

# Civil District Court Video Equipment Reservation Form

*All Requests MUST be received by the CDC IT Office 2 Business days prior to the Trial/Event*

Name: \_\_\_\_\_

Comments:

Date Needed: \_\_\_\_\_

Time Needed: \_\_\_\_\_

Division Equipment Need In: \_\_\_\_\_

Case # \_\_\_\_\_

Contact Info POC: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Billing Address:

Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Please Note: Once equipment is set up it will remain for the duration of the request or until the event/trial ends; equipment will not be removed if the event/trial runs longer than requested and is still required.

If the equipment is removed after the initial set up and is then requested to be set back up another set up fee will be incurred; all equipment requested will be set up for the dates requested and once in place will not be removed until requested to do so or at the completion of the event/trial.

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Check all that apply, please note the cost for each item requested, payments will be made through the Judicial Expense Fund. Once the event is completed you will be invoiced.

ELMO, Interactive Display System; NOTE a Video Display System is required for this  
for showing Hard Copy documents in the Courtroom, \$40.00 dollars a day

Installed Video Display System  
For showing all forms of media in the Courtroom

Mobile Video System (for use in Divisions w/out an installed system)  
for showing all forms of media in the Courtroom, \$150.00 dollars a day

Laptop (You can bring your own if desired, but setup fee still applies)  
Used for any media control or display, \$40.00 dollars a day

Skype Session  
Used to display video conference in real time, \$200.00 dollars per day

Projector/Screen  
For connection to laptops if the Division has no installed system and the mobile system  
is not available, \$40.00 dollars a day

Pre Visit/setup  
If you desire to visit the Division and discuss the set up prior to the event (must be 48  
business hours in advance), \$37.50 per 30 minutes

IT Service  
Do you desire assistance with the setup (required for any connection to court  
equipment, 30 minute minimum), billed at a rate of \$75.00 dollars per hour in 15  
minute increments

NOTE: The court now has free Wi-Fi on each floor and in each courtroom, please check with a court  
staff member for the current passphrase for access, the SSID is "CDC-Guest"  
Requester is responsible for all equipment and notifying the IT Office of any problems.

Requests for equipment where the trial or event has settled and no action is taken by the Court's IT staff  
in the form of meetings or set up will result in no charges. Once setup is has begun or the Pre-Visit or  
Set-up visit have been executed all fees apply and will be charged regardless of the trial status.

Non-Court IT personnel are not permitted to setup or connect equipment to any of the Court's Video  
gear.

Failure of non-court owned equipment does not relieve the requestor of the applicable fees for use of  
the Court's equipment. Requestor will not be charged for repairs made to court owned equipment

during the course of the use period, if the equipment cannot be repaired and a suitable replacement is not available then the use fees will also be waived, setup service fees will not be waived.

Use of the Court's equipment implies responsibility for it, if any of the court's equipment is damaged due to attempts to repair and or connect by the requestor or any of his/her agents; the requestor assumes full financial responsibility. The court will provide free services to resolve any problem with court owned equipment and assist with resolving problems with non-court owned equipment, the requestor incurring the service fee of \$75.00 dollars per hour billed in 15 minute increments.

Pre Visit and set up visits are recommended to ensure a problem free event/trial when using the video gear.

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Typed Name indicates that the requestor understands and agrees to all stated conditions.