



FEDERAL COURT OF AUSTRALIA REQUEST FOR VIDEOCONFERENCE

CONFERENCE DETAILS				
Conference Date:		Day of Week:		
NAME OF SITES REQUIRED eg – Sydney, Melbourne				
<i>(Originating site)</i> <small>(Where Judge/Registrar is located)</small>	<i>2nd Site</i> <small>(Receiving site)</small>	<i>3rd Site</i> <small>(Receiving site)</small>	<i>4th Site</i> <small>(Receiving site)</small>	
Room:	Room:	Room:	Room:	
NON-FEDERAL COURT SITE DETAILS (Australian & Overseas)				
Site Name:	Country Code & ISDN #s:	Operator's name and ph number at VCF site:	Fax number at or near VCF site:	
LOCAL TIMES eg – 9.00am to 10.00am				
<i>(Originating site)</i> <i>to</i>	<i>2nd Site</i> <i>to</i>	<i>3rd Site</i> <i>to</i>	<i>4th Site</i> <i>to</i>	
SPECIAL REQUIREMENTS	Additional Telephone Link <input type="checkbox"/> Phone Numbers:		Doc. Camera <input type="checkbox"/> Other (Please specify) <input type="checkbox"/>	
NAMES OF PARTICIPANTS eg – Justice X, Parties (eg: App / Res), or NAME of witness etc				
<i>Originating site</i>	<i>2nd Site</i>	<i>3rd Site</i>	<i>4th Site</i>	
REASON FOR CONFERENCE				
Matter Name:				
File No.				
Directions <input type="checkbox"/>	Hearing <input type="checkbox"/>	Motion <input type="checkbox"/>	Judgment <input type="checkbox"/>	OTHER (Specify) <input type="checkbox"/>
CUSTOMER DETAILS:				
Organisation:				
Contact Person:				
Phone:	Fax:	E-mail:		
Address for Invoice:				
I have read and acknowledge the Parties responsibilities and conditions and agree to pay the videoconference charges.				
Authorising Signature: _____ Date: _____				
CHARGES: FEDERAL COURT USE ONLY				
Parties to incur costs <input type="checkbox"/>	Applicant <input type="checkbox"/>	Respondent <input type="checkbox"/>	Parties to share costs <input type="checkbox"/>	
Court to incur costs <input type="checkbox"/>	Fees Waived <input type="checkbox"/>	Fees Reduced <input type="checkbox"/>	Native Title <input type="checkbox"/>	
Authorised by:				
CALCULATION OF FEES (Court officer to complete)				
Time Hearing started	Time Hearing ended	No. of ¼ Hours	Transmission Speed	