

CLERK OF THE DISTRICT COURT MANUAL

26.0 COURTROOM SUPPLIES AND EQUIPMENT

Revised October 2006

Microphones 4 speakers: Judge, Witness, Prosecuting Attorney, Defense Attorney.

Recording device, audio tapes, or CD's.

Audio/video equipment as required

Two Counsel Tables--Witness stand

Chairs

Exhibit Labels:

Exhibit #, Case #, Date

Paper clips

Waste basket

Stapler

Judges Bench:

Water, cups

Pens

Forms

Legal pad

Name plate

Staple remover

Kleenex

Rubber bands

Court Calendar/Schedule of events.

Clerk (Same as Judges Bench plus the following):

- Markers and dry erase markers
- Scissors
- Tape
- Staples
- Witness, interpreter, jury, and bailiff oaths
- Forms
- Water and cups for Counsel Tables
- Extra audio tapes or CD's
- Evidence gloves
- Evidence bags/assorted sizes
- Jury Materials