



PLA WORKSTATION RESERVATION FORM

Completion of this form does not guarantee a workstation as requested. A CONFIRMATION will be provided by PLA Staff securing your reservation. Workstations will be assigned as space and maximum occupancy numbers allow.

Counsel will be given a 15 minute late waiting period before the booking reservation is void and the space made available to someone else.

Counsel will be reminded when their time is nearing completion – please be considerate of those waiting to use a workstation, extensions will be provided when available.

Approximately 10 minutes is required for PLA Staff to clean each workstation after use.

Name: _____

Phone Number: _____

Email: _____

Request DATE: _____

Preferred Time: _____ Alternate Time: _____

TRIAL MATTERS (request for extended use) - Please provide the dates for the Trial below:

Check **ONE**:

- Research Computer REQUIRED Bringing Personal Device Workspace Only (no device)
- Left-hand mouse
- DivorceMate Access

FOR STAFF USE ONLY

DATE: _____

SCHEDULED TIME: _____ LOCATION: _____
