

TERRY BRANSTAD, GOVERNOR

KIM REYNOLDS, LT. GOVERNOR

## IOWA COMMUNICATIONS NETWORK

SHARING IOWA'S INFINITE POSSIBILITIES

### Court-Ordered Deposition Billing Information Form

Thank you for your interest in using an ICN video classroom. In order to schedule and use a classroom you need to be an authorized user and have billing information on file with the ICN. Please take a moment to complete the Billing Information and Address section below.

#### Billing Information and Address

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person's Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Address (including building, suite #, etc) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

ZIP Code \_\_\_\_\_

Please sign and date this form at the bottom, and return it to ICN with both of the following:

- Certified Copy of the Court Order referencing who will be financially responsible for the charges to be billed by the ICN for the services provided.
- Certified Copy of the Court Order providing that it is permissible for the deposition to be taken over the ICN.

Return all three forms to Kammy McHone at the ICN.

- FAX: (515) 725-4635 (The certification stamp must be visible on the fax copy.)
- E-mail: [kammy.mchone@iowa.gov](mailto:kammy.mchone@iowa.gov) (The certification stamp must be visible on the PDF copy.)
- US Postal Service: Iowa Communications Network  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319

Questions should be directed to the ICN Service Desk at 1-877-426-4692.

Thank you for your request to use the ICN.

Requested by \_\_\_\_\_ Date \_\_\_\_\_  
(Print name) (Signature)

DAVE LINGREN, EXECUTIVE DIRECTOR