

# THE TRIAL KIT



<b>HARDWARE</b>	<input type="checkbox"/> Laptop computer (plus a cloned laptop) or a desktop system with removable hard drive in the courtroom
	<input type="checkbox"/> Power cord for the laptop
	<input type="checkbox"/> Power strip(s) for computer(s) and projector
	<input type="checkbox"/> Batteries for laptop (remember to recharge the battery if necessary), although you will be running the laptop using the power strip
	<input type="checkbox"/> External hard drive if laptop drive space is limited
	<input type="checkbox"/> Mouse pad and mouse
	<input type="checkbox"/> Bar code wand or laser reader, if used
	<input type="checkbox"/> Projector (if used)
	<input type="checkbox"/> Spare bulbs for projector
	<input type="checkbox"/> Removable storage media (e.g., USB key/flash drives, portable hard drive, rewriteable CDs if you have a CD burner on your courtroom computer)
	<input type="checkbox"/> Extension cables, if needed
	<input type="checkbox"/> Extension cords + adapter (3-prong to 2-prong, 2-prong to 3-prong)
	<input type="checkbox"/>
	<input type="checkbox"/>
<input type="checkbox"/>	
<b>EXHIBIT SUPPLIES</b>	<input type="checkbox"/> Extra copy of printed barcodes used during presentation, if using barcodes to retrieve images
	<input type="checkbox"/> Notebook/binder containing your exhibits outline, for all exhibits, with bar codes and exhibit descriptions
	<input type="checkbox"/> Copies of any court orders relating to the use of technology in the courtroom
	<input type="checkbox"/> Extra copy of the exhibit list
	<input type="checkbox"/> Exhibit labels
	<input type="checkbox"/>
<b>BACKUP</b>	<input type="checkbox"/> Original software program disks or CDs for key programs used in courtroom
	<input type="checkbox"/> Emergency system recovery disk (depending on operating system)
	<input type="checkbox"/> CDs/DVDs containing an extra copy of the images and multimedia being presented (in case a file gets corrupted)
	<input type="checkbox"/>
	<input type="checkbox"/>

<b>OFFICE &amp; PERSONAL SUPPLIES</b>	<input type="checkbox"/> Post-it notes and pens
	<input type="checkbox"/> Small notepad or legal pad
	<input type="checkbox"/> Markers
	<input type="checkbox"/> Scotch tape, paper clips, small stapler and staples
	<input type="checkbox"/> First aid supplies (bandaids, ibuprofen, antacid)
	<input type="checkbox"/> Breath mints
	<input type="checkbox"/> Tissues
	<input type="checkbox"/> Eyedrops
	<input type="checkbox"/> Lozenges
	<input type="checkbox"/> Glasses (if needed)
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<b>TOOLS &amp; HANDY DEVICES</b>	<input type="checkbox"/> Gaffers tape for anchoring cords in the courtroom (gaffers tape, not duct
	<input type="checkbox"/> Data card (for Internet access during court breaks should you need to transfer files from the office)
	<input type="checkbox"/> List of phone numbers of support personnel (including manufacturers and software tech support)
	<input type="checkbox"/> Cell phone and spare charged battery (or a couple of rolls of quarters...or a phone card...or all three)
	<input type="checkbox"/> Cell phone charger
	<input type="checkbox"/> Small computer toolkit (including screwdrivers, screws, etc.)
	<input type="checkbox"/> Small pin flashlight
	<input type="checkbox"/> Pointer (laser and/or telescoping)
	<input type="checkbox"/> Headset for making clips in the courtroom
	<input type="checkbox"/> Laminated copy of this Tech Trial Kit checklist and erasable marker
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**BEFORE YOU GO INTO THE COURTROOM, REMEMBER TO:**

- **Turn off your cell phone/pager tones**
- **Turn off all computer tones (including system) (make sure video and audio clips are still capable of playing sound)**
- **Deactivate all screensavers**
- **Test all connections before court convenes**
- **Test sound/speaker volume levels before court convenes**