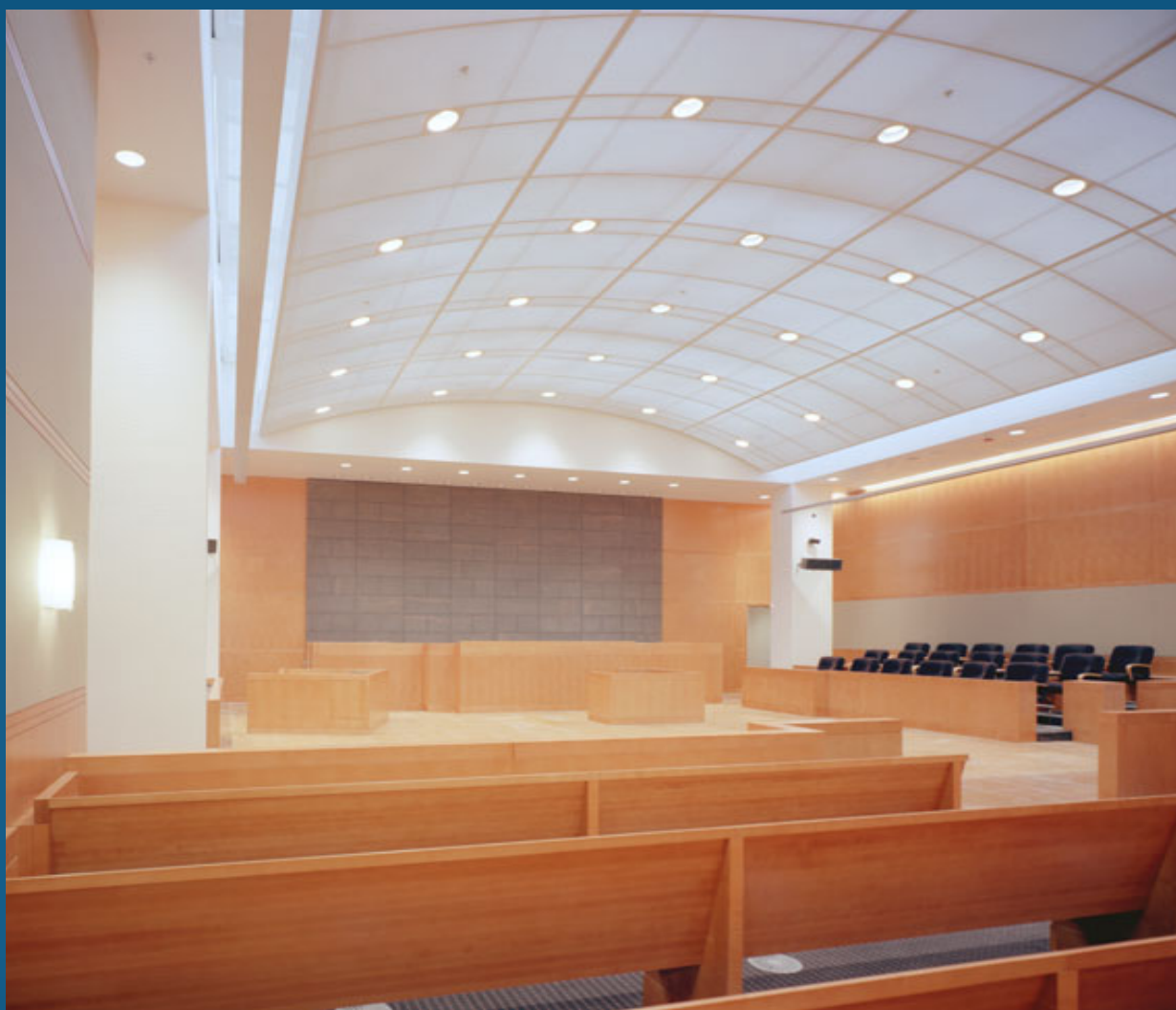


Alfred A. Arraj U.S. Courthouse Courtrooms

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A View from the Gallery



A View from the Bench



Where to Find the U.S. District Court's Courtroom Technology Manual and Other Key Attorney Information

