

# DCM CONTROL APP (MATRIMONIAL) User Guide

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New York State  
Unified Court System

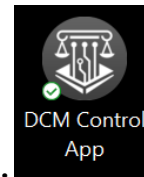


Division of Court  
Modernization

# Introduction

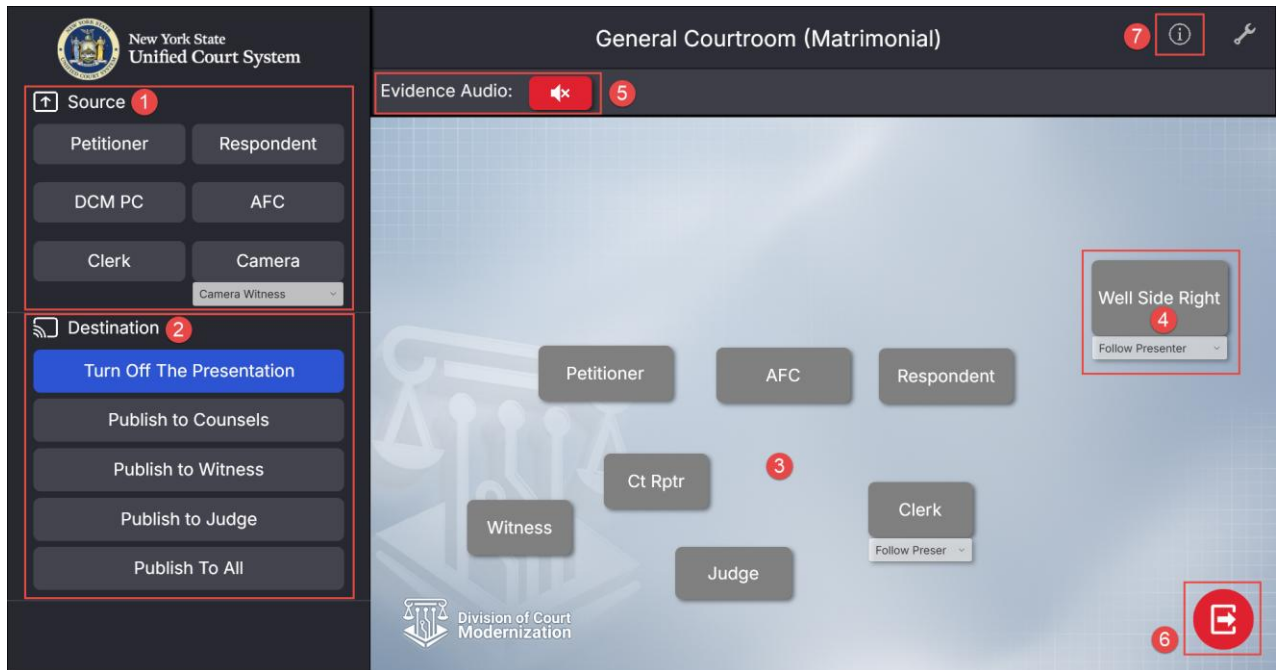
The DCM Control App is an application created by the Division of Court Modernization. The app enables users to manage the content displayed on courtroom screens with a single click. It can be operated from the judge’s bench, the clerk’s desk, or from the attorney tables.

## To Open the Control App

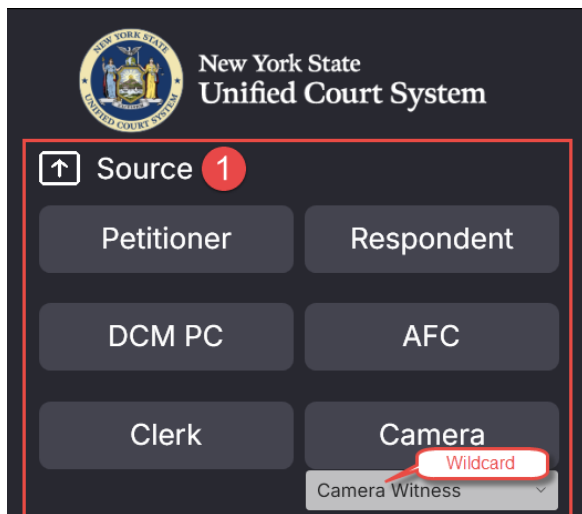


To start the app, double-click on the “DCM Control App” icon.

