

Courtroom Meeting Space

Instructions to appear

In order to ensure health and safety of the public while maintaining the provision of justice, a new process has been implemented allowing authorised court users to appear in court by way of video conference to mention their matters. This allows any legal practitioner to appear in court from any location using their own device if approved by the court.

Appearing in Court using Webex or Jabber

Attached to this factsheet is a quick reference guide to appearing in court using the three available connection methods. Currently the preferred method among the three methods is the use of Jabber or Webex Teams.

Please connect at the time the court has scheduled and ensure that you disconnect after your matter has been mentioned.

To ensure accurate audio recording for transcription purposes please mute your audio when appearing until such time as your matter is mentioned.

Your client or witnesses appearing by video

The above connection details are for the purpose of you as a professional to connect to a court meeting space. It is not authorised to further circulate the connection details to individuals without the permission of the Court.

If your client is required to appear by video, please seek guidance from the Court requiring the appropriate method to connect.

Courtroom etiquette while appearing by video

Be aware that by appearing in a court video conference you are attending court. Please be mindful of the location you are connecting from and the people around you.

During your video appearance your camera will be active and visible within the courtroom and to other video attendees. Please ensure appropriate dress standards for attending court and be mindful of your behaviour while you are connected.

Where possible, please avoid the use of external speakers as this will create an echo in the court

room and reduce audio quality. Headphones are preferred.

Testing your connection

Connection testing for either Webex Teams or Jabber can be done by connecting to the following number at any time.

[91500@justice.nsw.gov.au](tel:91500@justice.nsw.gov.au)

This test number will disconnect you after 60 seconds to allow other users to test their connections.

Maintaining good connection quality

Video Conferencing can sometimes utilise varying amounts of internet bandwidth depending on the number of attendees. To ensure you appear in court with good audio and visual quality please consider the following steps.

- Connect by using Jabber or Webex.
- Avoid connecting using cellular data.
- Connect using a device that is accessing high speed internet using Wi-Fi or a fixed line internet connection.
- Engage a third party video conferencing provider to utilise their dedicated equipment.
- If connecting from a phone or tablet, place your device in a holder or on a surface to avoid the camera moving around.

Appearing by Weblink

Please note the weblink is a secondary option for connecting into court. Please note that the use of this Weblink may interfere with call quality. Attached to these instructions is a quick reference guide to appearing using the above weblink.

To request to appear by AVL

Please email your local court registry

Include in the subject line “Courtroom Meeting Space” along with the name of the matter and date of appearance.

Courtroom Meeting Space

Quick reference guide for dialling into Courtrooms using Webex Teams

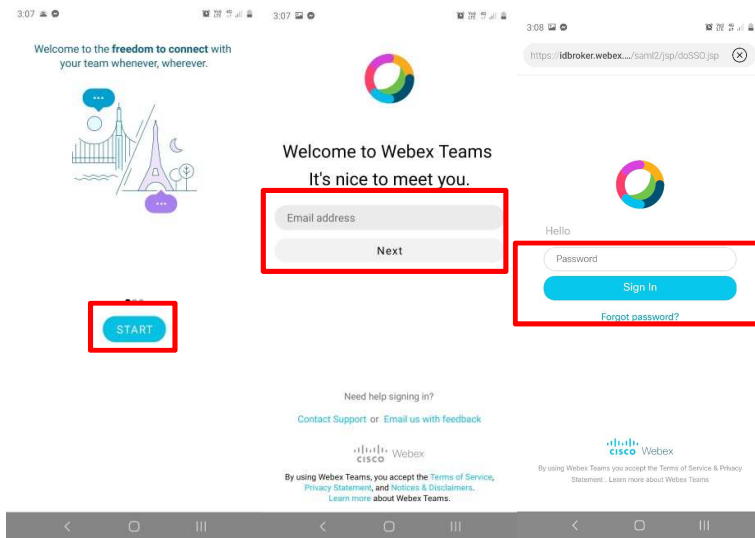


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Step Action – Conducting an appointment using Webex Teams

