

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

Participants	Venue
Coram (if known)	
Number of witnesses to give evidence by videoconference	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		
Fax/ telephone/ other		

I/We agree to reimburse the 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.

Date:

VIDEOCONFERENCING FEES

effective at 4 June 2003

The cost of each videoconference, as determined by the Executive Director, Courts Administration, at 26 May 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.