- **Positive/Negative:** Controls lighting for display of text or 3D objects (**Positive**) or x-rays or other negative images (**Negative**).
- **Lamps:** Controls the document camera lighting (**No Lamp**, **Base Lamp** on/off, or **Upper Lamp** on/off).
- **Additional Controls:** Displays the **Document Camera Preset Controls** screen (see following section).
- **Previous Page:** Returns to the previous page.

VIDEOCONFERENCING

ABOUT:

Videoconferencing is a convenient means of allowing a remote witness, defendant or expert witness to participate in a proceeding from a remote location. There are two technical methods of establishing a videoconference. One is called I.P. or Internet Protocol, and the other is ISDN or Integrated Services Digital Network. The Court utilizes the latter.

I.P. and ISDN systems can be easily differentiated from each other by the type of number used to establish a video call. I.P. systems use a number such as:

162.127.49.12., which looks much like a computer address.

ISDN systems use a number which looks like a regular telephone number such as 216-555-1212.

When attempting to decide if a video call can be established between the Court and a remote location, the Court **MUST** be provided the recipient's ISDN number. There are services available through third parties that will "bridge" a call between an I.P. and ISDN based locations, but the Court prefers a direct call to an ISDN system to ensure optimum call quality. Another parameter for the call is the maximum speed at which the call can be conducted. The Court's speed is 384k, which results in video and audio relatively free of video artifacts or jerkiness of motion.

PROCEDURE:

When the Judge in a particular case deems that a remote video appearance is acceptable, you must first coordinate with the courtroom deputy to tentatively arrange a time for the call, provide the ISDN number for the facility that the Court will contact as well as the name and voice telephone number of a technical contact. The courtroom deputy will then provide this information to the court's Automation Department to ensure that the desired time slot is available (bandwidth is limited and simultaneous calls can lead to degraded performance). At that point, a court I.T. representative will contact the technical counterpart at the remote facility and arrange for a test call well in advance of the scheduled date between the two locations to ensure compatibility.



Videoconferencing in the courtroom

ON SCREEN ANNOTATION (TELESTRATION)

All of the video courtrooms in the Northern District of Ohio are outfitted for telestration, or the ability to draw on the screen to draw attention to or highlight a particular section of an exhibit. This functionality is achieved by the use of one of two types of equipment, or in some courtrooms, both. These devices are generally located at the podium, witness stand, and at the bench for the judge.



The first and most common is **direct on screen annotation**. This involves drawing with one's finger directly on the screen of an LCD panel. As shown above, you can draw anything on the screen for display throughout the courtroom. This annotation is an overlay to evidence being presented and can be done using any source video input to the system. The corners of the LCD are labeled COLOR, UNDO LAST, UNDO ALL. By simply touching the appropriate corner, you can change the color of the overlay drawn, delete markings made in reverse order, or remove them all from the screen at once.

The second type of device utilized for telestration is the **digitizing tablet**. It uses a stylus, like a pen, to draw. This affords one similar control with the ability to change color, pointers, line thickness, undo, and clear. The actual drawing area is in the red box under the menu options.

It also allows the use of a "chalkboard" function which disables all inputs and displays a blank white screen on which to draw.

It should be noted that inadvertently hitting the CHALKBOARD button effectively kills all video in the courtroom. You can still telestrate, but no other source input can be viewed.

Don't panic, simply press the button again to restore video in the courtroom. Also, always **remember to clear the screen** when moving to another exhibit or input when using either type of input device as the markings will remain overlaid on the next exhibit.



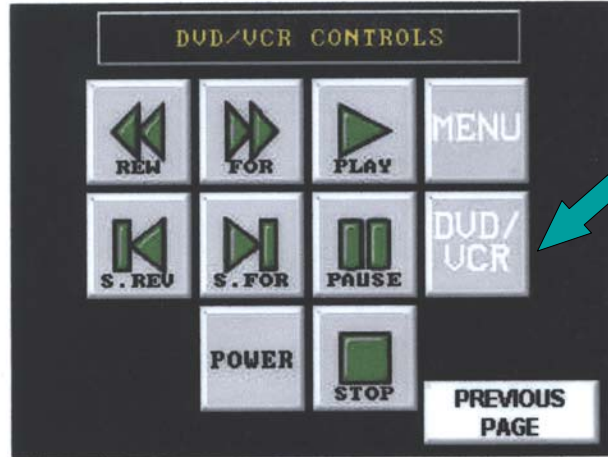
A Digitizing Tablet

USE OF THE DVD/VCR PLAYER

DVD/VCR:

If the **DVD/VCR** button is selected, this screen displays.

