

Technology Court Operation Manual for the Judiciary of HKSAR

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Amendment History

Change Number	Revision Description	Pages Affected	Revision Number	Date
1	The official website of the Judiciary of Hong Kong SAR was updated.	5	1.1	19 th Dec 2003
2	Floor plan was updated.	28	1.1	19 th Dec 2003

Table of Contents

1.	Introduction.....	5
2.	Video Conferencing (VCF).....	6
2.1	Facilities.....	6
2.2	Applications for Use.....	6
2.3	Cost.....	6
2.4	Party Responsibilities.....	7
3.	Multimedia.....	9
3.1	Facilities.....	9
3.1.1	Digital Audio Recording and Transcription Services (DARTS).....	9
3.1.2	Playback Facilities.....	9
3.1.3	Presentation Facilities.....	10
3.1.4	Display Facilities.....	10
3.1.5	Extension Facilities.....	11
3.2	Applications for Use.....	11
3.3	Cost.....	12
3.4	Party Responsibilities.....	12
4.	Computing Facilities.....	13
4.1	Facilities.....	13
4.1.1	Personal Computers.....	13
4.1.2	Standard Peripherals.....	13
4.1.3	Standard Software.....	14
4.1.4	Special Peripherals.....	14
4.1.5	Internet Connectivity.....	14
4.2	Applications for Use.....	15
4.3	Cost.....	15
4.4	Party Responsibilities.....	16
5.	Documentation and Exhibit Handling System (DEHS).....	17
5.1	Facilities.....	17
5.2	Applications for Use.....	17
5.3	Cost.....	17
5.4	Party Responsibilities.....	17
5.5	DEHS Operation.....	18
5.5.1	Bundle Preparation.....	18
5.5.2	Submission of Electronic Documents.....	19
5.5.3	Virus Checking.....	19
5.5.4	Uploading Document.....	19
5.5.5	Ad Hoc Document Preparation.....	19
5.5.6	Browsing through the DEHS.....	19
5.5.7	Add new index card.....	20
5.5.8	Edit index card.....	21
5.5.9	Search in the system.....	21
5.5.10	Move index card.....	21
5.5.11	Copy index card.....	21
5.5.12	Delete index card.....	21
5.5.13	Annotation.....	21
5.5.14	Saving Annotated Document.....	22
5.5.15	Modifying Original Document.....	22

5.5.16	Submit Document to Court or to Judge Only	22
5.5.17	Receive Document from Other Parties	22
5.5.18	Import and Export Private Notes	22
5.5.19	Backup Document.....	23
6.	Closed-Circuit Television (CCTV) on Hearing of Vulnerable Witnesses.....	24
6.1	Facilities.....	24
6.2	Applications for Use	24
6.3	Cost.....	24
6.4	Party Responsibilities.....	25
7.	Real-time Court Reporting and Transcription Service Ready	26
7.1	Facilities.....	26
7.2	Applications for Use	26
7.3	Cost.....	27
7.4	Party Responsibilities.....	27
Appendix I	Overview of Technology Court Floor Plan and Equipment	28

1. Introduction

The Judiciary of HKSARG has established the most technologically advanced courtroom in Hong Kong. The setting up of this Technology Court is aimed to meet the changing needs and to enhance efficiency and effectiveness of court services by providing to the court users a wider range of technology-based facilities. Through the use of integrated audio, video and electronic documentation and exhibit handling system and other enhanced services, the court users can conduct proceedings at trial with the assistance of electronic documents, real-time transcripts, video recordings or multimedia presentations.

The court users are strongly advised to read the Practice Direction No. 29 and the related Appendix attached thereto before making arrangement of the use of the Technology Court facilities. The above documents can be accessed at the official website of the Judiciary of Hong Kong SAR at <http://www.judiciary.gov.hk>.

The court users are encouraged to take advantage of the facilities and equipment provided in the Technology Court. In addition to the Practice Direction and the Appendix, this guide sets out the operation and technical specifications of the Technology Court facilities. For any enquiries, please contact the officer in charge of the Technology Court as listed out in the Practice Direction No. 29.

2. Video Conferencing (VCF)

2.1 Facilities

Video Conferencing facilities in Technology Court provide a direct video link between any locations having similar service provision for real-time video, audio and data communication and transmission. Pursuant to the Practice Direction, prior arrangement has to be made in order to ensure equipment compatibility and image shooting position.

The technical specifications of the video conferencing facilities are as follows:

(a) *Videoconferencing Unit*

Model: Polycom ViewStation FX
Protocol: ITU H.323 and H.320 compliant
Network: Integrated Services Digital Network (ISDN)
Speed: 384 kilobits per second, or downspeed

(b) *Camera, Speakers & Microphone*

Usage: Capture local image and voice for videoconferencing for Judge, Clerk, Witness or Counsel. The audio feed has been integrated with the Public Address System and standard Digital Audio Recording and Transcription Services System with the use of speakers and provision of audio recording of proceedings.

2.2 Applications for Use

Without repeating the Practice Direction, the party or parties should make their own prior arrangement with the local authority, if so required, and apply the use of videoconferencing facilities with the local telecommunication service provider in all locations where videoconferencing will be held.