### Control App (Matrimonial) Interface

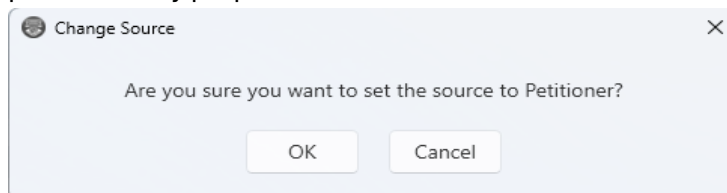


## Choosing the Source



To start presenting to the courtroom displays, you must first select a source from window **1**. These options include but not limited to:

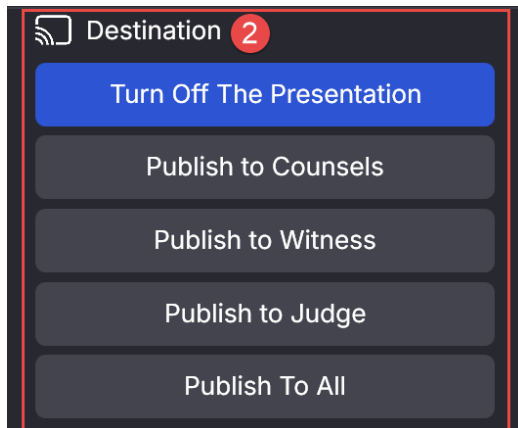
- **Petitioner:** Display input from the Petitioner’s table
- **Respondent:** Display input from the Respondent’s table
- **DCM PC:** Displays the DCM Teams computer
- **AFC:** Displays input from Attorney for Child’s PC
- **Clerk:** Displays the clerk’s PC
- **“Wildcard”:** This source option is tailored to the specific configuration of each courtroom. Some common examples are:
  - **Camera Witness:** Displays the camera facing the witness
  - **Camera Petitioner:** Displays the camera facing the back petitioner
  - **Camera Judge:** Displays the camera facing the judge
  - **Camera Respondent:** Displays the camera facing the respondent
  - **Judge:** Displays the judge’s PC or laptop
- After you select an option, the system will prompt to confirm the selection for precautionary purposes. Click **“OK”** to continue.



- Notice that each source is assigned a distinct color for easy identification.



## Choosing the Destination



Once you have selected a Source, you must choose a Destination <sup>2</sup>. By default, when a source is selected, the “**Turn Off The Presentation**” option is enabled, preventing content from being inadvertently displayed on the courtroom screens.

As you select destinations from the list, each new choice will be added to your active presentation, while any previously selected destinations will remain active.

1. **Turn Off The Presentation:** All displays are turned off
2. **Publish To Counsels:** Displays to Counsels, Court Reporter, and Clerk.
3. **Publish To Witness:** Adds the Witness monitor to the current presentation.
4. **Publish To Judge:** Adds the Judge’s monitor to the presentation. The evidence audio will also play through the courtroom speakers.
5. **Publish To All:** Displays to **ALL MONITORS** in the courtroom. The evidence audio will also play through the courtroom speakers.

Display Options	Clerk	Counsels	Court Reporter	Witness	Judge	All	Evidence Audio
Turn Off The Presentation							
Publish To Counsels	✓	✓	✓				
Publish To Witness	✓	✓	✓	✓			
Publish To Judge	✓	✓	✓	✓	✓		✓
Publish To All	✓	✓	✓	✓	✓	✓	✓

The selected Destinations will follow the same color-code as the Source selected.

