

Technology Court Technical Specifications
for
the Judiciary of HKSAR

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Amendment History

Change Number	Revision Description	Pages Affected	Revision Number	Date

Table of Contents

1	Introduction	3
2	Equipment and Facilities	3
2.1	Video Conferencing (VCF)	3
2.2	Multimedia Presentation.....	3
2.3	Electronic Documentation and Exhibits Handling System (DEHS).....	4
2.4	Closed-Circuit Television (CCTV) on Hearing of Vulnerable Witnesses	5
2.5	Real-time Court Reporting and Transcription Service Ready.....	5
2.6	Computing Facilities	5
2.7	Overview of Technology Court floor plan and equipment	6
2.8	Products information website references	6
2.9	Documentation and Exhibit Handling System (DEHS) Import Interface specification.....	6

1 Introduction

This specification provides the technical information on the equipment and facilities available in the Technology Court. For further assistance on the appropriate application of the facilities, parties may contact the Court Suite Manager, Clerk of Court's Office at 2825 4610 during normal office hours or send email to: techcourt@judiciary.gov.hk

2 Equipment and Facilities

2.1 Video Conferencing (VCF)

Video Conferencing is available for taking evidence from overseas witnesses. The VCF units (Polycom ViewStation FX) allow the conduct of video conferencing with up to three other remote parties. The VCF units comprise three sets of VC cameras and 2 sets of 50 inches Plasma display units for capturing and displaying video sources. The protocol supported is ITU H.323 and H.320.

Through Integrated Services Digital Network (ISDN) communication connections, the supported transmission speed is up to 384 kilobits per second.

Prior arrangements have to be made in order to ensure compatibility.

2.2 Multimedia Presentation

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 multimedia platform is composed of an electronic whiteboard, a visualiser, projectors with motorised projection screens, personal computers with LCD monitors, audio and video players and recorders for a variety of formats (including CD, VCD, DVD, MD and MP3), and a fully integrated sound system.

The following audio-visual equipment and provisions are available for use:

- a) A DVD player allows the playback of DVD, VCD and CD media on the projection screens and LCD monitors. The DVD format must be either in region 3 or non-regional restricted. Media recorded in CDR is also supported.
- b) A VCR allows the playback of analog video tape on the projection screens and LCD monitors. The video tape must be recorded in the standard recording speed. Both SVHS and SVHS-ET tape formats are supported.

- c) A MiniDisc (MD) player allows the playback of audio material in MD media and it supports standard MD disc and MDLP.
- d) A double deck cassette recorder allows the playback of audio material in cassette media. The tapes must be recorded in the standard recording speed.
- e) A visualiser (Elmo HV-7500SX) which is capable of capturing and displaying images of hardcopy documents, physical objects, or negatives, is utilized to instantaneously broadcast such images on in-court display screens and LCD monitors or have them saved in the computer for further annotation using the electronic whiteboard or touch-screen markup facilities. Projected images can be zoomed-in and out but the presented object cannot exceed the length and width of an A4 size paper.
- f) An electronic whiteboard (Imation 77" i-Board) and a touch-screen LCD monitor used together with a markup software will allow parties to annotate electronically on documents displayed on screens in the courtroom. Notes or other explanatory markings can then be captured, stored or printed for circulation or for record purposes.
- g) AUX panels with analog audio/video inputs are provided for cross-connecting and controlling the sources and destinations of audio/video signals. They allow the playback of the audio/video materials from different sources, with audio (L-R) and video outputs.
- h) RGB panels with 14-pin VGA audio/video inputs will handle multiple audio and video inputs from different sources, in particular, portable computers brought by parties for the presentation of electronic information or computer animation.

2.3 Electronic Documentation and Exhibits Handling System (DEHS)

Documents and exhibits in electronic formats can be safely stored in a central data bank that handles common multimedia file formats. It is fully indexed for instantaneous retrieval of information. Data protection is strictly observed and access to data is restricted to the parties concerned.

Materials of large volume are to be converted to electronic format and uploaded before the proceeding. Moreover, an import interface file has to be filed in together with the presenting materials. The specification of the import interface file is described in the section [below](#). A template of the import interface, in Microsoft Excel format, can be downloaded [here](#).

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.

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

The examination of vulnerable witnesses can be conducted via CCTV and the Technology Court performs the functions of a CCTV courtroom where all parties including the vulnerable witnesses can be viewed and heard outside the courtroom.

2.5 Real-time Court Reporting and Transcription Service Ready

For parties who would like to employ this service, a RS-232 connection is provided to facilitate the link-up of two computers for real-time transcription purpose.

2.6 Computing Facilities

The Technology Court provides personal computers (PC's) and Internet connectivity. Parties may use the PCs provided or their own portable computers.

The following hardware and software configurations are provided for use:

PC	MS Windows 2000 Professional with SP2 MS Office 2000 Standard (English) with SR1 Adobe Acrobat Reader 5.0 MS Internet Explorer 5.5 with SP2 Norton AntiVirus 2002 Quick Time 6 RealPlayer 8 Basic MS Media Player 7.1 WinDVD 3.2 NeoDVD Standard B's Recorder Gold 3.23 B's Clip 3.23 InterVideo WinProducer
Floppy Drive	Read/write data from 1.44 Mbytes floppy disk or 240 Mbytes LS240 Super Disk
DVD drive	Read/write data from CDR, CDRW, DVD+R and DVD+RW
Internet	The provided PCs are all connected to the Internet.

connectivity	Parties' own portable computers can make use of the broadband Internet access.
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2.7 Overview of Technology Court floor plan and equipment

With the leave of the court, parties can obtain an overview of Technology Court floor plan and equipment as the case may be.

