

MEMORANDUM

TO: Lori Tabor-Finch, Court Administrator
FROM: Judy Wallenfelt, Chief Reporter
DATE: October 8, 2019
SUBJ: CourtSmart Monitoring

I've been monitoring CourtSmart since the middle of July and noting issues that I observe. These issues all have the potential to affect transcripts that could be requested. In the interest of preserving the best audio record possible in our courtrooms, I thought I would share these with you.

- Attorneys not speaking at a microphone in the well (i.e., a third attorney standing in between counsel tables).
- Witnesses/pro se persons not speaking up at a microphone/mumbling.
- Attorneys covering/brushing against bench microphone during bench conference; attorneys not near bench microphone during bench conference.
- In criminal jury trial, State's Attorney direct examination of a witness in front of the jury box (to show them a video). The witness's answers were inaudible because that area is not mic'd.
- Witness during jury trial provided inaudible answers or gestures that were not recorded on Courtsmart. Attorney did not clarify on the record.

I'm happy to assist in any way that I can to resolve the above issues.

/jhw