**VIDEO CONFERENCE BOOKING FORM**

Pursuant to Practice Direction 5.8

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VIDEO CONFERENCE DETAILS** | | | | | | | | | |
| Date: | | Time: | | Day of Week: | | | | | |
| **NAME OF LOCAL COURT AND CORRECTIONAL FACILITY SITES REQUIRED**  *Note: Originating site is where the Judge/Judicial Registrar is located* | | | | | | | | | |
| *Originating site:* | | *2nd Site:* | | *3rd Site:* | | | | *4th Site:* | |
| **NON-LOCAL COURT SITE DETAILS**  *\*All selections must be completed or booking will be refused.* | | | | | | | | | |
| Site Name: | | Country Code & ISDN / IP : | | Operator's name, email and ph # at AVL site: | | | | | |
| Confirmed with the non-local court site: Yes / No On: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ *\*please note it is your responsibility to book the non-Local Court site* | | | | | | | | | |
| **NAMES OF PARTICIPANTS** (eg. Judge X, Parties - App/Res/Def/Pros or name of witness etc.) | | | | | | | | | |
| *Originating site:* | | *2nd Site:* | | *3rd Site:* | | | | *4th Site:* | |
| **REASON FOR VIDEOCONFERENCE** | | | | | | | | | |
| **Date Leave was granted:** | | | | | | | | | |
| **Judicial Officer:** | | | | | | | | | |
| **Matter Name:** | | | | | | | | | |
| **File No:** | | | | | | | | | |
| Directions | Hearing | | Mention | | | | Judgment | Other (Specify) | |
| **CUSTOMER DETAILS:** | | | | | | | | | |
| **Organisation:** | | | | | | | | | |
| **Contact Person:** | | | | | | | | | |
| **Phone:** | | | | **E-mail:** | | | | | |
| **Address for Invoice (if applicable):** | | | | | | | | | |
| I acknowledge the Parties responsibilities and conditions and agree to pay any videoconference charges that may apply for non-local court sites.  **Authorising Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
| **COURT USE ONLY** | | | | | | | | | |
| Authorised by: | | | | | | | | | |
| Local Court Receiving Site : Yes / No | | | | | | Room allocated: | | | |
| **Court officer to complete and scan to** [**operations.localcourt@nt.gov.au**](mailto:operations.localcourt@nt.gov.au) | | | | | | | | | |
| Time Hearing started | | Time Hearing ended | | | No. of ¼ Hours | | | | Transmission |

Send this form to the originating site’s generic registry email, which can be found on the Local Court website.

**Leave of the court is required before a matter can be dealt with by video-link.**

**This form should not be filed until leave has been obtained.**