



Northern Territory Government

D e p a r t m e n t o f J u s t i c e

VIDEOCONFERENCING BOOKINGS, PROCEDURES & INVOICING FOR NORTHERN TERRITORY COURTS

Videoconferencing facilities are available in each of the following Northern Territory Courts:

- Darwin Supreme Court
- Darwin Magistrates Court
- Alice Springs Court House
- Katherine Court House
- Tennant Creek Court House

Videoconferencing may be requested by any party to an action or may proceed of the Court's own motion. The facilities are also available for hire, if available, to persons not involved in Court proceedings.

The *Evidence Act* has been amended to include provisions for the taking of evidence by way of videoconferencing.

REQUEST FOR VIDEOCONFERENCING

1. The party requesting the videoconference must first ensure that the equipment is available for use at the time of the proposed conference. This can be done by contacting the following numbers:

Darwin Supreme Court	Sheriff's Office	8999 7930
Darwin Magistrates Court	Manager, Orderlies	8999 6085
Alice Springs Court House	List Clerk	8951 5713
Katherine Court House	Deputy Registrar	8973 8956

Tennant Creek Court House Registrar 8962 4377

2. If the equipment is available, the party requesting the videoconference must submit to the appropriate person mentioned above a completed 'Request for Videoconference' form (Attachment A). The form is available on the Department of Justice and Supreme Court web pages. A supply of the forms is also available at each of the court registries.

The parties must also comply with the various practice directions and seek the leave of the relevant Court to adduce evidence by way of videoconferencing. This may be done before or after the request form has been lodged.

The request form includes an undertaking by the person applying for the videoconference to pay the costs of the videoconference including equipment hire, transmission costs and the cost of testing.

If the form is not submitted, the videoconference will not proceed.

COSTS

The cost of each videoconference, as determined by the Executive Director, Courts Administration, at 4 June 2003 is:

TEST:

- (a) to set up and test a video-link – for the first quarter hour use of equipment and attendance of court officer: \$81 (GST inclusive)
- (b) second and subsequent completed quarter hours, use of equipment and attendance of court officer \$54 per ¼ hour (GST inclusive)

CANCELLATION FEE: \$110.00 (GST inclusive) if cancelled less than 2 working days before the time of proposed conference.

EQUIPMENT/ROOM HIRE: \$55.00 per ½ hour or part thereof (GST inclusive).

TRANSMISSION COSTS:

Local & National

\$118.80 first hour or part thereof then \$29.70 per ¼ hour or part thereof (GST inclusive).

International

Charges will vary according to locality.

All Northern Territory Government Agencies and Departments are liable to pay the costs of videoconferencing at the above rates if the videoconferencing was requested by that agency or department.

ORDERING OF VIDEOCONFERENCING BY THE COURT

Courts may sometimes order videoconferencing of its own motion or there may be a system in place where a regular procedure is conducted by videoconference. This may include callovers by the Judicial Registrars or monthly Supreme Court arraignments. In this case, the cost of the videoconference will be met by Courts Administration.

Similarly, where a Judge at Alice Springs, for example, orders a directions hearing with a Darwin matter, the cost of the videoconference will be met by Courts Administration.

EQUIPMENT FAILURE

Where a videoconference does not proceed because of equipment failure, the party requesting the videoconference is not liable to pay any costs, including the hire of equipment.

CRIMINAL PROCEEDINGS

Defendants in criminal proceedings will not be charged for the use of the videoconferencing equipment.

APPROVED/NOT APPROVED

G SHANAHAN, Executive Director, Courts Administration

Date: 9 July 2003

ATTACHMENT "A"
COURTS ADMINISTRATION

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	
Name of witness/party at remote site	
Participants	Venue
Coram (if known)	
Number of witnesses to give evidence by videoconference	DARWIN - ALICE SPRINGS - KATHERINE – TENNANT CREEK
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		
Fax/ telephone/ other		

I/We agree to reimburse Courts Administration 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.

Signature: _____

Date: _____

Full Name: _____

Company / firm: _____

Phone number: _____

Email address: _____

VIDEOCONFERENCING FEES

Effective at 9 July 2003

The cost of each videoconference, as determined by the Executive Director, Courts Administration, at 9 July 2003 is:

TEST:

- (a) to set up and test a video-link – for the first quarter hour use of equipment and attendance of court officer: \$81 (GST inclusive)
- (b) second and subsequent completed quarter hours, use of equipment and attendance of court officer \$54 per ¼ hour (GST inclusive)

CANCELLATION FEE: \$110.00 (GST inclusive) if cancelled less than 2 working days before the time of proposed conference.

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