



Wyoming Judicial Branch

Courtroom Technology Policy

Policy Approver(s)	Wyoming Judicial Council
Effective Date	September 13, 2024
Review Period	Every Three (3) Years

I. PURPOSE

This policy establishes a comprehensive set of courtroom technology standards for courtrooms and jury rooms within the Wyoming Judicial Branch (WJB).

NOTE: Not all equipment listed may be necessary in all locations to provide adequate courtroom technology functionality. Courtroom shape, size and layout will be used to determine the appropriate equipment.

II. APPLICATION

- A. This policy applies to all WJB district, chancery, and circuit court courtrooms. NOTE: This policy does not apply to the Wyoming Supreme Court courtroom.
- B. All existing equipment will be grandfathered. Should equipment which does not meet the specifications outlined in the policy fail, it will not be repaired or replaced.
- C. Equipment or software not provided by the IT Division will not be supported.

III. COURTROOM AUDIO

A. Microphones

- 1. Up to fourteen (14) Microphones:
 - a. One (1) wired gooseneck microphone for the judge;
 - b. One (1) wired gooseneck microphone for the clerk;
 - c. One (1) wired gooseneck microphone for the witness;
 - d. Two (2) wired gooseneck microphones at each of the counsel tables (up to four (4) tables);

- e. One (1) wired or wireless gooseneck microphone at the podium; and
- f. Two (2) wireless (lapel or handheld) microphones.

B. Speakers

- 1. The number of speakers and amplifiers will be determined for each location. Six to ten (6-10) zones will be provided for full coverage. The zones will include the judge, witness, clerk, court reporter (district court only), counsel table areas, gallery, and the media/cry rooms if applicable.

C. Other

- 1. One (1) audio streaming device;
- 2. One (1) headset connection for court reporter desk (district court only);
- 3. One (1) telephone conferencing (phone line to be provided by the county);
- 4. Liberty recording connection; and
- 5. Assisted Listening devices:
 - a. Six (6) for general use;
 - b. Six (6) for side-bar; and
 - c. One (1) for the court reporter (district court only).

IV. COURTROOM VIDEO

A. Monitors

- 1. Up to eight (8) 22" monitors:
 - a. One (1) for the judge;
 - b. One (1) for the clerk;
 - c. One (1) for the witness;
 - d. One (1) at each of the counsel tables (up to four (4) tables); and
 - e. One (1) for the court reporter (district court only).
- 2. Up to three (3) large monitors (40" to 90") to as assessed to provide adequate courtroom technology functionality and coverage for:
 - a. Jury box; and
 - b. Gallery.

B. Video Conferencing

- 1. One (1) dedicated courtroom video conferencing computer; and
- 2. Two (2) PTZ Cameras.

C. HDMI Connections

3. Up to six (6) HDMI Connections:

- a. One (1) for the judge;**
- b. One (1) for the lectern; and**
- c. One (1) at each of the counsel tables (up to four (4) tables).**

D. Other

- 1. Apple TV.**

V. JURY ROOM AUDIO

A. Assisted Listening devices

- 1. Six (6) for general use.**

B. One (1) boundary microphone

VI. JURY ROOM VIDEO



A. Video Presentation

- 1. One (1) 50" Monitor.**

VII. EXCEPTION REQUESTS

Courtroom Technology exception requests must be submitted through the WJB Help Desk and will be approved or rejected by the Technology Committee.

Approved By:

 _____ Kate M. Fox, Chair Wyoming Judicial Council	 _____ Date
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