**VIDEO CONFERENCE BOOKING FORM**

Pursuant to Practice Direction 5.8

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| **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** |
| 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.**