



MAGISTRATES COURT OF VICTORIA

VIDEO CONFERENCING BOOKING REQUEST SHEET

Before completing this form please call the coordinator at the venue where the matter is listed to ensure the proposed date is available.

A form must be completed for each required link and date.

The form must be lodged with the Court at least two weeks prior to the hearing.

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.

The person requesting the audio visual link is responsible for arranging an external site for the witness to attend to give evidence. If the audio visual link is for somewhere within Australia, it may be possible to book the audio visual link facilities at another Court.

Please be advised that any external provider will charge a Booking Fee and Room Hire.

PROCEEDING DETAILS:

In the Magistrates' Court at:

Case Reference Number:

Accused(s) Name/Name of Matter:

Type of Hearing:.....

Date/s of Audio Visual Link:

Dialling To location:.....

Dial in Number (SIP/IP):

Start Time: End Time:

AVCT should be emailed details once the booking is confirmed (avct.service@courts.vic.gov.au), in order to ensure the video link information provided is correct, and to support testing to ensure the destination system is compatible. AVCT can also be contacted on 9032 0222.

CONTACT DETAILS FOR PERSON REQUESTING VIDEO LINK:

Agency:
Name:
Address:
DX:
Telephone Number:

VICTORIA POLICE 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 below; however, they do not include any charges by the engaged 3rd party provider.

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 the completed 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.

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

1. The Court will dial in to the remote location when it is ready to take the evidence etc. 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.
7. Information pamphlets are available from the Department of Justice, the County Court or the Magistrates’ Court entitled “Video Conferencing in Court”. Specific pamphlets are available for Legal Practitioners, Prosecuting Agencies, Court users and Witnesses.

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 Senior Registrar within 7 days from the date of invoice.