United States District Court
District of Connecticut

# Request for Courtroom Technology

*Fields marked in RED are required*

***Please submit the completed form to the Courtroom Deputy***

| | | | |
|---|---|---|---|
| Requester's Name | | Requester's Email | |
| Requester's Phone | | Assigned Judge | |
| Case Name | | Case Number | |
| Request Start Date | | Request End Date | |

## Requested Equipment

*The requester is responsible for providing his/her own laptop/source device and must be familiar with its operation. Court staff will not provide assistance with the operation of non-court provided equipment.*

☐ Projector / Screen ☐ Document Camera ☐ Small Audio Speakers ☐ Other (Comment Below)

## Requested Training

☐ Training on Electronic Equipment (***Note:*** *Court staff will contact you to find out what type of training you need (e.g. - operation of evidence display equipment, operation of video conference system, audio system, interfacing with courtroom equipment, etc ), and schedule an agreed upon training date.*)

**Request Comments**

Please enter any comments you may have within this field.

**Note:**
**Non-electronic Courtrooms**: Equipment requests must be submitted at least one week prior to the proceeding and are handled on a first-come-first-served basis. Submission of a request does not guarantee equipment availability. If it is not reserved in advance, there is no guarantee that equipment will be available the day of the proceeding.

Equipment requests are subject to change/substitution based on availability. If equipment is not available, court staff will notify the requester to make alternate arrangements.

**Non-electronic Courtrooms and Electronic Courtrooms**: Requests for training on equipment must be submitted at least one week prior to the proceeding. If training is not requested in advance, none will be provided the day of the proceeding.