

CHECKLIST and CERTIFICATION  
of  
Operational Standards for Interactive Audiovisual Systems in Criminal Cases  
ACJA §5-208

Instructions: Complete and sign this certification form and send it to the presiding judge of the county. The certification must be completed annually.

The requirements contained in ACJA §5-208(B) have been met for the court indicated below:

1. Training. Judicial officers and staff who use the interactive audiovisual system(s) in this court have received appropriate training in operating and optimizing the use of the system(s).  Yes

Describe the training and training date(s):

2. Remote site. The remote site is a room or area at a custodial facility that provides proper decorum and is free of extraneous activity and sounds during the proceeding.  Yes

Describe the room or area at the remote custodial facility(s):

The remote room or area is furnished with seating and a work surface for defendant and defense counsel.  Yes

3. Site review. Court staff has conducted a review of all remote locations used by the court for interactive audiovisual proceedings to establish that the setting and visual appearance of the remote location(s) promote fairness and appropriate court decorum.  Yes

Location(s) of remote site:

Site visit(s) conducted by:

Site visit(s) conducted on (date):

Comments:

4. Court reporters. A remote court reporter can clearly hear those persons who are speaking, and if a proceeding is complex, the remote court reporter can also see those persons who are speaking. The remote court reporter has an accessible microphone to participate in the proceedings when necessary.  Yes

5. Documents. A defendant who appears from a remote location is provided in a timely manner with hard copies of any documents that must be furnished by the court to the defendant pursuant to the Rules of Criminal Procedure or other law.  Yes

Describe method of providing documents:

6. Confidential communications. When the defendant is represented by an attorney who is not present at the remote custodial site, the court informs the defendant prior to the start of proceedings of the available means of confidential communication with defense counsel.  Yes

Describe the method of providing confidential communications:

Describe how defendants are informed of the available means:

7. Technical requirements.

- The defendant and the attorney at a remote location can clearly see and hear proceedings in the courtroom.  Yes
- Those in the courtroom can clearly see and hear participants at the remote location.  Yes
- The visual picture is sufficiently clear that the facial features of participants who are speaking can be seen.  Yes

The following minimum technical standards are met:

a. Equipment for conducting video-conferencing communications meets the requirements of H.320 (ISDN)  or H.323 (IP)  (check one).

b. Dedicated bandwidth for each individual videoconference of not less than 384 kbps to preserve video delivery of no less than 30 frames per second.  Yes

c. Audio quality of 14 kHz minimum to operate at bit rates between 24 and 48 kbps with audio provided the highest priority among all network traffic.  Yes

d. When used, compression and encryption technologies common to all endpoints in any individual videoconference.  Yes

e. Multiple cameras and microphones as required by the configuration of the rooms in which proceedings takes place.  Yes

f. Projection screens, monitors, and speakers are placed, and are of sufficient size, number, or capacity, to enable all participants and members of the public to clearly see and hear participants in the courtroom and at the remote location.  Yes

g. A system check is made by court staff each day sufficiently in advance of court proceedings to assure proper operation of the interactive audiovisual system.  Yes

h. A device is utilized that allows the recording and audio systems in the courtroom to be turned off, except for a link between defendant and defense counsel, if necessary to assure the confidentiality of communications between a remote defendant and defense counsel in the courtroom.  Yes

i. There is an established procedure for court staff to follow in the event of a system malfunction.  Yes

j. A check of the audio function is performed prior to conducting the initial proceeding following any loss of power or system shutdown.  Yes

8. Deviations. Explain below any deviations from the requirements of ACJA §5-208(B). Exceptions to the standards that relate to jail security requirements must be specifically noted.

Explanation:

9. Comments.

10. Certification. The undersigned is authorized to endorse this certificate on behalf of the \_\_\_\_\_ Court and certifies that the indicated requirements of ACJA §5-208(B) have been met.

\_\_\_\_\_  
Printed name of court representative

\_\_\_\_\_  
Signature or /s/ of court representative

\_\_\_\_\_  
Title of court representative

\_\_\_\_\_  
Date