| DISTRICT COURT of WESTERN AUSTRALIA<br>**VIDEO LINK BOOKING FORM**<br>Forward completed form to:<br>districtcourt@justice.wa.gov.au | District Court at | [Courthouse Location] |
|---|---|---|
| | Date Lodged | |

| | | |
|---|---|---|
| **Applicant** | Full name | |
| | Organisation/Firm | |
| | Address | |
| | Telephone | |
| | Email Address | |

| | | |
|---|---|---|
| **Case Details** | Case No. | |
| | Matter Title | |

**Except where a remote appearance is required by a current Public Notice or the Practice Directions, this form should not be filed until leave of the Court is obtained for the matter to be dealt with by video-link.**

Has leave been granted for the appearance by video link?

☐No (see above) ☐Yes: Order Date:_____ Judicial Officer:_____

Select a matter type:

☐District Court Civil (CIV/CIVO)

Please refer to the *Fee Acknowledgement* section (p.2)

☐District Court Criminal (IND)

☐District Court Appeal (APP)

Please refer to the *Fee Acknowledgement* section (p.2)

☐Non-District Court Matter

Please refer to the *Fee Acknowledgement* section (p.2)

☐Other (please specify):

_____

_____

Link Region: ☐Intrastate (within WA) ☐Interstate ☐International

Select a video link method/type:

☐AVL Room Booking for a District Court of Western Australia (DCWA) matter.

☐AVL Room Booking for a non-DCWA matter.

☐District Court Building Perth Courtroom to another Courthouse (WA)

☐Multi-Purpose Facility (WA)

☐Other Courthouse (Interstate)

☐Private Video Conferencing Service to a DCB Courtroom

☐Cisco Webex to a DCB Courtroom

☐Microsoft Teams to a DCB Courtroom

☐Other (please specify):

_____

_____

**DCB = District Court Building**

**DCWA = District Court of Western Australia**

**AVL Room = Audio Visual Link Room 1.2.2 & 1.2.3**

Details of Appearance via Video Link: (one form per link)

| | | | |
|---|---|---|---|
| ☐Accused | ☐Police Officer | ☐Expert Witness | ☐Lawyer |
| ☐Civilian Witness | ☐Adult | ☐Child | ☐Non-Court Booking |

| Link Date | Start Time | Duration |
|---|---|---|
| | | |

| Person Appearing | Video Conferencing Facility (where applicable) |
|---|---|
| Name<br>Address (if appearing from home or work):<br><br><br>Phone Number<br>Email Address | Name<br>Address<br><br><br>Contact at the Facility<br>Phone Number<br>Email Address |

Which Court location is holding this hearing? _____

Which address does the Court need to use to connect the video link? *

(SIP/IP/ISDN) _____

Comments:

**<u>*An SIP, IP or ISDN address is required for links to WebEx accounts and public or private video conferencing facilities. Leave this field blank if linking to Western Australian Courts, Prisons and Multi-Purpose Facilities, excluding Federal facilities.</u>**

**<u>For AVL Room bookings an SIP address will be provided with your booking confirmation.</u>**

**Fee Acknowledgement** – fees for non-District Court of Western Australia and civil matters.

*No fees/charges are payable in criminal matters where a direction by the Court has been made pursuant to s121 of the Evidence Act 1906.*

***Where the Court's equipment/facilities are utilised for non-District Court of Western Australia related matters, fees will apply at the rate outlined for civil matters. Any charges levied by the far end venue are the responsibility of the applicant.***

*On behalf of the Applicant, I acknowledge that, pursuant to the Evidence (Video and Audio Links Fees and Expenses) Regulations 1999 (WA) the Applicant is liable to pay the following fees for this request, within 30 days after use of the video link:*

- *Booking fee of $181.00 (intrastate) or $267.00 (interstate or overseas).*
- *Hourly administration fee of $141.50 per hour or part of an hour*
- *All telecommunication (ISDN) charges determined after video-conference conducted.*
- *A booking fee will be charged for matters cancelled after the test call has been conducted.*

(Signed) _____

Date _____ / _____ /20____

| COURT USE ONLY | |
|---|---|
| **AVL Room Booking** | ☐Room 1.2.2 3416@vc.dotag.wa.gov.au / 9425 2727/ 3416@167.30.48.102<br>☐Room 1.2.3 3417@vc.dotag.wa.gov.au / 9492 4814 / 3417@167.30.48.102 |
| **Link Locations** | Near End (Court location): _____ Far End: _____ |
| **Booking Fee** | ☐Intrastate (within WA) $181.00 ☐Interstate/Overseas $267.00 |
| **Administration Fee ($122.00 per hour or part thereof)** | Calculated on total time used, rounded up to the nearest hour.<br>Administration times: _____ to _____ Total time: _____<br>_____ hours @ $141.50 per hour. **Total Cost $** _____ |
| **Invoice** | Total Amount: $ _____ Invoice number: _____<br>Date invoice issued: _____ Date paid: _____ |
| **Test Call** | Test required? ☐Yes ☐No Test completed? ☐Yes ☐No<br><br>Date: _____ Time: _____<br><br>**Outcome:**<br>Audio Quality: _____<br>Video Quality: _____<br>Other Comments: _____<br>_____<br>_____ |