

United States Court of Federal Claims

Guidance on Use of Courtroom Technology Equipment

July 7, 2005

The United States Court of Federal Claims recognizes the increased use of the evidence presentation systems. To insure the courtroom technology equipment is available when required, the Court establishes the following guidelines:

- Inform the court's Systems Office (202-357-6448 or 202-357-6452) when you plan to use any of the courtroom technology you are not familiar with. The System Office will schedule with you any training or assistance you may need.
- Currently installed equipment, such as LCD monitors, projectors, document cameras and microphones should never be moved to another location, removed, or disconnected without assistance from the Systems Office personnel.
- When connecting laptops or other similar devices, always use court provided video cables. Never remove any court-provided cable from its original source. If you wish to use other media-type connections, then please contact the Systems Office for further guidance and instruction.
- Avoid altering LCD flat panel monitor settings and, when changes are made, please inform the Systems Office. Once you are finished using the monitors, please reset them to their original settings.
- Access to the floor boxes found in the courtrooms are limited to connecting a device to an electrical outlet. No other floor box access should be made without the consent of the court's Systems Office personnel.

/s/ Chief Judge Damich
Chief Judge Edward J. Damich