

Video Conference Request Form

US District Court - Washington DC

Date of Videoconference

Start time and approximate duration

Remote site (Far End)

Does the person at Far End have access to Videoconference equipment? yes no

Case # and Judge (if applicable)

Will a jury be present at this end (USDC-DC) yes no

How many witnesses to appear from Far End?

From this End?

Will a Court Reporter be required? yes no Interpreter? yes no

(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? yes no

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

Have you ever participated in a Videoconference before? yes no

Will you have co-counsel at the Far End? yes no

OR

Fax to John Cramer at (202) 354-3211

Please note: if you are unable to submit by email, try emailing john_cramer@dcd.uscourts.gov directly.