



## SUPREME COURT OF WESTERN AUSTRALIA

Level 11, David Malcolm Justice Centre

28 Barrack St

Perth 6000 WA

Phone: 08 9421 5333

Fax: 08 9421 5353

Email: CTOSC@justice.wa.gov.au

### **Courtroom Technology Booking Request**

#### **Please note:**

- Requests to appear by audio-link (teleconference) should be directed to the Associate of the Judge hearing the matter for approval either via letter or email
- If you wish to request a video-link please instead complete the video-link booking request

Please complete the following details and then fax or forward this form to the Supreme Court.

Name of Party Requesting Facility	
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#### **Contact Details**

Name	
Telephone No.	
Fax No.	
Email	

#### **Details of Court Order and/or Matter Details**

Name of Judicial Officer	
Date of Order (if any)	

Date Required		Time	
Expected Duration			

#### **Matter Details**

Jurisdiction eg Supreme Court of WA	
Matter No. eg CIV 1234 of 2016 INS 123 of 2016	
Title	

Please refer to following page for additional information required

**Services Required**

- CCTV (eg Remote Witness Room)
- DVD
- Facilities to connect a laptop computer to court audio visual system (Please see below in important notes)
- Document Camera
- Electronic Whiteboard
- CD (standard, not data CD's)
- VHS Player
- eTrial
- Other (please specify):

**Important Notes**

- Counsel must provide their own laptop
- The court provides connections/cables for VGA in all courts, and HDMI in some. If your laptop does not support either you will have to provide the appropriate adapter
- If sufficient time is not provided before the date required the services requested may not be available, and your request will be rejected

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**COURT USE ONLY**

**Date Received:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Technology Officer advised:** \_\_\_\_\_ **Date advised:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Associate advised:** \_\_\_\_\_ **Date advised:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