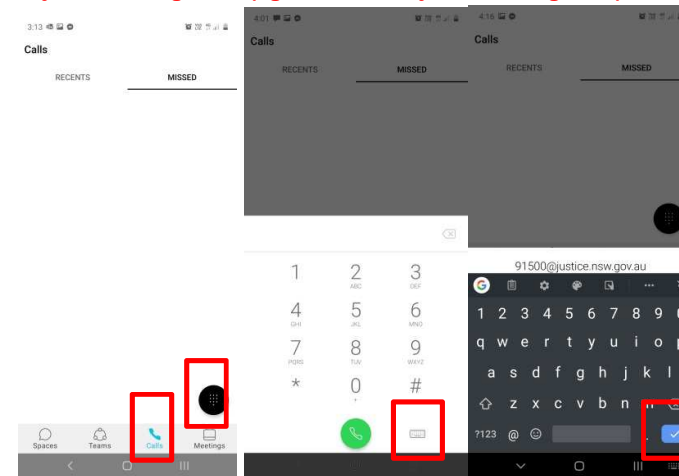
- 1 Download and install Webex from <http://www.webex.com/downloads> or by Downloading Cisco Webex Teams from either Apple or Google Store. Follow all prompts to install.
The Webex site should detect the operating system you are using and provide an appropriate download link.
- 2 Open Webex Teams and follow the prompts as required to create your Webex Teams account. Your Webex Teams account is not linked to your JUST Connect account. Cisco (Webex Teams) recommends the use of Gmail accounts as preferred accounts. Some private domains and other email accounts may not work with Webex Teams.

- 3 Click the start button displayed, then enter the login details of your Webex account as requested.



Step Action – Conducting an appointment using Webex Teams

- 4 To make a call, select calls then select the *dial pad* and *onscreen keyboard* button. The onscreen keyboard will allow you to enter any dial-in suffix's eg. @justice.nsw.gov.au
Court Room Meeting Spaces contain an address with 8 digits followed by @justice.nsw.gov.au (eg. 10091500@justice.nsw.gov.au)



Courtroom Meeting Space

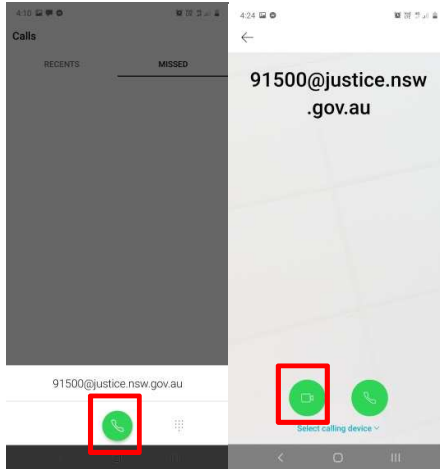
Quick reference guide for dialling into Courtrooms using Webex Teams



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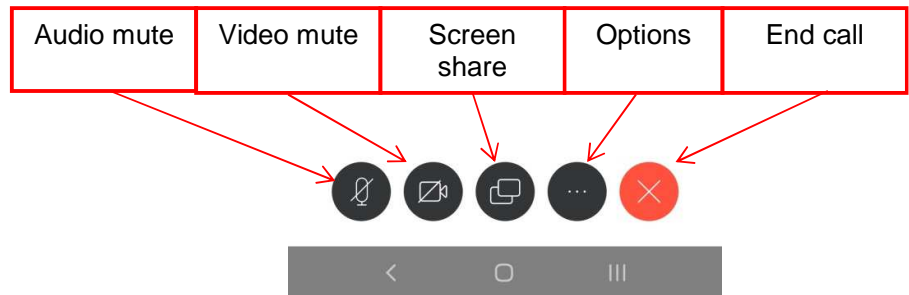
Step Action – Conducting an appointment using Webex Teams

5 Click the green **call** button then the video button to commence your call.



Step Action – Conducting an appointment using Webex Teams

6 You will now be placed in the call. Below you will find the



Courtroom Meeting Space

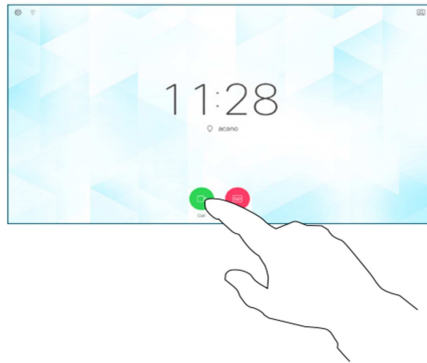
Quick reference guide for dialling into Courtrooms using a Cisco Equipment (DX80)