Shown to the right is a common touch screen interface depicting the operational controls of the DVD/VHS combination deck installed in the podium cabinet. The controls are exactly the same as any DVD or VHS deck you might have in your home. The touch panel system allows you to operate the combination player without having to open the cabinet to physically press the buttons.



Most of the menus you will encounter that operate the player have a DVD/VCR toggle button, noted on the sample menu to the right with a green arrow. It is important to observe which portion of the combination player the panel thinks it is controlling as you might press PLAY with a DVD inserted and nothing will happen.

Also, although it is now common for vast amounts of data, i.e. Acrobat, .wmv or audio files to be burned to a recordable DVD, these players are not capable of interpreting these file types. Instead, use your laptop DVD drive and navigate to them via Windows Explorer.

The DVD portion of the combination unit is for playback of prerecorded DVD video disks only.

- **DVD/VCR:** Toggles the control between the DVD and VCR portions of the unit.
- **Rewind:** Begins backward scanning of the inserted media during playback. If not in playback mode, this rewinds the cassette to its starting position.
- **Forward:** Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted media. If not in playback mode, this forwards the program to its ending position.
- **Play:** Begins playback of the inserted media.
- **Pause:** Pauses playback of the inserted media.
- **Scan Reverse/Scan Forward:** Enables high-speed visual scanning back or forward on the inserted media.
- **Power:** Toggles power on and off to the VCR unit.
- **Stop:** Stops playback of the inserted cassette.
- **Menu:** Displays the DVD on-screen menu (right) for configuration of function settings and allows for navigation of the DVD's menu screen using the cursor keys. When the desired selection is highlighted, press the **Select** button to confirm settings.
- **Previous Page:** Returns to the previous page.



INFRARED HEADPHONES

The courtrooms are outfitted with a number of infrared headphones that receive audio signals in the courtroom to assist the hearing impaired or for use with language translation.

Shown below is the proper method of using the headphones to ensure that sound is heard correctly.



Turn headphone on and check the setting of the channel switch.



There are two potential audio programs and three settings for the channel switch.

- With the switch set to position “∞”, a stereo signal is received. Channel 1 is heard in the right ear and channel 2 is heard in the left ear.
- With the switch set to position “I”, the signal from channel 1 is heard in both ears. This is the normal position for language interpretation.
- With the switch set to position “II”, the signal from channel 2 is heard in both ears. This is the normal position for hearing assistance.

When used for language translation, set the switch so only the translated language can be heard.

Place in ears and allow device to rest about the neck. Adjust volume to a comfortable level. Note that these devices are “line of sight” receivers and the opaque red plastic portion of the headphone is the receiver window which must be oriented toward the emitter which is generally located at the front of the courtroom. A typical emitter is shown by the green arrow below.



Proper use of headphone

INFRARED HEADPHONES



NOTE:

If worn backwards or the user faces the rear of the courtroom, the signal will be degraded and static will be heard.

REALTIME COURT REPORTING

In September of 1994, the Judicial Conference endorsed the use of realtime reporting technologies by official court reporters and in June of 1996, the Judicial Conference established a new category of, realtime unedited transcript. The *Guide to Judiciary Policies and Procedures* defines realtime as the instantaneous translation and display of live proceedings utilizing computer-aided transcription. The realtime rough draft or any portion thereof is not the official transcript and may not be filed for any reason. The *Guide* clearly indicates that the unedited draft is not intended to be used in subsequent proceedings for impeachment or for any other purpose, including further distribution. A certified transcript may be subsequently purchased from the court reporter at a fee established by the Judicial Conference. Please see the [Non-Appeal Transcript Order Form](#) for ordering and fee information. The Judges of this Court receive realtime transcript from court reporters. This service may also be provided to the attorneys/parties upon negotiation with the reporter. In order to be provided with this service, the following steps are necessary:



