

MEMORANDUM OF UNDERSTANDING

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 rooms 2217A, 4217, 4710, 4220, 6224, 6604A, 6604B, 6604C, and 6604D (collectively referred to as “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 of the United States Department of Justice (DOJ), the United States Attorney's Office, legal defense teams, and other attorneys involved in criminal and civil matters before District Court Judges.

III. RESPONSIBILITIES

A. Responsibilities of the USDC

1. USDC shall remove any stored items from trial support rooms.
2. USDC is responsible for providing utilities during normal business hours, Monday thru Friday, 9AM and 4 PM.
3. USDC is responsible for changing the cipher lock combinations between usage of each room.
4. 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 weeks prior to the start of trial, the trial team shall fill out a request form, which is available on the Court's Website at www.dcd.uscourts.gov or the form can be obtained by calling the Office of the Administrative Assistant to the Chief Judge at 202-354-3320.

- b. The completed form shall be faxed (or emailed) back to the Office of the Administrative Assistant to the Chief Judge (fax and email address can be found on form).
 - c. If a trial support space is available, the trial team must supply the Office of the Administrative Assistant to the Chief Judge with a list of all people authorized to access the space.
 - d. Prior to the start of trial, the trial team shall obtain the key pad password required for entry into the room.
 - e. A representative of the trial team shall sign the request 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 sensitive materials must be secured, DOJ is permitted to bring its own safes or other containers into the E. Barrett Prettyman Building trial support rooms for storage.) 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 should not be removed from the room. Trial Teams shall notify the Administrative Assistant to the Chief Judge if there are any questions.
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. 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 employ the key pad password provided by the USDC to access the room. The trial team is not permitted in any circumstances to alter this Court-issued password at any time during the use of the room. The attorney(s) shall not share the key pad password to these spaces with anyone except those permitted access. If circumstances necessitate the need to

change the hardware on the locks, the trial team shall forward the request to the USDC Procurement and Facilities Office at 202-354-3010 or via email to dedml_Procure&Facilities@ded.uscourts.gov.

8. All items must be removed promptly at the conclusion of the trial. Upon the conclusion of trial, the trial team (or a designated individual) must verify in writing that the space has been vacated and all belongings have been removed. The Administrative Assistant to the Chief Judge will conduct a walkthrough with a designated individual from the trial team at the conclusion of the trial.

IV. MODIFICATIONS AND TERMINATION OF AGREEMENT

In the event that the USDC needs to regain trial support rooms, the USDC shall provide reasonable notice to the trial team.

Upon mutual agreement of both parties, this MOU may be modified. Any material modifications to this MOU shall be in writing.

The trial team may cancel the agreement by providing written notice to the USDC as far in advance as possible under the circumstances.

V. POINTS OF CONTACT

For the USDC:

<u>Title</u>	<u>Phone</u>	<u>Fax</u>
Nancy Mayer-Whittington Clerk	202-354-3510	202-354-3067
Sheldon Snook Assistant to the Chief	202-354-3320	202-354-3412
Angela Caesar Chief Deputy of Administrative Services	202-354-3181	202-354-3023

For the Trial Team:

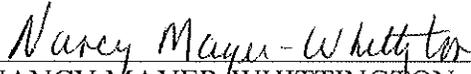
Title

Phone

Fax

The effective date of this agreement is
For the Trial Team

For the USDC:


NANCY MAYER-WHITTINGTON
Clerk of Courts
U.S. District and Bankruptcy Courts for
the District of Columbia
333 Constitution Avenue, N.W.
Washington, D.C. 20001