

# Request for Use of Closed-Circuit Equipment

Request closed-circuit equipment by completing this form and submitting by mail or FAX to:

Virginia Department of State Police  
Bureau of Criminal Investigation  
High Tech Crimes Division  
P.O. Box 27472  
Richmond, Virginia 23261-7472  
Phone: (804) 674-2669 • FAX: (804) 674-2198

## Person Requesting Equipment

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Signature (required) \_\_\_\_\_

## Case Information

Locality/Jurisdiction \_\_\_\_\_ Date of Offense \_\_\_\_\_  
Name of Case: State vs. \_\_\_\_\_

Has a Motion been filed to use closed-circuit testimony?  Yes  No  
Date \_\_\_\_\_ (please attach a copy of the motion) *\*VSP must receive a copy of the signed order prior to installation*  
Has it been approved?  Yes\*  No

Type of court hearing (check all that apply)  
 Preliminary Hearing Date/Time \_\_\_\_\_  
 Jury Trial Date /Time \_\_\_\_\_  
 Bench Trial Date /Time \_\_\_\_\_  
 Civil Child Protection Date /Time \_\_\_\_\_

## Installation Information (Note: Installation of equipment takes approximately 2 hours.)

Location of the Courthouse \_\_\_\_\_  
Courtroom Location or Room number \_\_\_\_\_  
When will court room be available for installation? \_\_\_\_\_  
Local contact person regarding scheduling and installation of equipment  
Name \_\_\_\_\_ Agency \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Direct questions about this service, cancellations, or rescheduling requests to:  
(804) 674-2669**