

Effective: May 15, 2011

Policy - Video Conferencing

Availability

The United States District Court for the District of North Dakota (USDC ND) has video conferencing facilities in the United States courthouses in Fargo, Bismarck, Grand Forks and Minot. Federal court use of these facilities takes precedence over all other use.

The court utilizes its Video Conferencing facilities on a daily basis. Use by attorneys is limited to members of the federal bar representing clients for matters pending in this court. This courtesy will be extended to pro se litigants, only upon order of the court. The clerk of court may allow the use of Video Conferencing facilities to other persons or entities, only if approved in advance by the clerk of court.

Court use of Video Conferencing facilities for operations and administration takes priority. Use by others must be limited in scope and duration. Such use does not include conferences that are greater than 2 hours in duration or conferences that require a local connection to multiple locations. The District Court is not permitted to give out its IP address for video conferencing, so all connections must be initiated by the court. As the court facilities at Grand Forks and Minot are unstaffed, video conferencing at these locations is strictly limited to receiving connections initiated from another federal court.

Video Conferencing facilities may only be used during regular office hours. Other than testing and initiating a video connection, court staff only provide assistance should a technical difficulty arise during the conference.

Costs

The court will not charge a fee for the use of Video Conferencing facilities, unless otherwise directed by the Judicial Conference of the United States. Video Conferencing facilities may be used only if the use does not result in additional costs to the court above those routinely borne by the court for operating its Video Conferencing facilities.

Scheduling

Any attorney wanting to schedule use of court Video Conferencing facilities must contact the office of the clerk of court, a minimum of two (2) weeks in advance of the conference. For Video Conferencing events involving:

Fargo or Grand Forks, contact the clerk's office at 701-297-7000.

Bismarck or Minot, contact the clerk's office at 701-530-2300.

The request will be directed to a deputy clerk for scheduling. Attorneys must immediately report to the scheduling deputy any changes for a scheduled conference or cancellation.

In order for the court to authorize the use and scheduling of Video Conferencing facilities, the following information must be provided to the clerk's office on the form attached to this policy:

1. Date, start time, and end time of conference;
2. Purpose of conference;
3. Case name and file number related to this conference (if applicable);
4. Name and contact information of attorney requesting the conference;
5. Name and contact information for all persons participating at the North Dakota location(s) (near-end);
6. Name and contact information of all persons participating in the conference at offsite location(s) (far-end), to include their local time zone if other than Central time zone;
7. IP or ISDN numbers for all far-end connections;
8. Name and contact information for the person(s) responsible for testing far-end connections in advance of the conference.

The requesting attorney is responsible for obtaining and submitting all required information to the scheduling deputy. The deputy will not schedule a conference until all information is complete. The clerk's office may cancel a scheduled conference if far-end parties fail to complete testing in advance of a conference.

Court Use Takes Priority

The court reserves the right to reschedule, cancel, or interrupt any use of its Video Conferencing facilities should the needs of the court, so dictate.

REQUEST FOR USE OF VIDEO CONFERENCING FACILITIES

Attorneys admitted to the bar of the United States District Court for the District of North Dakota, please complete the following information and submit to the office of the clerk of court at the email address listed at the bottom of this form.

Date, start time, and end time of conference:

Purpose of conference:

Case name and file number related to this conference (if applicable):

Your name and contact information:

Courthouse location for originating conference (near-end):

Name and contact information for all persons participating at the near-end:

Name and contact information of all persons participating in the conference at offsite locations (far-end), to include their local time zone if other than Central Time Zone:

ISDN or IP numbers for all far-end connections:

Name and contact information for the person(s) responsible for testing far-end connections in advance of conference: