



# Video Conferencing / CCTV / Audio Link Request Form

## Children's Court of Western Australia

The filing of this application does not guarantee your matter will be dealt with by video conferencing or CCTV. Leave of the court is required before a matter can be dealt with by video-conferencing.

**Type of Application:** Video Conference  CCTV  Audio Link

### Details of Person Submitting Request

Name: Agency:

Address: Phone:

### Case Details (tick type of matter)

- 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 Matter:

Name:  
Relation to Matter:

Name:  
Relation to Matter:

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

### Details of Audio / Video Conference

Date: Time: ISDN (Video): Phone:

### Reason Audio / Video Conference / CCTV Required:

Please send this form via email to [childrenscourt@justice.wa.gov.au](mailto:childrenscourt@justice.wa.gov.au). Video/Audio forms need to be submitted before 2pm the business day before the matter is listed for. Any forms sent after the cut-off time cannot be guaranteed, per the current Practice Direction from the President of the Childrens Court. Exact times cannot be specified, so please ensure you have your phone with you when you are expecting to be linked in.

See [www.childrenscourt.wa.gov.au/fees](http://www.childrenscourt.wa.gov.au/fees) for the current court fees.

I, the above named applicant, agree to pay all video-conferencing costs associated with this request, including a non refundable booking and administration fee for cancelled video conferencing bookings. I acknowledge that the Booking Fee and Administration Fee must 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.]

Signature: \_\_\_\_\_ Date: