Guide to Audio Visual Links (AVL) for District Court

Readiness Hearings and Country Call-Overs

The Chief Judge will be commencing the use of Audio Visual Links (AVL) to enable legal practitioners to appear in District Court Readiness Hearings and Call-Overs. The use of AVL will replace the current telephone conference calls used for these court sittings.

The following summarises the information and procedures required to commence use of AVL for Readiness Hearings and Call-overs, providing for legal profession to connect to an AVL courtroom by video or phone. Parties may also attend in person.

The court will be sitting in AVL Courtroom 8A located on Level 8 of John Maddison Tower.

Information and procedures

Prior to court – AVL facilities for the legal profession

Legal practitioners have the following options for connecting to the courtroom via AVL:

Public legal practitioners

Legal Aid practitioners have access to AVL facilities provided at their offices.

Office of Director of Public Prosecutions (ODPP) practitioners have access to AVL facilities provided at their offices.

Private legal practitioners

If private legal practitioners have access to hard coded internet video conferencing (AVL) facilities, they may connect to the courtroom using the AVL Internet address provided by the Court.

If private legal practitioners do not have access to hard coded internet video conferencing (AVL) facilities in their offices or chambers, the Court will provide a software link (*Jabber Guest*). The software may be used from a tablet or desktop PC, with a camera. The Court will also provide details on the technical set up and use of the *Jabber Guest* software.

If private legal practitioners do not have access to PCs or tablets to use a software link, the court will allow for telephone connection.

The formal notice of hearing, issued by the Chief Judge's Chambers approximately 6 weeks prior, will contain information on how to connect to the readiness hearing.

On the day of court – AVL connection procedures

A Virtual Meeting Room (VMR) number has been set up to enable AVL connection between the court and legal practitioners. A VMR is used to enable multiple practitioners to connect to the courtroom at any one time.

Legal practitioners are requested to connect to the courtroom VMR at 8.50am to confirm appearances and to ensure that all practitioners are ready for court to commence. Court will commence at 9.00am.

After appearances have been confirmed, legal practitioners will be asked to mute the audio, at their end of the AVL, until their matter is called.

Connection to the VMR will be via one of the following methods:

- Connect to VMR from external AVL facilities (Legal Aid, ODPP and external private AVL facilities) - by dialling 90849@justice.nsw.gov.au
- Connect to VMR from *Jabber Guest* - by clicking on emailed link provided
- Connect to VMR from internal Department of Justice AVL facilities - by dialling 90849
- Connect to VMR (audio only) from external telephone - by dialling 8759 0849

Further details on procedures to obtain AVL Software (*Jabber Guest*) for private legal practitioners

When parties receive formal notice of the Telephone Readiness Hearing, private practitioners will also receive the *Jabber Guest* link, along with instructions on how to download and test the link and how to connect on the court day.

Contact Carina Lam at carina.lam@courts.nsw.gov.au if you have not received your *Jabber Guest* link, and require a link and instructions to be forwarded to you.

If you have any technical issues, for example testing or connecting with *Jabber Guest*, contact the Department of Justice Multi-media Support on 02 8759 1010.