2.3 Cost

The party or parties should bear ISDN connection costs charged by telecommunication service provider. No fees or charges will be levied by Judiciary for using videoconferencing facilities during the initial period of 18 months commencing from the date of the Practice Direction 29 (i.e. 14th January 2003). For updated information on usage charges, please refer to Cost of Using the Technology Court in Practice Direction 29.

2.4 Party Responsibilities

The party requesting a video link will be responsible for a number of matters to ensure the smooth conduct of the videoconference. These responsibilities are detailed as follows:

- (1) It is the responsibility of the party or organisation requesting the video link to notify all conference participants of the details including but not limited to the venue, commencement time, duration and other relevant requirements or duties.
- (2) Parties are requested to attend the site 30 minutes prior to the commencement of the video link so as to allow VCF operator to:
 - a) test the audio and video reception; and
 - b) obtain transmission details to be provided to the other site(s).
- (3) For links to overseas site, parties should be mindful of the time differences between Hong Kong and the remote site and should provide such information to the court hearing the case as well as the Clerk of Court in the High Court.
- (4) To address the impact caused by date and time zones difference for overseas connections, the requesting party may have to apply to court for special arrangement if the hearing is to be heard outside normal court sitting hours or office hours for the taking of the video conference.
- (5) It is the responsibility of the party requesting the videoconference to coordinate the booking of the remote site.
- (6) As a general practice, the other site, be that local or overseas, should dial in to the Technology Court unless there are any difficulties of transmission on the other site and prior settlement has been reached on the billing of ISDN connection usage with the local service provider against the requesting party.
- (7) The Polycom ViewStation FX model operates on one to three ISDN lines. Please contact the Clerk of Court in the High Court of the Judiciary for the ISDN numbers.
- (8) If the equipment at the remote site is not compatible with equipment in Technology Court, a gateway booking will be required at an extra cost. The gateway booking will be the responsibility of the party requesting the video link. This can be booked with an external service provider.
- (9) Multimedia equipment are available at the Technology Court but have limitations on their use during video conferencing. It is advisable to arrange for related documents or medium to be sent to the appropriate parties prior to the actual taking of the videoconferencing.

NOTES:

- ❖ The Technology Court operates up to a transmission speed of 384 kbps. Connection can be made at a lower transmission speed owing to technical problem, downgrade of transmission speed on the other site or multiple connections and the picture quality and sound quality will be reduced accordingly.
- ❖ The Judiciary will not be held responsible for equipment or network failures at any site.

- ❖ The Judiciary will not be held responsible for audio or visual faults caused by:
 - line faults in telecommunication networks
 - interference which may be caused by environmental factors at client sites
 - incompatible equipment joining the conference causing a degradation in the quality of video and/or audio.

3. Multimedia

3.1 Facilities

The presentation of evidence can be conducted through the multimedia platform, incorporating audio, video, and digital signals with graphics, text, film, and computer animation. The following audio-visual equipment and provisions are available for use. Please refer to Appendix I for the locations of the respective facilities.

3.1.1 Digital Audio Recording and Transcription Services (DARTS)

DARTS provides the following services:

(a) Recording

All the proceedings will be recorded digitally in FTR Gold format.

(b) Playing back of audio

With the leave of the court, playback of current and old audio can be done upon request.

(c) Dubbing audio

With the leave of the court, a CD-ROM copy of the audio record of the day's proceedings can be provided at a fee at the end of each hearing day upon request. The request should be made no later than 3 pm on the hearing day.

(d) Transcription services

With the leave of the court, both English and Chinese transcripts can be provided at a fee upon request.

3.1.2 Playback Facilities

(a) DVD Player

Model: Toshiba DVD / Video CD / CD Player SD-K350

Location: In the equipment rack adjacent to the clerk table.

Usage: Allow playback of DVD (region 3 or non-regional restricted) recorded in PAL or NTSC system, VCD recorded in PAL or NTSC system, CD, and CD-R media.

(b) VCR

Model: JVC HR-S5800AM S-VHS Multi Hi-Fi Stereo VCR

Location: In the equipment rack adjacent to the clerk table.

Usage: Allow playback of VHS and S-VHS analog video tape recorded in common systems (e.g. PAL, NTSC) on AV projection screens.

(c) MD Player

Model: Sony MiniDisc Deck MDS-S9
Location: In the equipment rack adjacent to the clerk table.
Usage: Allow playback of audio material in MD media recorded in standard speed and long play (MDLP) speed mode.

(d) Double Deck Cassette Recorder

Model: Yamaha Natural Sound Cassette Deck KX-W321
Location: In the equipment rack adjacent to the clerk table.
Usage: Allow playback of audio material in cassette media recorded in standard recording speed.

3.1.3 Presentation Facilities

(a) Visualiser

Model: Elmo HV-7500SX
Location: On the equipment rack adjacent to the clerk table.
Usage: Allow capturing and displaying images of hardcopy documents, physical objects, or negatives. Projected images can be zoomed-in and out, and save in electronic form. The presented object cannot exceed the length and width of an A4 size paper.

(b) Electronic Whiteboard

Model: Imation 77" i-Board
Location: Mounted on the wall of the presentation area next to the Jury box
Usage: With the leave of the court, parties may be allowed to annotate electronically on documents at the presentation area instead of the Witness Box, when used together with a markup software.

