

Criminal Division WebEx Form



Participants' responsibilities

1. All participants must have tested and confirmed their technical capacity to participate in a virtual hearing via WebEx prior to completing this form. This includes ensuring that participants have access to appropriate equipment and software, a sufficient and stable internet connection, and all devices and software are appropriately configured. Parties are also responsible for testing and confirming the technical capabilities of their witnesses and any other participants they are seeking to have connected to the hearing via WebEx.
2. Prior to a WebEx hearing, all participants should consult the Court's [WebEx User Guide for Practitioners](#), published on the Court's website.
3. The Court cannot assist participants with issues regarding their internet connectivity or the specifications of the device they are using to participate in a WebEx hearing. The Court can, however, upon request, arrange a test WebEx connection for a party on a day prior to the scheduled hearing.
4. If a test is to be conducted prior to the hearing, it is **crucial that the same settings, hardware and internet connection are used** during the test as those that will be used during the hearing. All participants must conduct the test from **the same physical location** they will be appearing from for the hearing itself.

Participant details

Instructing solicitors must complete this form for each participant including instructing solicitors, counsel, witnesses, observers, etc.

Case name:	
Date and time of hearing:	
Form completed on behalf of:	<i>E.g. Prosecution, accused, applicant etc</i>
Additional Considerations (for the accused):	<input type="checkbox"/> Interpreter Booked <i>Please provide details in the table below</i>

Participant name:	
Role:	<i>E.g. instructing solicitor, counsel, witness, family member etc</i>
Email address:	
Contact number:	<i>The participant must be contactable on this number on the day of the hearing</i>
Has the participant used WebEx before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Considerations:	<input type="checkbox"/> Interpreter Booked <input type="checkbox"/> Overseas/Interstate/Regional Participant

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