



**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

High Technology Courtroom—625 City Hall

Introduction

Thank you for expressing an interest in scheduling a trial in the court's High Technology Courtroom—625 City Hall. For your information, the attached documents describe the technologies that are available. If you are interested in using these technologies for trial, you must complete the "Request for Technology Courtroom—625 City Hall" form. This form may be obtained from any Judicial Team Leader, various offices in the Trial Division—Civil, or downloaded from the Court's website (<http://courts.phila.gov>). The form must be completed in its entirety and submitted to the Judicial Team Leader no later than one month before trial is scheduled to commence.

The request to utilize Courtroom 625 City Hall will be reviewed by the Civil Administration Executive Committee. This committee is comprised of all the Judicial Team Leaders and the Supervising Judge of the Trial Division—Civil. You will be notified of the committee's final decision in writing. If approved, your confirmation will include an explanation of how to proceed.

Should you require additional information regarding protocol or scheduling procedures, please contact the Judicial Team Leader assigned to the program in which the trial is scheduled. More specific questions regarding the technologies may be addressed to Sean MacGregor, Courtroom Technologist, Civil Administration, Trial Division—Civil, Room 296 City Hall, Philadelphia PA 19107, by telephone at 215-686-4245, or by email to Sean.MacGregor@courts.phila.gov.

The First Judicial District is very pleased to now have available for the citizens of Philadelphia these state-of-the-art technologies.

First Judicial District of Pennsylvania High Technology Courtroom—625 City Hall

FACT SHEET

The recently renovated Courtroom 625 in historical City Hall has become the First Judicial District of Pennsylvania's high technology courtroom. The following description lists some of the available technologies.

- A video evidence presentation system with distributed monitors, interactive plasma display, and touch-screen annotation at the podium and witness positions.
- The interactive display is a SmartBoard® overlay mounted on a fifty – inch plasma screen allowing the easy marking of digital evidence by a witness.
- The touch-screens at the witness stand and the podium allow a witness or attorney to easily mark digitally displayed evidence for all in the courtroom to see.
- Document cameras at both the podium and witness locations, allow the display of physical evidence such as documents, pictures, x-rays, slides, etc.
- A video player at the podium provides the ability to display video tapes and DVDs.
- Computer input connections at the podium, attorney tables and Judge's bench provide the display of computer generated and scanned materials to the courtroom.
- A video printer makes a postcard-size representation of the displayed evidence for creating a record of all annotated materials. This does not replace the original material, but simply records the markings of that material.
- A teleconference system allows clear audio telephone communications for remote audio testimony.
- A videoconferencing system provides remote witness appearances from anywhere in the state, country or world. Multiple video cameras automatically switch to the speaker at various locations within the room and do not require any operator control.

- Court record capabilities including Realtime court reporting and digital audio recording, providing a comprehensive record of the proceedings.
- Foreign language interpretation transmission through an infrared emitter system, providing translation for foreign speaking participants in a trial.
- A sophisticated wireless control system providing simple user operation with a minimum of training.



**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PHILADELPHIA COURT OF COMMON PLEAS
TRIAL DIVISION—CIVIL**

**Request for Technology Courtroom
625 City Hall**

This form must be completed when requesting the use of the High-Technology Courtroom, 625 City Hall. Please complete this form in its entirety and return it to the judicial team leader assigned to the program in which the trial is scheduled. A list of judicial team leaders is attached for your information. In order to ensure proper consideration of this request, this form must be submitted to the judicial team leader no later than one month prior to the date trial is scheduled to begin. A copy of the request must be forwarded to all parties of record.

The party making this request shall bear all risk of loss or damage to the equipment while in their possession. The party must reimburse the First Judicial District of Pennsylvania immediately for all replacement and repair costs associated with the equipment while in their possession.

Requestor Information

Name/Company/Office: _____

Attorney Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Request is by (circle one):
Agreement / Opposed

Case Information

Case I.D.: _____

Short Caption: _____

Judicial Team Leader: _____

Presiding Judge (if known): _____

Trial Date: _____

Estimated Number of Trial Days: _____

Technologies

Teleconference/Videoconference/Audio

*Remote testimony must originate from the remote location. The parties must contact the remote location and obtain their technical information and submit that information to the Office of Civil Administration **five (5) days prior to start of the trial.***

Have you obtained the consent of all parties to take testimony from a witness at another location through videoconferencing technology?

____ Yes ____ No

Name of Site Initiating the Call: _____

Address: _____

Test Date (*minimum 48 hours prior to trial*): _____

Target ISDN Phone Number(s): _____

Long Distance/ISDN Service Carrier: _____

Bridge Provider: _____

Speed: _____ 112/128 _____ 224/256 _____ 336/384

Name and Phone Number of Contact Person for Day of Trial: _____

How many different sites must communicate? _____

Is a mechanism needed for confidential communication between sites?

Yes No

—

Will documents need to be transmitted between sites?

Yes No

—

Are you requesting digital audio recording while in the courtroom (not to be considered official record of event)?

Yes No

—

Court Record

If realtime court reporting is requested for this trial, contact must be made with Janet C. Fasy, Deputy Court Administrator for Court Reporting, 215-683-8000, to formalize all requests.

Will you be requesting realtime court reporting for this trial?

Yes No

—

If realtime reporting is requested, have all parties agreed to that request?

Yes No

—

Will you request same-day copy?

Yes No

—

Equipment Operation

Any questions regarding the equipment that is now available in 625 should be directed to Hakim Robinson, Civil Administration, 215-686-4253. Mr. Robinson will be available to arrange for an on-site visit of 625 in advance of a trial. However, Mr. Robinson is not available to train individuals in the use and operation of this equipment.

Who will be responsible for operating the equipment in the courtroom?

Name: _____

Phone: _____ Fax: _____

E-Mail Address: _____

What type of experience and/or training has this individual had in the operation of the 625 technologies?

Signature

Name and Title

Date



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SCHEDULE OF JUDICIAL TEAM LEADER ASSIGNMENTS

PROGRAM	JUDICIAL TEAM LEADER/COORDINATING JUDGE	CHAMBERS ADDRESS
Day Forward 2007	Judge William Manfredi	510 City Hall
Day Forward 2006	Judge Sandra Mazer Moss	392 City Hall
Day Forward 2005	Judge Jacqueline Allen	360 City Hall
Day Forward 2004 and back	Judge Arnold New	606 City Hall
Complex Litigation Ctr.	Judge Allan L. Tereshko	236 City Hall