

October 12, 2007

TO: TENTH CIRCUIT BAR MEMBERS

FROM: NICK SUDZINA, COURT ADMINISTRATOR

RE: USE OF COURT'S TECHNOLOGY EQUIPMENT

The Polk County Courthouse and the Highlands County Courthouse have a variety of technology equipment available for attorneys and parties to use during court proceedings for a nominal fee of \$25.00. To rent any of the equipment listed below in Polk County, call Wanda Smith at (863) 534-2585. In Highlands County, call Brian Franza at (863) 402-6949.

- 1. LCD Projectors**
- 2. Projector Screens**
- 3. Document Camera-also known as an "Elmo"**
- 4. Smart Board-this is an interactive whiteboard; software has to be loaded on your computer to use this equipment or you can use one of the court's laptops.**
- 5. NOMAD Presentation Podium-this includes a projector, document camera, DVD/VCR, sound system and a port to hook up a computer.**

Please note that you must call ahead to schedule the rental of this equipment.

For the Smart Board and NOMAD, you must have training by court staff prior to rental of this equipment.

To rent a TV with VCR or DVD player, please call Wanda Smith at (863) 534-2585 in Polk County. In Highlands County, call the Court Technology Office at (863) 402-6949.