

Saskatchewan Courts Video Conferencing Request Form

To be completed by court or legal staff making the request:

Request Submission Date: _____

Request made by: _____

Phone number: _____ Email: _____

Video appearance from: _____

Video appearance to: _____

Sask. Court location (Court and courtroom): _____

Sask Court contact (LR / Clerk): _____

Case name and number(s): _____

Date of appearance: _____

Expected start time of appearance: _____

Expected length of appearance: _____

Reason for appearance:

- ☐ Police witness _____
- ☐ Expert witness _____
- ☐ Witness _____
- ☐ Victim / Victim family _____
- ☐ Crown counsel _____
- ☐ Plaintiff / Applicant counsel _____
- ☐ Defense / Respondent counsel _____
- ☐ Plaintiff / Applicant _____
- ☐ Defendant / Respondent _____
- ☐ Judge/Justice _____

Has the judge approved this remote appearance? _____

Do you need to have the Court Technology Unit arrange a test call prior to the actual appearance?

To be completed by person(s) appearing remotely:

Your name (s): _____

Phone: _____

Email: _____

Technical support name (if any): _____

Tech support phone: _____

Tech support email: _____

Number of people appearing: _____

Remote location you will be appearing from: _____

Is this a home or business location? _____

If using a video conferencing endpoint:

ISDN information: _____

SIP information: _____

If using Webex:

Assigned Webex Virtual Room (if known): _____

Device you will be using to connect:

- ☐ Laptop computer _____
- ☐ Desktop computer _____
- ☐ Tablet _____
- ☐ Smart phone _____

Does your device have a camera? _____

Do you have a headset for this device (if you are the only person appearing)? _____

Do you have speakers on or for this device (if not able to use a headset)? _____

Do you have a microphone on or for this device (if not able to use a headset)? _____

What type of internet connection will you be using for this appearance?

- ☐ Wired network _____
- ☐ Wifi wireless network _____
- ☐ Cellular wireless network _____

Have you used Webex before? _____

Do you need to have a test call prior to your appearance? _____

Webex requirements:

(Note: the Court Technology Unit will follow up with you to arrange a suitable time for a test call of about 5 minutes)

Have you downloaded the Webex Meetings client? _____

(Note: this is available for computers at <https://www.webex.com/downloads.html>, or at the Apple App Store <https://apps.apple.com/ca/app/cisco-webex-meetings/id298844386>, or at the Google Play Store https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en_CA)

Test your technology and join a test meeting:

<https://www.webex.com/test-meeting.html>

If you have any issues testing your technology at the meeting link above, please run the Cisco Webex Network test at <https://mediatest.ciscospark.com/#/main?> _____

(Note: to run this test, use the same device and network connection you will use when appearing before the court.)

Copy Results to Clipboard link on the test results, and paste the results below:

Results of Cisco Webex Network test:

Please return this questionnaire to: saskcourts.videoconferencing@gov.sk.ca