

ERNEST J. MAZOROL, III  
Administrator



**TRIAL COURT ADMINISTRATOR**

Deschutes County Courthouse  
1100 N.W. Bond Street  
Bend, OR 97701  
541-388-5300

March 1, 2007

TO: Deschutes County Bar  
FROM: Ernest J. Mazorol, III  
RE: PowerPoint Presentations/Use of Courtroom Video Monitor

---

We now have the capability to display PowerPoint presentations on the courtroom video monitor behind the bench. In order to use the system, you must first attend a one hour, court-sponsored training program. Once you've completed the program, you may then request permission from the Court to use the monitor for presentations during court proceedings.

The procedures you must follow are:

1. Go to the Court's website at <http://www.deschutes-court.ojd.state.or.us>, click on the Technology link, and email DESTRAINING@ojd.state.or.us to reserve a seat. Once your request has been processed, you'll receive confirmation of the date and time to attend.
2. Bring the actual laptop computer to the training that you plan to use in the courtroom. The Court does not furnish the computer, so do not sign up for training unless you have the necessary equipment.
3. Please be on time for the training and plan to be there for one hour. Training will be conducted at the Justice Building, as noted on the schedule. If you arrive late or leave early, you will not be certified to use the video monitor.
4. Once your training is completed, the Court will be informed that you may (with the judge's prior permission) have access to the video monitor for presentations.

The training is limited to technical connections in the courtroom and appropriate settings for your computer to properly display on the Court's monitor. We do not offer instructions on how to prepare or make PowerPoint presentations. Also, court staff is not available to provide support services after training or during court proceedings. If your equipment does not operate properly in the courtroom, you'll be expected to close down the system and resort to a manual presentation.

We are pleased to offer this option and hope you take full advantage of the video monitor. Feel free to contact me if you have any questions.

c:      Circuit Judges  
         Court Supervisors  
         Court Technicians