

Virtual Hearings Glossary



May 2020 | The Supreme Court of Victoria

The following terms are given a certain meaning in the context of virtual hearings.

Application	A program or piece of software often referred to as an 'app'.
Bandwidth	The speed of an internet connection, reflected in the amount of data that can be transmitted in a fixed amount of time.
Breakout rooms	Functionality on Zoom that enables the host (the judicial officer or their associate) to allocate participants into other holding rooms (i.e. other than the main hearing or mediation room).
Call	A video or audio connection. Ending a 'call' will stop a live broadcast/videoconference.
Connection	Access to the internet that allows a user to participate in a video or audio conference.
Coverage	A geographical area that is covered by a network or telecommunications provider. Within this area, a person using a device will be able to make phone calls, access the internet and conduct a video conference.
Device	Electronic equipment used for communication purposes (e.g. phone, tablet, computer).
Dial in	Joining a video or audio conference via phone call.
Drop out/dropping out	When a participant unintentionally disconnects from the virtual hearing.
eCourt / electronic court	Courtrooms within the Supreme Court precinct that have been upgraded with contemporary audio and visual hardware to facilitate the use of technology in court proceedings.
Electronic court book / court book / application book	An electronic PDF file, prepared in accordance with the Court's direction, containing copies of documents that parties will rely on during a hearing.
Feedback	A technological issue that occurs when sound loops are created between an audio input (microphone) and an audio output (speaker). 'Feedback' (audio) results in echoing or a loud ringing.
Gallery view	Functionality on Zoom that allows participants to see an overview of all participants in a hearing.
Host	The primary operator of a virtual hearing (usually the associate to a judicial officer).
Host key	For matters heard on Webex, a host key is a password given to participants ahead of a hearing, enabling them to join a video/telephone conference.
Link / URL / hyperlink	An address/location. Clicking a 'Uniform Resource Locator', a 'link', or a 'hyperlink', connects the user to an online meeting/video or audio conference/live broadcast/web page etc.



Live	The real-time broadcast of audio and/or video data (i.e. not recorded) source. Going 'live' will start a broadcast from a court proceeding.
Meeting ID / Password	The access credentials that are necessary to access a meeting on Zoom. These details are displayed in the email invitation sent out to all parties to proceedings.
Meeting number / access code / Conference ID	A number that identifies a meeting on Skype for Business. This number is displayed in the email invitation sent out to all parties to proceedings.
Mute	When a microphone is turned off during a video or audio conference. The microphone will not transmit any audio and the participant will not be heard by other conference participants.
Out-of-court hearings	Where the judicial officer sits in a location other than a physical courtroom (e.g. chambers, at home) with all other participants appearing remotely.
Passive participant	A participant to a hearing who does not interact with the judicial officer. Typically a passive participant is an instructing solicitor (who is not appearing and making oral submissions on behalf of a party); a witness (who is not in the process of giving evidence); or a member of the public observing the proceeding.
Recording (s)	Capture of proceedings in sound, visual or text format for transcript purposes. Note that it is prohibited to <u>privately record court proceedings</u> .
Smartphone	Smartphones (i.e. iPhone or other) are a category of multi-purpose mobile phones that can access an internet connection, run applications etc.
Speaker view	Functionality on Zoom that allows participants to automatically focus on the participant who is currently speaking in the main view.
Teleconference	A conference between two or more participants via an application or device that transmits audio data.
Videoconference	A conference between two or more participants via an application that transmits audio and video data.
Virtual hearing	A virtual hearing is a court hearing conducted by audio-visual means, where cases are progressed without the need for participants to attend the Court in person.
Webex	A communications service (video and/or audio) that enables digital meetings via an email invitation or a telephone dial in, using the Webex website or the Webex application.
Zoom	A communications service (video and/or audio only) that enables digital meetings via an email invitation, a telephone dial in, using the Zoom website or application.