

The Technology Trial Kit

by Cheryl Evans

Over twenty years ago, when working for a busy litigation practice in Hawaii, my colleagues and I built a trial kit. We purchased an ugly, plastic fishing tackle box with dozens of compartments and filled it with everything from paperclips to pointers, markers to Maalox, Band-Aids to breath mints. The trial kit was religiously replenished at the end of each trial day. Over the years, the fishing tackle box metamorphosed into a more subdued set of plastic stationery boxes, but the purpose was the same – to avoid wasted time pulling together trial supplies and to ensure that the litigators had all necessities within reach in the courtroom. After the trial ended, the trial kit was replenished one last time and then stored until the next trial.

In a trial in which you use computer technology, the importance of a well-stocked trial kit increases. Imagine having to use keystrokes or a laptop touchpad (for the first time) to navigate a Windows presentation program in a full courtroom because you forgot to pack the mouse!

Start with a rolling briefcase with lots of storage compartments. (Strong wheels are important here, since this bag will be heavy to tote around.) On the following pages, you will find a list of suggested items to put inside the Tech Trial Kit. Keep a copy of your own version of the checklist in the trial kit so you can be sure to fully replenish the kit. (*Tip:* Laminate the list and use an erasable marker to track what you need to replenish at the end of the day.) This list assumes that you are able to leave your cables, power strips, projection equipment and screen/monitors in the courtroom from one day to the next. But if you are working on a proceeding not within close proximity of your office, you may need to double-up on these supplies: one set for the courtroom, one set for the warroom.

BEFORE YOU GO INTO THE COURTROOM, REMEMBER TO:

- Turn off your cell phone/pager tones
 - Turn off all computer tones (including system) (unless, of course, you're presenting video or audio clips)
 - Deactivate all screensavers
 - Test all connections before court convenes
-

THE TRIAL KIT



HARDWARE	<input type="checkbox"/>	Laptop computer (or two, if you're using a spare) 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
	<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)
EXHIBIT SUPPLIES	<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

BACKUP	<input type="checkbox"/>	Original software program disks or CDs for key programs used
	<input type="checkbox"/>	Emergency system recovery disk (depending on operating
	<input type="checkbox"/>	CDs/DVDs containing an extra copy of the images and multimedia being presented (in case a file gets corrupted)
OFFICE & PERSONAL SUPPLIES	<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, tissues, eyedrops
TOOLS & HANDY DEVICES	<input type="checkbox"/>	Gaffers tape for anchoring cords in the courtroom (gaffers tape, not duct tape)
	<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"/>	Small computer toolkit (including screwdrivers, screws, etc.)
	<input type="checkbox"/>	Small pin flashlight
	<input type="checkbox"/>	Pointer (laser and/or telescoping)
	<input type="checkbox"/>	Laminated copy of this Tech Trial Kit checklist and erasable marker
	<input type="checkbox"/>	
	<input type="checkbox"/>	