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 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	Gery Brazell	(337) 593-5004
	Doherty	Margaret Sonnier	(337) 593-5003
	Melancon	Paula Jordan	(337) 593-5005
	Mag. Methvin	Chris Guidry	(337) 593-5008
	Mag. Hill	Great Roaix	(337) 593-5007
Shreveport:	Hicks	Carol Darnell	(318) 676-3188
	Walter	Dennis McDonnell	(318) 676-4221
	Stagg	Donna Henderson	(318) 676-4276
	Mag. Payne	Marcia Cassanova	(318) 676-3272
Lake Charles:	Minaldi	JoAnn Benoit	(337) 437-3871
	Trimble	JoAnn Benoit	(337) 437-3871
	Mag. Wilson	Tina Benoit	(337) 437-3871
Alexandria:	Drell	Marcia Leleux	(318) 473-7417
	Little	Marcia Leleux	(318) 473-7417
	Mag. Kirk	Joyce Simpson	(318) 473-7417
Monroe:	James	Angie Carroll	(318) 322-6740
	Mag. Hayes	Debbie Dickerson	(318) 322-6740