

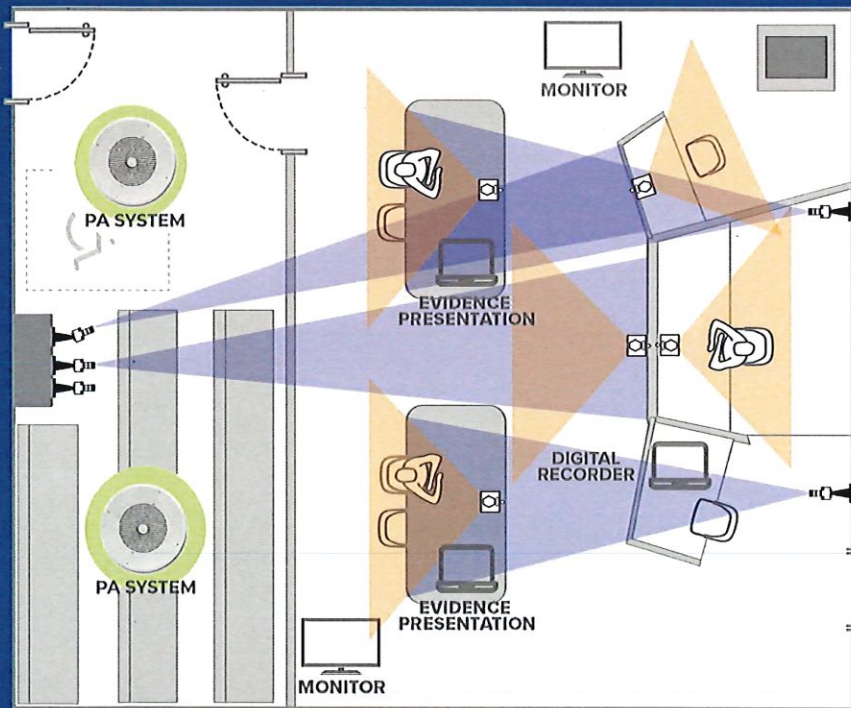



THE KENTUCKY HYBRID COURTROOM SOLUTION

The Kentucky courts have been capturing the official court record using both audio and video since 1984. The statewide adoption of video technology provided solid foundational support when remote court appearances became the norm industry-wide during the 2020 pandemic. Leveraging jail arraignment and courtroom video experiences, the transition to remote, and ultimately hybrid, court proceedings in the Commonwealth was swift.

A diagram detailing the equipment used and its purpose is illustrated below.

EACH COURTROOM IS EQUIPPED WITH A JAVS AUDIO VIDEO SYSTEM CONTAINING:



- **6 FIXED HD DIGITAL CAMERAS**
Judge, Witness, Plaintiff, Defense, Overall, and Chambers
- **MICROPHONES IN KEY LOCATIONS**
(including Chambers)
- **SOUND SUPPORT SYSTEM**
Reinforcement and assistive listening
- **DIGITAL AUDIO/VIDEO RECORDING**
These recordings are the official record and all matters are captured
- **LAPTOP INPUTS** 
For evidence presentation
- **MONITORS AT KEY LOCATIONS**
Used to view evidence, playback, testimony and provide the mechanism for hybrid participants.
- **ZOOM VIDEO ARRAIGNMENT**
Conferencing tied into and managed by the JAVS AV system

The court is the host for all virtual sessions in the courtroom. The JAVS cameras and microphones provide audio and video to all participants. The courtroom sound system and monitors ensure all proceeding participants, both in person and remote, can see and hear.



Audio + Video Recording
Hybrid Conferencing
Jury + Evidence Presentation

Questions about the Kentucky Hybrid Courtroom Solutions should be directed to:

Administrative Office of the Courts
1001 Vandalay Drive, Frankfort, KY 40601
Contact audiovideosupport@kycourts.net

Judicial Support Specialist Certification Program

Fast Facts

Supporting hybrid court proceedings is paramount to video conferencing success. To this end, the Judicial Support Specialist (JSS) certification program was created. The program provides the opportunity for employees to develop and enhance their skills in facilitating remote court proceedings, preparing electronic orders, and reviewing caseload data for various court actions.

This program was created by a change to Kentucky Court of Justice Pay Practices, Section 5(c) of Supreme Court Amended Order 2022-06. In summary, JSSs supporting a judge who uses e-Filing and conducts remote court proceedings is eligible to receive a 7% increase in pay following completion of required training.

How to participate

Judges may designate staff to attend training by completing and submitting a program application. Judges and employees will be notified of acceptance into the program and provided information about how to register for the online training.

The 7% increase is contingent upon employees earning certification by completing the six (6) credit hour training offered by the Administration Office of the Courts. JSSs will use their new expertise to help their judge conduct remote proceedings, assist in using e-Filing to enter and issue court orders, and adopt other court technology as necessary.

Monthly reporting and annual recertification will provide the task validation as well as the opportunity to learn about changing technologies.

Program questions may be emailed to lms@kycourts.net.



JSS Training Curriculum

Instructor Led Course 3 hours

Shadowing 2 hours

Observation 1 hour

Total: 6 hours

Online Training Sessions

The AOC offers the initial training monthly. The training includes live online instructor-led course, shadowing of facilitator during a remote court proceeding in another county and observation by a facilitator while the JSS handles a remote court event in their own county.

Participants will be registered for three (3) hour instructor-led course where they will learn about:

- Judge Portal
- Quick Submit
- Review & Sign
- eBench
- Analytics
- Use of Zoom and Teams
- Secure Interpreter Services
- Record Remote Court Hearings

After completion of three (3) hour instructor-led course, participants will register for shadowing and observation sessions. The shadowing session includes a one (1) instructor-led walkthrough and a one (1) hour courtroom shadowing session.

The instructor led shadowing walkthrough provides a hands-on skill demonstration of Zoom and Teams including the following:

- Download/update Zoom Application
- Record a meeting
- Create breakout rooms
- Admit participants into a meeting
- Mute participants
- Make other participants co-host
- Rename participants
- Move participants to and from breakout rooms
- Basic troubleshooting

The one (1) hour courtroom shadowing includes observation of a facilitator during a remote court proceeding in another county. Lastly participants will be observed for one (1) hour within their county during a remote court proceeding.

Technology is one component of a successful video conferencing solution. A program supporting employees responsible for ensuring daily use is necessary and critical to adoption and long-term use.