

**REQUEST FOR VIDEO CONFERENCE**

This form should be completed by moving party in order to ensure proper coordination between the courtroom, court staff and witness site. Local Rule L8 should be consulted when completing this request. Only Internet based site is permitted. No home video (i.e. Skype).

**PLEASE RETURN THIS FORM TO THE LYCOMING COUNTY COURT SCHEDULING TECHNICIAN TO FACILITATE THE DATE/TIMES REQUESTED. DO NOT PROCESS THE FORM DIRECTLY WITH THE COURT.**

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Docket #

Judge

- 1) Name of Filing Party: \_\_\_\_\_
- 2) Place of Confinement and Inmate Number # (if applicable): \_\_\_\_\_
- 3) Filing Party's Attorney: \_\_\_\_\_
- 4) Type of Hearing: \_\_\_\_\_
- 5) Reason for Request (see local rule): \_\_\_\_\_
- 6) Other Party Notified \_\_\_\_\_ yes \_\_\_\_\_ no  
Opposed \_\_\_\_\_ yes \_\_\_\_\_ no
- 7) Connection Requirements: Filing party is responsible to have remote location site call at least 10 minutes prior to scheduled hearing.
  - Date and Time of Hearing \_\_\_\_\_
  - Requested Time for Connection and Duration \_\_\_\_\_
  - Courtroom \_\_\_\_\_
  - Name of Witness(es) \_\_\_\_\_

Remote locations should call video number for assigned courtroom. Please circle assigned courtroom.

Courtroom #1	216.169.164.59
Courtroom #2	216.169.164.60
Courtroom #3	216.169.164.56
Courtroom #4	216.169.164.57
Courtroom #5	216.169.164.54
Portable Unit	216.169.164.62 (Family Court, Basement Conference Room)

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DO NOT WRITE BELOW THIS LINE (FOR COURTS USE ONLY)

- Request Approved
- Request Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge

Cc: Court Scheduling Technician  
Information Services  
Court Administrator  
Public Defender/Private Attorney  
District Attorney  
Court file