

## **DIVISION 18 USE OF SOUND SYSTEM**

**Division 18 has installed a sound system designed to assist parties, witnesses and counsel in presenting evidence and arguments in a trial. It is the responsibility of counsel to use this sound system to conduct trial.**

- **Each attorney should contact the bailiff/law clerk before trial begins to obtain the lapel microphone equipment and for any required instruction on the use of the system.**
- **Each attorney should advise respective witnesses whom they intend to call during the course of trial of the need to speak into the microphone when testifying.**
- **The Court has a master switch that will mute the sound system during all bench conferences during trial.**
- **It is the responsibility of counsel to advise the Court if the battery is low on their respective lapel microphones. A yellow light indicates a need to replace the battery. If a battery needs to be replaced, please notify the bailiff/law clerk.**