

## Adams County Guide to Sharing Evidence in the Courtroom

Adams County has the option of sharing video and audio evidence in the courtroom for attorneys and non-represented parties. If you intend on sharing evidence electronically in the courtroom, please adhere to the following guidelines.

- 1) If you intend on sharing evidence electronically during a court proceeding, please contact the Court Technical and Operations Analyst in advance to discuss your intent to display evidence and to resolve any logistical concerns. The Court Technical and Operations Analyst (Eric Fisak) can be reached at 717-680-1107 or at [efisak@adamscountypa.gov](mailto:efisak@adamscountypa.gov).
- 2) You are responsible for bringing your own devices to display evidence. You are also responsible for managing your own devices and to troubleshooting issues that relate specifically to the use of these devices. It is asked that you become familiar with the use of these devices as to better assure their effective use on the day of the proceeding.
- 3) You are encouraged to bring a secondary source of evidence in the event technology does not work as expected on the day of court.
- 4) Evidence is cast to the screen in the courtroom by way of an HDMI cable. Check your device to ensure that you have an HDMI port or that you have the correct adapter. If not, communicate with the Court Technical and Operations Analyst to see if this is something that can be provided during the court proceeding. If the courts do not have the correct adapter, please make other arrangements to allow this evidence to be shared.
- 5) The below images show how to properly connect an HDMI cable to a laptop containing an HDMI port.



Figure 1



Figure 2



Figure 3

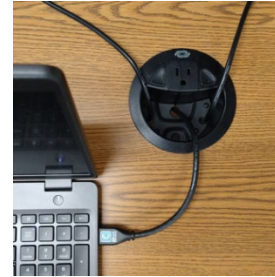


Figure 4

NOTE: The features on your device may be different than what is shown in the images above.

- 6) If you wish to test the display of evidence in the courtroom prior to the date of the trial, you must contact the Court Technical and Operations Analyst at least one week in advance. Accommodations will be made based on staff availability and the vacancy of the courtroom.
- 7) If you choose to test the equipment on the day of the trial, contact the Court Technical and Operations Analyst at least three days prior to the hearing. Arrive in the courtroom no less than 20 minutes prior to the start of the trial. Communicate whether evidence will be video, audio, or both.
- 8) It is ideal to test equipment periodically throughout the trial such as during a recess or any time prior to court reconvening as issues may arise from the time the hearing began. Communicate a plan with the Court Technical and Operations Analyst.
- 9) When displaying evidence, everything on your device will be cast on the screen for everyone in the courtroom to see. Please be cognizant of things that are on your desktop that you may not want others to see. Removing these items and having only the necessary windows displayed at the time of sharing are ways of ensuring your privacy.
- 10) When the HDMI cable is plugged into the device, court staff will manually select to allow evidence to be displayed in the courtroom upon the judge's approval. Clearly communicate with court staff at the time you wish to display evidence.