
VIDEO CONFERENCING BOOKING REQUEST

This form is to be used for video conferences where a witness or party to a proceeding is appearing from other locations (interstate and intrastate).

Before completing this form please contact the Co-ordinator via email at the venue where the matter is listed to make a tentative booking. You will be required to provide the following details:

- Name of the Case
- Where it is proposed the witness will appear from
- Name of the party appearing at the remote location
- Indication of the length of the video conference

The Court will then confirm if a tentative booking can be made and advise you to complete this form. The person requesting the video conference is responsible for arranging a site for the witness to attend to give evidence. The person requesting the video conference must provide a SIP or IP address.

A form must be completed for each required link and date. The form must be filed at least two weeks prior to the hearing. Once the completed form is received – the Court will advise you to liaise with our In-Court Technology Officers if required to ensure there are no delays on the Court date.

A booking fee (if applicable) must also be paid when lodging the booking request sheet. The booking will not be confirmed until the above is completed.

PROCEEDING DETAILS

In the Children's Court at: _____

Case Reference Number: _____

Name of Case: DHHS/VPOL -v- _____

Type of Hearing: _____

Date of Video Link: _____

Dialling To: _____

Contact Person at Location: _____

Contact Phone Number: _____ Contact Email: _____

Name of Witness Appearing: _____

Contact Phone Number: _____

SIP / IP Number: _____ Start Time: _____ End Time: _____

SIP or IP number is the number the Court will dial to at the location. We are not able to complete the booking without this information.

CONTACT DETAILS FOR PERSON REQUESTING VIDEO LINK

Agency/Relationship to Case: _____

Name: _____

Address: _____

DX: _____ Telephone Number: _____

VPOL ONLY:

Region Number: _____

Division Number: _____

UNDERTAKING TO PAY COSTS OF VIDEO LINK

I hereby request a video link and I undertake to pay the costs of the video link. I understand that the charges outlined are the relevant charges; however, they do not include any charges by any third party provider used to facilitate the link.

Signed: _____

Date: _____

NOTE: No booking for video link will be accepted without a signed undertaking for payment. If the party requesting the video link is a Police Officer, the District or Regional Commander must sign the undertaking.

CHARGES FOR VIDEO LINK

BOOKING FEE:

A fee of \$82.50 (non-state government users) must be paid and booking sheet lodged with the Court **prior** to the booking being confirmed. This fee is NON-REFUNDABLE. A booking fee of \$16.50 applies to state government users which will be centrally billed along with line charges after the link has been completed.

LINE CHARGES:

Local call	\$8.80	per hour
Intrastate	\$89.10	per hour
Interstate	\$122.10	per hour
International/Overseas	\$242.00	per 15 minutes

At least 48 hours' notice is required prior to cancellation or else charges may be incurred.

[NOTE: Line charges are consistent with line fees charged by Telstra for Video-Link]

FURTHER INFORMATION & RESPONSIBILITIES OF PARTY REQUESTING VIDEO-LINK HEARING/CONFERENCE

1. The Court will dial in to the remote location when ready. It is not the responsibility of the operators at the remote location to dial the Court. The line charges will therefore be incurred by the Court and those costs will be passed on to the party or organisation requesting the audio-visual link.
2. All parties involved in the conference at the “remote” location are to be in the video conference room at that location at least 15 minutes prior to the commencement of the conference.
3. The party or organisation requesting the video conference is required to notify all conference participants of details of the conference such as venue, commencement time, duration and other relevant requirements or duties.
4. The party or organisation requesting the audio-visual link is to ensure that a Bible/Koran etc is available at the remote video conference centre for the swearing-in of witnesses and interpreters.
5. The party or organisation requesting the video link must advise the appropriate Court if the matter settles or of any other changes
6. The party or organisation requesting the audio-visual link is responsible for the payment of any charges required to be paid by the operators or agents at the “remote” location.

STAFF OVERTIME

If the Court is required to sit outside normal Court hours (for example – due to overseas time differences), the costs of a Court Officer to remain behind after hours is to be paid for by the party or organisation requesting the Audio-Visual Link.

Payment of Staff Overtime and Line Charges for one hour must be paid with the filing of this document or with prior approval of the Operations Manager within 7 days from the date of invoice.