

COURT SUPPORT SERVICES

REQUEST FOR VIDEOCONFERENCE

To: *The Registrar of the Court at _____

*The Sheriff of the Northern Territory

delete if not applicable

Videoconferencing facilities are requested for use in the following matter:

(eg. 20012345 Smith Pty Ltd v Jones)

Other: _____

Details of proposed VCF transmission:

Day/Date: _____

Time to commence transmission: _____ Estimated duration: _____
(Central Standard time)

Location of remote site	
Contact details of remote site including ISDN Number & Dial up speed of equipment	
Name of witness/party at remote site	

Participants	Venue
Coram (Judge if known)	
Number of witnesses to give evidence by videoconference from	DARWIN ALICE SPRINGS KATHERINE
Other	

Are the following required?

Services	Indicate if required	Remarks
Recording of the videoconference on VCR (Not available at Alice Springs)		
Use of a document camera		
Other equipment required on site for the purpose of swearing witnesses etc		

I/We agree to reimburse Court Support Services for the cost of the videoconferencing transmission in respect of the above matter, including the cost of transmission during the testing of the videoconferencing set up.

Date:

VIDEOCONFERENCING FEES

Effective at 4 June 2007

The cost of each videoconference, as determined by the Executive Director, Court Support Services, at 29 May 2007 is:

Service Charge:

Minimum cost

to set up and test a video-link for the first **15 minutes** use of equipment and attendance of court officer: \$150 per site

second and subsequent completed quarter hours, use of equipment and attendance of court officer: \$54 per 15 minutes

Transmission Costs:

National

\$118.80 first hour or part thereof then \$29.70 per 15 minutes or part thereof.

International

Charges will vary according to locality.

Cancellation Fee: \$110.00 if cancelled less than 2 working days before the time of proposed conference.

Equipment/Room Hire: \$55.00 per ½ hour or part thereof.

Note: All charges are inclusive of GST.