
**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA - RENO**

COURTROOM TECHNOLOGY PROCEDURES



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

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA
COURTROOM TECHNOLOGY PROCEDURES

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Item A - Court Contact Information

Fax Numbers:

Clerk's Office Fax: (775) 326-2185

Telephone Numbers:

Courtroom Deputy for Judge Natalie M. Cox:	(702) 527-7142 (LV & Reno)
Courtroom Deputy for Judge Gregg W. Zive:	(775) 326-2107
Courtroom Deputy for Judge Hilary L. Barnes:	(775) 326-2159

E-Mail:

Courtroom Deputy for Judge Natalie M. Cox:	nmc_cd@nvb.uscourts.gov
Courtroom Deputy for Judge Gregg W. Zive:	gwz_cd@nvb.uscourts.gov
Courtroom Deputy for Judge Hilary L. Barnes:	hlb_cd@nvb.uscourts.gov

Additional contact information can be found on our website:

<http://www.nvb.uscourts.gov/about-the-court/contact-information/>

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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 Clifton C. Young Federal Building.



This technology includes:

- Audio/Telephone Conferencing
- Video Conferencing
- Physical and Electronic Evidence Presentation
- Pointmaker Annotation (available at the lectern 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 Conferencing

Telephonic appearances through the use of Court Call may be permitted in accordance with the following guidelines:

In order to appear/participate telephonically in a hearing before a Nevada bankruptcy court judge, parties must contact the court in writing for permission to appear telephonically **at least 48 hours prior to the hearing date**. Permission will generally not be granted to argue any contested manner.

The written request may be faxed to the attention of the presiding judge:

Clerk's Office Fax: (775) 326-2185

The request must include:

- Debtor's name
- Bankruptcy case number
- Date and time of hearing
- Name and telephone number of participant
- Docket number of the items for which the appearance is requested
- State good cause for the telephonic appearance (Note: Office location alone does not constitute good cause)

If the requesting party wishes to argue a contested matter, the request must state the specific extraordinary reasons for such a request.

A court services staff member will notify you whether or not permission has been granted. If permission is granted, you may be advised to contact **Court Call at 1-866-582-6878** to set up the telephonic appearance. For Court Call fees and services please refer to their website at www.courtcall.com.

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 to inform 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.

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Item D - Video Conferencing

In order to participate in a video conference 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
 - c. Contact information to coordinate the equipment testing
2. Contact the courtroom deputy to do a test run with the party at least one business 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.

Presenting Electronic Evidence Via Your Laptop

Electronic evidence such as digital documents, video or computer generated slide shows and photographs may be broadcasted throughout the courtroom via the court's video display system. As long as the device you bring in can send video and audio output out of its own VGA port and 3.5 mm audio port, the Court system can project those signals onto our ceiling speakers and display monitors located through out the courtroom.

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
- Connecting cables for video (VGA) and audio





- Cables are located at each counsel table and podium

Step by Step Instructions:

Note: You need to inform the courtroom deputy prior to the hearing that you will be presenting electronic evidence. You also need to learn how to enable video display to external source on the laptop you plan to use during the hearing. We recommend you arrive early and do a test run.

1. Bring in your laptop with the items loaded that you wish to display.
Example: PowerPoint program and digital slide show.
2. Determine the location (podium or counsel table) from which you will present your evidence.
3. Connect your laptop to the VGA cable provided by the court.



4. If your presentation includes audio, connect the audio cable into your audio jack as shown below:



-
5. Ask the courtroom deputy to select your location for video display.

Note: If the display is appearing on your monitor only, one of the following additional steps (depending on the model of the laptop) may be necessary:

- Press the “function key” and the F7 key.



and



- If this does not resolve the problem, press the “function key” and the F5 key.
 - If the above steps do not resolve the problem, restart (reboot) your laptop with the video and audio cables attached to the laptop.
 - The display should shift from your screen to the court’s display system and subsequently to both your laptop and our system simultaneously.
6. When your presentation is complete, disconnect the video and audio cables.

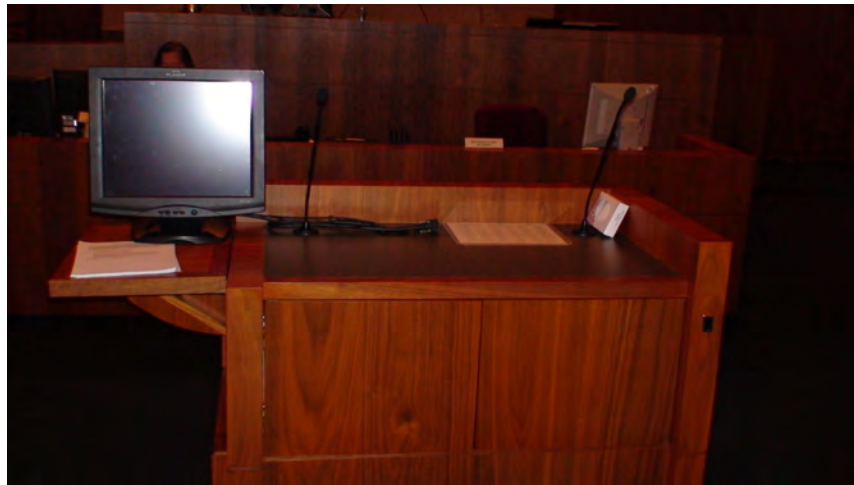
Note: If you plan to present evidence with your iPad, iPhone or any other Apple video devices, you will need to bring in the appropriate VGA adapter since all video cables inside the courtroom support only VGA connectors.



