
GUIDELINES FOR LITIGANTS



**SETTING UP YOUR EXHIBIT PRESENTATION
AT THE
COMPLEX CIVIL LITIGATION CENTER**

Effective September 1, 2007, litigants have the option providing either their own equipment or rental equipment necessary for the electronic presentation of documents or evidence at the Complex Civil Center.

Court equipment available consists of 46" LCD monitors (either mounted or portable), monitors for counsel tables and the witness, infrastructure (cables), document camera, and a video distribution amplifier. The courtroom systems are designed for the presentation of digital information (CD/DVD format). The court does not have projectors or computers for the display of electronic information or images. Parties will need to provide their own computers and presentation software.

1. At least ten (10) days prior to the hearing, a party must contact the courtroom where your hearing or trial will be heard to arrange for the electronic presentation of documents or evidence.

Please provide the court with the following information:

- The equipment you will provide, and whether or not it will be left overnight at CXC (security of equipment is the responsibility of the litigant / vendor)
- The number of court-owned monitors the party wishes the court to provide (the court has a limited number available for use)
- The amount of time you will need to set up outside equipment prior to hearing
- Any unusual requests for accommodation of delivery (large items only)
- Arrangements for removal of equipment

2. Courtroom phone numbers (area code 657):

CX101	622-5301
CX102	622-5302
CX103	622-5303
CX104	622-5304
CX105	622-5305