

**UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF INDIANA**

**Policy for Use of Videoconferencing Equipment by Attorneys  
as of January, 2009**

The Northern District of Indiana currently has videoconferencing sites at all divisional offices: Fort Wayne, Hammond, Lafayette and South Bend.

Each video conferencing unit operates on 4 ISDN lines with an ultimate speed of 512 kbps when connecting to a call and is ITU-T standards compliant.

Videoconferencing was first introduced to our district to conduct prisoner proceedings. The use of this technology is now available to private counsel, including court appointed attorneys, in court related matters in the Northern District of Indiana, according to the following established guidelines.

**Availability of Equipment** - Counsel will be able to use our equipment for case related proceedings only upon the approval of the presiding Judge or Clerk of the Court.

**Scheduling** - Upon the approval of the presiding Judge of the case or the Clerk of Court, the presiding Judge's case management deputy clerk will make the necessary arrangements with counsel. It will be the responsibility of the case management deputy clerk to make sure the equipment is available for the date requested and schedule on the videoconferencing log. The case management deputy clerk will notify counsel as soon as possible if the equipment will not be available on the date scheduled. The priorities are:

- trial or court related matter
- administrative use by court agency
- use by counsel in Northern District of Indiana case
- use by State Court Judges and counsel with cases in State Court

**Set up of Proceedings** - The case management deputy clerk will be the liaison between the court and counsel for the use of the equipment. Besides, scheduling the proceeding, the case management clerk will be available to counsel to assist and answer questions regarding the use of the equipment before, during and after the proceeding. Counsel must call the court to connect to the video conference equipment and incur any costs involved in dialing into the system. On the day of the proceeding, the case management deputy will have counsel complete the log-in sheet (Attachment 1).