

United States District Court District of Connecticut

Request for Permission and/or Use of Courtroom Technology

Fields marked in **RED** are required

Please submit the completed form to the Courtroom Deputy

Requester's Name	<input type="text"/>	Requester's Email	<input type="text"/>
Requester's Phone	<input type="text"/>	Assigned Judge	<input type="text"/>
Case Name	<input type="text"/>	Case Number	<input type="text"/>
Request Start Date	<input type="text"/>	Request End Date	<input type="text"/>

Requesting Permission Only

Requesting permission to supply and set up the courtroom with technology self provided.

Please list equipment
being provided

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 Services

Training on Electronic Equipment (**Note:** Court staff will contact you to schedule an agreed upon training date.) Wireless Internet Access (**Note:** Users must agree to the disclaimer set forth in the Wireless Internet Access Registration form and abide by the Wireless Internet Access Plan.)

Request
Comments

Note:
Non-electronic Courtrooms: Equipment requests must be submitted at least two 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 two week prior to the proceeding. If training is not requested in advance, none will be provided the day of the proceeding.