

QUEEN'S BENCH/PROVINCIAL COURT Video Conference Request Form

Note: This form must be given to the Local Registrar/Court Manager at least 10 business days prior to the proposed video conference date. It is counsel's responsibility to obtain approval from the presiding judge for the videoconferencing appearance prior to submitting this form to the Local Registrar/Court Manager.

Requestor is responsible for booking sites outside of those managed by Court Services, as well as notifying witnesses and other parties.

GENERAL INFORMATION

Name of Requestor _____
Request Submission Date _____
Phone # _____ Fax # _____
Email Address _____
Address _____ Postal Code _____

COURT INFORMATION

Court Location _____
Case name: Q v. _____
Information numbers/Q.B. file no: _____

VIDEO REQUEST INFORMATION

Requested Date of Video Conference _____
Start Time _____ (CST) End Time _____ (CST)
Name of Witness/Accused to appear _____
Name of Witness/Accused to appear _____
Name of Witness/Accused to appear _____
*If video appearance is by a child or vulnerable witness it is your responsibility to notify Victims Services

VIDEO REQUEST SITE INFORMATION

FROM:
Video Conference Location _____
Technical Contact _____
Phone # _____ Email _____
Location ISDN # _____
(note: ISDN # is **required** for sites outside Saskatchewan Courts)

TO:
Sask. Courts Location _____
Court Room # _____