



COURTROOM EQUIPMENT REQUEST FORM

Province of British Columbia
Court Services Branch

Court Location: _____

☐ Provincial Court ☐ Supreme Court ☐ Court of Appeal

Case Name: _____

Court File Number(s): _____

Dates required: From ____/____/____
To ____/____/____

REQUESTOR INFORMATION

Requestor Name: _____

Contact Phone Number: _____

Contact Email: _____

Contact Fax Number: _____

Date request submitted: ____/____/____

Note: All requests must be received at least 15 business days prior to the specified court date.

Some equipment is not available at all court locations. Tick all equipment that is required.

EVIDENCE PRESENTATION

- | | |
|--|------------|
| <input type="checkbox"/> Single Large-screen Evidence Presentation System
<small>Large-screen monitor on mobile cart with cables</small> | |
| <input type="checkbox"/> Multiple Small-screen Evidence Presentation System
<small>Up to 3 small monitors with Video Distribution Amplifier(splitter) and speaker with cables</small> | |
| <input type="checkbox"/> PC Monitors | QTY: _____ |
| <input type="checkbox"/> Video Distribution Amplifier (for PC monitors) | |
| <input type="checkbox"/> Projector | |
| <input type="checkbox"/> Portable Projection Screen | |
| <input type="checkbox"/> Powered Speaker | |
| <input type="checkbox"/> Document Camera | |
| <input type="checkbox"/> DVD/VHS Player | |
| <input type="checkbox"/> White Board | |
| <input type="checkbox"/> Flip Chart on Easel | |

EPS AND JURY LAPTOPS

- | |
|---|
| <input type="checkbox"/> EPS Laptop |
| <input type="checkbox"/> Jury Deliberation Laptop |

- | |
|--|
| <input type="checkbox"/> Requestor to provide laptop indicate laptop output below |
| <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> Other(specify) _____ |

Note: If parties are using their own devices (laptop, tablet, etc.) for evidence presentation they are responsible for ensuring that they are compatible with Court-provided equipment. Contact the local Court Registry for more information.

TESTIMONIAL ACCOMMODATION (s. 486)

- | |
|---|
| <input type="checkbox"/> Testimonial Accommodation Kit
<small>3 screens, camera and monitor</small> |
| <input type="checkbox"/> Portable Witness Kit (IP-based)
<small>Requires data/network connection</small> |
| <input type="checkbox"/> Portable Witness Kit (CCTV)
<small>Does not require data/network connection</small> |
| <input type="checkbox"/> One-way Screen |

AUDIO ENHANCEMENT

- | |
|---|
| <input type="checkbox"/> Soft-spoken Witness Kit
<small>Array microphone with powered speakers</small> |
| <input type="checkbox"/> Assistive Listening Kit
<small>Wireless infrared transmitters and receivers</small> |
| <input type="checkbox"/> Jury Headset Kit |
| <input type="checkbox"/> 4-headset Interpreter Kit |

NOTES:

Authorized by (CSB employee - print name) _____