

## **COURT RECORDER TRIAL INFORMATION**

### **DEPT 27 - Courtroom 5A**

Court Recorder: Alisha "Lish" Basom

[BasomA@clarkcountycourts.us](mailto:BasomA@clarkcountycourts.us)

702-671-0883

### **Equipment**

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.

PLEASE NOTE: If you have a witness or party on Zoom, you are not able to present anything on the monitors via ClickShare or ELMO to the Judge, witness, or jury. And the party on Zoom will not be able to view what is being shown in the courtroom. If you want to show an exhibit while someone is on Zoom, you will need to log into Zoom and screen share the document you want to present.

The courtrooms are each equipped with a document camera (ELMO) and screens for viewing.

Courtroom 5A uses ClickShare. This program allows parties to show documents/exhibits and videos from their personal laptop to the monitors in the courtroom. See the instructions below:

### **ClickShare connection instructions from a PC/Mac using the USB dongle:**

1. Obtain the USB dongle from the Court Recorder.
2. Insert the Barco ClickShare dongle into a USB port on the laptop
3. The light on the USB dongle will begin flashing white and turn solid when it is ready.
4. Press the button on the USB to display your screen to the courtroom. (The button will turn red.)
5. Press the button once more to disable sharing your screen to the courtroom. (The button will turn white)

\*Do not pull the dongle out of the computer until you press the button to stop sharing.

### **ClickShare connection instructions from an iOS and Android device:**

1. Obtain the ClickShare app from the iOS or Google Play store.
2. Join the "Courtroom xx" wireless network. (See Recorder for password.)
3. Open the ClickShare app and press the circle, then select Start Broadcast to share your screen with the courtroom.

### **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 note, the Recorder is the official record for the department.

### **Recording**

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

### **CDs/DVDs/Thumb Drives**

CD and DVD of proceedings are available for \$2 per disc and \$5 for a thumb drive. CD/DVD or Thumb Drive is an audio/video recording and does not have the transcription included. CD/DVD or Thumb Drive cannot be used for preparation of official transcripts.

Transcripts must be ordered through the Recorder.

(\$40 recording fee will be added for each hour of hearing relative to civil matters).



**EIGHTH JUDICIAL DISTRICT COURT  
DEPARTMENT XXVII  
REGIONAL JUSTICE CENTER  
200 LEWIS AVE. – 5<sup>th</sup> FLOOR  
Las Vegas, NV 89155  
Phone: 671-0883**

Case: \_\_\_\_\_

Please discuss with opposing counsel and check which billing process should apply to pay the recording fee of \$40 per hour for the trial/hearing: **\*This does not include the price or ordering of transcripts. Transcripts are a separate fee and form.**

Plaintiff(s) and Defendant(s) will split 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 the trial recorded\*\*

Other (Please describe): \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

E-mail for invoice: \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

E-mail for invoice: \_\_\_\_\_

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Please sign and return this sheet to Alisha "Lish" Basom, Court Recorder, prior to commencement of the trial.

**\*\*\*\*\* Please be aware, if you choose not to have the proceeding recorded it will not be possible to have a transcript prepared for appeal.\*\*\*\*\***