

**INSTRUCTIONS FOR COMPLETION OF THE
VTCS REQUEST FORM**

1. The date of the request must be completed. Reservation requests are made on a first come-first serve basis under the guidelines established by courts' video teleconferencing policy.
2. Requestor's name, firm name and/or e-mail address (if applicable), and phone number must be provided. Failure to provide this information will hamper the efforts of the VTCS coordinators to contact requestor(s) for notification of possible schedule changes due to equipment malfunction, unavailability or priority requests.
3. A first and second choice must be provided by the requestor(s). This improves the probability of requests being accommodated.
4. This portion of the request must be completed so CCA can be timely notified of the need for their participation. Three-way conferences impact other system users. If a three-way conference is being requested, identify the other participant(s).
5. The name of the defendant must be provided to schedule a video teleconferencing request.
6. The USM Register Number must be provided to facilitate transportation of a defendant to participation in video teleconferences.

The area below the dotted line is completed by the video teleconferencing coordinator who receives and schedules the request. Requestor(s) will be notified by e-mail or fax of when a reservation was scheduled. Requests can be e-mailed as attachments to:

Beth_Stephenson@azd.uscourts.gov