




Electronic Evidence Presentation System For the Western District of Kentucky

The following are requirements for mandatory electronic evidence presentation use in Courtroom 1, Louisville, Kentucky, before the Honorable Joan A. Lloyd.

Evidence Presentation Obligations:

- ***Parties presenting evidence electronically via the Court's electronic evidence presentation system must be familiar with the system prior to the hearing/trial. No court time will be provided during court proceedings to allow the parties to troubleshoot issues with the parties' equipment or the equipment in the courtroom.*** If a party is unfamiliar with the Court's system, they are strongly encouraged to attend an orientation ***prior*** to the hearing/trial (see procedures below). The Court will not tolerate any delays during any proceedings caused by a party's unfamiliarity with the Court's system or by the failure of a party's equipment. The parties will be required to present their cases without the aid of the electronic evidence presentation system in the event that the system is unavailable due to the party's unfamiliarity, due to equipment failure or due to any other "technology" delays. ***Please note that the Court's staff cannot work on and/or provide support for any non-court equipment.***
- In addition to familiarizing themselves with the Court's electronic evidence presentation system in advance of the hearing/trial, the parties must familiarize themselves with their own equipment and how to connect their own equipment with the Court's system prior to the hearing/trial. Specifically, the parties should be familiar with:
 - Adjusting the screen resolution on their computer (e.g., 1024x768 or 1680x1050).
 - Switching the display on their computer to send video to the Court's A/V system (e.g., Fn + F5, F7, F8 or F9 key).



- Adobe zoom feature. 
- The Court strongly encourages parties to bring a backup laptop with power supply, flash drive and or CD that contains all documents if technical issues were to arise.

Electronic Evidence Presentation System Orientation:

- Any party wishing to familiarize themselves with the Court's electronic evidence presentation system ***is strongly encouraged*** to set up an orientation session.
- To do so, please contact Courtroom Services, (502) 627-5600, at least **14 days prior to the scheduled hearing/trial.**
- Orientation will be held in Courtroom 1, 5th Floor (7th St. Elevators), 601 West Broadway, Louisville, Kentucky 40202
- Parties who attend an electronic evidence presentation system orientation should bring the equipment they will use to connect to the system as well as samples of the content they intend to present at the hearing/trial through the system.

Equipment:

- **Electronic Evidence Presentation Inputs.** Video inputs are located at the lectern, counsel tables and courtroom deputy desk. The available input types include VGA and HDMI. ***Parties must provide their own equipment to utilize these inputs.***
- **Evidence Monitors.** Evidence monitors for viewing evidence presented through the courtroom's electronic evidence presentation system are located at the witness stand, lectern, counsel tables, Judge's bench, courtroom deputy desk and law clerk's desk.
- **Document Camera.** A document camera is located at the lectern. The document camera provides zoom capabilities which is controlled by the courtroom deputy.

By Area:

- **Counsel Table (Each Table):**
- Electronic Evidence Presentation Inputs (VGA or HDMI)
- One (1) Evidence Monitor (22" screen)
- Two (2) Audio Microphones
- Eight (8) Electrical Outlets (4 on each inside wall of counsel table)

- **Lectern:**
- Electronic Evidence Presentation Inputs (VGA or HDMI)
- Document Camera
- One (1) Evidence Monitor (22" screen)
- One (1) Audio Microphone
- Power Cord in cabinet

- **Witness Stand:**
- One (1) Evidence Monitor (22" screen)
- One (1) Audio Microphone
- Two (2) Electrical Outlets (wall)

- **Bench, Courtroom Deputy and Law Clerk (Each Area)**
- One (1) Evidence Monitor (various sizes)

- One (1) Audio Microphone
- Two (2) Electrical Outlets (wall)
- **Courtroom**
- Two Plasma Displays (50" screen)



ELECTRONIC EVIDENCE PRESENTATION SYSTEM FREQUENTLY ASKED QUESTIONS (FAQ's)

- **Is Electronic Evidence Presentation required by all KYWB Judges?**
- **Will training be provided?**
- **What are the requirements?**
- **Should I have a back-up plan in place?**
- **Can the attorney bring in paper copies of their exhibits and just display them on the document camera?**
- **How long before Court starts can the attorney come to Court and hook up their equipment to test?**
- **Are Pro-Se debtors going to be held to the same standard as attorneys in presenting electronic evidence?**
- **Will the plasma displays be utilized during evidence presentation?**
- **Is Wi-Fi available in the Courtroom?**
- **Can the lectern be moved to accommodate the examination of the witness to have the full view of the plasma display?**

Is Electronic Evidence Presentation required by all KYWB Judges?

No. Effective July 1, 2015, only the Honorable Joan A. Lloyd, Courtroom 1, in Louisville, Kentucky will require all evidentiary hearings and trials to be presented via the Electronic Presentation System.

Will training be provided?

Yes. 14 days prior to the scheduled evidentiary hearing or trial, notify Courtroom Services at 502-627-5600 to schedule training and become familiarized with the Electronic Evidence Presentation System.

What are the requirements?

Parties must provide their own laptop. The laptop must have HDMI (high-definition video devices) or VGA (video graphics array) output.

Documents presented should be in PDF format.

Parties should be familiar with the Adobe zoom feature.



Should I have a back-up plan in place?

Yes. The court suggest parties bring an additional laptop, flash drive or CD that contains all documents.

Can the attorney bring in paper copies of their exhibits and only display them on the document camera?

This practice is strongly discouraged by the Court. The document camera should only be used to display documents that cannot be read clearly through the evidence presentation system or newly introduced exhibits.

How long before Court starts can the attorney come to Court and hook up their equipment to test?

The Court doors are opened 30 minutes prior to the hearing but if counsel would like additional time they can contact Courtroom Services to request additional time.

Are Pro-Se debtors going to be held to the same standard as attorneys in presenting electronic evidence?

They will be held to the same standard with the exception that they will be allowed to present their evidence with paper exhibits and provide copies to the Court.

Will the plasma displays be utilized during evidence presentation?

Yes. Counsel may request utilization of the plasmas to also display evidence presented.

Is WiFi available in the Courtroom?

Yes. While the court maintains a wireless internet connection in the courtroom and adjacent areas, the Court cannot guarantee that the service will be available. The Court does not assume responsibility for the quality, reliability, or security of the public internet access service. Parties that intend to use WiFi should have a backup plan such as a MiFi device.

Can the lectern be moved to accommodate the examination of the witness to have the full view of the plasma display?

Yes. The equipment wires are enclosed in a snake which will allow it to be moved approximately three feet around the equipment box that is located under the lectern.