**RECORDER AND EQUIPMENT INFORMATION for CIVIL TRIALS**

**DISTRICT COURT, DEPT XXV**

Court Recorder: Velvet Wood at [woodv@clarkcountycourts.us](mailto:woodv@clarkcountycourts.us) or 702-671-0852

**Equipment**

The courtrooms are each equipped with a document camera and screens for viewing. Documents, video, audio, or PowerPoint presentations can also 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.

**Recording**

All court proceedings are recorded. There is a $40 an hour fee for recording. An Agreement to Pay Recording Fee will be provided to counsel prior to the start of trial and must be signed by both parties prior to the beginning of trial and returned to the Recorder.

**CDs/Thumb drives**

CDs of proceedings are available for $2 per disc and thumb drives for $5. You may bring your own thumb drives but must be new and in an unopened package. CDs/thumb drives obtained are an audio/video recording and do not have the typing included. CDs/thumb drives cannot be used for preparation of official transcripts. Transcripts must be ordered through the Recorder. Please be aware, if you choose **NOT** to have the proceeding recorded it will not be possible to have a transcript prepared for an appeal.

**Daily Transcripts**

Daily transcripts must be prearranged at least two weeks 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.