REALTIME

1. Attorneys must provide their own notebook computer equipped with a serial port or USB serial adaptor and viewer annotation (receive) software, such as Case View. Connections are made at counsel tables via RJ-11 connectors.
2. Parties should coordinate and pretest their equipment with the reporter in advance of trial date.
3. When realtime services are requested by a party to the case, a certified realtime reporter may charge and collect a per page fee from any party wishing to order realtime unedited transcript. A certified transcript must also be purchased from the court reporter at a fee established by the Judicial Conference.
4. Any attorney ordering the realtime rough draft transcript must sign the Realtime Unedited Disclaimer form, which is available from the reporter.
5. An attorney wishing to receive the realtime rough draft should provide to the reporter, in advance, a list of names and terms unique to the case, so that the realtime rough draft can be as readable as possible.

To arrange for realtime transcript or for inquiries regarding Case View software and connections, you may [e-mail](#) or call 216-357-7035, or visit the [court reporter](#) directory

TELEPHONE INTERPRETING PROGRAM (TIP)



The **TIP** program is a remote interpreting system developed by the Administrative Office of the United States Courts, now available to all 94 judicial districts in the United States.

The hearing that you are about to participate in will be serviced by a remote interpreter. Once the defendant has been brought to the courtroom, the courtroom deputy clerk will call the provider court, and the interpreter will call the courtroom to establish contact both with the courtroom and with the defendant.

Speaking with the defendant through the interpreter: The courtroom deputy clerk will provide an extension hand- or headset to the defendant's line. You can use the extension to communicate with the defendant; the interpreter will interpret for you and your client in the consecutive mode on the same telephone line. You will hear both the interpreter and the client at all times. The interpreter will translate for you and your client, and you will hear both at all times.

Courtroom sound: The TIP interpreter is off-site, and does not have any visual input from the courtroom. It is extremely important that you speak into the microphone at all times while court is in session. The interpreter cannot interpret what he/she cannot hear, and may have to interrupt the proceedings unless court and counsel speak into the microphones.

Out-of court interpreting: TIP interpreters are available for interviews with U.S. Probation officers for preparation of the pre-sentence report. You may be able to participate by setting up a 3-way call. TIP interpreters are also available to interpret the pre-sentence report to your client.

Ask the courtroom deputy for provider court contact numbers to schedule an interpreter.

