## UNITED STATES DISTRICT COURT southern district of new york office of the district court executive the daniel patrick moynihan united states courthouse 500 pearl street, room 820 new york, n.y. 10007-1312

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## **Electronic Device and Wi-Fi Access Instruction**

## **Sheet For Attorneys**

- Attorneys must complete the attached form to request electronic device and Wi-Fi access.
- Electronic Device and Wi-Fi Access request form must be approved and signed by a District or Magistrate Judge. Chambers will then send the order to the District Executive's Office, as well as a copy to the requesting attorney.
- Once approved, the attorney will receive a network name, user name and password from the District Executive Office on the first day of the scheduled proceeding. If you wish to test the Wi-Fi prior to your proceeding, that request must be made to chambers and approved by the Judge.
- Only approved attorneys may use Wi-Fi. Passwords and usernames cannot be shared amongst others.
- Time limits for Wi-Fi usage may only be extended if approved by a Judge.
- Wi-Fi access is limited to specific Courtrooms.
- Login instructions will vary for different device types.

#### UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK

IN THE MATTER OF AN APPLICATION

TO BRING PERSONAL ELECTRONIC DEVICE(S) OR GENERAL PURPOSE COMPUTING DEVICE(S) INTO THE COURTHOUSES OF THE SOUTHERN DISTRICT OF NEW YORK FOR USE IN A PROCEEDING OR TRIAL

The following Order is subject to the definitions, obligations and restrictions imposed pursuant to Standing Order M10-468, as Revised. Upon submission of written application to this Court, it is hereby

ORDERED that the following attorney(s) are authorized to bring the Personal Electronic Device(s) and/ or the General Purpose Computing Device(s) (collectively, "Devices") listed below into the Courthouse for use in a proceeding or trial in the action captioned:

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ORDERED that for the device(s) checked below SDNY Courtroom WI-FI access shall be provided.

The date(s) for which such authorization is provided is (are)\_

Attorney	E-Mail	Device(s)	Courtroom	WIFI Granted

#### (Attach Extra Sheet If Needed)

The attorney(s) identified in this Order must present a copy of this Order when entering the Courthouse. Bringing any authorized Device(s) into the Courthouse or its Environs constitutes a certification by the attorney that he or she will comply in all respects with the restrictions and obligations set forth in Standing Order M10-468, as Revised.

SO ORDERED:

Dated:

# **SDNY Client Wi-Fi Login Procedure**

- 1. Connecting to the network.
  - a. Apple Mobile Devices
    - i. Go to settings > Wi-Fi and then choose the network that you were given by the District Executive's Office.
    - ii. Enter the first password provided to you by the District Executive's Office to connect to the secured Wi-Fi Network

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- iii. Wait for a few seconds and a captive portal page will show up. Please note that sometimes although rare this can take up to 45 seconds in some devices. Just tap the screen from keeping the iPhone from entering sleep mode.
- iv. Once captive portal shows up enter the required account information give to you by the District Executive's Office and click submit.
- v. When the login process is successful the cancel button will change to a done button. Click Done and you will be connected to the internet.

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- b. Android Devices
  - i. In your Wi-Fi settings connect to the network that you were provided by the District Executive's Office.
  - ii. Enter the first password provided to you by the District Executive's Office to connect to the secured Wi-Fi Network



iii. A notification will show asking you to sign in to the Wi-Fi Network. Tap the notification that appears at the top of the screen.



iv. Fill in the user name and password provided by the District Executive's Office and tap submit. You can now navigate the internet.



- c. Windows and MacOS Devices
  - i. Search the available networks and click the one that was provided to you by the District Executive's Office. ii. Enter the first password provided to you by the District Executive's Office to connect to the Wi-Fi Network
  - iii. Open your browser and navigate to any page, you will be redirected to the portal page.
  - iv. Once captive portal shows up enter the required account information give to you by the District Executive's Office and click submit.