(c) Touch-Screen LCD monitor

Model: EIZO 18.1" FlexScan L680 LCD monitor
Location: On the witness box
Usage: Allow witness to annotate electronically on documents, when used together with a markup software.

3.1.4 Display Facilities

(a) LCD monitors

Model: EIZO 18.1" FlexScan L685 LCD monitor
Location: On judge's bench, clerk's table, counsel tables, witness box and jury box
Usage: The monitors allow two source of video input. It allows judge, clerk, counsel and jury to view presentation from one video source, and operate the PCs provided by the court through the second video source of the monitor.

(b) Plasma Displays

Model: Panasonic 50" Plasma Display Monitor TH-50PHD3 in courtroom, and EIKI 32" Plasma Display Monitor PLD-32 in court lobby
Location: Judge designated plasma display mounted on the wall in the Press Gallery area adjacent to the Defendant Dock. Counsel and Witness designated plasma display

mounted on the wall behind the jury box. Plasma display in lobby mounted next to the entrance of the courtroom.

Usage: Allow all parties inside the courtroom to view presentation and provide display of notification to the parties concerned at the entrance of the Technology Court respectively.

(c) AV Projection Screens

Location: One projection screen in the Presentation Area, one projection screen behind the Public Gallery, and one projection screen at the entrance of the courtroom.

Usage: Allow all parties inside the courtroom to view presentation, and with the leave of the court, the broadcasting of court proceedings in the court lobby outside

3.1.5 Extension Facilities

(a) AUX panels with analog audio/video inputs

Connection: RCA jacks for Audio Left, Audio Right, and Video input

Location: In the floor box located between the presentation area and the last counsel table.

Usage: Allow playback of audio/video materials from different sources of equipments provided by parties.

(b) RGB panels with VGA input and audio inputs

Connection: High Density D-Sub 15-Pin connector for VGA input, Stereo mini headphone jack for audio input.

Location: On judge's bench, clerk's table, witness table, counsel tables, jury box, press and public gallery, floor box between presentation area and counsel table

Usage: Allow playback of audio/video materials from different sources of equipments provided by parties, in particular, portable computers brought by parties for the presentation of electronic information or computer animation.

(c) Power Supply

Connection: Standard 13A power socket for electricity output at AC220V / 50Hz

Location: On judge's bench, clerk's table, counsel tables, jury box, press and public gallery

Usage: Provide electricity to audio-visual equipment or computer equipment brought by parties.

(d) Additional Evidence Presentation Outlets

Location: Between the presentation area and the third row of the counsel tables, if requested.

Usage: There is a floor box fully equipped with power point, VGA outlet and data port for allowing presentation of evidence. An evidence presentation trolley is also available for housing such additional equipment but connection is made on AUX panel described in (a). It serves as a mobile port for the use of audio-visual equipment brought by the parties and for presentation of evidence to be conducted at the counsel table area.

3.2 Applications for Use

The party or parties wishing to apply should make inquiries with the Clerk of Court in High Court as to the availability of the Technology Court over the period of broadly covering the likely hearing date or dates in question. For details, please refer to Applications for use of the Technology Court in Practice Direction 29.

3.3 Cost

No fees or charges will be levied by Judiciary for using the multimedia facilities during the initial period of 18 months commencing from the date of the Practice Direction 29 (i.e. 14th January 2003). For updated information on usage charges, please refer to Cost of Using the Technology Court in Practice Direction 29.

3.4 Party Responsibilities

- (1) It is the responsibility of the party to provide presentation materials that is compatible with the equipment provided by the Court.
- (2) The Judiciary will not be held responsible for audio or visual faults caused by quality of video and/or audio media.
- (3) Parties are responsible for taking good care of the facilities provided in the courtroom.

4. Computing Facilities

4.1 Facilities

The Technology Court provides Personal Computers (PCs) and Broadband Internet connectivity. Users can choose to use the provided PCs or use their own portable computers.

4.1.1 Personal Computers

A number of PCs are provided in the courtroom.

(a) Distribution

<i>Designated Person</i>	<i>Quantity</i>
Judge	3
Judicial Clerk	3
Interpreter	2
Witness	1
Counsel	12
<i>Total</i>	<i>21</i>

(b) Location

All PCs are located in the cabinet under the respective tables of the designated person. Please refer to Appendix I for the exact location.

(c) Specification of PC

Model: HP Vectra VL420 SF
 Processor: Intel Pentium 4 – 1.6GHz
 Memory: 256MB
 Harddisk: 20GB

4.1.2 Standard Peripherals

Standard peripherals are provided for the PCs.

(a) LCD Monitors

Refer to the same monitor described in *Section 3.1.4(a)*.

(b) DVD+RW / CD-R / CD-RW Drive

Model: Ricoh MP5120A
 Specification: DVD+RW ReWrite 2.4x, DVD Read 8x, CD-R Record 12x, CD-RW ReWrite 10x, CD Read 32x

Location: Accessible at the edge of the table for PCs installed in the respective benches, clerk table, counsel tables, and witness box.
Usage: For reading DVD & CD, and writing DVD+RW, CD-R & CD-RW.

