



TRIAL COURT ADMINISTRATOR

Deschutes County Justice Building
1100 N.W. Bond Street
Bend, Oregon 97701
541-388-5300

August 14, 2008

To: Deschutes County Bar Association
From: Ernie Mazorol 
Re: Video Conference Testimony, Procedure to Link Testimony into the Courtroom

The use of video testimony has increased significantly. Our system, although very functional and economical for the parties, has traffic limitations and requires timely coordination before testimony occurs. The procedure outlined below is intended to clarify the requesting party's responsibility and court staff's involvement.

External Network Connection

If the remote witness is external to the statewide network (i.e., Kinko's, home connection, hospital, etc.) and if the court allows testimony via video conference, court staff must know in advance to ensure connections work properly.

To request the use of the court video conferencing system for remote testimony, you must follow the requirements outlined below:

- File a written request with the court 48 hours in advance. Specify the person/business name and location; IP address to connect conference to; and the date/time for the testimony as well as your contact information.
- The requesting party must make all advance arrangements between the court and business to test the equipment (if testing is required by the external business) directly with the Court Support Supervisor to schedule test date and time before the scheduled video appearance.
- The court does not give out its IP address. You must provide an IP address of the business for court staff to make the video connection at the appropriate time as directed by the Judge.

Please contact the Court Support Supervisor at 388-5300, ext. 2670, if you have any questions about this procedure.