

CIRCUIT COURT FOR BALTIMORE CITY

USE OF COURT ELECTRONIC EQUIPMENT AGREEMENT

I, _____, am the user of the equipment.
FULL NAME – PRINTED

I shall ensure the proper use of the equipment and shall return the equipment with all of the component parts in the same clean and working condition as was received. I understand that any damage due to misuse of the equipment is my responsibility.

I agree to the following

Approval

User shall obtain approval from the judge to use the equipment during trial prior to requesting the equipment from the court technology office.

The Approval of Electronic Equipment in Court form must be completed and returned to the Court Technology Office.

Application

User shall request equipment at least two weeks prior to the rental date. Any request received with less than two weeks notice will be considered on a case by case basis.

User shall complete this form and return it to the Court Technology Department, Courthouse East, 111 N. Calvert Street, Room 244, Baltimore, Maryland 21202. The application can be faxed to 410-396-1545.

Equipment is available on a first-come first-served basis.

Payment

Payment in full is required prior to delivery of the equipment.

***Checks for all payments shall be made payable to Director of Finance and delivered to the Administrative Office located in Courthouse East, 111 N. Calvert Street, Suite 200, Baltimore, Maryland 21202**

Delivery of Equipment

Equipment will be delivered between 8:30 a.m. - 9:00 a.m. to the designated courtroom once the judge has given approval for use of the equipment.

Operation of Equipment

The Court will not operate the equipment. If necessary, the user must bring someone trained to operate the equipment if the user is not able to operate the equipment without assistance.

Training on use of the equipment or proof of knowledge of operation of the equipment is mandatory prior to use

The user shall not share the use of the equipment with any user or law firm/agency that is not a party to this contract.

User shall not leave the equipment turned on when not in use. Damage to equipment resulting from misuse of equipment will be assessed to the user.

Training

User shall contact the Court Technology Office two weeks prior to the rental of the equipment at 410-396-1760 to schedule the training or provide proof of knowledge of operation of the equipment prior to commencement of the trial. If training or proof of knowledge of operating the equipment is not provided, the equipment will not be made available

Notice of Cancellation of Equipment prior to rental period

Once the agreement is signed and the deposit has been paid, user shall notify the Court Technology Office within 24 hours of the scheduled use of the equipment if the equipment is not needed. User will be assessed the equivalent of one day's rental fee for failure to comply with this policy.

User will be provided a refund of the deposit with timely notice of cancellation.

Extension of Use

User shall request an extension of the use of the equipment 24 hours prior to the termination date on the application. Payment in full for the extension period is due at the time the request for extension of use is made. Due to the court's limited availability of equipment, failure to provide the required notice and payment may result in the denial of the request.

Overnight Use of Equipment

By 4:00 P.M. on each day during the rental period, User shall call the Court Technology Office at 410-396-1760 if he/she would like to leave the equipment in the courtroom overnight. User shall take necessary precautions to secure the Court equipment that he/she is renting, as well as any personal equipment belonging to User and/or User's law firm. This equipment is the User's responsibility, when it is in the User's care.

Termination of Use of Equipment

User shall notify the Court Technology Office at 410-396-1760 in advance if the equipment is not needed for the number of days requested. User will be assessed for the total number of days requested if timely notice is not provided.

User shall notify the Court Technology Office when the equipment in use is no longer needed. The equipment will be removed from the courtroom.

Equipment Failure

Equipment failure must be reported to 410-396-1760 immediately. User shall not attempt to fix the problem

Failure to comply with the terms of this contract

Failure to comply with the terms of this contract may result in the denial of your request for equipment in the future.

Signature _____ Date _____

Name of user _____ Phone (____) _____

Email address _____

Name of Law Firm _____ Phone (____) _____

Address _____

Dates of Use _____

Options: Pricing and Selection

I am renting the following equipment:

_____ **Option A- Document Camera, digital projector and/or 100" screen**

Location: All courtrooms in Mitchell Courthouse and Courthouse East, 1 per building

Cost:

_____ \$50.00 per day Document camera
_____ \$50.00 per day Digital projector
_____ \$50.00 per day Screen

_____ **Option B - 3M All-in-One 60" Digital Wall Display Boards**

Minimal use is 2 days.

Training is mandatory.

Location: 1 unit in both Mitchell and East Courthouses

Cost: \$200 per day

_____ **Option C - Evidence Presentation Podium with wireless integrated control, annotation, and LCD monitors**

Minimal use is 3 days.

Training is mandatory.

Location: 2nd Floor Courthouse East

Cost: \$500 per day

_____ **Option D - Evidence Presentation Podium with wireless integrated control, annotation, and LCD monitors**

Minimal use is 3 days.

Training is mandatory.

Location: 4th floor Mitchell Courthouse

Cost: \$500 per day

APPROVAL FOR USE OF ELECTRONIC EQUIPMENT IN COURT

DATE _____

JUDGE _____ **COURTROOM** _____

CASE NAME _____

CASE NUMBER _____

DATE TRIAL TO BEGIN _____

ESTIMATED LENGTH OF TRIAL _____

JUDGE'S SIGNATURE _____

DATE _____