



# COURT VIDEOCONFERENCE REQUEST FORM

(Book Videoconferences with a specific court location)

Today's Date:
Court File #:
Registry:

**NOTE 1:** The trial co-ordinator/scheduler must be contacted **at least 5 business days** prior to the proposed videoconference for sites within B.C. and **at least 21 calendar days** if the videoconference will be held outside the registry's regular hours.

**NOTE 2:** Counsel is responsible for booking private sites and for contacting those responsible for Supreme Court Scheduling or the Provincial Court JCM or a Court Services Staff responsible for scheduling, as well as notifying witnesses and other parties (see Part 3 of this form).

**NOTE 3:** Counsel will arrange to exchange all relevant documents with the remote location(s).

## PART 1 – GENERAL INFORMATION

Firm name and name of Counsel/Registry requesting videoconference:

### Billing

Name:	Company/Branch:
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### Address

Address:	City:	Postal Code:
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Phone:	Fax:	E-mail (if available):
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Authorized payment signature

Please print name:

Scheduled court date: 

MM	DD	YY
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Has a judge approved or ordered the use of videoconference technology? (Check applicable box)  Yes  No

Style of Proceeding:


Name of presiding judge for videoconference (if applicable):

### For court use only

Requested date for videoconference: 

MM	DD	YY
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Estimated start time (Pacific time):

Estimated end time (Pacific time):

Actual date: 

MM	DD	YY
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Actual start time:

Disconnected at:

Reconnected at:

Actual end time:

Total videoconference time:

**(Counsel, note that time limits will be strictly enforced if the non-court location is a commercial site.)**

Type of proceedings (i.e., civil trial, case management conference, witness testimony, remands, arraignment hearings, etc...):

## CHARGES AND BILLING FOR USE OF COURTS' VIDEOCONFERENCING EQUIPMENT

### A. RATES

**Recovery charges**      **\$100 per hour or portion of an hour per site(\*) scheduled**

(\*) sites that are part of B.C.'s court network.  
Other public and private sites have their own rates.

### PLUS

#### Line charges

▷ Within BC – every hour or portion of an hour.....	<b>\$65</b>
▷ Within North America – every hour or portion of an hour.....	<b>\$100</b>
▷ All locations outside North America – every hour or portion of an hour.....	<b>\$200 minimum</b>

**NOTE: Rates will not be charged for Family matters.**

### B. CANCELLATION OR ADJOURNMENT FEE

If cancellation, adjournment or request for changing ..... **No charge**  
the scheduled time occurs more than 5 business days  
before the scheduled videoconference

If cancellation, adjournment or request for changing the scheduled time ..... **50% of the recovery charges**  
occurs 5 or less business days before the scheduled  
videoconference

**NOTE: No cancellation or adjournment fee will be charged because of court's equipment failure or if a judge is not available.**

### C. BILLING

Billing for the **recovery charges** will be as follows:

- ▷ If actual time used **is less than** total time booked, then billing will be for **total time booked**.
- ▷ If actual time used **exceeds** total time booked, then billing will be for **actual time used**.

#### **Notes:**

1. The Courts Network Videoconferencing equipment is not used in competition with the private sector. It is used for court purposes only.
2. Cost recovery charges are for a portion of line and maintenance charges and do not include staff operator time.

**FOR COURT USE ONLY: Court of Record will be (please specify):**

**PART 2 – PARTICIPANTS**

Who will be the participants at each site? *(Please specify sites and tick the appropriate boxes)*

Participants	Site A (Court of Record) Specify _____	Site B Specify _____	Site C Specify only if required _____
Judge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crown Counsel or Counsel for the party initiating the action (Names) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defence Counsel or Counsel for the party responding to the action (Names) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accused (Names) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Party initiating the action (Names) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Party responding to the action (Names) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counsel appearing for other parties (Names of Counsel and names of parties) _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Witness. Please name ALL witnesses to be heard by videoconference _____ _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Interpreter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Participants (Names) _____ _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If a witness is appearing at the remote site, will a bible or other religious book or symbol be required?  
(Check applicable box)  Yes  No

If **yes**, specify for **each witness** which religious book or symbol will be required:

_____	_____
Witness	Book or Symbol
_____	_____
Witness	Book or Symbol
_____	_____
Witness	Book or Symbol
_____	_____
Witness	Book or Symbol
_____	_____
Witness	Book or Symbol
_____	_____
Witness	Book or Symbol

Note: If remote site is a commercial (i.e. non-court) site, counsel must make these arrangements with that site at the time of booking.

If more than one witness is to appear by videoconference, will all the witnesses be at the same site on the same date?  
(Check applicable box)  Yes  No

If no, state the witness' name, the remote site, and the date of the testimony:

_____	_____	_____
Witness	Remote Site	Date
_____	_____	_____
Witness	Remote Site	Date
_____	_____	_____
Witness	Remote Site	Date
_____	_____	_____
Witness	Remote Site	Date
_____	_____	_____
Witness	Remote Site	Date
_____	_____	_____
Witness	Remote Site	Date

**PART 3 – INFORMATION ABOUT NON-COURT SITES / COURT SITES OUTSIDE OF B.C.**

If you will use a non-court site, please provide the following information:

Has the site been booked? (Check applicable box)  Yes  No

If so, through whom has it been booked? \_\_\_\_\_

Details of site (including address): \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone and Fax number: \_\_\_\_\_

Videoconference Dial Up number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Counsel will confirm the availability of a fax machine at the private or commercial site. Substantive delays can be expected if the memory capacity of the fax machines at either the remote site or at the Court of Record is full.**

Return completed form to: \_\_\_\_\_  
Name of trial coordinator/scheduler

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_