

# EQUIPMENT, RECORDINGS, CDs & TRANSCRIPTS



## DEPT 2 – TRIAL INFORMATION

Court Recorder Dept. 2: Dalayne Easley at [easleyd@clarkcountycourts.us](mailto:easleyd@clarkcountycourts.us) or 702-671-0663

### **EQUIPMENT**

The courtrooms are each equipped with a document camera (ELMO) and screens for viewing. Laptops can be plugged into the JAVS system at the attorney tables to be viewed throughout the courtroom. The courtrooms are NOT equipped with adaptors for newer computers. Please bring the appropriate adaptor to convert your computer video to VGA. Documents, video, audio, or PowerPoint presentations can also be displayed wirelessly by connecting your laptops to WePresent. If you are planning to use any equipment please contact the Court Recorder so that she can meet with you prior to trial starting so that you can test the equipment.

If you find it necessary to play a DVD or CD please bring with you the laptop that has previously played your disc to ensure you have the correct software in which to play it in the courtroom.

**BLUE JEANS – VIDEO CONFERENCING:** (*NOTE: this can take one to two weeks to arrange.*)

1. The first step in scheduling witnesses to appear by video conferencing is to:
  - a. Prior to the start of trial, both parties must stipulate to each witness that wishes to appear by video conferencing. Once stipulated, proceed to 2. **OR:**
  - b. Prior to the start of trial, parties must receive approval from the judge to have each witness appear by video conferencing. Proceed to 2.
2. Once parties have stipulated to a video conference OR to receive approval from the judge for your witness to appear by video conference:
  - a. ***One week prior to start of trial*** you must submit an ATEAR form to the JEA in Department 2. The form is available on the County website [here](#) (select: Audio/Visual Appearance Request Instructions) or contact the Court Recorder for a copy. Opposing counsel will have an opportunity to oppose this request. Opposition to the request must be made in writing within two (2) judicial days of service of this request.
  - b. When completing the form please keep in mind that you should schedule your witness to appear within a four to five hour timeframe or longer if you know it will take longer for the witness to be on the stand, possible multiple days of questioning,

or of the possibility that a witness will be recalled as a rebuttal witness. This information allows the Court IT Department to arrange for longer or multiple days for video conferencing per witness.

**Please note:** If your witness misses the allotted time frame on the scheduled day for the video conference, the video conference will have to be rescheduled through the Court IT Department which could take several days.

3. Once the form has been approved, a signed copy will be forwarded to the Court IT Department from Department 2. **Court IT will then require two (2) days prior to trial to test the equipment.**

### **Recording Fees**

Department 2 is a court recording department, therefore all civil matters heard in Department 2 are recorded at the request of the Judge. District Court Administration charges \$40 an hour for recording fees (NRS 3.370). Please keep in mind that without the recording you would not have access to future CDs or transcripts. See page 4 for *Agreement to Pay Recording Fee* form. Please complete the form, sign it and return it to the Court Recorder prior to the beginning of your hearing or trial (the form can be handed to the Court Recorder the day your matter is heard or on the first day when trial begins).

### **CDs**

CDs of proceedings are available for \$25 per disc. CDs and transcripts must be ordered through the Court Recorder. If you would like daily CDs of your hearing/trial please make the arrangements with the Court Recorder prior to the start of your hearing/trial.

*Note: transcripts produced/transcribed from the CDs will not be considered the official transcript and will not be filed with the Clerk of the Court. However, the information obtained from the CDs may be utilized for your use during your hearing/trial (including recording clips), but you must put on the record that you will be showing any clips prior to using them.*

### **Daily Trial Transcripts**

Department 2 is a Court Recording Department and all civil matters are recorded at the request of the Judge. If you wish to have daily transcripts produced during trial you have two options:

Option #1: You must have preapproval by the Judge to have a Court Reporter present in court. You will secure your own Court Reporter to type daily transcripts during trial. You will be responsible for all fees associated with the Court Reporter. Daily transcripts produced by the Court Reporter are for your use only during trial. These transcripts will **not** be considered the official Court record.\*

Option #2: A few weeks prior to your trial contact the Court Recorder for Department 2 to inquire if she can secure an outside company to type dailies using the court recordings. If one is available the company will set up the payment plan and delivery of the dailies directly through you. Transcripts produced from the court recordings **will** be considered official Court records. *This option is only available if an outside service can be located and available to provide this service.*

**\*Important note:** The Court Recorder records the official record for Department 2. Therefore, the Court Recorder will always be in attendance during your hearing/trial and will continue to record every session. You will still be required to complete the *Agreement to Pay Recording Fee* form prior to your hearing/trial. The recording fees must still be paid in addition to daily transcription fees, daily CDs, and before any future official transcripts can be produced.



**AGREEMENT TO PAY RECORDING FEE**

**EIGHTH JUDICIAL DISTRICT COURT - DEPARTMENT 2  
HONORABLE JUDGE RICHARD SCOTTI**

**200 Lewis Ave.**

**Las Vegas, NV 89155**

**Phone: 702-671-0663 Fax: 702-671-4317**

**Email: [easleyd@clarkcountycourts.us](mailto:easleyd@clarkcountycourts.us)**

Case No: \_\_\_\_\_ Case Name: \_\_\_\_\_

Please discuss with opposing counsel and check which billing process you will use to pay the recording fee of \$40 (NRS 3.370) per hour for the trial/hearing:

Plaintiff(s) and Defendant(s) will share the cost equally (50% to be billed each party)

Plaintiff(s) will pay the entirety of the cost

Defendant(s) will pay the entirety of the cost

Neither side wants to pay to have the trial recorded. I have read the \*\* information below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney for: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney for: \_\_\_\_\_

Please sign and return this sheet to Dalyne Easley, Court Recorder via email or phone number above as indicated above, prior to commencement of the trial.

Thank you.

**\*\* Without the recording you will not have the ability to have current or future CDs burned or future transcripts prepared. Should you choose not to pay the recording fees, you will be required to pay the full amount before any future CDs or transcripts can be prepared or released.**