



**RESPONSIBILITIES OF PARTY/ORGANISATION
REQUESTING A VIDEOCONFERENCE**

1. The party or organisation requesting the video link is required to complete a “Request for Videoconference” form and to provide the completed form to the local Federal Court Registry.
2. It is the responsibility of the party or organisation requesting the video link to notify all conference participants of details of the conference such as venue, commencement time, duration and other relevant requirements or duties.
3. Parties are requested to attend each site at least 15 minutes prior to the commencement of the video link, to complete the set-up for the video link and to enable appearances to be obtained and exchanged.
4. Parties should be mindful of time differences between states and countries when booking a video link.
5. For links to non-Federal Court or overseas sites, it is the responsibility of the party requesting the videoconference to coordinate the booking of that site.
6. The party or organisation requesting a video link with a non-Federal Court site is to ensure that a Bible or alternative (eg Koran) is available at the remote videoconference centre for the swearing-in of witnesses and interpreters, where the conference relates to the taking of evidence in a court hearing.
7. For links to non-Federal Court or overseas sites, the other site should dial in to the Federal Court. The Federal Court will only dial the other site if difficulties arise in connecting to the other site.
8. If the equipment at the non-Federal Court site is incompatible with Federal Court equipment, a gateway booking will be required at an extra cost. The gateway booking will be the responsibility of the party requesting the video link. This can be booked with an external service provider.
9. If three or more sites are required a multipoint bridge booking is necessary and will be an extra cost. If non-Federal Court sites are involved, the bridge booking will be the responsibility of the party requesting the video link. This can be booked with an external service provider.
10. A document camera is available at Federal Court sites. This technology is useful for transferring and viewing images between sites but the technology is unsuitable for viewing documents. It is advisable to arrange for documents to be sent to the appropriate parties prior to the video link.
11. Facsimile resources are limited in some registries and it is advisable not to rely on using facsimile services during a video link.
12. A video recording can be made of the video link at a small cost.
13. Please note that for Federal Court matters, transcript will normally be recorded at the registry where the Judge is sitting.
14. The Federal Court operates up to a transmission speed of 384 kps. Connection can be made by the Federal Court to lower transmission speeds but picture quality and sound quality will reduce accordingly.



RESPONSIBILITIES OF PARTY/ORGANISATION (cont'd)

NOTES:

15. The Federal Court will not be held responsible for equipment or network failures at any site.
16. The Federal Court will not be held responsible for audio or visual faults caused by:
 - a. line faults in Telstra networks or exchanges.
 - b. interference which may be caused by environmental factors at client sites.
 - c. non-certified equipment joining the conference causing a degradation in the quality of video and/or audio.

These responsibilities are to be read in conjunction with the separate page entitled “Videoconferencing Charges”.

If you have any enquiries regarding the video link, please contact your local Federal Court Registry.