

TRAINING

To get the maximum use of technology, training is generally required. We recommend this be done as early as possible so you are aware of both what is available and any special requirements that may apply to your presentation. We are available at your convenience but in any event you must schedule training in advance of trial.

To arrange training please contact:

Automation Helpdesk:

iandml.IT.Staff@iand.uscourts.gov

Please provide the following:

- Presiding Judge
- Case Number
- Your contact information

JUDGES, IOWA NORTHERN DISTRICT

Chief District Judge Linda R. Reade

District Judge Leonard T. Strand

Senior District Judge Mark W. Bennett

Senior District Judge Edward J. McManus

Chief Magistrate Judge Jon S. Scoles

Magistrate Judge C.J. Williams

***More Information About The
Northern District of Iowa Can
Be Found on Our Website:***

www.iand.uscourts.gov

Also by Contacting:

***U.S. District Court
Office of the Clerk
320 6th Street
Sioux City, Iowa 51101
712-233-3900***

August 2016

**Northern District of Iowa
The Honorable C.J. Williams
Magistrate Judge
Robert L. Phelps, Clerk**



**U.S. District Court
for the
Northern District of Iowa**

**United States
Magistrate Courtroom
Sioux City, Iowa**

**The Honorable
C.J. Williams
Magistrate Judge
United States District Court**



United States Magistrate Courtroom Sioux City, Iowa

This brochure provides an overview of the components available in the U.S. Magistrate Courtroom. For more information please visit www.iand.uscourts.gov. The equipment currently available includes:

- **PROJECTION SCREEN** is an 6' x 9' rear-projection screen placed across from the jury enabling them to see all evidence presented on document cameras, laptop inputs, or the video conference system. The projector supports over 6,000 lumens for a brilliant and clear picture.
- **ANNOTATION MONITORS** are 19" touch-screens at the witness stand and attorney tables enabling witnesses and counsel to draw, point and highlight any exhibit being presented.



- **ATTORNEY "SMART TABLES"** contain access plates for real-time reporting, laptop audio and video connections, monitor displays, and power outlets. Additionally, the defense table supports phone lines for non-English speaking defendants and remote interpreters. Defendants may also use headphones to listen to sidebar/bench conferences.



- **ATTORNEY TABLE CONTROL** was implemented in 2010 to remove the Presentation Cart, to improve line of sight, and place the functionality on the attorney tables. The following devices occupy each attorney smart table:

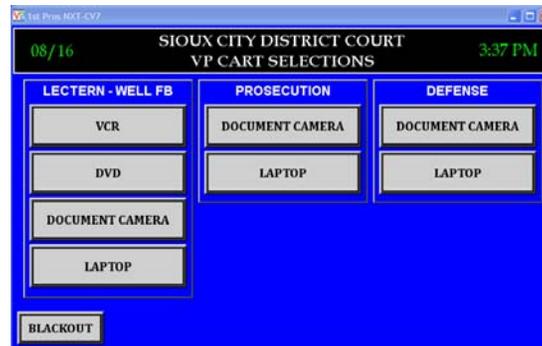
19" Annotation Monitor with folding 90° stands.

Wolfvision Document Camera for document or 3D object presentation. Collapses down when not in use for better line of sight.

AMX 7" Touch Panels give attorneys full control of their smart tables and devices.



- **STANDARDIZED PANEL INTERFACES** make presenting easy and common between the courtrooms. Sioux City touch panel designs are consistent with Cedar Rapids as well.



- **VIDEO CONFERENCING** is shared with the 3rd floor courtroom and allows up to three remote sites in a video conference. Hearings between Cedar Rapids and Sioux City are helpful when a judge is on leave or counsel is granted permission to appear remotely.

VIDEO CONFERENCE REQUIREMENTS:

We will need a contact name and phone number as well as the dialup number of the remote conference equipment so that we can test the connection prior to trial. Contact the Judge's chambers with this information at least one week prior to trial.

- **LAPTOP PRESENTATION** is the best method to present DVD recorded evidence and PowerPoint shows. Laptops offer great flexibility and may use software such as Sanctions and Trial Director.

LAPTOP PRESENTATION REQUIREMENTS:

Although most laptops are compatible with our video system we've found during pretrial testing that the following modifications may need to be made;

- monitor refresh rate set to 60 hertz
- screen area 1024x768 or lower

The only way to ensure a successful laptop presentation is to test it several days prior to trial. Please note, our systems staff may need to make modifications to your computer equipment to make it compatible with our system.