



Effective Date: 2010/07/01

Number: AN - 6

Title:

Administrative Notice

Video Conferencing

Summary:

Video conferencing is available in all Supreme Court registries throughout the province. This Administrative Notice provides information on the costs of video conferencing and the process for booking a video conference.

Direction:

1. Video conferencing is available in all Supreme Court registries.
2. Video conferencing is available in most provincial correctional facilities and seven federal institutions. Information on other provincial government sites, private sites and how to locate international sites is available on the internet at the following link or you may consult your local registry:

<http://www.ag.gov.bc.ca/courts/faq/info/videoconferencing.htm>

How to Book a Video Conference

3. The court must approve a request to use video conferencing.
4. Parties or their counsel are responsible for booking non-court sites.
5. To book a video conference at a court site:
 - a. contact the Manager, Supreme Court Scheduling in the location where the proceeding was originally filed or where the proceeding has been transferred.

- b. file a Court Video Conference Request Form (attached as Schedule A and available on the court's website at the link below) in the location where the proceeding was filed or where the proceedings have been transferred:

<http://www.ag.gov.bc.ca/courts/forms/adm/adm509.pdf>

- c. contact the In-Court Technology department in the location where the hearing will occur in order to address any technical or set-up issues.

Time lines for booking video conferences

6. All bookings for video-conferencing for sites within BC, must be made at least 5 business days prior to the proposed video conference.
7. If the proposed videoconference is to be held outside the court registry's usual business hours, the booking must be made 21 calendar days prior to the proposed video conference.
8. All bookings for video conferences are subject to equipment availability. A conference booked is a conference certain no bumping is permitted; courtroom equipment is reserved for court related matters only.

Costs of Video Conferencing

9. In most instances, the party that would normally incur the costs associated with an in-person appearance will be responsible for video conferencing charges associated with that appearance.
10. When the court initiates a video conference or where a judicial officer appears as the remote participant, Court Services Branch will absorb any charges in relation to the conference.
11. There are no charges for video conferences in family law proceedings.
12. In civil proceedings, parties are responsible for applicable fees for courtroom equipment and must book any private site as required
13. In criminal proceedings:
 - a. there is no charge when an in-custody accused appears by videoconference in proceedings in which he or she is the subject of charges
 - b. there is a charge when counsel requests video conferencing for the attendance of a witness.
14. The current charges for video conferences at court sites are as follows:
 - a. Flat recovery fee of \$100 per hour or portion for each system used within the court's own video conference network, and

b. Telecommunication Usage Charges per hour or portion thereof:

- \$65.00 within BC
- \$100.00 within North America
- \$200.00 minimum outside North America (higher rates may be charged depending on the location)

15. Charges for video conferences at non-court sites may differ from those charged at court sites.

16. A cancellation fee will be charged when less than 5 business days notice is given of the cancellation. The cancellation fee is equal to 50% of the flat recovery fee referred to in paragraph 14(a).

17. When advising the court that a matter has been settled, a party or counsel must confirm with the Manager, Supreme Court Scheduling that video conferencing arrangements should be cancelled, otherwise a cancellation fee will be charged.



Master William McCallum
Supreme Court Registrar

Schedule A



COURT VIDEOCONFERENCE REQUEST FORM

(Book Videoconferences with a specific court location)

Today's Date:
Court File #:
Registry:

NOTE 1: The trial co-ordinator/scheduler must be contacted **at least 5 business days** prior to the proposed videoconference for sites within B.C. and **at least 21 calendar days** if the videoconference will be held outside the registry's regular hours.

NOTE 2: Counsel is responsible for booking private sites and informing the trial coordinator/scheduler as well as notifying witnesses and other parties (**see Part 3 of this form**).

NOTE 3: Counsel will arrange to exchange all relevant documents with the remote location(s).

PART 1 – GENERAL INFORMATION

Firm name and name of Counsel/Registry requesting videoconference:

Billing

Name:	Company/Branch:
-------	-----------------

Address

Address:	City:	Postal Code:
----------	-------	--------------

Phone:	Fax:	E-mail (if available):
--------	------	------------------------

Authorized payment signature

Please print name:

Scheduled court date: MM DD YY

Has a judge approved or ordered the use of videoconference technology? (Check applicable box) Yes No

Style of Cause:

Name of presiding judge for videoconference (if applicable):

For court use only

Equipment will remain connected during a.m. and p.m. adjournments but will be disconnected during lunch breaks.