The screenshot shows a web browser window with the URL www.coc.uscourts.gov/AttorneyInformation/GeneralAttorneyInformation.aspx. The page title is "General Attorney Information". A navigation menu at the top includes "Home", "About the District", "Judicial Officers", "Court Operations", "Juror Information", "Attorney Information", and "Representing Yourself". A "Quick Links" sidebar on the left lists various resources like "Calendars", "Contact Us", "eJOP", "Rules & Procedures", "Local Rules EF: '2/1/2017", "Guide to Civil Lawsuits - for Unrepresented Parties", "Pro Se Clinic", "Court Plans and General Orders", "Comment on the Local Rules", "Electronic Case Filing (CM/ECF)", "CM/ECF Log-In and Other FAQs", "Public Access to Court Electronic Records (PACER)", "RSS Feed from PACER", "FAQ", "US Probation Office - Colorado", "Attorney Services Portal", "Attorney Status", "CJA - Office of the Federal Public Defender", "Roster of Private Professional Mediators", "Forms", "Employment Opportunities", and "BrowseAloud".

The main content area is titled "General Attorney Information" and "General Bar Admission Information". It contains several paragraphs of text regarding phishing scams, the OARC office, and bar admission requirements. A red navigation menu is overlaid on the right side of the page, listing: "General Attorney Information", "Attorney Services Portal", "Civil Pro Bono Panel - Details, and Available Cases", "Limited Representation", "Attorney FAQs", and "Attorney Discipline".

At the bottom of the page, there is a table of links for attorney information:

Attorney Information:	
Application for Readmission / Reinstatement to the Bar	(PDF)
Law Student Appearance Form	(PDF)
Plan for the Administration of Locally Held Attorney Admission Funds	(PDF)

Below the table, there are links for "Attorney Status", "Attorney Change of Contact Information Form (Please visit Attorney Services Portal)", and "Courtroom Technology Manual for Attorneys".

- **Courtroom Technology Manual – Applies to all courtrooms in the Arraj Courthouse.**
- **See the USDC website: / Attorney Information / General Attorney Information**
- **Applicable courtrooms:**
 - Arraj District Judge Courtrooms A601 through A1002 (6th through 10th floors), and the Ceremonial Courtroom (A201, 2nd floor of Rotunda space)
 - Arraj Magistrate Judge Courtrooms A401 through A502 (4th and 5th floors)
- **Note: Byron Rogers Courthouse courtrooms are slightly different:**
 - The Rogers courthouse has not been upgraded to HD. Courtrooms C201 - C204, and C401 have monitors at all tables, tech cart/document camera, and VGA connections at the attorney tables. The remaining courtrooms over there have audio only systems.
 - See the applicable Courtroom Deputy Clerk if you have an evidentiary before a judge in the Rogers Courthouse.

Magistrate Judge Courtrooms:

- Pretrial or Non-Evidentiary Proceedings:
 - If a court reporter is not available, the proceedings will be digitally recorded (“FTR”). Any request for transcripts should be directed to the assigned courtroom deputy.
- Trial or Evidentiary Proceedings:
 - Any questions concerning exhibits or courtroom equipment may be directed to her. If a court reporter is available, the proceedings will be transcribed by the court reporter.
- Please note that when video-teleconferences are requested before magistrate judges, advance notice is necessary, because mobile VTC carts are used in the magistrate courtrooms.

Magistrate Judge Courtrooms (cont.) :

- PLEASE NOTE: Per the recent [Amended Court Reporter Management Plan](#) of Dec. 12, 2018:

“Hearings held before magistrate judges in this district shall be digitally recorded. However, if a court reporter is requested by a magistrate judge for a trial or a suppression hearing, the Clerk of Court shall staff that proceeding with a court reporter. Other evidentiary hearings and complex or difficult proceedings may, upon request by a magistrate judge, be staffed with a court reporter if available.”

- ▶ Translation – Now that Magistrate Judges are being directly drawn in civil cases (i.e., with parties’ consent), the court now expects – and/or the parties may request a court reporter be present, including real-time court reporting (for that, however, notify the courtroom deputy of your request at least 30 days in advance.
- ▶ Non-evidentiary hearings – if you need a transcript, one must order a transcript made from an audio recording – contact the courtroom deputy clerk.

Practice Tips / Etiquette

- **First, see visit the Faculty of Federal Advocates' Handouts page for previous substantive practice tips presentations.**

Professional Courtesy

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- 1) Consider refraining from objecting to short extensions of time that are not going to materially affect the schedule.
- 2) Consider refraining from opposing motions to amend made early in the case -- particularly if challenging as futile, often better resolved on a motion to dismiss -- highlight the deficiencies for the plaintiff and argue for dismissal without leave to amend.
- 3) Make a good faith effort to resolve discovery disputes without court intervention -- in particular, make your compromise position known to the other party before raising your dispute with the Court.

