



Jackson County Circuit Court  
100 S. Oakdale Ave  
Medford, OR 97501  
(541) 776-7171

## Courtroom Technology Testing

When bringing technology such as laptops or other presentation devices to court, it is important to test the technology ahead of time. This ensures that your technology will correctly connect to court systems and helps us all to avoid technology issues that may interfere with court proceedings.

***If you need to present content from a laptop or other device***, please:

- Contact the court at least 1 week ahead of the scheduled hearing at (541) 776-7171
  - If the hearing is in less than 1 week, contact the court immediately
- Speak with one of the Analysts: Jessica Dye (ext. 71099) or Ryan Pederson (ext. 71173) to schedule an appointment to test the technology
- Bring to the appointment all technology which may be used in the upcoming hearing/trial, along with any cords needed to connect the device(s)

***In all cases***, please provide the court with the following information:

- Case name and number
- Date and time of court proceeding
- Specific technologies you plan on using

***If connecting by videoconferencing to another facility***, please also provide:

- Name of the facility
- Contact person's information to arrange for testing
- IP address
- Date and approximate time of the appearance.

Please do NOT wait until the day of the hearing to test. This creates additional strain on courtroom staff and increases the possibility of a tech issue occurring the day of the hearing. The above information is also available on the Jackson County Circuit Court website, under [Courtroom Technology](#). If you have any questions regarding this policy or the process for testing, please contact Jessica Dye or Ryan Pederson.