

# Technology Request Form

Provide Courtroom Deputy with this information  
no later than five (5) business days *prior* to the hearing date.

Case Number: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Judge & Courtroom: \_\_\_\_\_

Requesting Attorney: \_\_\_\_\_

Contact Name/Number: \_\_\_\_\_

Please select all items you expect to use:

- |   |   |
|---|---|
| <input type="checkbox"/> Document Camera        | <input type="checkbox"/> Assisted Listening/Interpreter |
| <input type="checkbox"/> DVD player             | <input type="checkbox"/> Need ___ headsets              |
| <input type="checkbox"/> Personal Laptop        | <input type="checkbox"/> Jury Monitors                  |
| <input type="checkbox"/> Teleconferencing       | <input type="checkbox"/> Other                          |
| <input type="checkbox"/> Video Conferencing     | <input type="checkbox"/> _____                          |
| <input type="checkbox"/> Touchscreen Annotation |   |

Comments:

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Notes for Attorneys:

- Notification is due to the Courtroom Deputy (CRD) no later than five (5) working days prior to the hearing.
- Personal laptops may be connected to the courtroom presentation system. This will require either (1) a standard 15-pin VGA connection for video and a standard line-in audio input for audio or (2) an HDMI connection, *and* (3) display port connection. Cables are provided by the Court for your use. Laptops *are not* provided by the Court for your use. You are responsible for having the required adapter to connect our cables to your device(s).
- Laptops attached to the courtroom presentation system require at least 1024x768 resolution for proper display. You are responsible for having the required adapter to connect our cables to your device(s).
- Audio and video should be cued to the correct starting point prior to insertion into the court presentation system.