

# State Bar Court

## Guideline for Requesting Use of Courtroom Audio Visual Equipment

The State Bar Court is equipped with the following services for audio/visual requests.

- Infrared assisted listening devices – for hearing impaired parties
- Multimedia cable hookups – for presentations which will be displayed in the courtroom
- Internet access – for internal network access and/or non restricted external websites
- Document viewer – for displaying documents in the courtroom
- Video conference – for ADA accommodations and for appearances approved by the judge

Before making a request for any of the above equipment, approval must be granted by the Judge. Once permission is granted please contact the assigned Court Clerk to schedule a time for testing the equipment. Pay careful attention to the requirements below for each service or equipment requested.

Note: For Requests for Accommodations pursuant to the Americans with Disabilities Act, refer to the policy, procedure, and form at [State Bar Court ADA Accomodations](#).

### Video Connection (Polycom, WebEx, or Skype)

The Court will need at least 24-hours' notice if a party is requesting a Video Connection once the judge approved a video appearance. The Court staff will work with the parties to pre-test the video connection to ensure that the requested video connection can be made for the scheduled appearance.

### Infrared Assisted Listening Device

The Court will need at least 24-hours' notice if a party requests an assisted listening device. A headset will be issued to the party by the Court Clerk or other Court staff 30 minutes prior to the beginning of the event in order to make any necessary adjustments. The headset should be returned to the Court Clerk at the end of the event each day.

### Multimedia Cable Connections

If you plan a presentation from a laptop, you will need to provide your own laptop, with a power cord. The Court does not provide software or cables and is not responsible if your software will not play using Microsoft Office Suite software or Windows Media Player. If your presentation involves a cd or dvd, you must provide a laptop with an onboard cd/dvd player. The Court will need at least 2 business-days' notice, prior to the presentation date, in order to set up the display monitors in the courtroom. Your laptop has to be connected to the Court's display monitors via HDMI. Your equipment must be tested in the courtroom at least 24 hours before the presentation event.

### Internet Access

The courtrooms are Wi-Fi enabled. If you have need for Wi-Fi, you will be provided with the State Bar's Guest Internet access log-in credentials.

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## Document Viewer

The Court will need at least 24-hours' notice if a party is requesting the use of the Document Viewer. The Document Viewer will be set up in the courtroom on the day of the event. Fifteen minutes before the start of the event, the party will be given a simple step-by-step instruction sheet on how to use the device. Court staff is not responsible for the operation of the Document Viewer.

If you have any questions, please contact the assigned Court Clerk. Fill out the form below and return it to the Court Clerk.

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## Courtroom Audio Visual Equipment Request Form

This form must be submitted to the assigned Court Clerk at least 24 hours prior to the event.

Requestor

Telephone #

Date of Event

Time Requested

Judge

Location  Los Angeles  San Francisco

Today's Date

Case Name

Case Number(s)

Comments

### Service/Equipment Type Request

Laptop connection\*  Assisted Listening Device  Document Viewer  Internet Access

Video connection\*\*

*\*If your presentation involves a cd or dvd, you must provide a laptop with an onboard cd/dvd player.*

\*\* You must obtain approval from the judge.

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For Court use only:

Date Received\_\_\_\_\_

Courtroom\_\_\_\_\_

Setup Date\_\_\_\_\_