Requested date for videoconference: MM DD YY

Estimated start time (Pacific time):

Estimated end time (Pacific time):

Actual date: MM DD YY

Actual start time:

Disconnected at:

Reconnected at:

Actual end time:

Total videoconference time:

(Counsel, note that time limits will be strictly enforced if the non-court location is a commercial site.)

Type of proceedings (i.e., civil trial, case management conference, witness testimony, remands, arraignment hearings, etc...):

**CHARGES AND BILLING FOR USE
OF COURTS' VIDEOCONFERENCING EQUIPMENT**

A. RATES

Recovery charges **\$100 per hour or portion of an hour per site(*) scheduled**

(*) sites that are part of B.C.'s court network.
Other public and private sites have their own rates.

PLUS

Telecommunications usage charges

- ▷ Within BC – every hour or portion of an hour..... **\$65**
- ▷ Within North America – every hour or portion of an hour..... **\$100**
- ▷ All locations outside North America – every hour or portion of an hour..... **\$200 minimum**

NOTE: Rates will not be charged for family matters heard in Provincial Court

B. CANCELLATION OR ADJOURNMENT FEE

If cancellation, adjournment or request for changing **No charge**
the scheduled time occurs more than 5 business days
before the scheduled videoconference

If cancellation, adjournment or request for changing the scheduled time **50% of the recovery charges**
occurs 5 or less business days before the scheduled
videoconference

NOTE: No cancellation or adjournment fee will be charged because of court's equipment failure or if a judge is not available.

C. BILLING

Billing for the **recovery charges** will be as follows:

- ▷ If actual time used **is less than** total time booked, then billing will be for **total time booked**.
- ▷ If actual time used **exceeds** total time booked, then billing will be for **actual time used**.

Notes:

1. The Courts Network Videoconferencing equipment is not used in competition with the private sector. It is used for court purposes only.
2. Cost recovery charges are for a portion of line and maintenance charges and do not include staff operator time.

FOR COURT USE ONLY: Court of Record will be (please specify):

PART 2 – PARTICIPANTS

Who will be the participants at each site? *(Please specify sites and tick the appropriate boxes)*

Participants	Site A (Court of Record)	Site B	Site C
	Specify _____	Specify _____	Specify only if required _____
Judge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crown Counsel or Counsel for the party initiating the action (Names) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defence Counsel or Counsel for the party responding to the action (Names) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accused (Names) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Party initiating the action (Names) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Party responding to the action (Names) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counsel appearing for other parties (Names of Counsel and names of parties) _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Witness. Please name ALL witnesses to be heard by videoconference _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Interpreter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Participants (Names) _____ _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If a witness is appearing at the remote site, will a bible or other religious book or symbol be required?
(Check applicable box) Yes No

If **yes**, specify for **each witness** which religious book or symbol will be required:

Witness _____	Book or Symbol _____
Witness _____	Book or Symbol _____
Witness _____	Book or Symbol _____
Witness _____	Book or Symbol _____
Witness _____	Book or Symbol _____
Witness _____	Book or Symbol _____

Note: If remote site is a commercial (i.e. non-court) site, counsel must make these arrangements with that site at the time of booking.

If more than one witness is to appear by videoconference, will all the witnesses be at the same site on the same date?
(Check applicable box) Yes No

If no, state the witness' name, the remote site, and the date of the testimony:

Witness _____	Remote Site _____	Date _____
Witness _____	Remote Site _____	Date _____
Witness _____	Remote Site _____	Date _____
Witness _____	Remote Site _____	Date _____
Witness _____	Remote Site _____	Date _____
Witness _____	Remote Site _____	Date _____

PART 3 – INFORMATION ABOUT NON-COURT SITES

If you will use a non-court site, please provide the following information:

Has the site been booked? (Check applicable box) Yes No

If so, through whom has it been booked? _____

Details of site: _____

Contact person: _____

Phone number: _____

Fax number: _____

E-mail address: _____

Counsel will confirm the availability of a fax machine at the private or commercial site. Substantive delays can be expected if the memory capacity of the fax machines at either the remote site or at the Court of Record is full.

Return completed form to: _____
Name of trial coordinator/scheduler

Phone: _____ Fax: _____ e-mail: _____