

# 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:

Document Camera

DVD player

Personal Laptop

Teleconferencing

Video Conferencing

Touchscreen Annotation

Assisted Listening/Interpreter

Need \_\_\_ headsets

Jury Monitors

Other

\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. The cables are provided by the Court for your use. Laptops *are not* provided by the Court for your use.
- Laptops attached to the courtroom presentation system require at least 1024x768 resolution for proper display.
- Audio and video should be cued to the correct starting point prior to insertion into the court presentation system.