

## **RECORDER AND EQUIPMENT INFORMATION DEPT 2**

Court Recorder/Transcriber: Jessica Kirkpatrick  
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### **Equipment**

Our courtroom is equipped with a document camera and TV monitors for viewing published media. Documents, video, audio, or PowerPoint presentations can be published wirelessly by connecting your laptop to WePresent. We also have an HDMI cord to connect to laptops for publishing. Please bring an appropriate adaptor if you wish to connect via the HDMI cord but do not have an HDMI port on your laptop. 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.

### **Recording**

All court proceedings are recorded. We are a criminal department. If we did a civil matter there is a \$40 an hour fee for recording. Because all proceedings are recorded, please be prepared to always stand near a microphone or if on Bluejeans have a good connection to be picked up on the record. Also for appearance in the courtroom cell phones must be turned off and no children allowed.

### **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 Dept 2 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.