

Other Videoconferencing Standard Operating Procedures & Fees

- 1) Attorney calls Legal Audio Visual Department to set up video teleconference. LAV needs to know:
 - A) Preferred date & time (eastern) of video teleconference & back-up date/time.
 - B) Location or address of witness (so closest videoconference site can be obtained).
 - C) Number of parties at remote site, including witness.
 - D) Estimated length of videoconference.
 - E) Whether live in Court or to be video recorded.
 - F) Prefer 1-2 weeks notice, although sometimes can be scheduled with shorter notice.
 - G) Appropriate information relating to the case ~ attorney's name & address, caption, etc.

- 2) LAV will assist you in scheduling the videoconference with the remote site for the preferred date & time and will schedule the room at the Courthouse.

- 3) LAV will test our equipment with the remote site.
LAV technician will be present during entire videoconference.

- 4) COSTS: LAV will bill the attorney ~ the remote site also will bill the attorney for their services.
 - A) Fees for Delaware County Court usage ~
Scheduling fee, \$50
Court fee, \$200 1st hour, \$100 each additional hour
Cancellation fee, \$100
Taping charge, \$10 for 2 hours includes DVD

 - B) Fees for remote location ~ Range between \$150 to \$375 per hour depending upon the location of the remote site, plus a \$50 scheduling fee

There is no charge for playback of the taped videoconference in Delaware County Court.