

REQUEST FOR VIDEO CONFERENCE

This form should be completed by moving party in order to ensure proper coordination between the courtroom, court staff and witness site. Local Rule L8 should be consulted when completing this request. Only Internet based site is permitted. No home video (i.e. Skype).

Docket # \_\_\_\_\_

Judge \_\_\_\_\_ none \_\_\_\_\_ Family Court

- 1) Name of filing party \_\_\_\_\_
- 2) Filing party’s attorney \_\_\_\_\_
- 3) Type of Hearing \_\_\_\_\_
- 4) Reason for Request (see local rule) \_\_\_\_\_
- 5) Other Party Notified \_\_\_\_\_ yes \_\_\_\_\_ no  
Opposed \_\_\_\_\_ yes \_\_\_\_\_ no
- 6) Technical Requirements: Filing party is responsible to have remote location site call at least 15 minutes prior to scheduled hearing.

- Date and Time of Hearing \_\_\_\_\_
- Requested Time for Connection and Duration \_\_\_\_\_
- Courtroom \_\_\_\_\_
- Name of Witness(es) \_\_\_\_\_

Remote locations should call video number for assigned courtroom. Please circle assigned courtroom.

- Courtroom #1 72.55.41.7
- Courtroom #2 72.55.41.13
- Courtroom #3 72.55.41.14
- Courtroom #4 72.55.41.10
- Portable Unit 72.55.41.11 (Family Court,Courtroom #5, Conf

Rm)

**If Internet video is not available please contact the Court Administrator’s office.**

**Instructions to Counsel – It is highly recommended an e-mail alert be sent to [ppurcaro@lyco.org](mailto:ppurcaro@lyco.org) to facilitate the date/times requested.**

Any questions please contact Court Administrator’s office 570-327-2436

\_\_\_\_\_ Request Approved  
\_\_\_\_\_ Request Denied

cc: Court Administrator  
Information Services  
Court Scheduling Technician  
Attorney (2)

\_\_\_\_\_  
Judge