Connecting to OHND Attorney Wireless Network

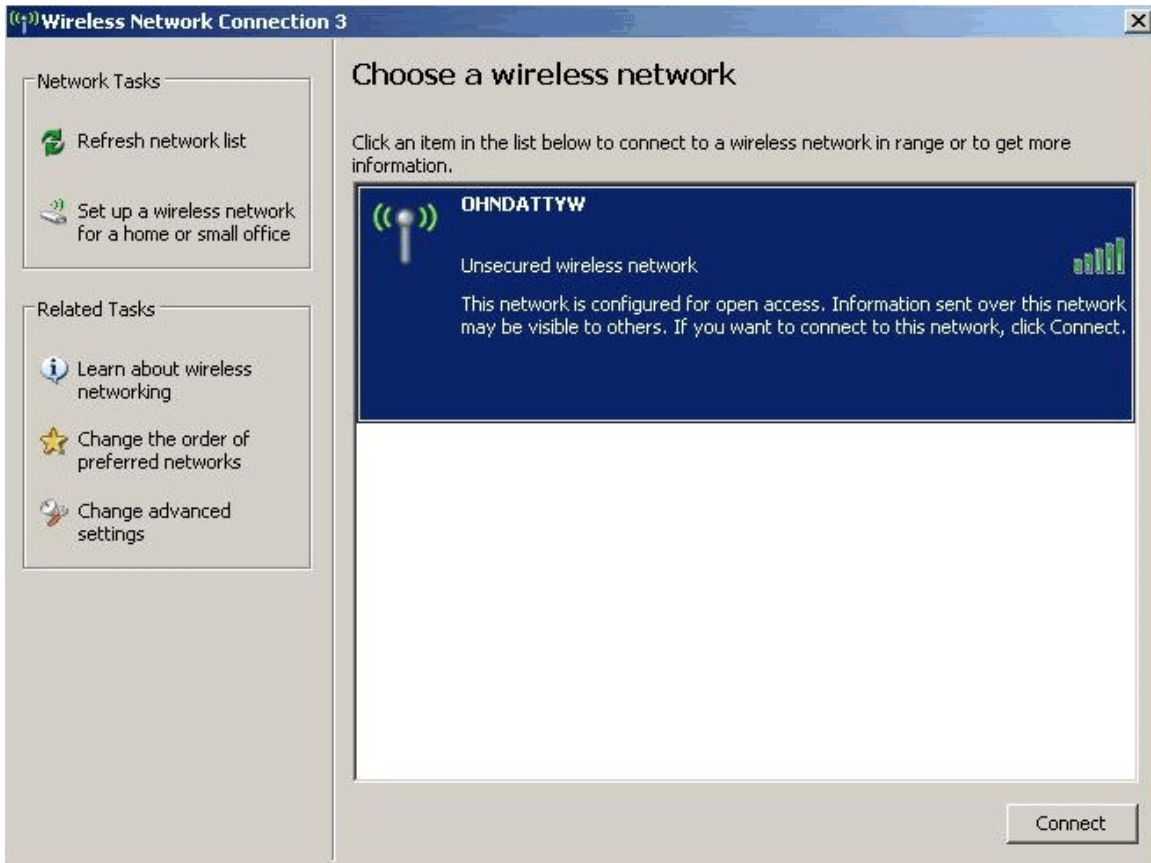
Wireless Internet access from the courtroom is a convenient means of staying connected or perhaps displaying the contents of a web page to the courtroom during a proceeding. You must be admitted to practice before the court in the Northern District of Ohio to be granted a username and password. A sample application form can be found at the end of this document to familiarize you with the information required. Complete the application form in person at the intake window of the Clerk's office to obtain a username and password. The following instructions assume you are using Windows XP and are familiar with Internet Explorer and have a working Wi-Fi adaptor card in your laptop.

Please use the following steps to connect:

1. Right-click the network connection icon in the notification area on the taskbar, and then click View Available Wireless Networks.



2. Under “Choose a wireless network”, click OHNDATTYW and then connect.




3. After you have successfully connected to the wireless network, a notification window will pop up notifying you of your new wireless connection.



4. Next Click on the Internet Explorer Icon to launch Internet Explorer



5. Once Internet Explorer is opened the OHND Attorney wireless page will be displayed.



Northern District of Ohio District Court

Attorney Wireless

Northern District of Ohio Attorney Wireless

[About the Wireless Network](#) — [Wireless Requirements](#) — [How do I get an account?](#) — [Logon to the Network](#)

Wireless Service is provided "AS IS". This Service provides access to the Internet on an "as is" basis with all risks inherent in such access. The providers of the Service make no warranty that the Service or that any information, software, or other material accessible on the Service is free of viruses, worms, trojan horses or other harmful components. By connecting, the user acknowledges and accepts the risks associated with public access to the Internet and public use of an unsecured wireless network.

Wireless Service is provided "AS AVAILABLE". The Service is provided on an "as available" basis without warranties of any kind, either express or implied, that the Service will be uninterrupted or error-free, including but not limited to vagaries of weather or disruption of service for whatever reason. No advice or information given by the providers, affiliates, or contractors of the service or their respective employees shall create such a warranty.


It is the attorney's responsibility to ensure that his/her equipment is functioning and properly configured. The Court will provide written instructions on how to connect to this network. However courts staff cannot provide any technical assistance with configuring attorney equipment.

Because this is a shared resource, the speed of your connection may vary depending on, but not limited to, factors such as your distance from the access point, the number of concurrent users, the status of your own equipment, etc. To ensure the best availability and performance, any connection inactive for ten minutes will be automatically logged out.

Home — NDOH

Web Site by [OHND Automation Department](#)

6. Next click the link to Logon to the Network.



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It is the attorney's responsibility to ensure that his/her equipment is functioning and properly configured. The Court will provide written instructions on how to connect to this network. *However courts staff cannot provide any technical assistance with configuring attorney equipment.*

Because this is a shared resource, the speed of your connection may vary depending on, but not limited to, factors such as your distance from the access point, the number of concurrent users, the status of your own equipment, etc. To ensure the best availability and performance, any connection inactive for ten minutes will be automatically logged out.

