

VIDEOCONFERENCE REQUEST FORM
U. S. District Court - Washington, D.C.

Date of Videoconference _____

Start time and approximate duration _____

Remote site(Far End) _____

Does person at Far End have access to Videoconference equipment? _____

Case # and Judge (if applicable) _____

Will a jury be present at this end (USDC-DC)? _____

How many witnesses to appear from Far End? _____ From This End? _____

Will a Court Reporter be required? _____ Interpreter? _____

(NOTE: It is the responsibility of the requestor to make arrangements for a Court Reporter and/or an Interpreter, should one be required.

Will a Judge be present during the Videoconference? _____

How many people will be present at this end for the Videoconference? _____

Have you ever participated in a Videoconference before? _____

Will you have co-counsel at the Far End? _____

Please e-mail completed form to Philip_Tran@dcd.uscourts.gov