



Electronic Attendance Request Form Children's Court of Western Australia

Type of Application: MS Teams Audio Link Video Conference CCTV

Details of Person Submitting Request

Name: Agency:

Phone: Email:

Case Details (tick type of matter)

Date: Time:

Protection and Care - Matter Number: and Child(ren)'s Name(s):

Restraining Order – Parties: vs

Criminal – Accused Name:

Person(s) to Appear on the link:

Name:
Relation to Matter¹:

Name:
Relation to Matter:

Details of Proposed Appearance

Email for MS Teams: Phone: ISDN² (if applicable):

Reason Audio / Video Conference / CCTV Required:³

Please send this form via email to avrequests.childrencourt@justice.wa.gov.au. Forms need to be submitted before 2pm the business day before the matter is listed for. Any forms sent after the cut-off time will not be accepted, per the current Practice Direction from the President of the Childrens Court.

Signature: _____ Date: _____

¹ Relation to matter examples: accused, respondent parent, legal representation for party (specify party), DoC caseworker/case manager, DoC Lawyer, child representative etc.

² There may be costs associated with some ISDN requests. By submitting this form, you agree to pay all video-conferencing costs associated with this request, including a non refundable booking and administration fee for cancelled video conferencing bookings. In some cases, this is a Booking Fee and Administration Fee to be paid prior to the video-conference taking place in order for the matter to proceed by video conference, and further acknowledge that ISDN costs and any telecommunications charges as advised by the court must be paid within 21 days of the audio or video-conference having taken place. [Refer to the Evidence (Video and Audio Links Fees and Expenses Regulations 1999) for full details.]

³ This may be left blank if this request is made pursuant to Practice Direction 2 of 2022, or where leave of the Court has already been granted. In any other case, leave of the Court is required and the filing of this application does not guarantee your request to appear electronically will be approved – in which case, you will need to indicate reasons for your request.