



Courtroom Equipment Request Form

Court Services Branch

COURT LOCATION: _____

Supreme Court Provincial Court

Case Name _____

Court File Number(s) _____

Dates required: From ____/____/____ to ____/____/____

Court Phone Number _____

Court Fax Number _____

R Requestor Name _____

E Contact Phone Number _____

Q Contact Fax Number _____

U Contact Email _____

S Date request submitted: ____/____/____

T

NOTE: All requests must be received at least 14 business days prior to the specified court date.

EQUIPMENT (check to request)	
<input type="checkbox"/>	Analogue – Evidence Presentation System* (see description at right)
<input type="checkbox"/>	Basic Digital – Evidence Presentation System (see description at right)
<input type="checkbox"/>	Assistive Listening Kit (witness or jury)
<input type="checkbox"/>	Soft Spoken Witness Kit
<input type="checkbox"/>	DVD/VHS Player with LCD Television
<input type="checkbox"/>	PC Monitors (Basic EPS only) QTY: _____
<input type="checkbox"/>	Document Camera (Connects to TV or Projector)
<input type="checkbox"/>	Projector (connects to PC, DVD/VCR, Doc Cam)
<input type="checkbox"/>	Portable Projection Screen
<input type="checkbox"/>	Powered Speaker
<input type="checkbox"/>	Audio Cassette Player
<input type="checkbox"/>	Large LCD Monitor with Laptop Connection Cable
<input type="checkbox"/>	Video Distribution Amplifier (for PC Monitors)
<input type="checkbox"/>	White Board
<input type="checkbox"/>	Flip Chart on Easel
<input type="checkbox"/>	Jury Headset Kit
<input type="checkbox"/>	4 Headset Interpreter Kit

<input type="checkbox"/>	Witness Privacy Screen (one way screen)
<input type="checkbox"/>	CCC 486 Witness system (VC/CCTV)
<input type="checkbox"/>	Multiple screens and Camera for witnesses

Analogue Evidence Presentation System (EPS)

Mobile Audio/Video cart with a TV and DVD/VCR player
Note: This system does not support a computer input.

Basic Digital Evidence Presentation System (EPS)

Mobile components, including **three (3)** PC monitors, video distribution amplifier and speaker to allow a computer to playback evidence.

Note: A projector may be used instead of or to augment the monitors.

Note: EPS Computers owned by counsel must be compatible with Court supplied equipment. CSB will provide a standard presentation formatted computer for EPS or for Jury deliberation.

EPS Computer

Counsel will use own computer with EPS

Jury Deliberation Computer

NOTES: _____

Authorized by (CSB employee - print name) _____