(c) Superdisk Drive

Location: Accessible at the edge of the table for the PCs installed in the respective benches, clerk table, counsel tables, and witness box.
Usage: For reading and writing 1.44MB floppy disk or 120MB/240MB superdisk.

4.1.3 Standard Software

Software listed below is installed in the Technology Court PCs:

- Microsoft Windows 2000 Professional (SP2)
- Microsoft Office 2000 (SR1)
- Adobe Acrobat 5.0
- Internet Explorer 5.5 (SP2)
- Symantec AntiVirus Corporate Edition 7.6
- Macromedia Flash Player 6
- Macromedia Shockwave Player 8.5
- Real Player 8 Basic
- Window Media Player 7.1
- InterVideo WinDVD
- Super Disk Utility
- Nero CD & DVD Recorder (Nero - Burning ROM)

4.1.4 Special Peripherals

The following devices are connected to Judicial Clerk's PC.

(a) Flat-bed Scanner

Location: On the equipment rack adjacent to the clerk table.
Usage: Capture paper document into digital format

(b) Laser Printer

Model: Epson AcuLaser C4000
Specification: 16 ppm for colour, 16ppm for black and white (A4/LT at 300 dpi, 600 dpi)
8 ppm for colour, 8 ppm for black and white (A4/LT at 1200 dpi)
Usage: Configured to be accessed by the Judge and the Judge's Clerk only for printing A4 size document.

4.1.5 Internet Connectivity

Broadband Internet connectivity is provided for the PCs in the courtroom and provision to portable computers brought from parties. Firewall is installed in the court to minimize the risk of Internet attacks.

To have Internet access in courtroom with notebook from parties, all you need to do is to connect your notebook with a network cable to any one of data ports provided in the courtroom. Data ports are available on Judge's bench, clerk's table, counsel tables, presentation area, public and press gallery.

Before you connect your notebook, make sure it meets the requirements stated as follows:

(a) System Requirements

- Notebook is running on battery or draw electricity from the power socket described in *Section 3.1.5(c)*.
- Windows 98 / ME / NT4.0 / 2000 Professional / XP
- Network adapter described in *(b)* below
- Web Browser described in *(c)* below

(b) Networking Requirements

- Ethernet 10/100 network adapter
- Straight Cat.3 or Cat.5 UTP network cable with RJ45 connector at its ends connecting to both the notebook and a data port in the courtroom
- TCP/IP protocol installed
- DHCP configured to obtain IP address and DNS server IP address automatically

(c) Web Browser Requirements

- MS Internet Explorer 5.0 or above, or Netscape 4.6x or above
- Make sure web browser is configured to use LAN connection to access Internet. Do not use proxy server for your browser.

For details about configuration of TCP/IP protocol and web browser, please refer to Internet Access User Guide on the Judiciary Website.

4.2 Applications for Use

The party or parties wishing to apply should make inquiries with the Clerk of Court in High Court as to the availability of the Technology Court over the period of broadly covering the likely hearing date or dates in question. For details, please refer to Applications for use of the Technology Court in Practice Direction 29.

4.3 Cost

No fees or charges will be levied by Judiciary for the use of the Technology Court facilities during the initial period of 18 months commencing from the date of the Practice Direction 29 (i.e. 14th January 2003). For updated information on usage charges, please refer to Cost of Using the Technology Court in Practice Direction 29..

4.4 Party Responsibilities

- (1) In making acceptable use of resources you must:
 - apply for a user ID and a password for private use and for access to DEHS described in *Section 5*.
 - use resources only for authorized purposes.
 - protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID.
 - access only information that is your own, or to which you have been given authorized access.
 - use only legal versions of copyrighted software in compliance with vendor license requirements.

- (2) In making acceptable use of resources you must NOT:
 - install any software in the Judiciary PCs without express permission.
 - remove any document, hardware or software from the Judiciary PCs without express permission
 - make or use illegal copies of copyrighted materials or software, store such copies on the systems, or transmit them over the networks.
 - use another person's system, user ID, and password or make unauthorized use or gain unauthorized access to another person's files or data.
 - use computer programs to decode passwords or access control information.
 - attempt to circumvent or subvert system or network security measures.
 - engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to data.
 - use the Judiciary systems or networks as a staging ground for attempts to break into other systems or networks.
 - use the Judiciary systems or networks to launch attacks that interfere with or disrupt other systems or networks.

- (3) Parties are responsible for taking good care of the facilities provided in the courtroom.

- (4) Parties are responsible for protecting their own notebook computer and data stored in the computer against virus, Trojan, and hacker attacks.

5. Documentation and Exhibit Handling System (DEHS)

5.1 Facilities

DEHS is the computing facilities provided by the Technology Court. It can handle and safely store electronic documents and multimedia files of common format for the parties' use. The documents in DEHS are fully indexed for instantaneous retrieval of information. Data protection is strictly observed and access to data is restricted to the parties concerned.

Apart from marking personal electronic annotations on the electronic documents or video clips, other features like centrally control broadcasting, electronic book marking and animation file illustration are also provided by the system.

Multimedia and Computing Facilities described in *Section 3* and *Section 4* may be used together with DEHS.

5.2 Applications for Use

The party or parties wishing to apply should make inquiries with the Clerk of Court in High Court as to the availability of the Technology Court over the period of broadly covering the likely hearing date or dates in question. More time may apply, subject to complexity of document involved. For details, please refer to Applications for use of the Technology Court in Practice Direction 29.

