

Instructions for Judges, Lawyers, and Other Court Participants Regarding the Electronic Recording System in the Courtroom

(Arizona Courts: Revised 05/02/2005)

Proceedings in this courtroom are recorded using a digital ~~or analog~~ recording system. This technology creates a verbatim record without the use of a court reporter. The following practice tips are intended to help you make a clear recording of your proceeding.

- The system uses ultra-sensitive microphones, therefore, avoid making any statements you do not want recorded. Use the mute button (if available) during client consultation; be sure the microphone is turned back on before proceeding.
- Upon speaking for the first time, identify yourself for the record. Spell your name and state whom you represent.
- Give the recording equipment operator the correct spellings of unusual or technical names and vocabulary used by you or your witnesses.
- Speak clearly and audibly.
- Only one person should speak at a time.
- The recording system can only pick up verbally spoken words. Avoid “uh huh” and gestures. Be sure that all witnesses give verbal responses to questions.
- When reading from a document, read slowly and clearly.
- Avoid moving the microphones: alert court personnel if adjustments are needed.
- Remain within arm's reach of a microphone.
- Avoid tapping on or striking the table or microphone.
- To request a play-back of particular testimony or argument, you will need to know the approximate time when the statements were recorded. If available, use the recording system's clock.
- When at sidebar, avoid covering the microphone with documents, and speak one at a time directly into the sidebar microphone. When a sidebar conference is to be on the record, attorneys should not whisper. The microphones in use in this courtroom, although quite sensitive, have an initial threshold for sound, just as the human ear does.
- If you are interested in obtaining a copy or a transcript of the recording, see court personnel.
- Any Arizona certified court reporter or a transcriber authorized by the Arizona Supreme Court is qualified to transcribe an electronic recording.