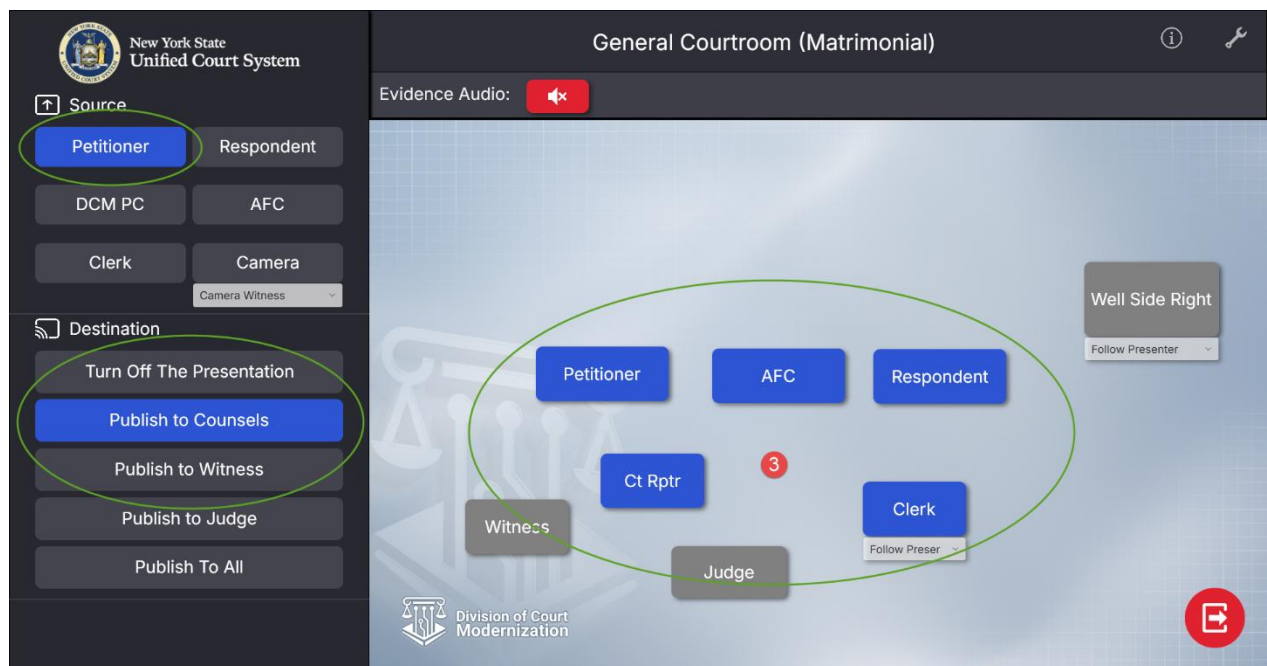


## The Courtroom Layout

The Courtroom layout **3** on the right frame of the control app mimics the real-life courtroom layout from the judge's perspective. Therefore, the relative positions of displays could vary from courtroom to courtroom.

While using the app, please refer to the courtroom layout on the right of the screen to ensure that the content appears on the appropriate courtroom displays.

The color of the Source and Destination buttons will match the courtroom displays. Colors will vary according to the Source selection.