5.3 Cost

The party or parties should bear the costs of data conversion charged by their service provider. No fees or charges will be levied by Judiciary for the use of the Technology Court facilities during the initial period of 18 months commencing from the date of the Practice Direction 29 (i.e. 14th January 2003). For updated information on usage charges, please refer to Cost of Using the Technology Court in Practice Direction 29.

5.4 Party Responsibilities

- (1) Parties are responsible for the preparation of the electronic bundle in accordance with the requirements laid down herein and the Practice Direction No. 29.

- (2) The cost of preparing the electronic bundle for their uploading to the DEHS for subsequent use in the Technology Court shall be borne by the parties.
- (3) It is the responsibility of the party to try her best to submit virus-free and Trojan-free documents or files to the Technology Court.
- (4) The system is equipped with Uninterruptible Power Supply (UPS). It is the responsibility of the party to save their work frequently.
- (5) Parties are responsible for taking good care of facilities provided in the courtroom.

NOTES

- ❖ The Judiciary will not be held responsible faults caused by quality of electronic document conversion.

5.5 DEHS Operation

5.5.1 Bundle Preparation

Parties should convert their documents to electronic format so as to upload into DEHS. Although DEHS supports a wide range of document format, all documents are preferred to be converted to Portable Document Format (PDF) because DEHS' natively work with PDF files and the annotation made on PDF files can be saved in DEHS and exported for future reference.

Adobe Acrobat is one of the tools to convert hardcopy of document or softcopy of document from its original format to that of PDF. However, it is not the only tool available in the market. You can use other sort of PDF creation tool to create PDF file as long as it is compatible with Adobe Acrobat. For massive conversion, party may contact service providers available in the market.

All PCs in the Technology Court has Adobe Acrobat installed. Using the Adobe Acrobat, the following software components can be used to create PDF files:

(a) *Acrobat PDFMaker*

- Create PDF files from Microsoft Office application

(b) *Acrobat PDFWriter*

- Create PDF files from text-based document

(c) *Acrobat Distiller*

- Create PDF files from image-based document

(d) *Acrobat*

- Create PDF files from peripherals, e.g. scanner
- Create PDF files from image files or HTML files
- Annotate and edit PDF files

Bundles containing all the electronic documents should be prepared before the hearing at the Technology Court. An import interface file has to be filed in together with the documents. For more information about the interface file and the requirements on the field names, please refer to the Technical Specification relating to DEHS

5.5.2 Submission of Electronic Documents

Electronic document must be submitted in the following type of media. For all Writable or Re-Writable CD and DVD, they should be session-closed in its burning process.

<i>Media</i>	<i>Capacity</i>
Floppy Disk	1.44MB
Superdisk	120MB, 240MB
CD-ROM / CD-R / CD-RW	650MB, 700MB
DVD-ROM / DVD+R / DVD+RW / DVD-R / DVD-RW	4.7GB

5.5.3 Virus Checking

Submitted files should be scanned by parties with antivirus software against the latest virus definition. Any files found to be infected by computer virus or Trojan will not be imported into DEHS.

5.5.4 Uploading Document

Party should allow sufficient time for the Judiciary to upload the submitted documents into DEHS. An interface file bearing the case information is required for uploading, and it must be submitted together with the electronic documents. For more information about the interface file and the requirements on the field names, please refer to the Technical Specification relating to DEHS

5.5.5 Ad Hoc Document Preparation

Flat-bed scanner and visualiser can be provided when ad hoc conversion of PDF document is required. For more information about the scanner and visualiser, please refer to *Section 3.1.3 and 4.1.4*.

5.5.6 Browsing through the DEHS

DEHS is a web-based system. To run DEHS, simply double-click the Internet Explorer on the desktop of the Windows operation system, and you will see the front page of DEHS. The case concerned should appear in the front page of DEHS. DEHS Explorer will be opened if the case is selected.

The DEHS explorer is divided into five panels:

- (1) Upper left panel is the "Folder list" where all the folders under the selected case are listed out.

- (2) Lower left panel is the “Index Card list”. All index cards of the selected folder or the search result will be listed in this panel.
- (3) Upper right panel is the “Document Preview” panel. The content of selected index card will be displayed in this panel. On the top of the document preview panel, there is a “Property” button. Click this button to switch the document review panel to the document property panel, which shows the document properties, modification history, etc.
- (4) Document could be viewed in full screen by clicking the “full screen” button at the top of Document Preview panel. A new browser window will come out and show the document in full screen mode. Private Note panel is also available in the new browser.
- (5) The lower right panel is the “Private Note” panel where user can type their private notes. Other users are not able to read them elsewhere.

5.5.7 Add new index card

In DEHS, all documents and exhibits, no matter it is a PDF document, picture or video, must have an associated index card. Every index card can only have one document attached to it. The index records bear the important information about the relating documents or exhibits. The information include and indicate:

- (a) Index ID;
- (b) Exhibit Number;
- (c) Description;
- (d) File name of the document;
- (e) Whether the document has been marked as court exhibit, and
- (f) Whether the document has been put to the Jury Folder to be accessible by the Jury.

