

FAMILY COURT — FIRST CIRCUIT — THE JUDICIARY • STATE OF HAWAII
Ronald T.Y. Moon Judiciary Complex
Request for Audio/Video Equipment in Courtroom

Use of form: This form is for requesting audio and/or video equipment to be made available in a courtroom on a specified date and time. **Request forms must be submitted to the Presiding Judge for approval at least 5 business days prior to the date of the court hearing/trial.**

Case No. _____ Case Name: _____

Requestor's Name: _____ Date: _____

Contact Information: _____
(Phone no. and/or email)

Date of Hearing/Trial: _____ Time of Hearing/Trial: _____

Reason for Request: _____

A Windows Laptop will be provided during the hearing/trial to display your audio/video files from your disc or your USB flash drive

----- FOR COURT USE -----

Assigned Courtroom: _____

Notes: _____

APPROVED AND ALLOWED*


DENIED

JUDGE OF THE ABOVE-ENTITLED COURT DATE

Print Judge's Name: _____

COURT USE ONLY

* After the presiding Judge has signed this form, the original shall be filed. **If request is approved, the court clerk will send a copy of the approved form to the Kapolei Computer Support Division (Royce Chun/Michael Hodson).**

 In accordance with the Americans with Disabilities Act, as amended, and other applicable state and federal laws, if you require accommodation for a disability, please contact the ADA Coordinator at the First Circuit Family Court office by telephone at 954-8200, fax 954-8308, or via email at adarequest@courts.hawaii.gov at least ten (10) days prior to your hearing or appointment date.

Please call the Family Court Service Center at 954-8290 if you have any questions about forms or procedures.