General Advice

‘A big thank you to all the lawyers and parties who do comply with the rules, properly cite to evidence/record, and provide us relevant case law. It makes our job easier - and it'll make deciding your case faster.’

Generally minor or technical problems are usually not hard to fix, but time-saving to get it right the first time. Remember that it's better to potentially avoid the embarrassment and annoyance of having filings stricken, re-filing, responding to orders to show cause, having to explain yourself to clients or senior lawyers, etc.

Don't be afraid of federal court practice (i.e., don't feel obligated to get your client new counsel when an insurance company or other defendant removes to federal court. You can do it.).

Judicial staff finds it very helpful when attorneys include their direct line on the docket. It makes it much easier to call them, without having to be re-routed to be connected to them.

Participate/encourage the junior lawyers at your firm to participate in the Court's pro bono program.

TIPS FROM THE CLERK'S OFFICE:

- **SIGNATURES.** AVOID USE OF AN ORIGINAL SIGNATURE (RESULTING IN THE DOCUMENT BEING SCANNED, WHICH IS GENERALLY PROHIBITED) INSTEAD OF THE REQUIRED "S/" TYPED SIGNATURE.
- **CM/ECF LOGINS.** USE OF A CM/ECF LOGIN THAT IS DIFFERENT THAN COUNSEL THAT SIGNED THE DOCUMENT. (OFTEN FOUND ON DOCUMENTS FILED BY NON-CM/ECF APPROVED FILERS). IF THIS OCCURS, CLERK'S OFFICE STAFF FILE AN ENTRY ON THE DOCKET IDENTIFYING THE ATTORNEY, THAT THE ATTORNEY MUST BECOME A MEMBER OF THE BAR AND REGISTER FOR THE CM/ECF SYSTEM, OR "FURTHER COURT ACTION" MAY RESULT. ESSENTIALLY, PUBLIC SHAMING!

- **MOTIONS.** USE THE MOTION EVENT WHEN FILING A MOTION OR ANY DOCUMENT "REQUESTING" COURT ACTION OR ORDER; AND, SUBSEQUENTLY, BE SURE TO USE THE "RESPONSE/REPLY TO MOTION" EVENT USED WHEN RESPONSE/REPLY TO MOTION FILED SO CM/ECF REFLECTS FOR CHAMBERS THAT A MOTION MAY BE RIPE FOR RULING. AND, OF COURSE, FILE THOSE RESPONSES/REPLIES TO MOTIONS SEPARATE FROM MOTIONS (A RESPONSE/REPLY IS OFTEN COMBINED WITH A MOTION – SUCH DOCUMENTS NEED TO BE FILED SEPARATELY).

- **RESTRICTED (SEALED) DOCUMENTS.** THIS PROCESS CAN ADMITTEDLY BE COMPLICATED AND CONFUSING. IT IS HIGHLY ADVISABLE TO VISIT THE COURT'S WEBSITE AND THE ECF PAGE (), FOR THERE IS A SPECIFIC GUIDE REGARDING RESTRICTED DOCUMENTS – "ECF ATTORNEY ACCESS INSTRUCTIONS FOR RESTRICTED DOCUMENTS" – WHICH IS THOROUGH AND USER FRIENDLY. THE ECF PAGE HAS SEVERAL HANDY GUIDES AND USER MANUALS:
 - ELECTRONIC CASE FILES USER MANUAL

 - CM/ECF FREQUENTLY ASKED QUESTIONS

 - CM/ECF TIPS AND TRICKS

- **WITHDRAWAL.** ONCE AGAIN, FAMILIARIZE YOURSELF WITH **D.C.COLO.LATTYR 5 (B) WITHDRAWAL OF APPEARANCE**, AND THAT IT IS A MOTION AND NOT A NOTICE THAT IS THE MECHANISM FOR WITHDRAWAL – INCLUDING SUBSTITUTION – IN ALL DISTRICT COURT CASES.
- **CONTACT US.** WHEN IN DOUBT ABOUT FILING A PARTICULAR DOCUMENT, CONTACT THE CLERK'S OFFICE AT 303-844-3433 AND ASK FOR THE CASE ADMINISTRATION SPECIALIST FOR JUDGE (X) .