Common file formats are supported in this system, including MS Office documents, Text files, Pictures (JPEG, BMP, TIFF, GIF, etc) and Adobe Acrobat format (PDF). Comment and Annotation are only available for documents created in Adobe Acrobat format for use in DEHS.

Index ID must start with integer and ending with character (optional), for example 1A, 1B, 2. When creating a new index card, the Index ID would be automatically generated for user’s reference. The auto number would be the maximum number of all existing numbers plus one. User can choose to accept this number or modify it by himself. However, on saving the new or modified index card, the system would check the uniqueness of the Index ID. In case the new ID is duplicated with any existing one, user would be requested to enter another Index ID or accept the auto generated ID by the system.

The Index ID must be unique in the common folder or user’s private folder. Only the judge and the judge’s clerk are allowed to add new index cards into the common folder, other users can make changes in their respective private folders only.

5.5.8 Edit index card

Index card can be edited. By clicking an edit button on a selected index card, edit dialog box will pop-up. After modifying the properties, click “Modify” button to save the change without history log or click the “Modifying History” button to save the changes and log the change in history.

5.5.9 Search in the system

By clicking the “Search” button in the selected index card, the index search panel will appear. Input the searching criteria(s) and then click “search” button. Search result including a list of index cards would be listed in the lower left panel. Apart from searching of the index card, search can also be applied on the document contents.

5.5.10 Move index card

Select the index card and then click “Move” button. In the pop-up dialog box, select the destination folder and then click ok. The linked document(s) attached to the original index card would be moved as well.

5.5.11 Copy index card

Index cards marked as exhibit and, selected to show to the jury would be copied to “Exhibits” and “Jury” folder respectively and automatically. To copy index card manually, select the document to be copied, click the “Copy” button, then choose the destination folder of the document. To avoid duplication of index card in the system, the card property window will pop-up with a newly auto generated Index ID. Accept the new ID or input another one which is unique in the system and click “OK”.

5.5.12 Delete index card

To delete an Index Card, select the card in the document list panel and then click the “Delete” button. Deleted files will be moved to a hidden “Deleted Files” folder. System administrator could restore the deleted files or delete them permanently from the system. When two files with same file name are to be deleted, the previous deleted one cannot be restored.

5.5.13 Annotation

(a) Annotation

DEHS supports comment (bookmark) and annotation for PDF files. The Acrobat Writer toolbar is available in the “document preview” or “full screen view” panel. The functions of the comment and annotation tools are exactly the same as in Acrobat Writer application.

(b) Hide Annotation

In full screen view, there is a button named “hide annotations”. Click this button to hide all the personal annotations on the current document. This function is to avoid showing personal annotations to others. Users should also collapse the “private note tab” by him/her before broadcasting a document.

5.5.14 Saving Annotated Document

(a) *Save Annotation in DEHS*

Upon the saving or closing of PDF file, the original document and annotation data would be saved automatically. Original document in common folder would be kept unchanged. Upon the opening of a PDF file, system would open the private annotation as well and display on the original document. This process is transparent to users.

(b) *Save Annotation for Personal Copy*


By clicking the “Save” button in the Acrobat toolbar in “document preview” or “full screen view” panel, the PDF document can be saved in the floppy disk or harddisk of the PC.

5.5.15 Modifying Original Document


To modify or save the annotation mark into the original document, the document should be opened in full screen; and then click the “Duplicate” button. By doing so, the private annotation and bookmarks in the current document would be removed and show the original document and the “Duplicate” button would become “finish”. Clerk could modify or add annotation to the document now and then click the “Finish” button. The index card for the new document would pop-up.

The information from the old index card will be copied to the new one, except the index ID, exhibit number. Also, the options such as “mark for exhibit” and “send to jury folder” will be cleared. The system will generate a new number as the index ID. Users can then modify any of the field of the new index card.

5.5.16 Submit Document to Court or to Judge Only

Upon approval by Judge, parties can submit document to Judge/clerk. By selecting the “upload document” from the right-click manual of Court icon (“”) in the system tray, parties can submit a desired document to “Judge receive”/“Court receive” folder. The “Judge receive” folder can only be accessed by Judge and “Court receive” folder can be accessed by both Judge and Clerk.

5.5.17 Receive Document from Other Parties

Court Clerk can open document for other users. Whenever a message “a document is ready to be opened.” appears at Court icon (“”) in the system tray, users can open the document by clicking on the icon

5.5.18 Import and Export Private Notes

Notes typed in the Private Note panel can be exported into a plain text file by clicking the “Export” button at the bottom of the panel. At the moment, DEHS does not allow import of private notes into DEHS.

5.5.19 Backup Document

Documents, such as PDF files saved from DEHS, can be saved or burnt into different kind of media. The table below summarizes the backup method supported by the PCs provided in the courtroom.

<i>Media</i>	<i>Max. Capacity</i>	<i>Backup Method</i>
Floppy Disk	1.44MB	By Windows operation, such as drag and drop.
Super Disk	120MB, 240MB	By Windows operation, such as drag and drop, and by Super Disk Utility.
CD-R / CD-RW	650MB, 700MB	By using Nero Burning ROM.
DVD+RW	4.7GB	
DVD+R	4.7GB	Supported upon prior arrangement.
DVD-R / DVD-RW / DVD-RAM	-	Not Supported.

