



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF DELAWARE

ATTORNEY LOUNGE
RESERVATION/CHANGE/CANCELLATION REQUEST

Instructions: A member of the Delaware Bar may request use of an attorney lounge, and in doing so agrees to comply with the Court's General Guidelines (posted on the court's web site: www.ded.uscourts.gov). Attorney lounges available for reservation are located in the main hallways, on the 2nd , 4th and 6th floors, subject to room availability. To reserve an attorney lounge, submit a completed request form via e-mail, to AttorneyLounge@ded.uscourts.gov . A confirmation e-mail will be sent to the requestor. Use the same e-mail address to notify the Clerk's office of changes or cancellations regarding an existing reservation. DO NOT DOCKET this request form.

Purpose of Reservation: [] In Support of TRIAL [] (In support of other Court Proceeding - as noted)

Check One:

[] New Request [] Change (describe below) [] Cancel Reservation (specify dates below)

Case # w/Judge's initials: Short Caption:

Requested Date(s): Hours/Timeframe Requested:
(e.g. 10/1/14 thru 10/12/14) (e.g. 8:30 AM - 4:00 PM, or 12-2 PM)

Three lines for entering requested dates and timeframes, separated by slashes.

Name/Signature of Attorney Requesting Reservation Name/E-mail address of Firm's Contact Person

Name of person or company who will sign out-return key each day

Name of Law Firm Date of Request

Form with two columns: E-mail completed request form to: AttorneyLounge@ded.uscourts.gov; ATTORNEY LOUNGE RESERVATIONS OFFICE OF THE CLERK; US DISTRICT COURT FOR THE DISTRICT OF DE; 844 N KING STREET UNIT 18; WILMINGTON DE 19801-3570; Help Desk phone number: (302) 573-6170; COURT USE ONLY: (Atty Lounge Reservation/Change/Cancel Form 4-14); DATE REQUEST RECEIVED; POSTED BY; RESPONSE E-MAIL; DATE; BY.