



## What is a Virtual Courtroom?

A Virtual Courtroom brings the physical courtroom to a virtual space. It is a digital method for court cases to be progressed without the need for participants to attend in person.

Parties to proceedings can access the Virtual Courtroom using video conferencing applications (see below).

**Virtual courtrooms are still formal courtrooms. All usual court etiquette, protocols, procedures and restrictions apply.**

## How to use a Virtual Courtroom?

Parties can utilise the virtual courtroom avenue by using Video conference – via a dedicated *Web Link* or by using a dedicated video conferencing service or device.

Contact details for the Virtual Courtroom will be provided by the Court prior to your appearance date.

## Instructions

### Video conferencing using a 'Web Link'

*(This facility is available to practitioners with laptop devices, iPads or mobile phones).*

1. Ensure your device has a working camera. Video conferencing requires a camera to be enabled.
2. Ensure that your device has reliable connectivity and coverage.
3. If you are using a web browser to connect via the Web Link, please ensure your browser meets the following standards: Google Chrome (min. v.73), Mozilla Firefox (min. v.66). Please note it is NOT recommended to use either Internet Explorer (IE) or Microsoft Edge as these browsers do not support this particular software.
4. Click the *Web Link* provided immediately prior to your listed appearance time.
5. You will be asked to enter your name and details. Please use the following naming convention: *Surname – Party description* (Example: *Doe – Plaintiff* = representative John Doe – plaintiff's representative)

6. Click “Join Meeting”.

### Video conferencing using a dedicated video conferencing service or facility

*(This facility is available to practitioners using dedicated video conferencing equipment that typically are available in many offices suites or facilities).*

1. Use the SIP address provided to connect your video conferencing equipment to the Virtual Courtroom prior to your listed appearance time.

### Tips/ General Rules/ Troubleshooting for the Virtual Courtroom experience

- *Practitioners are asked to advise clients, witnesses and others that the access details are to be used for the purposes of the hearing only and are not to be published by those persons for any other purpose. Persons accessing the system for inappropriate purposes or in a way that interferes with the proper administration of justice will be referred to be dealt with for contempt of court. Whilst use of the virtual courtroom will make it possible for persons to participate from home or offices, the parties are reminded that usual court etiquette including attire standards apply, but counsel are not required to robe for any appearance in the virtual courtroom.*
- *Be in a quiet and private location to limit interference from background noise.*
- *Ensure that there is sufficient internet coverage and connection on your device.*
- *Ensure all relevant materials to be relied upon have been made available to the Court beforehand.*
- *Observe all normal court etiquette and protocols in the Virtual Courtroom environment.*
- *Refrain from speaking over each other as much as practical to accommodate the reduced social cues available, and to assist with the court’s transcribing process (further tips provided below to assist the transcription service)*
- *If you experience difficulties accessing the Virtual Courtroom using the video conferencing facility, please note that the Court does not provide a technical support service.*

## Assistance with the transcription service

- *Court participants appearing via video link must announce their appearance each time they speak into court.*
- *Competing noises in the background will impact the quality of the transcript such as typing near device microphones or shuffling of papers and coughing into device microphones. Try to keep those types of noises to a minimum.*
- *Keep your device on mute prior to addressing the court. This will reduce feedback interference.*