6. Closed-Circuit Television (CCTV) on Hearing of Vulnerable Witnesses

6.1 Facilities

The examination of vulnerable witnesses can be conducted via CCTV and the Technology Court performs the functions of a CCTV courtroom where the evidence of a vulnerable witness is to be taken at a remote site.

The audio and video signal of the secured Vulnerable Witness Room at a remote site can be picked up and transmitted for use inside the Technology Court and vice versa. With the assistance of the centralized control unit, the same functions of the panel control of all the audio and visual signal selection performed by the trial judge will be provided. The trial judge is able to view all concerning parties with the aid of respective designated cameras and LCD display units with picture-in-picture viewing function.

CCTV cameras installed in Technology Court will be designated for the capturing of the trial judge, the prosecution counsel, the defence counsel and the court interpreter, if so required. The respective audio signals are handled by the DARTS microphones. With the aid of the multimedia facilities, the defendant and the public will be able to see and hear the evidence of the vulnerable witness given at a remote site.

(Note: The face of the defendant will NOT be captured by any of the CCTV cameras owing to the nature of the mode of hearing.)

6.2 Applications for Use

The party or parties wishing to apply should make inquiries with the Clerk of Court in High Court as to the availability of the Technology Court over the period of broadly covering the likely hearing date or dates in question. For details, please refer to Applications for use of the Technology Court in Practice Direction 29.

6.3 Cost

No fees or charges will be levied by Judiciary for the use of the Technology Court facilities during the initial period of 18 months commencing from the date of the Practice Direction 29 (i.e. 14th January 2003). For updated information on usage charges, please refer to Cost of Using the Technology Court in Practice Direction 29.

6.4 Party Responsibilities

- (1) Parties are required to observe the governing rules as laid down in the Criminal Procedure Ordinance Cap. 221 of the Laws of Hong Kong on the use of CCTV facilities for the hearing of the evidence of a vulnerable witness.
- (2) Parties should apply to the court for leave to use the CCTV facilities on hearing of the evidence of a vulnerable witness.
- (3) Parties are requested to attend the site 30 minutes prior to the commencement of the video link so as to enable the CCTV operator to:
 - a) test the audio and video reception of both the Technology Court and the secured witness room,
 - b) perform adjustment and position pre-set of the camera setting of capturing the appearances of the parties in the Technology Court for their broadcast to the monitor at the secured witness room at a remote site.
- (4) Parties are responsible for taking good care of the facilities provided in the courtroom.

7. Real-time Court Reporting and Transcription Service Ready

7.1 Facilities

The Technology Court provides network connection for the use of real-time reporting and transcription services provided by service providers in the market with data outlets at the access panel of the clerk table and a floor box in front of the clerk table as follows:

- (1) The service provider can make use of the Technology Court infrastructure by installing one Computer-Assisted Transcription (CAT) Data Writer connecting to another RCAT Data Editing Workstation (DEW) for use;
- (2) The finalized transcription from DEW will be connected to a node point at the clerk table, which is linked to the RCAT Server (RS) set up in the Server Room by the service provider to broadcast the transcript simultaneously to all court users through the Technology Court LAN;
- (3) Data Outlet to a central point which can be connected to the hub in the server room to be provided by the service provider;
- (4) An independent outlet for the use of the service provider with dedicated line cabling from the server room to these data outlets;
- (5) 4 balanced line level outputs from the audio feed provided by the DARTS contractor;
- (6) Interface cables i.e. RS232 to Cat5 Interface are to be provided by the service provider;
- (7) The system installed by the service provider will share the IP hub in the Technology Court with other systems;
- (8) The system installed by the service provider will share the Broadband Internet service through Internet access to the service provider's remote home server if so required, and
- (9) The system installed by the service provider will share the Uninterruptible Power Supply provided inside the server room of the Technology Court.

7.2 Applications for Use

The party or parties should arrange their own service provider to provide real-time court reporting and transcription service. The party or parties, wishing to use this service at their own cost, should make inquiries with the Clerk of Court in High Court as to the availability of the

Technology Court over the period of broadly covering the likely hearing date or dates in question. For details, please refer to Applications for use of the Technology Court in Practice Direction 29.

