



**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PHILADELPHIA COURT OF COMMON PLEAS
TRIAL DIVISION—CIVIL**

**Request for Technology Courtroom
625 City Hall**

This form must be completed when requesting the use of the High-Technology Courtroom, 625 City Hall. Please complete this form in its entirety and return it to the judicial team leader assigned to the program in which the trial is scheduled. A list of judicial team leaders is attached for your information. In order to ensure proper consideration of this request, this form must be submitted to the judicial team leader no later than one month prior to the date trial is scheduled to begin. A copy of the request must be forwarded to all parties of record.

The party making this request shall bear all risk of loss or damage to the equipment while in their possession. The party must reimburse the First Judicial District of Pennsylvania immediately for all replacement and repair costs associated with the equipment while in their possession.

Requestor Information

Name/Company/Office: _____

Attorney Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Request is by (circle one):
Agreement / Opposed

Case Information

Case I.D.: _____

Short Caption: _____

Judicial Team Leader: _____

Presiding Judge (if known): _____

Trial Date: _____

Estimated Number of Trial Days: _____

Technologies

Teleconference/Videoconference/Audio

*Remote testimony must originate from the remote location. The parties must contact the remote location and obtain their technical information and submit that information to the Office of Civil Administration **five (5) days prior to start of the trial.***

Have you obtained the consent of all parties to take testimony from a witness at another location through videoconferencing technology?

____ Yes ____ No

Name of Site Initiating the Call: _____

Address: _____

Test Date (*minimum 48 hours prior to trial*): _____

Target ISDN Phone Number(s): _____

Long Distance/ISDN Service Carrier: _____

Bridge Provider: _____

Speed: _____ 112/128 _____ 224/256 _____ 336/384

Name and Phone Number of Contact Person for Day of Trial: _____

How many different sites must communicate? _____

Is a mechanism needed for confidential communication between sites?

Yes No

—

Will documents need to be transmitted between sites?

Yes No

—

Are you requesting digital audio recording while in the courtroom (not to be considered official record of event)?

Yes No

—

Court Record

If realtime court reporting is requested for this trial, contact must be made with Janet C. Fasy, Deputy Court Administrator for Court Reporting, 215-683-8000, to formalize all requests.

Will you be requesting realtime court reporting for this trial?

Yes No

—

If realtime reporting is requested, have all parties agreed to that request?

Yes No

—

Will you request same-day copy?

Yes No

—

Equipment Operation

Any questions regarding the equipment that is now available in 625 should be directed to Sean MacGregor, Civil Administration, 215-686-4245. Mr. MacGregor will be available to arrange for an on-site visit of 625 in advance of a trial. However, Mr. MacGregor is not available to train individuals in the use and operation of this equipment.

Who will be responsible for operating the equipment in the courtroom?

Name: _____

Phone: _____ Fax: _____

E-Mail Address: _____

What type of experience and/or training has this individual had in the operation of the 625 technologies?

Signature

Name and Title

Date



**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

SCHEDULE OF JUDICIAL TEAM LEADER ASSIGNMENTS

PROGRAM	JUDICIAL TEAM LEADER/COORDINATING JUDGE	CHAMBERS ADDRESS
Day Forward 2007	Judge William Manfredi	510 City Hall
Day Forward 2006	Judge Sandra Mazer Moss	392 City Hall
Day Forward 2005	Judge Jacqueline Allen	360 City Hall
Day Forward 2004 and back	Judge Arnold New	606 City Hall
Complex Litigation Ctr.	Judge Allan L. Tereshko	236 City Hall