

**Evidence Presentation System Checklist**  
(For Use Prior to Contacting the Court)

Components I may wish to use:

Evidence Presentation Cart

- Location of Cart in the Courtroom
  - At Lectern
  - Rear Well of Courtroom
- Evidence Camera
  - Wide Angle Lens
- Annotation Monitor
- VCR
- Laptop Connection
- Auxiliary Connections

Counsel Tables

- Laptop Connection
- Auxiliary Connections
- Internet Access
- Realtime Court Reporting Connection

Witness Stand

- Evidence Camera
- Laptop Connection
- Auxiliary Connections

Additional Equipment

- Listening System
- Cordless Microphones
  - Hand-held
  - Lapel
- Side Camera (Tripod Easels)
- Color Video Printer
- Video Conferencing
- Telephone Conferencing

Personal equipment I may wish to bring into the courtroom:

- Laptop(s) How many? \_\_\_\_\_
- Compact Disc Player
- Cassette Player
- Video Camera
- VCR
- DVD Player
- Other Audio Visual Equipment \_\_\_\_\_
- Connecting Cables (confirm which cables are already provided by the court)

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