TIPS FROM THE CLERK'S OFFICE (CONT.):

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THE ATTORNEY SERVICES DIVISION:

- FAMILIARIZE YOURSELF AND KEEP A COPY OF THE ATTORNEY SERVICES PORTAL USER GUIDE AVAILABLE ON THE ATTORNEY SERVICES PORTAL PAGE ON THE COURT'S WEBSITE:
- MAINTAIN YOUR CURRENT CONTACT INFORMATION AND FEE STATUS. IT IS REQUIRED BY LOCAL RULE: **D.C.COLO.LATTYR 5 ENTRY AND WITHDRAWAL OF APPEARANCE AND MAINTENANCE OF CONTACT INFORMATION.**
- **KEEP YOUR VARIOUS – AND ADMITTEDLY, NUMEROUS – LOGINS AND PASSWORDS** FOR YOUR PACER ACCOUNT, CM/ECF ACCOUNT, AND ATTORNEY SERVICES PORTAL ACCOUNT. THE PASSWORDS ARE MEANT TO BE PERSONAL AND PORTABLE TO YOU AS COUNSEL.
- SOME SPECIFIC PRACTICAL ATTORNEY SERVICES PRACTICE TIPS:
 - The PACER/ ECF or Pacer login page has dual functionality. If you are prompted to save your login and password on the login page, do not. It can cause problems, such as bypassing the login page entirely the next time you login and going directly to your PACER Account.
 - Do not use someone else's ECF login and password to file a document you have "s/". Both are needed to constitute your valid signature for purposes of Rule 11. Do not sign a document with your written signature and then scan and file it. You must "s/" your typed signature to a word document and convert that document to a PDF before filing it.
 - You can reset your ECF password from your portal account or at the bottom of the ECF/Pacer login page. You must have your ECF user name which is located in your portal account. Hint: it always begins with "co."

TIPS FROM THE CLERK'S OFFICE (CONT.):

THE COURTROOM SERVICES DIVISION (COURTROOM DEPUTY CLERKS AND COURT REPORTERS ASSIGNED TO PARTICULAR JUDICIAL OFFICERS).

- **ETIQUETTE:**

- Remember to stand when you are addressing or responding to the Court, making objections, etc.
- Do not address opposing counsel directly ... all questions, statements, responses must be directed to the Court, with the Court acting as the mediator.
- If you're going to read something into the record – and hopefully not the opening statement and closing argument – do so at a measured pace. Also, please speak clearly and directly and into microphones, particularly important in magistrate judge courtrooms (the transcript is derived from the microphone recordings), any hearings with interpreters for foreign language speakers, and bench conferences.
- If appearing for the first time in open court, do your best to file an entry of appearance in the case first, per **D.C.COLO.LAttyR 5 Entry and Withdrawal of Appearance and Maintenance of Contact Information** and the Entry of Appearance form on the Forms page listed above.
- Check in with the courtroom deputy clerk when you arrive in a courtroom – *unless*, by doing so, you would be interrupting proceedings; and if so, at the first available opportunity.

The magic three-word mantra:

“JUDICIAL PRACTICE STANDARDS”!!!

- See “Judicial Officers” page of the USDC website:
<http://www.cod.uscourts.gov/JudicialOfficers.aspx>
- The Local Rules anticipate that each judicial officers will have specific expectations:
- D.C.COLO.LCivR 43.1 - HEARING AND TRIAL PROCEDURES - A judicial officer presiding over a hearing or trial may establish governing procedures. Judicial practice standards are HERE.
- Practice Standards range from 12 to 29 pages
- Here is an illustration of the need to carefully read and follow both the Local Rules and the specific judge’s Practice Standards:

“Notwithstanding Local Rule 7.1(b), Judge Martinez requires a meet & confer before filing a 12(b)(6) motion, to confirm that the disputed issues cannot be fixed by amendment. (WJM Revised Practice Standards III.D.1.)”