Pointmaker Annotation on the Podium or Witness Stand

Pointmaker Annotation is a feature used on the podium and/or witness monitor(s) to annotate evidence. The system, which is used in conjunction with the document display system or any video sources, allows you to mark or draw on top of any displayed document with the use of a finger. Pointmaker can be used to make simple arrows by tapping on the monitor or draw lines by dragging your finger in a horizontal direction.

The image below shows the podium with its touch screen monitor and laptop connections.



To use Pointmaker on either the witness stand or the podium:

1. Make sure the monitor (either on the witness stand or the podium) is powered on.
2. Use your finger to draw the desired annotation. Note that the following adjustments can be made:
 - a. To change colors - touch the upper left hand corner.
 - b. To determine what color will be used for the annotation, view the lower right hand corner.
 - c. To undo the last change - touch the upper right hand corner.
 - d. To clear entire screen - touch the lower left hand corner.

Touch Panel (AMX)

Located at the lectern podium is the 7" AMX touch panel that will allow presenting attorney to perform the following tasks without relying on the courtroom deputy.

Select which evidence (video source) to display on all the courtroom monitors.

Video sources include:

- Document Camera (ELMO)
- VCS (Video Conferencing System)
- Right (from the judge's perspective) counsel table
- Left (from the judge's perspective) counsel table.



Annotation Controls - Ability to select different color, line thickness, clear screen, etc...

Document Camera Control -ability to zoom in, zoom out, rotate images, etc...

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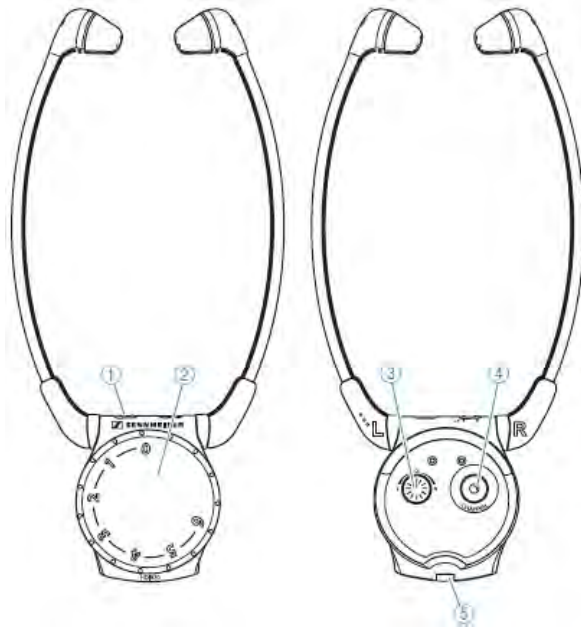
Item F - Audio Enhancement for the Hearing Impaired and Language Translators

Wireless headsets (infrared) are available upon request from the Courtroom Deputy, provide assistance to the hearing impaired. The devices may also be used by parties utilizing translator services.

There are two audio channels on the headset:

- Channel I - Hearing Impaired
- Channel II - Interpreter's audio

The headsets also feature volume control.



Translator Headsets and Microphones

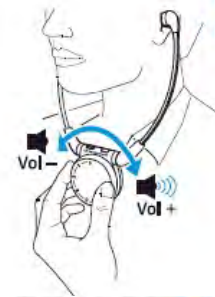
To utilize the headset for translator services, the switch on the headset should be set to I. The interpreter speaks to their client using the dedicated microphone located on the left counsel table.

Contact the Courtroom Deputy for the exact location.



Switching the receiver on and off

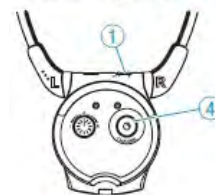
- ▶ Pull the earbuds of the receiver apart. The receiver switches on automatically.
- ▶ Take the receiver off. The receiver switches off automatically after 30 seconds.



Adjusting the volume

- ▶ Use the volume control ② to adjust the volume to a sufficient and comfortable level.

To set a frequency on the receiver:



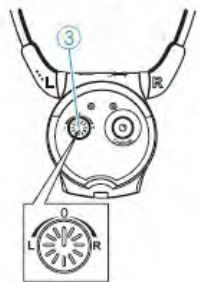
- ▶ Put the receiver on.
- ▶ Press the channel selection button ④ until you have found the frequency of your transmission system.

On the receiver, the channel indicator ① can light up as follows:

Note:

The channel indicator ① goes off after 30 seconds.

