

Video Testimony - Process for Accessing Video Cart

The process identified below details steps that requesting parties must follow when it is necessary for a witness to testify in court proceeding via video.

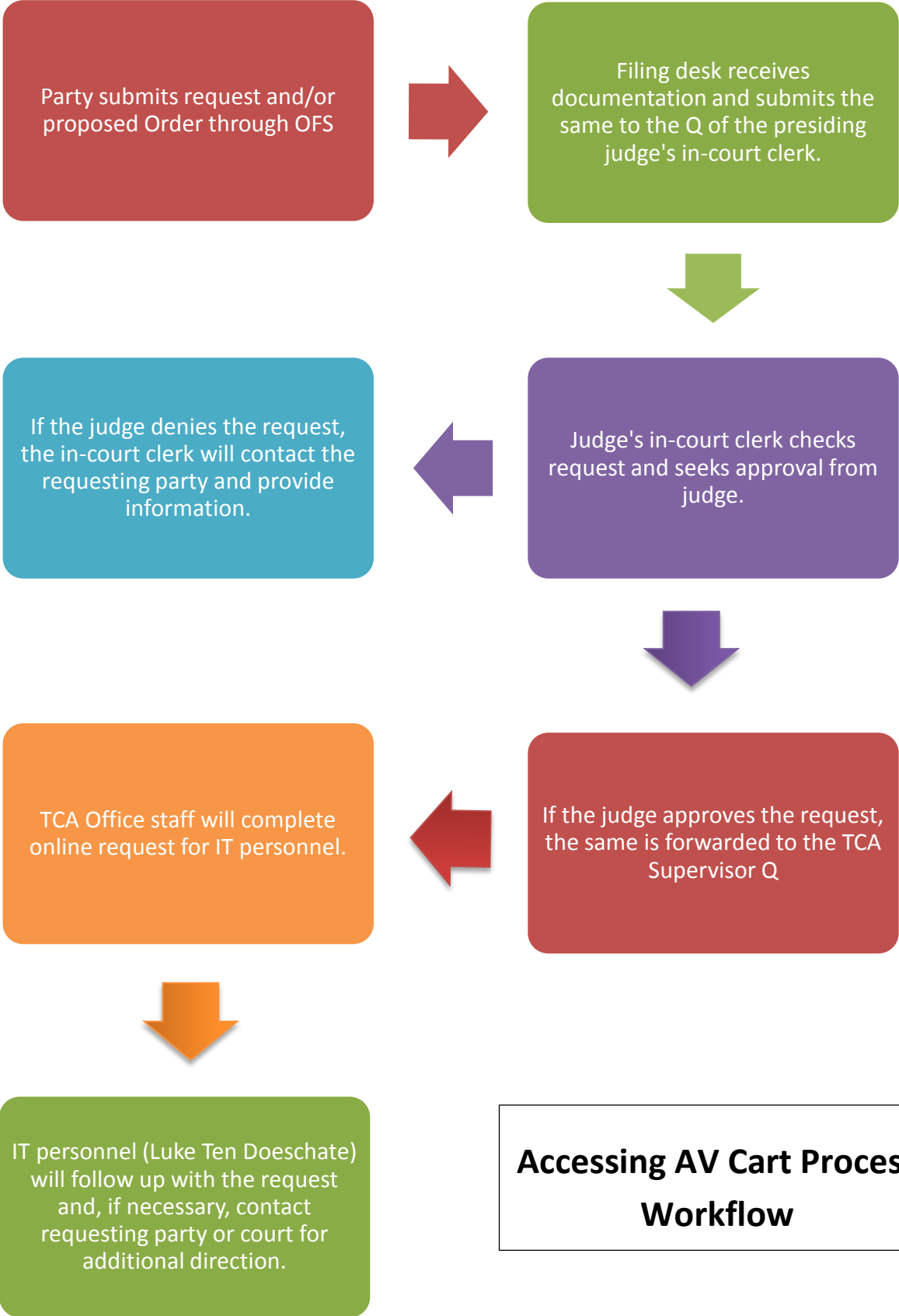
Some judges may require a proposed Order to allow witness testimony via video. In such instances, the requesting party must complete and attach the *Remote Video Testimony Request Form* and the proposed Order. **It is the requesting party's responsibility to ensure that the Order has been signed and a copy of the same has been forwarded to the TCA office in a timely manner.** To check on the status of a request, you may contact (208) 287-7500.

Process:

- 1- Requesting party completes and files request using Odyssey File & Serve. **All requests must be filed at least 7 days in advance of the need.**
- 2- Filing desk at the Clerk's Office receives request and forwards the same to the Queue of the presiding judge's clerk.
- 3- Judge's clerk receives request and forwards the same to the judge for approval/denial.
- 4- If the judge denies the request, the in-court clerk will contact the requesting party and provide information.
- 5- If the judge approves the request, the request /proposed order is forwarded to the TCA Supervisor Q.
- 6- TCA Office staff (Sandra Barrios) will complete online request for IT personnel.
- 7- IT personnel (Luke Ten Doeschate) will follow up with the request and, if necessary, contact requesting party and/or the judge/clerk for additional direction.
- 8- IT personnel will do a test call a few days before. (Test call arrangements will be made by IT personnel.)
- 9- IT personnel will bring the AV cart into the courtroom, connect and pick up the equipment.

****Important****

- Request forms are located online ("Fourth Judicial District webpage/Ada County Court" tab) and under the "Clerk of the District Court" tab.
- Cancellations must be made with as much time as possible. Any problems relating to the connection, set up or removal of the AV cart should be communicated to Luke Ten Doeschate at 208-287-7042 or ISTENDLP@adaweb.net.
- Questions or concerns, contact the TCA Office at 208-287-7500.



**Accessing AV Cart Process
Workflow**