



Washtenaw County Trial Court Technology Request Form

Attorney/Party Name:	Date of Hearing:
Attorney/Party Phone:	Time of Hearing:
Attorney/Party Email:	Case Name and Number:
Courtroom #:	Judge:

Technology Requested (check all that apply):

- Wireless Presentation System using Large Display in Courtroom**
- TV Cart with 70" LED Display**
- Zoom/Polycom Video Conferencing Capabilities**

Use of this technology is: **Denied**

Approved by _____ on _____ .
Judge/Judge's staff Signature Date

Once completed **and signed by the Judge/Judge's staff**, please scan and email this form to dl-cthelp@washtenaw.org or drop the form off at Court Administration on the first floor of the courthouse **at least three business days prior to the date the technology is needed**. A member of the Court's IT department will contact you as soon as possible.

Received by _____ on _____ .
Court IT/Admin Name Date

Disclaimer: Any technology provided by the Washtenaw County Trial Court is done as a courtesy and the Court is not responsible for any failure of the equipment or the user's failure to properly operate the equipment. That being said, the Court will make every effort possible to assist the user with the technology available to make a successful presentation. Users of the equipment should have materials available to alternatively display any evidence needed.

For Court use only:

Test scheduled for: _____ , _____ at _____ . *Calendared*
Day Date Time