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**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEVADA - LAS VEGAS**

**COURTROOM TECHNOLOGY PROCEDURES**



**FOR  
ATTORNEYS, TRUSTEES, WITNESSES & THE PUBLIC**

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DISTRICT OF NEVADA  
COURTROOM TECHNOLOGY PROCEDURES

**ATTORNEYS, TRUSTEES, WITNESSES & THE PUBLIC**

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ATTORNEYS, TRUSTEES, WITNESSES & THE PUBLIC  
**Item A - Court Contact Information**

**Fax Numbers:**

Chief Judge Mike K. Nakagawa: (702) 388-6711  
Judge Linda B. Riegle: (702) 388-6547  
Judge Bruce A. Markell: (702) 388-6970

**Telephone Numbers:**

Courtroom Deputy for Chief Judge Mike K. Nakagawa: (702) 388-6907  
Courtroom Deputy for Judge Linda B. Riegle: (702) 388-6331  
Courtroom Deputy for Judge Bruce A. Markell: (702) 388-6710

Additional contact information can be found on our website:

[http://www.nvb.uscourts.gov/CourtInfo/Telephone\\_Directory.htm](http://www.nvb.uscourts.gov/CourtInfo/Telephone_Directory.htm)

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**Item B - Overview**

This guide is intended to inform attorneys, trustees and other individuals who come before the U.S. Bankruptcy Court of the technology available in the Foley Federal Building courtrooms.



This technology includes:

- Audio/Telephone Conferencing
- Video Conferencing
- Physical and Electronic Evidence Presentation
- Pointmaker Annotation (available at the podium and witness stand only)
- Wireless Broadband Internet Access
- Audio Enhancement for the Hearing Impaired
- Private Translation Stations
- Digital Audio Recordings (FTR)

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**Item C - Audio/Telephone Conferences**

In order to participate telephonically in a hearing before a Nevada bankruptcy court judge, you must contact the court in writing for permission to appear telephonically **at least 48 hours prior to the hearing date.**

Please fax your request to:

Chief Judge Mike K. Nakagawa: (702) 388-6711  
Judge Linda B. Riegle: (702) 388-6547  
Judge Bruce A. Markell: (702) 388-6970

Please put your request to the attention of the presiding judge. Your letter should include the following:

- Debtor's Name
- Bankruptcy Case Number
- Date and Time of Hearing
- Name and telephone number of participant
- Good cause for the telephonic appearance (Note: Office location alone does not constitute good cause)

Upon approval of your request, the courtroom deputy or a member of the judge's staff will notify you to advise if permission has or has not been granted. In Las Vegas, if granted, you will be given procedures to follow to participate in the telephonic conference. These procedures may include contacting COURT CALL (a company that sets up telephonic court appearances with the court) at (866) 582-6878. Their web site, [www.courtcall.com](http://www.courtcall.com), provides information regarding their fees as well as other services they provide.

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Telephonic Courtroom Etiquette:

- Do not use a speaker phone or cell phone as these devices may interfere with the sound quality for the recording of the hearing. Parties must identify themselves each time they speak in order that the judge, courtroom and other telephonic participants know who is addressing the court.
- In the event that you are not using CourtCall or a similar professional service, you must wait for a phone call from the courtroom deputy indicating the case is to be called. Further instructions will be provided at that time.

Most telephonic hearings are placed at the end of the calendar; this may result in the matter not being heard precisely at the time scheduled.

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**Item D - Video Conferences**

In order to participate in a video conferencing hearing before a Nevada bankruptcy court judge, parties must contact the courtroom deputy for permission to use the video conferencing system **at least 7 business days** prior to the hearing date.

Our video conference systems have the ability to connect via ISDN (telephone) or IP (web) to any other video conferencing endpoint.

Upon approval of the request, you must:

1. Provide the court with the necessary contact information for the conference.  
Specifically:
  - a. The telephone number or ip address of the party to conference
  - b. The individual's name that will be a party to the conference
2. Contact the courtroom deputy to do a test run with the party at least one day prior to the hearing. This will ensure a connection can be established and the quality is acceptable.

**Note:** In the event a video connection cannot be established, parties must be prepared to conduct an audio/telephone conference.

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**Item E - Evidence Presentation**

**Presenting Physical Evidence**

Physical evidence such as printed documents, transparencies, slides or x-rays may be displayed throughout the courtroom via the court's document camera.



The document camera (also know as the ELMO) is located to the right of the podium and is similar in function to an overhead projector. **Please advise the Courtroom Deputy prior to the proceeding if you wish to present evidence using this equipment.**

Once the Courtroom Deputy enables the device, place the evidence on the illuminated glass pane. Adjustments to the display can then be made by the Courtroom Deputy if the displayed image is unclear.

Pointmaker, discussed later in this section, may also be used with the ELMO to annotate the displayed evidence.

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## Presenting Electronic Evidence Via Your Laptop

Electronic evidence such as digital documents, video or computer generated slide shows and photographs may be broadcast throughout the courtroom via the court's video display system. This system can project almost every type of laptop source material, with the exception being embedded video within a presentation (example: a PowerPoint presentation that includes a video window within the presentation. This item will display as a blank box when distributed to the court's video displays.)

In order to utilize this service, you must provide the following:

- Your laptop must have a "VGA" video output.



- All software and documents you wish to display should be loaded on your laptop.

**Note:** If you are connecting to another computer or the internet to display items, we recommend you copy those files to your laptop rather than display them from the other system.

The court will furnish:

- a wireless Internet connection
- the connecting cable for video (VGA) and audio

