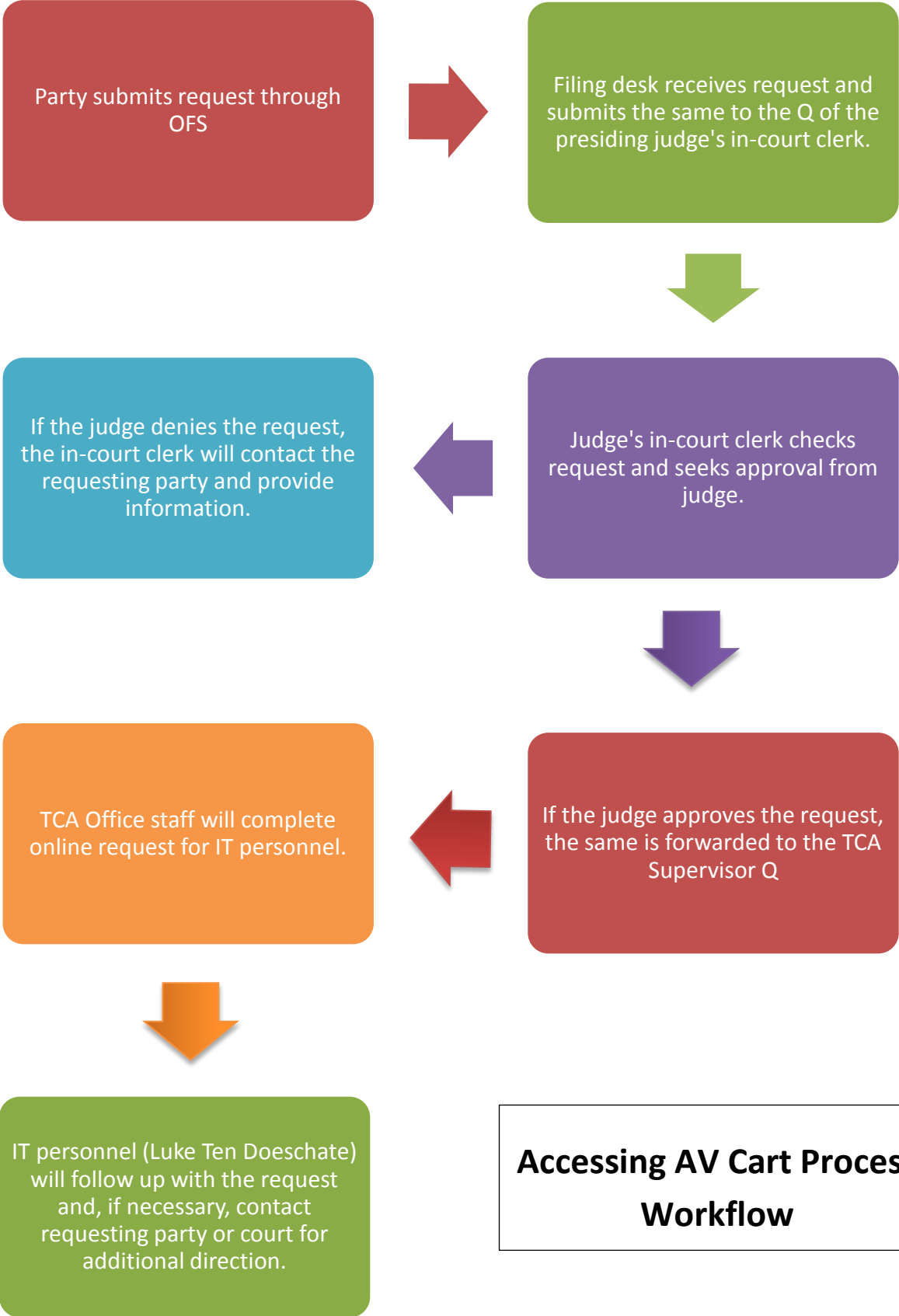


Process for Accessing Video Cart – Video Testimony

- 1- Requesting party completes and files request using Odyssey File & Serve. **All requests must be filed at least 72 hours in advance of the need.**
- 2- Filing desk 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 same 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 and connect the same 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. Contact Luke Ten Doeschate at 208-287-7042 or ISTENDLP@adaweb.net
- 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 (Sandra Barrios sbarrios@adaweb.net or 208-287-7500)



**Accessing AV Cart Process
Workflow**