

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 Information Technology Office, Courthouse East, 111 N. Calvert Street, Room 202, Baltimore, Maryland 21202.

All 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.**

**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.

**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) 396-1760/1761 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) 396-1760/1761 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) 396-1760/1761 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) 396-1760/1761 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- Digital Projector and/or 100" Screen**

Location: 1 X Projector and 100' Screen located at the Mitchell Courthouse,  
1 X Projector and 100" Screen located at Courthouse  
East.

Cost:

\_\_\_ \$50.00 per day Digital projector  
\_\_\_ \$50.00 per day 100" S c r e e n

**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** \_\_\_\_\_