

Franklin County Judicial Center
401 E. Main Street
Union, Missouri 63084

**ACCESS TO COURTROOM AUDIO-VISUAL
EQUIPMENT**

Court Provides

- Outlets for audio and video for laptop computers
- Outlet for DVS/VCR player hook up
- Projector and screen for laptop and DVD/VCR player
- Electrical outlets

Attorney/Party Provides

- Cables for video and audio input/output, including VGA cables & audio cables
- Laptop computer
- DVD Player/VCR Player
- Television
- All other audio/visual equipment

General Information

- The Court does **not** have information-technology staff to assist the attorney/party with the setup and operation of his/her equipment.
- It is the responsibility of the attorney/party to have knowledge of the functionality of his/her laptop computer, including how to project images to the courtroom screen and muting capabilities
- If an attorney/party has never used the courtroom AV equipment in the Judicial Center, the attorney/party is encouraged to schedule a time to test his/her equipment in the courtroom at least three days prior to the scheduled court proceeding. To schedule a time to test your AV equipment, contact Bonnie Berkel, Court Manager at 636-583-6339.
- If an attorney/party fails to test equipment prior to the court date and on the trial date his/her equipment does not function properly, it will not prevent the other attorney/party from using his/her audio-visual equipment.