

## Procedural Fact Sheets (Civil) – Supreme and District Courts

### Using courtroom monitors

If you need to display images or audio-visual recordings on the courtroom monitors during a hearing, there are two options:

- You can project the contents of physical documents/photographs onto the screens in the courtroom via the document visualiser (a type of overhead projector).
- You can upload the material (in PDF, JPG, MP3 or MP4 format) to a USB flash drive and provide the USB to the bailiff. At the relevant time, the bailiff will project the material to all the monitors in the courtroom from their desktop computer.
- You can connect your laptop to the court system from the bar table. The bailiff can project the laptop screen to all the monitors in the courtroom. If you have the permission of the court, you can drive the display, rather than directing the bailiff. It is your responsibility to ensure that you have available the cable necessary to connect your laptop to the court media system.

If you prefer the last option:

- Prior to the hearing, email the Civil List Manager [CivilListManager@justice.qld.gov.au](mailto:CivilListManager@justice.qld.gov.au) (Supreme Court) or [dc-civillistmanager@justice.qld.gov.au](mailto:dc-civillistmanager@justice.qld.gov.au) (District Court) to make an appointment with the bailiff so that you can test the equipment and ensure that the material can be displayed.\*

*\* These email contacts are for officers in the Brisbane registry. If your proceeding is in another district, request relevant contact details from that [regional registry](#).*