United States Bankruptcy Court
Best Practices for Courtroom Technology

It is strongly recommended that parties schedule a time prior to any proceeding to test equipment in the courtrooms. Please contact the Calendar Clerk to schedule a testing time. Assistance from IT staff is available if necessary.

Laptop Recommendations

- **Extended Display Mode -** When using a windows laptop, configure it to display in extended mode. This will allow the presenter to prepare the evidence on one screen (stage them) and then move it over to a second screen when you ready to display it to the court.
    - Right click on the desktop and then select "Screen Resolution." From the Multiple Displays option, select "Extend these displays" from the drop down menu.
- **Power Settings -** Configure the laptop power settings to non-sleep mode after a period of inactivity.
- **Screen Savers -** Turn off screen saver settings to prevent the laptop from going to sleep.
- **Unnecessary Applications** - Consider any software you have loaded that may generate sounds on your laptop and turn them off.   For example, new mail alerts, instant messaging, etc.

iPad Recommendations

- **Auto-Lock** - Should be set to 15 minutes.
    - From *Settings*, select **General** and then select **Auto-Lock**. Set Auto-Lock to the maximum duration, which is 15 minutes.
- **Do Not Disturb** - Should be turned on when in court to silence calls, alerts, and notifications.
    - From *Settings*, select **Do Not Disturb**. Under *Silence*, check the **Always** option. When in court, you can swipe up from the bottom of screen and select the half-moon to toggle Do Not Disturb on/off.
- **Unnecessary Applications** - Consider any software you have loaded that may generate sounds on your laptop and turn them off.   For example, new mail alerts, instant messaging, etc.
- **Timeout Options** - If you are using TrialPad or other software with timeout options, set them appropriately.

General Recommendations

- **For Scanned Documents -** Find the original if possible, or use the best paper copy you can find. Scan with a good resolution.
- **For Electronic Documents -** Try to start with electronic versions and convert to final format.
- **Practice, Practice, and Practice -** The court is always available for you to practice your presentation and test your equipment prior to your hearing/trial.
- **Be organized -** Find a method that works for you to organize your documents. Trials will run more smoothly if you have electronic exhibits organized in a manner you can quickly access.
- **Microphones** - Reminder to mute microphones at the counsel tables if you are having a private conversation. They are always on. There is a push-to-mute button on each microphone to toggle the microphone between muted and unmuted.