## To Customize Breakout Monitors

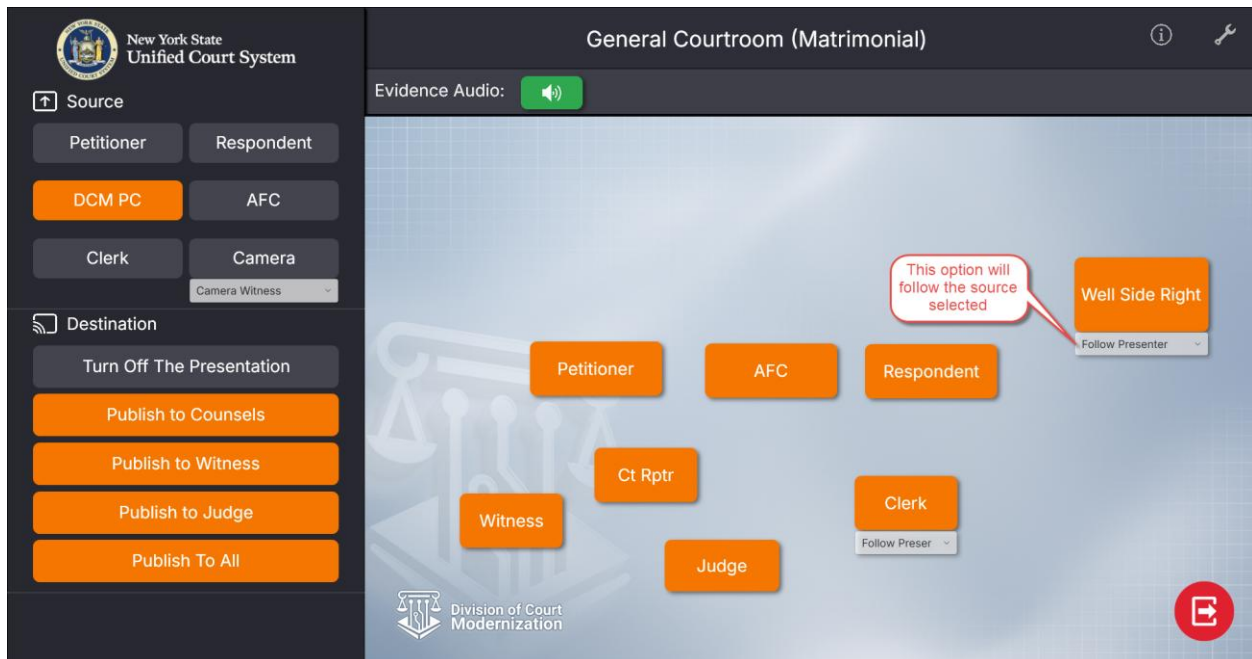
Certain courtroom displays will have the flexibility to show an alternative source instead of the default preset source selected beforehand. These displays can be identified on the courtroom layout by the clickable dropdown menu below the buttons.

For example, click on the drop-down menu below the “**Well Side Right**” <sup>4</sup>, and select a source from the list. Options will vary by courtroom; here are some examples available:



- **Follow Presenter**
- **AFC**
- **Clerk**
- **DCM PC**
- **Respondent**
- **Petitioner**
- **Camera Respondent**
- **Camera Judge**
- **Camera Petitioner**
- **Camera Witness**

When the “Follow Presenter” option is selected, the breakout monitor will automatically display the source associated with the corresponding color code.



When one of the other options in the drop-down menu is selected, the button color will change to indicate that a source other than the current preset is being displayed.



You may turn off the breakout monitor display by clicking the button once. A grayed-out breakout button indicates that the display is turned off. Click the button again to turn the display back on.



The breakout monitor will stay on the selected source until it is manually set back to “Follow the Presenter” from the drop-down menu.

## Peripherals

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### EXTERNAL AUDIO EVIDENCE:

The Evidence Audio is typically controlled by the destination chosen in the app. To mute or unmute audio independently of the selected preset, click on the Evidence Audio button.



## Exiting the Control App

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When you're finished using the app, click the **6** exit button  to close the app.

**PLEASE NOTE:** Exiting the app, by default, will turn off ALL displays in the courtroom. There will be no confirmation prompt upon EXIT. This is intentionally designed as an emergency shutoff mechanism to enable a swift shutdown if needed.

## Troubleshooting

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If the courtroom view on the app does not mimic the real-life courtroom, please contact your local IT staff so they may reconfigure the layout.

**10** If you have questions or require additional assistance, you can email [DCM-Services@nycourts.gov](mailto:DCM-Services@nycourts.gov) or scan the QR code to visit the DCM how-to Video page. You can access this information within the app by clicking on the **information button** .

## Help Us Improve

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Help us improve by sharing your thoughts, suggestions, and experiences with court modernization efforts across New York State.

Whether it's about usability, features, or anything else, we'd love to hear from you by email at [DCM-Feedback@nycourts.gov](mailto:DCM-Feedback@nycourts.gov).

