# Request for a video link to a courtroom from a location external to Queensland Courts

NB It is the responsibility of the party completing this form to obtain the approval of the court for evidence to be given via video link.

This form should be submitted three business days before the appointed date for giving evidence to enable a test to be performed.

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| **Matter details:** |
| Matter number and court: |  |
| Party names: |  |
| **Who is seeking the external connection?** |
| Name (including agency e.g. DPP): |  |
| Contact details (i.e. email and phone): |  |
| **Witnesses details:** |
| How many: |  |
| Name/s**:** |  |
| **Where and when will witness be giving evidence?**  |
| Location (e.g. NSW Police Station): |  |
| Date and time: |  |
| **Contact details of a person at the witness’ location (for testing purposes)?** |
| Contact name: |  |
| Contact number: |  |
| **Please provide the details of the dial-in methods (e.g. ISDN number, IP/SIP) that can be used at this location (e.g. 02 9422 2333, 10.42.24.131,** **room1@blakestonelawyers.com****):** |
| ISDN: |  |
| SIP: |  |
| IP: |  |
| **What is the make and model of this Videoconferencing system (if possible)?** |
| Make: |  |
| Model: |  |
| Can this videoconferencing system be set to auto-answer? |  |

## Submitting the form

Where evidence is to be given to the Brisbane Supreme and District Courts (QEII Courts of Law) submit this form to the Listing Manager at:

* SCCrime@justice.qld.gov.au for Supreme Court Criminal matters
* DCCrime@justice.qld.gov.au for District Court Criminal matters
* ApnManager@justice.qld.gov.au for Supreme Court Civil matters
* dc-civillistmanager@justice.qld.gov.au for District Court Civil matters.

Where evidence is to be given to another Queensland Court location, submit this form to the appropriate registry (refer to <http://www.courts.qld.gov.au/contacts> for the contact details of all Queensland Courts).