Home — NDOH

Web Site by [OHND Automation Department](#)

7. You will then be prompted for your username and password. Enter the username and password given to you by the U.S District Court.



The image shows a login page for the Northern District of Ohio District Court Attorney Wireless network. At the top left is the official seal of the United States District Court for the Northern District of Ohio, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is circular with the text "UNITED STATES DISTRICT COURT" at the top and "NORTHERN DISTRICT OF OHIO" at the bottom. To the right of the seal, the text "Northern District of Ohio District Court" is displayed in a large, dark green font, with "Attorney Wireless" in a smaller, lighter green font below it. Below this header, the text "Northern District of Ohio Attorney Wireless" is centered. Underneath, a navigation menu includes links: "About the Wireless Network", "Wireless Requirements", "How do I get an account?", and "Logon to the Network". The main heading "OHND Attorney Wireless Login" is centered in a bold, black font. Below the heading are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. A "Login" button is positioned below the password field.

8. Once you have logged on a window will pop up displaying that you are connected to the OHND Attorney wireless network. Please **DO NOT** close this window.



9. You can now surf the web or connect to your office VPN.

OHND Attorney Wireless Troubleshooting Tips



If you are having problems connecting to the wireless network, please check the following items:

1. Is your wireless card properly inserted? Ensure that your Network Interface Card (NIC) is properly inserted into the PCMCIA slot. When the operating system is running, the LEDs on the NIC should be on or blinking.
2. Is your wireless card turned on? Most cards can be turned off to conserve battery power. Use the software that came with your network card to verify the card is turned on.
3. Do you have the right type of wireless adapter? The OHND Attorney wireless network uses 802.11b/g standards. While 802.11b is slower than 802.11g (11 Mbps versus 54 Mbps), both work with the OHND system. Other wireless standards (e.g. 802.11a) will not work.
4. Are you using the latest drivers for the wireless card? Please check your wireless card manufacturer's website to see if there is updated software for your wireless card.
5. Are you using a firewall? Verify that it is not blocking wireless access. Disable all firewalls (Symantec Client Security, Windows Firewall, Zone alarm, etc.).
6. Do you have Pop-Up blocking enabled? Disable pop-up blockers within Internet Explorer.
7. Is your battery charged? Weak batteries can make the wireless connection unreliable. If you suspect low power, configure and connect while your laptop is plugged into a power outlet.



United States District Court Northern District of Ohio

Attorney Wi-Fi
Registration

The U.S District Court for the Northern District of Ohio is pleased to provide wireless internet access to attorneys admitted to practice in the district at all court locations. This form must be completed by all attorneys registering for use of Attorney Wi-Fi access. By signing below, you acknowledge that the Attorney Wi-Fi network is a shared network for use by attorneys of this District and that communications that take place on this network are not secured by the Court. You further agree to abide by all usage requirements as stated on the Attorney Wi-Fi Network login screen.

First Name:		Bar ID No.:
	Middle Initial	
Last Name:	E-mail Address:	
Street Address:	City, State, ZIP Code	
Telephone Number:	Assigned User Name: «Username»	
Signature:	Date	Assigned Password: «Password»

Clerks Office Copy

Attorney Copy - Please retain for your records



United States District Court Northern District of Ohio

Attorney Wi-Fi
Registration

Assigned User Name: «Username»	Assigned Password: «Password»
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Use of the network requires a laptop computer with 802.11b, g, or n wireless access capability. The network will appear on a wireless-equipped laptop as "ohndattw". Users can connect to this network and then open their Internet browser. The browser will be redirected to a login site where they can enter their account information and then connect to the Internet for access to CM/ECF, legal research, law firm VPNs (virtual private networks) or other litigation-related Internet resources. Access is available in courtrooms, the library and the attorney lounge. This Service provides access to the Internet on an 'as is' basis with all risks inherent in such access. The Service is provided on an 'as available' basis without warranties of any kind. **DO NOT** share your username and password.