



REQUEST/NOTIFICATION FOR COURTROOM AUDIO/VISUAL PRESENTATION EQUIPMENT

Party(s) must submit this form no less than 5 court days before the hearing. Do NOT submit any audio/visual materials or exhibits with this request, you will be contacted with a date and time to come to the court and test your equipment before the hearing. You must bring your materials in on the date and time scheduled.

Requestor's Information

Attorney/Agency Name: _____ Requestors Name: _____
Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____
Email Address: _____
Alternate Contact: _____ Alternate Phone Number: (____) _____ - _____

Case Information

Case Number: _____ Case Name: _____

Equipment Request

Date(s) required: _____ Start Time: _____ End Time: _____
Type(s) of Equipment:
 Nomad Multimedia Unit w/ Large Screen
Functions Needed
 Overhead Projector Telephonic Polycom Unit
 VCR/VHS Player Large Mobile Easel
 DVD Player Other: _____
 CD Player Other: _____
Number of 120V power outlets required for your equipment: _____
Describe any additional equipment requests not listed above: _____

Internal Use Only
Received By: _____ Date & Time: _____
Testing Completed By: _____ Date & Time: _____ Location: _____