



USING YOUR OWN EQUIPMENT IN THE COURTROOM

First: Get permission

Counsel may choose to use their own personnel and equipment to present exhibits at trial or hire a third party. If they choose to use their own equipment (or hire out), they must first get permission directly from the Judge to use the specific piece of equipment (i.e. personal computer, boom box or cd player) during trial. Once the Judge has given them permission, they will be cleared with the Court Security Officers to bring the equipment into the building.

Second: Schedule an appointment to test the equipment *prior* to trial

Once the person and the piece of equipment have been cleared, you must schedule an appointment no less than 7 days prior to trial, with the Courtroom Deputy to test the equipment to be used. Not all outside equipment will work with the courts system.

Please contact the following person where applicable:

	JUDGE	Courtroom Deputy	Telephone Number
Lafayette	Haik	Gary Brazell	(337) 593-5004
	Doherty	Chris Guidry	(337) 593-5008
	Melançon	Cathy Bacon	(337) 593-5001
	Mag. Hill	Molly Davenport	(337) 593-5007
	Mag. Hanna	Paula Jordan	(337) 593-5005
Shreveport	Hicks	Denise McDonnell	(318) 934-3188
	Foote	Barry Joffrion	(318) 934-4280
	Walter	Kathy Keifer	(318) 934-4757
	Stagg	Kathy Keifer	(318) 934-4757
	Mag. Hornsby	Marcia Cassanova	(318) 934-4701
Lake Charles	Minaldi	JoAnn Benoit	(337) 437-3871
	Trimble	JoAnn Benoit	(337) 437-3871
	Mag. Kay	Tina Benoit	(337) 437-3872
Alexandria	Drell	Marcia Leleux	(318) 473-7417
	Mag. Kirk	Joyce Burge	(318) 473-7417
Monroe	James	Debbie Dickerson	(318) 322-6740
	Mag. Hayes	Amy Crawford	(318) 322-6740