Adjusting the balance



The balance control allows for right/left balance adjustment. Adjust the balance so that you can hear equally well with both ears.

- ▶ Turn the balance control ③ to the left L or right R to increase the volume for the corresponding ear.

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Item G - Courtroom Microphones

Speaking: Please speak directly into the microphone so the recording devices will pick up that channel for recording.

To mute the microphone: Each microphone has a mute ‘privacy’ button. Press and hold the mute button. This will mute the microphone to all speakers and recording devices.

Note: If the button is accidentally hit with a book or other object, it will not mute because it is sensitive to human touch.



Judge’s Sidebar Microphone: This microphone is located on the side of the Judge’s bench and where counsel should approach when a sidebar is needed.



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Item H - Obtaining Audio Recordings of Proceedings

FTR Gold is the digital courtroom audio reporting system used by the Court. With the FTR Player Plus software, which is available as a free download from www.fortherecord.com, you can listen to an audio recording of the hearing.

The audio recording of all hearings is available on CD in the FTR format or a generic audio format. The cost of a CD is \$30.00.

Requests for CD's of hearings may be obtained using the form available on our website:
http://www.nvb.uscourts.gov/LocalRules_Forms/Local_forms.htm

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Item I - Wireless Broadband Internet Access

Wireless broadband internet access is provided through the Attorney Admission Fund. Any laptop with the most common wireless access (termed 802.11g) is capable of connecting to this service by selecting the “AAF” wireless service. There is no password or authentication needed.

Please be aware that this is an unsecured wireless network; information sent over this network may be visible to others. The network equipment is updated continuously with the latest virus codes; however, the court assumes no responsibility for damage incurred to your laptop from virus-infected sites and downloaded files. The use of anti-virus software is highly recommended.

To utilize this service:

1. Turn on your laptop.
2. Turn on your wireless connection and select ‘AAF’ as the source.

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Item J - Interactive Kiosk (Court Information)

There are two Court Information kiosks located throughout the C. Clifton Young Federal Building. These kiosks provide the following information:

- **Court Calendars:**

This feature provides a searchable hearing calendar for the current day. Users can select a judge (including Visiting Judges) and see a list of all court hearings for that judge. They can also search for specific court hearings by party name or case number on the Search tab. Case information such as the party name, hearing time and courtroom location is provided with a link to the courtroom map.

- **Maps & Directories:**

This option provides a visual map of each floor showing courtroom locations, kiosk locations, building offices and public facilities. In addition, listed are phone numbers and address information for other government agencies located within and nearby this Courthouse.

- **Frequently Asked Questions:**

Find answers to frequently asked questions such as where to file courtesy copies, how to obtain certified copies of documents, etc. Courtroom map links are also available from this section (when applicable).

- **Weather:**

Current weather for Las Vegas and Reno is displayed.



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Item K - New Website Features (RSS Feeds, Email Updates, and LiveChat)

Did you know that our court offers RSS feeds via our internet site as well as an email subscription service? Subscribing to RSS feeds and/or email updates saves you time from having to visit our website for updates and announcements. Instead, news and updates are sent directly to you for topics you want to follow. Both services are free and give you complete control over your subscription.

RSS Feeds

RSS Feeds also known as Really Simple Syndication is a format used to deliver web content that changes regularly. RSS allows you to stay easily informed by bringing the information to you without you having to visit multiple web sites. You also do not need to join a mail list which allows you to ensure your privacy is maintained. The one thing you DO need is feed reader software to view at the information. Once you open the feed reader, headlines and a description should appear from the feeds you subscribe to. RSS readers are available online for download onto your desktop (i.e. FeedReader). You may also use web-based feed readers (i.e. My Yahoo, Google Reader) which do not require a software installation. For more information about how you can begin using feeds, visit our web site and in the search box type, Getting Started with RSS.

The following topics are available as RSS Feeds through the NVB web site:

- Announcements & Website Updates
- The Bugle Newsletter
- Local Rules News

Email Updates

Another service we offer from our website is Email Updates. This is different than RSS in that you have to voluntarily subscribe to the content you want to receive by using your email address, BUT you do not need any special software except what you are already using for your email. The service works by sending you an email announcement whenever a topic to which you are subscribed is updated. To sign up for the free email subscription service, go to our website and click on Email Updates in the top right corner of the page. You also have complete control over your subscription settings such as the ability to add or delete subscriptions. You can even add your mobile phone number to receive text subscriptions for select topics.

The following topics are available for email subscription through the NVB web site:

-
- Site Updates/Announcements
Updates to web site content, court announcements
 - CM/ECF Announcements*
Service interruptions to CM/ECF, CM/ECF releases and highlights
 - Monthly Newsletter
Subscription to The Bankruptcy Bugle court newsletter
 - Service Notifications*
Information about emergency court closures and service outages
 - Administrative and General Order Announcements
Updates and announcements regarding administrative and general orders
 - Local Rules/Local Forms Announcements
Changes and announcements for local rules and local forms
 - Employment Opportunities
Announcements for employment opportunities as they become available

**Text subscription available*