

Pexip Videoconference Instructions

Supreme Court Applications for Week Commencing 28 September 2020

System Requirements

Pexip is free to use and does not require any specialist software. You will need a computer with a webcam and microphone, stable internet connection and up to date Google Chrome.

General Instructions to Connect via Google Chrome

1. Open Google Chrome and navigate to <https://my.cvjoin.com.au/meet/>.
2. Enter the **8-digit conference code** when prompted (see below for conference code details).
3. Click the **join through browser** button.
4. Enter your display name using the following naming convention:

Matter number + initials and surname (role in proceeding)

For example:

123/20 A B Jones (Counsel for the Respondent)

123/20 J Bloggs (Solicitor for Applicant)

5. Click the **join now** button.
6. You will now be connected to the videoconference.

Alternate Instructions to Connect via Telephone

If you are unable to connect to the videoconference following the above instructions, you may dial into the conference using a standard telephone, although this is not preferred.

1. Dial **(02) 8310 4080**.
2. When prompted, dial the **8-digit conference code**, followed by the hash (#) key.
3. You will now be connected to the conference.

Conference Code Details

Applications before Flanagan J

Conference Code for Pexip: 99347637

Applications before Burns J

Conference Code for Pexip: 33227941

Contact

If you encounter any issues, please contact the Associate of the Judge who is allocated to hear your matter as soon as possible.

- Associate Flanagan J – associate.flanaganJ@courts.qld.gov.au or (07) 3738 7673
- Associate Burns J – associate.burnsJ@courts.qld.gov.au or (07) 3738 7605