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Step Action – Dialling into Court Meeting Space using a DX80

- 1 Tap the green **Call** button
(If the screen is off, tap the screen to wake up the device)



- 2 Tap the **Search** or **Dial** field. This will bring up the onscreen keyboard

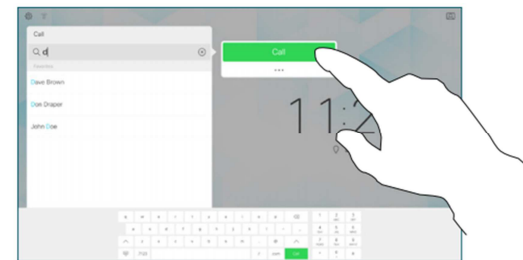


Step Action – Dialling into Court Meeting Space using a DX80

- 3 Key in the number provided for the call. For court this number will consist of eight (8) digits (eg. 10091500)



- 4 After you have entered the number, tap the green **Call** button to place the call. After you have concluded your conference, click the red **disconnect** button to end the call.



Courtroom Meeting Space

Quick reference guide for dialling into Courtrooms via Weblink

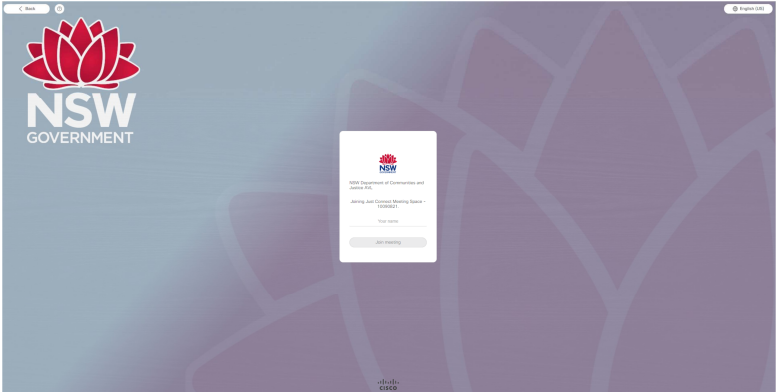


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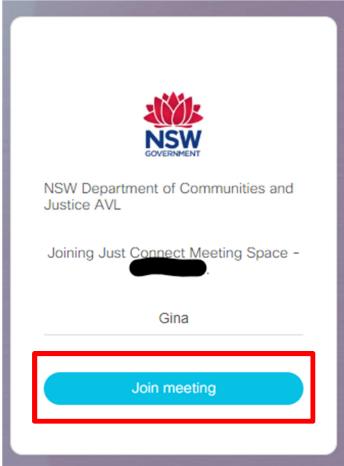
Step **Action – Dialling into the SWTC meeting space using a Weblink**

1 Click the link provided to you in the email sent to you confirming your appearance.

2 Your default browser will automatically open and take you to the Sydney West Trial Court meeting space.



3 Enter your name on the in the space provided and click **Join meeting**.

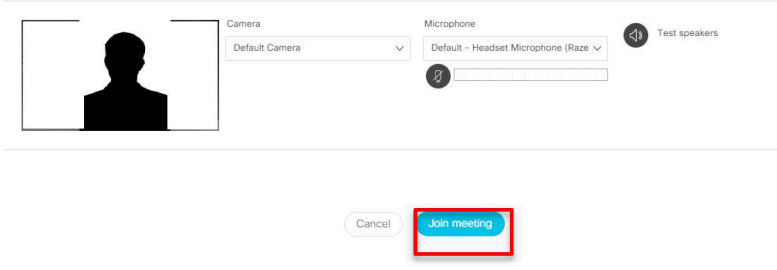


Step **Action – Dialling into the SWTC meeting space using a Weblink**

4 To enable audio and video, click **Allow** on the displayed popups.



5 Ensure the test audio and video is functioning, then click **Join meeting**.



6 Please ensure that you **mute** your call until your matter is mentioned. Click the **Disconnect** button to end the call.

Mute Dial Pad Disconnect

