

In the  
**CIRCUIT COURT**  
of St. Louis County, Missouri



[ For File Stamp Only ]

\_\_\_\_\_  
Plaintiff(s)

vs.

\_\_\_\_\_  
Defendant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Division

**REQUEST TO USE IT EQUIPMENT IN THE COURTROOM**

Pursuant to Local Rule 29, ☐ Plaintiff(s) ☐ Defendant(s) \_\_\_\_\_,  
request to use the IT Equipment listed on **Exhibit A** in Division \_\_\_\_\_ on \_\_\_\_\_ at  
\_\_\_\_\_ .m. The executed Waiver of Liability and Indemnification Agreement is attached  
hereto as **Exhibit B**.

I understand that it is my responsibility to obtain approval of this Request from the Judge in  
time for me to submit this Request to the IT Department **at least five (5) business days prior** to the  
date above and that untimely or incomplete requests will be denied. I also understand that there  
is no guarantee that the requested equipment will be available.

\_\_\_\_\_  
Attorney/Self-Represented Litigant

\_\_\_\_\_  
Bar No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Email

**SO ORDERED**

\_\_\_\_\_  
Judge

Date: \_\_\_\_\_

## IT Equipment Requested

### Description of items brought into the Courts Building:

[illegible]

**Request for Audio/Video equipment provided by St. Louis County Circuit Court:**

**NOTE:** Each courtroom has a **75" MONITOR** for displaying Evidence and/or Video Conference Calls.

Please Check	AV Equipment	Description
<input type="checkbox"/>	Laptop	Allows playing evidence from flash drives and CD/DVD's
<input type="checkbox"/>	Elmo (Document Camera)	For presenting physical evidence on the courtroom monitor.
<input type="checkbox"/>	Apple TV	For presenting evidence wirelessly from an iPad, iPhone, or Mac
<input type="checkbox"/>	HDMI Cable	For connecting your HDMI equipped laptop to the 75" monitor in the courtroom.
<input type="checkbox"/>	HDMI Splitter	For showing the same video output to more than one monitor at a time.
<input type="checkbox"/>	EXTRA 70' Monitor	Subsidiary monitor on cart.   Specify location in courtroom:
<input type="checkbox"/>	Other	Please contact the IT Dept for any other requests. 314-615-3263 or by email slcithelpdesk@courts.mo.gov

Judge must approve location.

# St. Louis County Circuit Court

## 21<sup>st</sup> Judicial Circuit

### WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT

As the owner or provider of audio/visual and/or computer equipment described below and in consideration for the opportunity to bring the same into the St. Louis County Courts Building; or as a user of Court provided audio/visual and/or computer equipment described below, I hereby release St. Louis County and the State of Missouri, including all elected and appointed officials, employees and volunteers of the County or State, and particularly those associated or employed with the St. Louis County Department of Judicial Administration (collectively referred to herein as "Releasees"), from any and all liability for any damage to such property or loss of such property of any kind and nature, as may be caused by the negligent act or failure to act of Releasees in connection with my bringing such equipment into the Courts Building or from the use of Court provided equipment, and further waive my right to sue or make a claim against Releasees for property damage or loss resulting from any act of negligence in connection with my doing so. I further agree to hold such persons and entities harmless and agree to indemnify them against any claims made against them by persons other than myself for damage or loss to such equipment. I further agree to assume any and all liability and responsibility for any damage or injury caused by such equipment to any person or property.

Indemnification costs shall include, but not be limited to, attorney's fees, costs for defense and enforcement expenses. I understand that Releasees have no obligation to ensure the safety of such equipment if I choose to leave it in the Courts Building away from my presence.

Division: \_\_\_\_\_ Court Date: \_\_\_\_\_ Case Number: \_\_\_\_\_

Style of Case: \_\_\_\_\_  
(case name)

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_