**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.