**RECORDER AND EQUIPMENT INFORMATION**

**DC 24**

Court Recorder/Transcriber: Ro’Shell Hurtado

hurtador@clarkcountycourts.us or (702) 671-0684

**Equipment**

The Courtrooms are each equipped with a document camera and screens for viewing. Documents, video, audio, or PowerPoint presentations can be displayed wirelessly by connecting your laptops to WePresent. Please make arrangements with the Recorder in advance to come a little early to set up and test your equipment to be prepared prior to trial starting.

Should you need to play a DVD or CD, please bring a laptop that has previously played your disc to ensure you have the correct software when in court. The courtroom is not equipped with computer video to VGA.

**Recording**

All court proceedings are recorded. There is a $40 an hour fee for recording. Please see Agreement to Pay Recording Fee attached. Return this form signed prior to the beginning of trial.

**CDs/DVDs/Thumb Drives**

CDs/DVDs of proceedings are available for $2 per disc. Thumb drives available at $5.

CDs/DVDs and thumb drives obtained are an audio/video recording and do not have the typing included. CDs/DVDs and thumb drives cannot be used for preparation of official transcripts. Transcripts must be ordered through the Recorder.

**Daily Transcripts**

Daily transcripts must be prearranged at least one week prior to the start of your trial. If your trial is expected to last more than a couple weeks please make arrangements for dailies as soon as possible so the Recorder can secure a transcriber for your dates. Please contact the Recorder to make prior arrangements. Please note the Recorder is the official record for the department.