



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF LOUISIANA**

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VIDEO CONFERENCE REQUEST

VTC Information:

Court Matter/Case #:

Date:

Time:

VTC Participant Information:

Name:

Email Address:

Phone Number:

VTC Facility Technical Contact:

Name:

Email Address:

Phone Number:

VTC Facility Connection Information:

Public IP Address (if available):

*\*Note if not available court will provide a conference bridge IP and Meeting ID for the VTC facility to connect to.*

Available Dates and times to conduct a test call:

*Use Submit button to email form, or complete and email manually to [lamdml\\_automation@lamd.uscourts.gov](mailto:lamdml_automation@lamd.uscourts.gov)*