

**POLICY FOR REQUEST FOR COURTROOM
AUDIO/VISUAL/PRESENTATION EQUIPMENT**

PURPOSE

The purpose of this policy is to coordinate external requests for the use of audio/visual presentation equipment in Butte County Superior Court.

The following policy shall apply to all court facilities serving Butte County. Additional information may need to be provided by the requestor upon the court's review of this form in order to accommodate the request.

PROCEDURE

1. A form "Request for Courtroom Audio/Visual Presentation Equipment" must be completed and submitted to Court Administration no later than five (5) business days before the date the equipment is to be provided. In the event the court date is set less than five (5) business days before the hearing, such request must be made during that appearance or by the close of business on that setting date.
2. Upon receipt, Court Administration will deliver the form to the Supervising Court Attendant who will immediately enter the request into the court's resource scheduling system (MAJIC). Should additional information or clarification be necessary, the Supervising Court Attendant will contact the requesting party.
3. If a request is made to allow the use of non-court provided AV/presentation equipment during a scheduled hearing, the requestor must confirm that the equipment is working properly and is compatible with any court equipment that will also be used, prior to the start of the hearing/calendar. It is not the responsibility of Butte County Superior Court staff, or Sheriff's Deputies to assist in operating/setting up non-court provided equipment. If the requestor or his/her witness is unable to operate/connect/set up non-court provided equipment in a reasonable period of time, as determined by the judicial officer hearing the matter, the matter will proceed without use of the equipment.
4. Court AV/presentation equipment is limited. In the event there are concurrent requests to use specific equipment, the equipment will be provided on a first-come, first-served basis unless other priority is determined by the Presiding Judge.