

**RULE 29 USE OF INFORMATION TECHNOLOGY
EQUIPMENT IN THE COURT**

**29.1 Request to use information technology in
the courtroom.**

Each party who wishes to use private and/or Court provided audio-visual equipment, computer equipment, or equipment based on other technologies in court during a trial, hearing or other proceeding, shall:

a. Advise all other parties of the intent to request the permission of the Court to use such equipment or technology;

b. Present, not later than five (5) business days prior to the proposed use of such equipment, a request to use such equipment or technology to the Court in such form and manner as the judge or other judicial officer presiding over the proceeding, may deem appropriate; and

c. Obtain a favorable ruling from the judge or other judicial officer presiding over the proceeding on the request to use such equipment or technology;

**29.2 Requirements after request to use
information technology in the courtroom is approved.**

The party receiving a favorable ruling on a request to use private and/or Court provided audio-visual equipment, computer equipment, or equipment based on other technologies in court during a trial, hearing, or other proceeding, shall:

a. Contact the Court's Information Technology department as soon as possible, and in no event later than five (5) business days prior to the proposed use of such equipment or technology in the courtroom; and

b. Advise the Court's Information Technology department of the favorable ruling.

c. The Court's Information Technology department shall coordinate any necessary installation of equipment or technology in the courtroom with all the interested and necessary parties, including but not necessarily limited to the parties, any private contractor, installer, or operator, the department of public works, and the judge or other judicial officer presiding over the proceeding.

29.3 Discretion of court not limited by this rule.

Nothing in this rule shall be construed to limit the discretion of the court in any ruling upon any request to use private and/or Court provided audio-visual equipment, computer equipment, or equipment based on other technologies. The court is intended to be free to deny any such request, to approve any such request with modifications, or to approve any such request.

29.4 Waiver of liability required.

Each party whose request is approved to use private and/or Court provided audio-visual equipment, computer equipment, or equipment based on other technologies in court during a trial, hearing, or other proceeding, shall, not later than the beginning of any delivery to or installation of such equipment in the facilities of the court, execute a written waiver of liability, the terms of which hold the Court, employees or agents of the court, the County of St. Louis, and the State of Missouri harmless and not liable for any loss, damage, or theft of any such equipment. The form for limited liability shall be obtained from the Court's Information Technology department.