



**Court Services Division  
Ministry of the Attorney General**

<b>Date:</b> February 21, 2006	<b>Title:</b> Ministry Information Technology (IT) Equipment User Agreement
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<b>Directive:</b> This agreement outlines the requirements for use of ministry-owned IT equipment in Ontario Courtrooms and/or other approved location(s).	<b>Owner:</b> Court Services Division Ministry of the Attorney General
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<b>Agreement</b>	<p>I, _____, accept all responsibility for the use and safekeeping of ministry-owned equipment during the sign-out period. I agree to comply with the following:</p> <ul style="list-style-type: none"> <li>▪ Equipment signed-out and used in the courtroom and/or other approved location(s) will be maintained by the user in same condition it was received. I understand that I will be held responsible for any damage, alteration, adjustment, and/or modification occurring during the sign-out period.</li> <li>▪ Court staff will not be held responsible for items left on the cart or in/on devices. Items misplaced and/or left with the cart will be immediately disposed of in a safe and secure manner. Court staff will be responsible for ensuring the cart and devices are operational before and after the user takes possession and for transporting the cart and devices to and from the courtroom and/or other approved location(s).</li> <li>▪ I am prepared with backup paper documentation in the event that the equipment fails to operate properly.</li> <li>▪ I have received approval from the presiding Judicial Official for use of this IT equipment during the court proceeding(s).</li> <li>▪ I agree to use the ministry-owned IT equipment for authorized case-related purposes only.</li> <li>▪ I agree to not move/transport the ministry-owned IT equipment outside of the courtroom and/or other approved location(s).</li> <li>▪ If requested, I agree to participate in an evaluation of my experience with the IT equipment.</li> </ul>
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<b>Presiding Judicial Official</b>	Please print name: _____	Approval Provided: Yes <input type="checkbox"/>
		Date: _____

<b>Courtroom</b>	
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<b>Equipment Description</b>	
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<b>Signed-Out by</b> (Counsel/authorized personnel) Please print name: _____	<b>Signature:</b> _____
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<b>Business Name/Address:</b>  <b>Self-represented litigants Home Address:</b>	<b>Email:</b>	<b>Phone:</b>
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<b>Signed-out Period</b>	<b>OUT Date:</b> <b>Time:</b>	<b>IN Date:</b> <b>Time:</b> <b>Acceptable Condition:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Authorization</b> (Court Representative) Please print name	
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