



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 CDs)
- 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

COURT USE ONLY

Date Received: ____ / ____ / ____

Technology Officer advised: _____ **Date advised:** ____ / ____ / ____

Associate advised: _____ **Date advised:** ____ / ____ / ____