

## **Request for 52/3 District Court Video Conference**

- 1: Contact the court in which the proceeding is to take place, to verify the court will allow the requested proceeding by video conference.
- 2: Read the attached requirements for the webcam and pc. If your system meets this criteria, a license (\$79.00 for a year) will need to be purchased allowing your pc/webcam to make video conference calls into the court.
- 3: Fax the completed request to 248-853-3277, **and** in an email to [oakvideo@oakgov.com](mailto:oakvideo@oakgov.com) **and** [ocj@oakgov.com](mailto:ocj@oakgov.com) at least seven (7) working days prior to the hearing.
- 4: Please complete this form with the requested information listed below, a test will need :

Requestors name/contact info/email address/IT contact:

Requested Test date/time:

IP address and/or alias of your site:

Presiding District Courtroom Judge:

Court Contact person: Name/Phone/Fax #:

Scheduled Proceeding date/time:

IT use, test result:

Successful	Not Successful
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**After this information is received a test call will be made to ensure connectivity, so please provide valid contact information.**

**Please include all parties in the email chain of this request!**