VIDEOCONFERENCE REQUEST FORM
U. S. District Court - Washington, D.C.

Date of Videoconference: _____

Start time and approximate duration: _____

Remote site(Far End): _____

Does 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 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** ☐

Please print out completed form and fax to John Cramer at 202-354-3023