

Questions Received from Vendors Regarding ITN15-001-LH

1. Could OSCA please describe and define within a digital recording system the difference between stop recording and pause recording? (pg 4)

Answer: Stop recording allows new separate sessions to be created. Pause recording allows the digital court reporter to take notes for the sessions that are paused. Any notes taken after pausing and resuming a recording are linked to the audio that occurred the moment the pause button is pressed.

2. Could OSCA please describe examples of stronger security measures aside from network security and user profile security? (pg 4)

Answer: The technical and functional standards of digital recording systems recognize that security protocols are dynamic and may need to be changed based on evolving threats of attack. Therefore, stronger security measures may be negotiated at the local level based on the new perceived threats and codes of practice of each court. Examples of stronger security measures may include lending the product to better process security measures such as monitoring of network activity, closing of all unused firewall ports, and allowing more stringent user access protocols.

3. Could OSCA please expand on the requirement for sealing a record? Does OSCA require both user authorization to a secure network location and encryption of that data in the secure network location? (pg 10-41)

Answer: Yes, sealed records oftentimes contain confidential information and therefore must be protected through the use of both of these measures. User authorization is intended to prevent unauthorized access. Encryption provides an additional level of security to protect the data from intruders. #41 of the standards state: "The system must support the ability to seal all or portions of the recordings utilizing user authorization, encryption, and seal keys."

4. Are seal keys the equivalent of public/private keys for encryption/decryption? (pg 5)

Answer: Yes, seal keys are similar to that of public/private keys and thus, require proper user authentication protocols.

5. What are the requirements for transport by removable media of sealed records for transcription, judicial or attorney review? (pg 9-38)

Answer: Once the records are sealed they will not be transcribed or reviewed. Such actions will require the record to be unsealed.

#38 of the standards state: "The DCR system must be able to copy recorded content immediately following the end of the proceeding to portable media such as CD-ROM or DVD." This standard will allow the court to provide a copy of the recording to requesting parties such as the public defender, state attorney, or members of the public.

6. Could OSCA please expand on the requirement where a graphical user interface would not be desired over for a text-based user interface? Is this for the entire set of applications within the court/hearing room or for specific functions such as remote installation? (pg 10-57)

Answer: #57 of the standards state: “In cases where the graphical interface is not desired or supported, a text mode interface must be made available to provide the user with the same functionality.” Courts generally support the use of the graphical interface for the applications within the court/hearing room. However, in specific technical functions such as remote installation, depending on the local practices of each court, a text-based interface may be preferred.

7. Could OSCA please expand upon the phrase ‘The DCR system should be compatible with all major platforms’ (underline added, pg12-19)

Answer: The system should be compatible with Windows and Linux based platforms.

8. Could OSCA please expand upon the phrase ‘and should not use proprietary hardware or software’? (underline added, pg 12-19).

Answer: #19 of the recommended standards state: “The DCR system should be compatible with all major platforms and should not use proprietary hardware or software.” This is a new *recommended* practice of vendors. This recommended requirement is to help facilitate export/import of recordings from one system to another during upgrades & replacements.

If the system uses proprietary recording formats, it should include tools to allow the bulk export of recordings and text annotations to file formats readable by 3rd party applications. (For example, exported audio and audio video recordings should be readable by programs like Windows Media Player, QuickTime, or Pinnacle Studio, and text annotations should be readable by text editors such as Notepad).

9. Could OSCA please clarify the term “simultaneous recording” in Appendix D, Product Information? (pg 35)

Answer: This refers to the server’s ability to record multiple courtrooms at one time.