



SECOND JUDICIAL DISTRICT COURT
WASHOE COUNTY
STATE OF NEVADA

Office of Court Administration
 75 Court Street, Reno, NV 89501
 Alicia L. Lerud, Court Administrator – Clerk of Court
 Email Completed Form to: CourtTech@Washoecourts.us

AUDIO VISUAL EQUIPMENT REQUEST FORM
USE OF DISTRICT COURT EQUIPMENT

Requested By:		Today's Date:	
Case Number:		Attorney/Firm:	
Mailing Address:			
Telephone Number:		E-mail:	
Date Equipment Needed:		District Court Courtroom Number:	
Duration of use from: (mm/dd/yyyy) to: (mm/dd/yyyy)			
Equipment available for setup by District Court Technology Department – check mark equipment needed.			
Family Division Departments 2,5,11,12,13,14 Hearing Room A,B, and C General Jurisdiction Courtroom 15, Courtroom A and B		General Jurisdiction Departments 1,3,4,6,7,9,10,8	
<input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> VGA (Windows Laptop Connection) <input type="checkbox"/> HDMI <input type="checkbox"/> Elmo (Document Camera)		<input type="checkbox"/> VGA (Windows Laptop Connection) <input type="checkbox"/> Lightning Cable (iPad Connection) <input type="checkbox"/> Mini Display Port (Surface Connection) <input type="checkbox"/> HDMI <input type="checkbox"/> Bluray/DVD Player <input type="checkbox"/> Elmo (Document Camera)	
<input type="checkbox"/> Request for an appointment to test and get familiarized with equipment.			

REQUEST MUST BE MADE TWO WEEKS PRIOR TO THE DATE NEEDED

I understand that the availability of equipment is limited and will be provided on a first come, first served basis.

I understand and agree it is my responsibility to notify opposing counsel of this request. I also understand that technical support for this equipment is limited to its functionality and NOT the functionality of the requestor's personal property.

I further understand that the District Court is not responsible for instructing you on the use of your personal equipment.

Date: _____ Signed by: _____

Print Name: _____

Title: _____

for Agency/Organization (if any) _____