



SUMMARY OF GUIDELINES FOR A WITNESS GIVING EVIDENCE BY AUDIO-VISUAL LINK INCLUDING IN VIRTUAL HEARINGS

The Court has granted an application for your evidence to be given by Audio Visual Link (AVL). This is a summary of the Court's AVL guideline to assist your participation in the hearing.

If the hearing is by virtual meeting room (VMR)¹ or by Microsoft Teams (Teams)², the Registrar will provide technical requirements and instructions that you must follow. The Registrar will also organise a test with you in advance of a hearing.

Please remember that while you will not be in the courtroom you are still appearing in Court. That means you must comply with all of the orders given by the Judge and the usual standards of behaviour and courtesy apply.

What you must have

- If your evidence is to be given by reading from a brief of evidence prepared by you, you must have the latest version of that evidence with you.
- You must have copies of all documents you will refer to in your evidence.
- If VMR or Teams is used, you will need to have a laptop or PC with camera and microphone and with a strong internet connection.

The party calling you to give evidence is responsible for making sure you have your evidence and any documents to be referred to.

Punctual attendance

Your evidence is to be heard at a time scheduled by the Court. To avoid unnecessary delays you must be present at the AVL site 10 minutes before the scheduled time.

¹ Being a web-based video-conferencing system supported by the Ministry of Justice and Spark.

² Being a meeting solution that uses an internet browser or the Teams app.

What you must do

- During the presentation of your evidence, speak slowly and clearly because the audio part of the transmission is being recorded (the Court will not record visual images);
- Reduce the body movements as much as possible; and
- Mute your microphone when you are not speaking.

What you must not do

- You must not use any device such as a smart phone, tablet, iPad, or laptop while giving evidence, apart from the device being used to access VMR or Teams. If you need to have any other devices with you for use before or after giving evidence they must be switched off.
- You must not mark any document supplied to you for the purpose of giving evidence unless directed to do so by the Judge.
- You must not record the proceeding.
- You must not eat food or drink, except water, during the AVL.

Other information

It is possible the Court will give special instructions about your evidence. You should expect to receive information from the party calling you as a witness about any special instructions that apply. Please ensure you are familiar with them.

If you have any special need the Court should be aware of, such as a hearing impairment, please draw it to the attention of Court staff before your evidence is given.

Technical problems

If there is a technical problem during the presentation of your evidence, for example if you cannot hear, or see, the Judge or other parties, you must attempt to draw that problem to the attention of the Court immediately.

Departure

You are free to leave once your evidence is completed and the Judge directs that the remote connection is to be disconnected.