COURTROOM TECHNOLOGY MANUAL

FOR

ATTORNEYS

IN THE

ALFRED A. ARRAJ UNITED STATES COURTHOUSE

FEBRUARY, 2016

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COURTROOM TECHNOLOGY MANUAL FOR ATTORNEYS
ALFRED A. ARRAJ UNITED STATES COURTHOUSE

Evidence Presentation

Evidence presentation is available in all courtrooms assigned to a district judge. In courtrooms 601 through 1002 (6th through 10th floors), and the Ceremonial Courtroom, there are 17" video monitors located at the bench, counsel tables, witness stand, and jury box. The monitors at both the witness stand and evidence presentation cart are touch sensitive annotation monitors in which the witness and counsel may electronically annotate the evidence. The image of the document or exhibit can be annotated with no harm being done to the original. With the exception of the Ceremonial Courtroom (C201) and Courtroom 702, all evidence presentation will be achieved using a VGA connection, which may require a VGA adapter depending on your device. Courtrooms 702 and the Ceremonial Courtroom are equipped with built-in VGA, HDMI, and DVI inputs.

Two shared portable systems (one for each floor) are used in courtrooms 401 through 502 (4th and 5th floors), which are magistrate courtrooms. The shared systems include the evidence presentation cart, video presenter, and monitors. The jury boxes do not have individual 15" monitors. The jury will view the evidence on 42" or 50" plasma monitors.

The evidence presentation system consists of the following:

Evidence presentation cart



(Entire rolling Evidence Presentation Cart – note workspace on either side of the document camera)

The evidence presentation cart is located next to the lectern. On the top of the cart is the video presenter or document camera. The presenter can be used to display

hard copy paper evidence, X-rays, photographs, slides, negative transparencies, maps, and charts.



HDMI, VGA, and audio input jacks are available. The VGA/HDMI inputs allow an attorney to display images such as scanned documents or photographs from a laptop computer to all monitors. The audio input jack allows the playback of recorded material through the courtroom sound system.



(VGA is on the left, HDMI is on the right.)

Counsel Tables

The front and rear counsel tables have jacks for VGA video (laptop input), and audio. The jacks are located in the center trough of the tables. Power is also located in the trough.



Both the judge and courtroom deputy have control panels to manage the various systems in the courtroom. During evidence presentation the monitors for the jury and gallery are turned to a black display until the evidence is accepted by the Court. Please check with the courtroom deputy for the proper protocol to use for displaying evidence to the jury.

Video Conferencing

All courtrooms have video conferencing capabilities. Nine courtrooms have permanent installations where cameras are mounted in the wall, and displayed on the evidence monitors. The other courtrooms are serviced by a portable roll-about system which displays the video on one large monitor. Please contact the courtroom deputy to request a video conference.

Voice Reinforcement

Each courtroom has a voice reinforcement system with microphones at the bench, counsel tables, witness stand, jury box, and lectern. The counsel table microphones have a mute button that when pressed and held turn off the microphones. Attorneys are encouraged to press the mute button for confidential conversations. Microphones at the

lectern and witness stand cannot be muted. When a side bar conference is held, a masking noise will be heard throughout the courtroom to provide confidentiality.

Telephone Conferencing

Each courtroom is equipped with a telephone conferencing system which is integrated into the voice reinforcement system. The courtroom deputy can provide details on using the telephone conferencing system.

Assisted listening and second language translation

Each courtroom has an assisted listening system for parties who are hearing impaired. The proceedings are heard through wireless headphones with adjustable volume. The same headphones can be used for second language translation in criminal matters.



Realtime Court Reporting

Realtime court reporting is available at all counsel tables, evidence presentation cart, and witness stand. To request the use of realtime court reporting, please contact the court reporter.

The realtime system can also be used for a party who is hearing impaired. Please contact the courtroom deputy and court reporter, if needed.

Operation of Courtroom Equipment

Video Presenter

The document camera is located at the evidence presentation cart. Below is a summary of the controls/buttons most likely to be used (each document camera differs slightly from others; the following are commonly found on most cameras):

Lamp. Use this button to control the upper or lower lamp.

INT/EXT. Use this to select internal (video presenters) or external image (laptop computer). To use laptop computer from the evidence presentation cart see below.

Nega/Posi. Press this button to view negative film.

Mode. Use this to select the correct resolution which is XGA (1024 x 768). (should already be set)

Zoom. Use this to control the size of an object projected on the screen.

AF/Focus. Use this to adjust the focus. The video presenter will default to auto-focus.

Control key. These buttons will move the image up and down, and left and right.

FULL/SCROLL. Full: use this to display the whole image. Scroll: use this to display only a part of the image.



