

**MEMORANDUM OF UNDERSTANDING  
TRIAL SUPPORT TEAMS  
(November 2013)**

**I. PURPOSE**

The purpose of this Memorandum of Understanding (MOU) is to establish the terms of the agreement between trial teams and the United States District Court for the District of Columbia (USDC) for the use of trial support rooms on the second, fourth, and sixth floors of the E. Barrett Prettyman Courthouse. The USDC agrees to make these rooms available to trial teams to use for the purpose of supporting those attorneys involved in trials at the Courthouse.

**II. BACKGROUND**

The USDC offers the use of trial support spaces as a courtesy for attorneys and support staff to prepare and debrief throughout the course of proceedings at the Courthouse. The Court has traditionally accommodated the space requests put forth by the United States Department of Justice (DOJ), the U.S. Attorney's Office, legal defense teams, and many other attorneys involved in criminal and civil matters before District Court Judges.

**III. RESPONSIBILITIES**

**A. Responsibilities of the USDC:**

1. The USDC is responsible for providing utilities during normal business hours, Monday through Friday, 9AM to 5PM.
2. The USDC is responsible for changing the cipher lock combinations between usage of each room.
3. The USDC is responsible for the upkeep of the space due to normal wear and tear; including the removal and replacement of old furniture, the removal and replacement of old carpet, the removal and replacement of old blinds/shades, and the application of paint, when needed.

**B. Responsibilities of Trial Teams:**

1. Process for Obtaining Trial Support Space:
  - a. At least two (2) weeks prior to the start of trial, the trial team shall fill out a request form, a copy of which can be found at the end of this document.
  - b. The completed form should be faxed or emailed to the Office of the Administrative Assistant to the Chief Judge (the fax number and email address can be found on the form).
  - c. If a trial support space is available, then the trial team must email the Office of the Administrative Assistant to the Chief Judge with a list of names of those authorized to access the space.
  - d. Prior to the start of trial, the trial team shall obtain the numerical code required for entry into the room.
  - e. A representative from the trial team must sign as the individual to be held responsible if anything is damaged during the course of the team's occupancy of the space.
2. Trial teams shall not alter the condition of trial support rooms through the installation of additional fixtures, specifically, dead bolts or other locks fastened to the door, pictures hung on the walls, or drapes affixed to the window frames. If a trial team encounters a situation necessitating supplemental fixtures or furnishings, the team shall contact the USDC in advance.

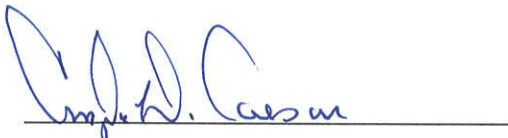
3. Trial teams shall leave trial support rooms in the same condition in which they were found. If furniture is moved, it shall be returned to its original position prior to the organization vacating the space. Furniture shall not be removed from the room.
4. Upon utilizing trial support rooms, the trial team is responsible for the maintenance of its cleanliness and order. Eating is permitted, but trash cans shall be placed outside the trial rooms at the close of business so that the cleaning crew can empty them.
5. Smoking is prohibited in the Courthouse.
6. Trial teams shall report any damage to trial support rooms to the Administrative Assistant to the Chief Judge, located in Annex Room 2002. Such reports along with any questions or concerns may be made by calling (202) 354-3320.
7. In utilizing trial support rooms, the trial team shall use the assigned numerical code to access the room. The trial team is not permitted, under any circumstances, to alter the numerical code at any time during the use of the room. The attorney(s) shall not share the code with anyone except those permitted to access the space(s).
8. All items must be removed promptly at the conclusion of the trial. Upon the conclusion of trial, the team (or a designated individual) must confirm (via email) that the space has been vacated and all belongings have been cleared out. Failure to promptly remove items may ban the responsible individual and/or organization from using a trial support room in the future.

#### IV. MODIFICATIONS AND TERMINATION OF AGREEMENT

- A. In the event that the USDC needs to regain trial support rooms, the USDC shall provide reasonable notice to the trial team.
- B. Upon mutual agreement of both parties, this Memorandum of Understanding may be modified. Any material modifications to this MOU shall be in writing.
- C. The trial team may cancel the agreement by providing written notice to the USDC as far in advance as possible under the circumstances.

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For the United States District Court for the District of Columbia:



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ANGELA D. CAESAR, Clerk of Court  
United States District Court for the District of Columbia  
333 Constitution Avenue, NW  
Washington, DC 20001

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Please fill out the form on the following page and submit it to the Office of the Administrative Assistant to the Chief Judge.

\*Questions can be directed to the Office of the Administrative Assistant to the Chief Judge at (202) 354-3320.

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA**

**Request for Use of Trial Support Space**

**What is the case name and number?** \_\_\_\_\_

**Who do you represent in this case?** \_\_\_\_\_

**Who is the presiding judge in this case?** \_\_\_\_\_

**What is the scheduled start date of the trial?** \_\_\_\_\_

**What is the expected end date of the trial?** \_\_\_\_\_

It is understood that if this request is granted, the following conditions of use shall be applicable, and as the person responsible, you are expected to be present in the Courthouse to ensure compliance with all conditions of use as set forth below:

1. The room shall be left in the same condition in which it was found. Furniture that is moved shall be returned to its original position.
2. All items must be removed promptly at the conclusion of trial.
3. Eating is permitted. However, trash cans must be placed outside the room at the close of business so that the cleaning crew can empty them.
4. Any damage to the room must be reported immediately to Annex Room 2002 or by calling (202) 354-3320, along with any questions or concerns you might have.
5. Smoking in the Courthouse is prohibited.

**Please check this box to acknowledge that you have read, understand and agree to the terms and conditions included on this form and in the attached document.**

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

Name of Person Responsible for Space: \_\_\_\_\_

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

Office Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Please submit this completed form to the Office of the Administrative Assistant to the Chief Judge via email or fax: (202) 354-3412. Please call (202) 354-3320 with questions.**