



Attending by video link

When to use this form

After a request to attend by video link has been approved, you can use this form to arrange the video link.

Step 1: Request to attend by electronic communication

See the [Attending by phone or video link](#) webpage on the Court's website for more information on how to request to attend by video link. You need to have your request approved before completing this form.

Step 2: Book your video link

Once your request has been approved, you need to arrange both ends of the video link. See the "[Instruction B – What you need to do to arrange a video link](#)" web page.

This form books the facilities at the Family Court of Western Australia, and provides the Court with the details of the other end of the video link that you want the Court to contact on the hearing date and time. The Court Technology Officer will then contact whoever manages the other end of the link to organise the connection and testing.

You can use any video link facilities that are compatible with the Court facilities. You can use government or private video link facilities. There are many variables affecting whether the facilities will be compatible, but some general guidelines are:

- The Court can receive calls from any ISDN or IP based video conference system
- Video links to the Court via computers or mobile devices are possible using the Court's Virtual Meeting Room (VMR), Cisco Webex Teams or one of the online video link connection services. For conferences Microsoft Teams may also be used. The quality of the link requires fast bandwidth speeds at the remote end connecting to the court.
- In most instances the Court Technology Officer will need to test the connection in the days prior to the video link, so it is important to start the booking process as soon as possible before the video link is required.
- For more information contact the Court Technology Officer on **08 9224 8349**.

Step 3: Pay the video link fees

There are fees for using the Court video link. The person using the video link will pay the costs incurred, unless the Court has ordered that both parties share the cost of the video link or the Court has ordered the video link.

The video link fees are:

- **Booking fee** – this fee is \$143.50 for links within Western Australia and \$213.00 for interstate/overseas. This fee includes set-up time and the testing of the system and ISDN or IP link line before the video link hearing or conference.
- **Line charges** – most video links today use IP video linking across the internet so do not incur any line charges. However, if the equipment at the end of the link the Court is contacting is not an IP enabled system, Telstra line charges may apply. The Court Technology Officer will advise you if line charges will apply to your video link.

Note: these fees are not set by the Court. They are set by legislation that applies to all Western Australian Courts and Tribunals - the "Evidence (Video and Audio Links Fees and Expenses) Regulations 1999"

The booking fee must be paid at least 48 hours prior to the hearing or conference and is not refundable.

Please advise the Court immediately of any intended cancellation, so the facilities can be used for other cases before the Court.

More information

If you need further information about booking the video link facilities of the Family Court of Western Australia, please contact:

Court Technology Officer, Family Court of Western Australia

Telephone: (08) 9224 8349

Email: transcripts.familycourt@justice.wa.gov.au



Family Court of Western Australia

Video Link Booking Form

Person Requesting Video Link Booking

Name	Mr/Ms
Company/Agency	
Address	Street
	Suburb State Postcode
Telephone	Work () Home () Mobile
Email	

Family Court File Details (if applicable)

Parties Names	
File Number	

Details of Video Link

Date & Time	Date / / From am/pm To am/pm
Reason	Witness Evidence <input type="checkbox"/> Legal Submissions <input type="checkbox"/> Conference / Meeting <input type="checkbox"/> Other <input type="checkbox"/>
Room to be Booked	Courtroom <input type="checkbox"/> Conference Room <input type="checkbox"/> Counselling Room <input type="checkbox"/>

Details of Destination Link (video link or telephone number to which the Court is to connect)

Company/Agency	
Contact Person	Name Telephone ()
Destination Dial-Up	ISDN Number or IP () Telephone Number ()

- I acknowledge that by booking a video link:-
- I must pay the booking fee at least 48 hours before the video link date.
 - The booking fee is not refundable.

Requestor's Signature	
Signature Date	/ /