

CHECKLIST and CERTIFICATION

Operational Standards for Interactive Audiovisual Systems in Criminal Cases *A.C.J.A. §5-208*

Instructions: Complete and sign this certification form and send it to the presiding judge of the county. The certification must be completed by January 15, 2010 for an existing system, or prior to the initial use of a newly added system. A court shall recertify its system annually and promptly recertify its interactive audiovisual system after a system has been replaced; after the location of an endpoint has been changed, substantially altered, or has been added; or if other circumstances are known to the court that would reasonably require recertification.

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

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

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):

[Note any comments in #9 below.]

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 also has a means to 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

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

7. The following minimum standards for system operation are met:

- The defendant and the attorney at a remote location can clearly see and hear participants 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

a. Multiple cameras and microphones are used as required by the configuration of the rooms in which proceedings take place. Yes

b. 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

c. 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

d. When it is necessary to assure the confidentiality of communications between a remote defendant and defense counsel in the courtroom, 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. Yes

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

f. 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 A.C.J.A. §5-208(B). Exceptions to the standards that relate to jail security requirements must be specifically noted.

Explanation: (Extra sheets attached)

9. Comments. (Extra sheets attached)

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

Printed name of court representative

Signature or /s/ of court representative

Title of court representative

Date