Dear Legal Practitioner,

Private Legal Practitioners Requiring Jabber Guest Access to Readiness Hearings and Country Call-overs

A *Jabber Guest* link has been created to enable your AVL access to the Court Room.

Please note that the below links are provided for use by private legal practitioners to access District Court Readiness Hearings. Links may not be provided to other practitioners, or parties, and may not be used for any other purpose.

Installing *Jabber Guest* and testing on your device

Depending on what type of device you are using, please refer to one of the attached documents.

Click on the below test link to install Cisco *Jabber Guest* on your device:

- *Jabber Guest* Automated Test Link https://avlguest.justice.nsw.gov.au/call/test.link

The software is pre-configured, so it will automatically log you in once it has been installed.

If the automated test link video does not display correctly, a second test link is provided so that you can make a test call to the Department's Multi-media Support Helpdesk. The Multi-media link is staffed during business hours (between 8am and 5pm AEST).

- *Jabber Guest* Link to Multi-media https://avlguest.justice.nsw.gov.au/call/multimedia

Connecting to the Court Room on the Court Day

Please use the following link on the court day. This link will connect you to the District Court Virtual Meeting Room (VMR) for Readiness Hearings.

- *Jabber Guest* Link to VMR https://avlguest.justice.nsw.gov.au/call/chief.judge.vmr

Please ensure that you connect at 8.50am. After connection, you will be asked to place your end of the call on audio mute, until your case is called. Court will commence at 9am.

Further Information - Virtual Meeting Room (VMR) Connections to Readiness Hearings

- Connect to VMR from external AVL facilities 90849@justice.nsw.gov.au
- Connect to VMR from Internal Department of Justice AVL facilities: 90849
- Connect to VMR (audio only) from Telephone: 02 8759 0849

For technical support please call Department of Justice Multi-media Helpdesk on 8759 1010.

Yours faithfully,

The Honourable Justice D Price AM
Chief Judge