(Above: standard Document Camera controls, for Courtrooms 601 through 1002)



(Another Document Camera (found in Courtroom C201))

Laptop hookup at evidence presentation cart

A laptop computer may be connected to the evidence presentation system at the evidence presentation cart. Follow these steps:

1. Connect video cable from video presenter to video output port on laptop.
2. On the video presenter, press the **INT/EXT** button. This will switch the input source from the video presenter which is considered the internal device, to the laptop which is considered the external device. The mode should be set to **XGA** on the video presenter.
3. On the laptop press the appropriate key combinations to redirect the video output to the VGA port. Usually a numbered function key on the top row of the keyboard and the function or FN key on the bottom row of the keyboard

will redirect the signal. NOTE: Each computer manufacturer has a different keystroke combination to direct the video signal to the video output port. Also, by toggling through the key combination you can display the video image simultaneously on the laptop and evidence presentation system.

4. If you wish to use the video presenter as your presentation source, press the **INT/EXT** button to bring up the video presenter.

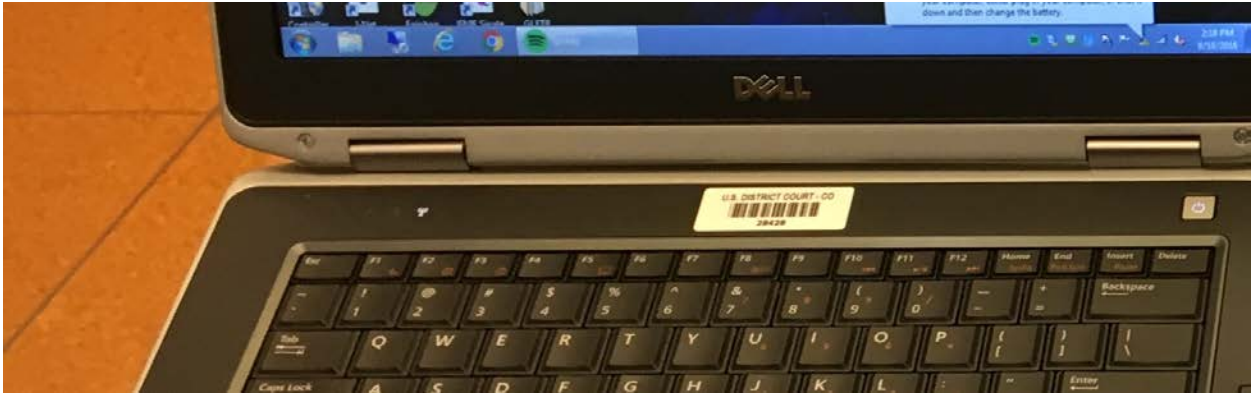
A power strip is located in the rear of the evidence cart for powering your laptop. Your power cord may be fed through the grommet on top of the cart. The video display settings on the laptop should be set to 1024 x 768 @ 60 Hz.

Laptop jacks at counsel tables



(Laptop jacks for courtrooms 601 through 1002 on the left, and 401 through 502 on the right.)

All counsel tables have laptop jacks in the trough of the table. Connect the VGA cable from the CPU input jack in the counsel table to the video output port on laptop. Press the appropriate combination of keys on the laptop to send the video signal to the evidence system *[usually a combination of FUNCTION and F7 or F8]*.



NOTE: Each computer manufacturer has a different keystroke combination to direct the video signal to the video output port. Also, by toggling through the key combination you can display the video image simultaneously on the laptop and evidence presentation system. The video display settings on the laptop should be set to 1024 x 768 @ 60 Hz.

Touch sensitive annotation monitors at witness stand and evidence cart



Touch sensitive annotation monitors are located at the witness stand and evidence cart. Annotations will appear on all monitors in the courtroom. Use the provided stylus or hold and slide your finger against the monitor to draw lines. An arrow will appear if you lightly tap the monitor. The line you draw will overwrite the

image being presented and not highlight it. The functions of the monitors are controlled by tapping the corners of the screen. The controls include:

- Change the color of the annotation.
- Remove the last line or arrow from the screen.
- Erase all annotations.

Trial presentation software

All commercial off-the-shelf trial presentation software has been found to be compatible with the courtroom systems. Please note that the computer used to present the evidence must have the video resolution set to 1024 x 768 at 60 Hz.

Contacts and training

We encourage attorneys to test the evidence presentation systems with the exact equipment and evidence they will use in hearings. We will train you on the system and answer any question you may have.

Please contact the courtroom deputy to arrange a time for and training and testing.