2.8 Products information website references

Product	Website address
Imation 77" I-Board Electronic whiteboard	www.imationhk.com.hk
Elmo HV-7500SX Visualizer	www.videocentric.co.uk/accessories/elmo-hv-7500sx.html
Polycom FX ViewStation Video conferencing facilities	www.polycom.com/media/mktgstream.htm www.polycom.com/resource_center/0,,pw-810,00.html

2.9 Documentation and Exhibit Handling System (DEHS) Import Interface specification

In order to make full use of the DEHS functions, the documents submitted in soft form should be in PDF format and an interface file bearing the case information is also required.

The format of the interface file is divided into two Parts. Part I contains the case number information, if any and Part II relates to the specific information of the files submitted.

The format of the layout should be in the form of a spreadsheet and the first column of the spreadsheet therein should start as column A in alphabetical order. [Example](#) and [template](#) are attached.

Part I	First row		
Column	Field	Field type and length	Field description

A	Case number	Alphanumeric, 12	The assigned case reference number from Judiciary
Part II			
Third rows and after			
Column	Field	Field type and length	Field description
A	Category	Text, 254	This is the name of the folder which contains the file(s) of similar nature. The files submitted should be categorized into different folders according to their nature, e.g. indictment, admitted facts, witness statement, etc. If the document to be uploaded is for private use, "private" can be indicated in this field and corresponding document will be uploaded to his/her private folder.
B	Exhibit Number	Alphanumeric, 16	<p>This is the unique sequence number referring to each and every document file submitted in a case given by the submitting party.</p> <p>The field is consisted of three components in the form of AAA-BBBBBBBB-NNN:</p> <ul style="list-style-type: none"> (i.) where "AAA" is used to represent the abbreviation for the name of party; (ii.) The eight "B"s are used as the assigned sequential index number of the submitted documents, and (iii.) The "NNN" describes the attachments to a document by sequential number following the host or parent document. <p>For example, a host or parent document is numbered CHA-writ0001-001 and its attachments would be numbered as CHA-writ0001-002, CHA-writ0001-003 and so on.</p>
C	Index id	Alphanumeric, 16	This is the unique sequence number referring to every document file submitted in each casefile.
D	Description	Text, 254	Description of the document (e.g. Police Interview Record of the suspect)
E	Submitted By	Text, 254	Party who put in the exhibit/document
F	Proved By	Text, 254	Witness who has proved the exhibit or will prove the document as the case may be or if applicable.
G	Mark for Exhibit	Text, 254	Valid value is "YES" or "NO". The field should default to "NO" other than appeal case. This can be amended during the court proceeding.

H	Send to Jury Folder	Text, 254	Valid value is “Yes” or ”NO”. The field should default to “NO” other than appeal cases. This will be updated during the hearing of the case when the document exhibited is to be given to the Jury.
I	Document	Text, 254	The filename of the exhibit/document that contained in the media submission (e.g. CD-ROM, DVD-ROM)
J	Filing Date	DD/MM/YYYY, 10	Date of Filing, if any DD = Day, MM = Month, YYYY = year
K	Pages	Numeric, 4	Total number of pages contained in this file, if applicable.
L	Operators	Text, 254	DEHS operator who puts in the exhibit/document (e.g. Clerk) (Note: It will be reserved for use and be updated during the hearing of the case.)
M	VOD	Text, 254	Indicate “YES” if the exhibit/document is a video file (e.g. MPEG) or otherwise “NO”.
Other rules to be observed:			
1. This interface file, IMPORT.XLS, must be prepared separately with each medium. For example, there are 500 files and 450 files to be submitted in CD1 and CD2 respectively. In CD1, there should be 501 files, (500 + import.xls) and in CD2, there should be 451 files.			
2. All files must be contained in a single directory per single medium.			

Example:

Part I Example												
CASE:	HCCC2001/											
2.9.1.1.1.1 Part II Example												
A	B	C	D	E	F	G	H	I	J	K	L	M
Category	Exhibit Number	Index ID	Description	Submitted by	Proved by	Mark for Exhibit	Send to Jury Folder	Document	Filing date	Pages	Operator	VOD
Common/		CHA-writ0001-003	Chemist Certificate	Chan Tai Man		NO	NO	Chem Cert. pdf	14/03/2003	2	Clerk	NO
Common/		POL-writ0001-006	Road Map	Police		NO	NO	RoadMap. pdf	14/03/2003	30	Clerk	NO
Common/		POL-writ0001-020	Interview Record	Police		NO	NO	Interview record. pdf	14/03/2003	12	Clerk	NO
Common/		PRO-writ0001-004	Animation File	Prosecutor		NO	NO	animation. pps	14/03/2003	1	Clerk	NO
Common/		PRO-writ0001-012	Finger Print	Prosecutor		NO	NO	Finger print. swf	14/03/2003	1	Clerk	NO
Common/Indictment/		PRO-writ0001-001	Charge Sheet	Prosecutor		NO	NO	Charge Sheet. pdf	14/03/2003	1	Clerk	NO
Common/		D01-writ0001-013	Witness Statement dated 12 March, 2003	D1		NO	NO	Witness Statement. pdf	14/03/2003	7	Clerk	NO
Common/Misc/		D02-writ0001-014	Transcript	D2		NO	NO	Transcript. pdf	14/03/2003	996	Clerk	NO

Note: Rows 1, 3 and 4 above in gray are for indication only. The information shall not appear in import file submission.