

UPDATED 7.1.2021

COURTROOM MEDIA FORM

Please email this completed form to
Charlottehelpdesk@ca.cjis20.org

Requesting Party Information

Person requesting: _____ Phone: _____ Email: _____

Best contact, if other than requestor

Contact: _____ Phone: _____ Email: _____

Date Requested: _____ Judge: _____ Case #: _____

Date start & end of Trial/Hearing: _____

Is the Trial/Hearing date more than 24 hours from the submission of this request? Yes No

Check box if Judge has approved this request :
(for all requests shorter than 24 hours)

Please check ONE of the following:

If requesting training/special items (adapters, laptops, etc.) please indicate here:*

Nyrius TV (55" TV): Provides wireless connectivity to your laptop to allow you to play video

Technical/Service Requested:

Requested item/service 1: _____

Requested item/service 2: _____

Requested item/service 3: _____

Requested item/service 4: _____

Sharpboard (70" TV): An entire Trial Evidence Package with Accessories and included peripherals for complete, independent evidentiary presentation solution.

The 20th Circuit Court (Court) is providing attorneys the use of evidence presentation carts without charge as a courtesy to the legal profession. Use of these carts will be on a first come first serve basis and requires a minimum of 48 hours notice to Court IT staff. The Court will make every effort to ensure the presentation equipment is working properly, however the Court does not guarantee the **compatibility nor reliability** of the equipment. The Court is not responsible for the user's own negligence in operation of the equipment. The user agrees to hold the Court harmless for any failure of the equipment and any and all claims, damages, actions, causes of action, suits in equity whatever kind or nature as a result of the use of the equipment. The Court advises the users of this equipment that the Court will not be responsible for any delays caused by the failure of the equipment. Users of the presentation equipment should have back-up material and/or equipment suitable for use in the courtroom in the event of equipment failure. For requests requiring more than one unit, please contact the IT department directly via email. This form supercedes any previous version of this form.

I understand and agree to these terms:

(Type Name Here→) : _____ Date: _____

*= items requested are available only if Court has them available.