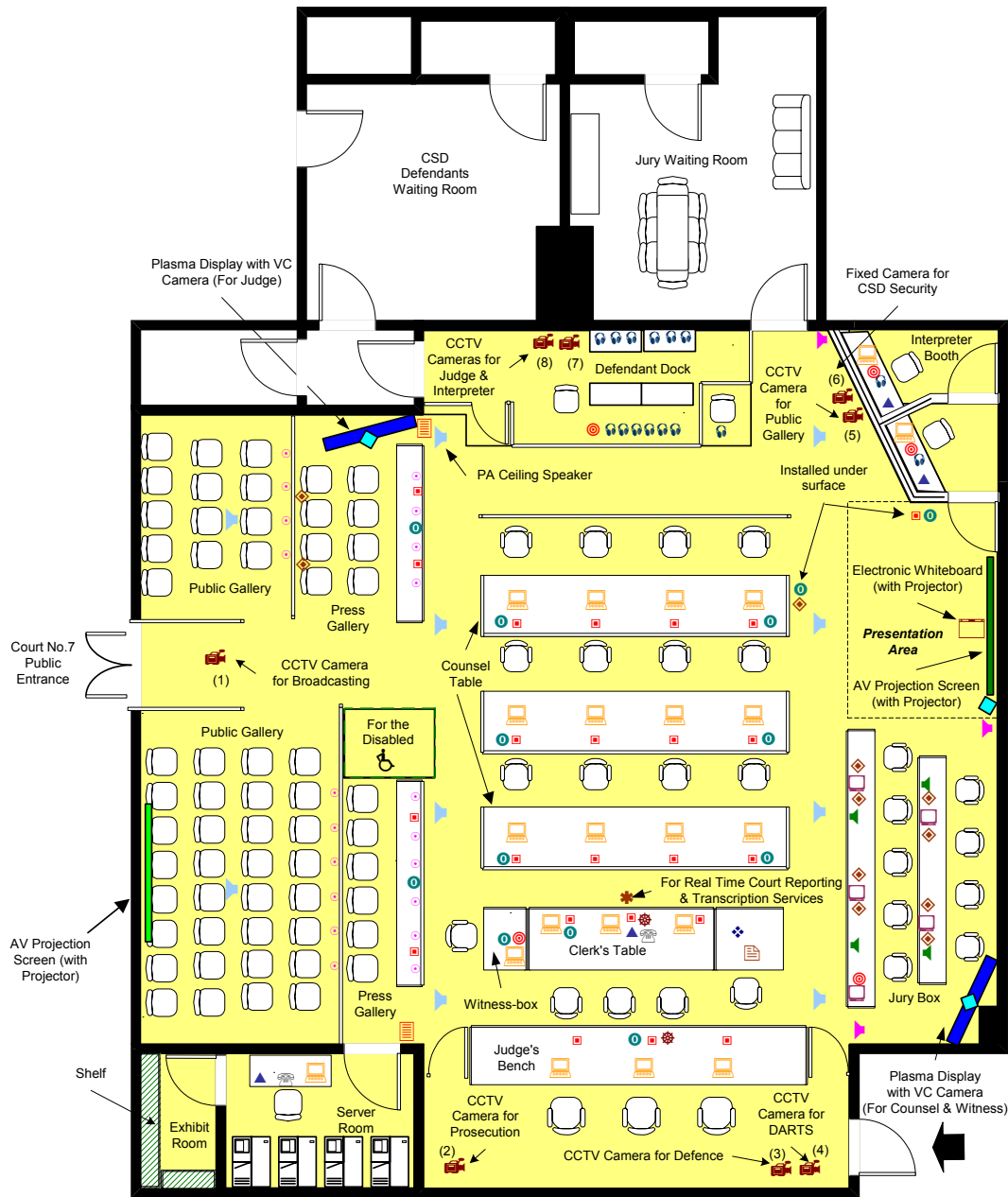
7.3 Cost

The party or parties should bear the costs of the service charged by their service provider. No fees or charges will be levied by Judiciary for the use of the Technology Court facilities during the initial period of 18 months commencing from the date of the Practice Direction 29 (i.e. 14th January 2003). For updated information on usage charges, please refer to Cost of Using the Technology Court in Practice Direction 29.

7.4 Party Responsibilities

- (1) Parties should apply to the court for the use of real-time court reporting and transcription service at the hearing of their case.
- (2) It is the responsibility of the requester to make the arrangements for the real-time court reporting and transcription service and to provide such necessary details relating to the case to the service providers.
- (3) Judiciary will not be held responsible for the quality of the real-time court reporting and transcription service provided by the service providers.
- (4) Judiciary will not be held responsible for equipment and the software used by the real-time court reporting and transcription service provided by the service providers.
- (5) Parties assume full responsibility for the equipment installed.
- (6) Parties, including the service provider of the real-time court reporting and transcription service, should not release real-time transcript to parties who is not a party to the case without prior approval of the judge.

Appendix I Overview of Technology Court Floor Plan and Equipment



Legend

- Power Supply, AV System, DARTS System, Real Time Court Reporting & Services, Broadband & LAN (For Judge's Bench, Clerk's Table & Server Room, In-house Network will also be)
- ⊙ Power Supply, AV System, DARTS System & LAN
- ⊖ Power Supply, Datel Line & Broadband
- ◆ Power Supply, AV System & LAN
- ✱ AV System & PA System
- ✱ Power Supply, DARTS System & LAN
- ⚡ Equipment for replay / playback of CD, VCD, DVD, VCR, Cassette Tapes, Mini Printer & Scanner
- Ⓜ Consecutive / Simultaneous Interpretation
- ⚡ DARTS System
- ⚡ Centralized Facilities Control Panel
- Ⓜ SVGA Signal Input
- Ⓜ Infrared Radiator for SI System, etc. (3)
- ⚡ Intercom
- ☎ Telephone
- Ⓜ Multimedia Workstation
- Ⓜ Visualizer
- Ⓜ Monitor
- ⚡ H-Fi Speaker (5.1 Sound System)
- ⚡ VC Camera (3)
- Ⓜ CCTV Camera (9)
- ⚡ Sound Reinforcement Speaker
- ⚡ PA Ceiling / Hanging Speaker (20)