

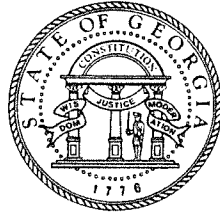
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Southern Judicial Circuit**

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LOWNDES & THOMAS COUNTIES**

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MEMORANDUM

TO: All Attorneys and staff
District Attorney's Office and staff
Public Defender's Office and staff
Capt. James Rehberg and Court Security Officers
Aaron Kostyu, Lowndes County IT and staff
Beth Greene, Lowndes County Clerk of Courts and staff

FROM: Chief Judge Richard M. Cowart 
Judge Gregory A. Voyles 

DATE: September 1, 2022

RE: Procedure for courtroom exhibit system use and/or training for Lowndes County Superior Court 5th floor courtrooms

It has come to the attention of the Superior Court Judges that a reminder of the current operating procedure for the use of the exhibit system for the 5th floor courtrooms of the Lowndes County Judicial Complex is needed.

I. Courtroom Exhibit System

If an attorney or office staff person should need training on the courtroom exhibit system or a "test run" prior to a scheduled trial, it is required that they contact the Judges' offices in advance to schedule a date and time for same. The Judges' office staff will coordinate with the Lowndes County IT Department for further training or issues that may occur with the courtroom audio or exhibit system. No impromptu visits to the 5th floor courtrooms for this purpose are permitted. The courtrooms are locked for security purposes while court is not in session, and the Judges' staff and IT staff need notice in order to arrange their schedules for this purpose. Please do not wait until the morning of your trial or hearing to learn the system as we will be unable to accommodate you at that time.

Please contact:

Subrena Boggs, Judicial Assistant to Judge Cowart, 229-671-2680, subrenab@lowndescounty.com

Niki Brooks, Staff Attorney, 229-671-2683, nbrooks@lowndescounty.com

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When using the exhibit system, you will need to bring a laptop with you along with an HDMI cable, or VGA cable with an HDMI adaptor, to plug into the system. Your exhibits, presentations, etc. should be programmed or formatted to your laptop to ensure compatibility.

While we anxiously anticipate new courtroom technology in the coming months, we do not have an installation date as of yet due to supply chain issues. We will inform you of any updated procedures or equipment needed at that time.

II. Wi-Fi Network for Attorneys

To connect to Wi-Fi while in the 5th floor courtrooms, attorneys may join the “LowndesGuest” network. When requesting to join this network, you will be directed to a login screen that requires you to create an account. You will then be provided with a password that is valid for 5 days.

As network outages may occur, attorneys are encouraged to have a hotspot or backup connection in place.

Thank you for your continued cooperation with these procedures. As always, our offices are happy to assist you in an effort for all hearings and trials to run smoothly and efficiently.