

Courtroom Meeting Space

Factsheet – Children’s Court



In order to ensure the health and safety of our community while maintaining the provision of justice, a new process is being implemented allowing authorised court users to appear in court by way of video conference. This will allow authorised court users to mention their matters from any location using their own device.

Children’s Court proceedings are closed to the general public and therefore additional considerations need to apply when using the technology in this jurisdiction.

Who can use the Courtroom meeting space technology in Children’s Court proceedings?

At this stage only prosecutors and legal practitioners can apply to use this method of appearing in Children’s Court proceedings.

Parties or other participants should contact the relevant court registry to discuss alternative means of participating other than by attending court in person.

Requesting to appear by AVL

Prosecutors and legal practitioners who regularly appear in the Children’s Court will need to apply to use video conference options no later than three (3) business days before their next court date.

Requests to appear should be directed to each court registry by email. This will ensure that advice can be provided on how to connect in relation to particular lists.

Legal practitioners who do not regularly appear in the Children’s Court will need to apply to appear by video conference no later than three (3) business days before their case is listed unless the case has been listed on an urgent basis.

To ensure your request is promptly considered please include “Courtroom meeting space” followed by the name of the matter and date of listing in the subject line of the email.

How to Connect

Instructions to appear by video conference are provided to court users when their request has been approved and processed by registry staff.

Court users may dial in using a weblink provided to them once their request has been approved and scheduled.

Under no circumstances is the weblink or any other details about how to appear through this method to be provided to any other person.

Weblinks can be used from any device with unrestricted internet connection and can be used on any connected smartphone, tablet, ipad, laptop or computer that has a web browser with phone and video capability.

Detailed instructions on how to connect using your browser can be found attached.

Testing your Connection

Legal Practitioners are required to test their connection at least once prior to their appearance the first time they request to appear.

Supervised connection testing may be conducted with the arrangement of the court.

After you have successfully completed a test connection, you will not be required to complete a test unless you, or the Court, request a test.

Appearing in Court

To appear in the Children's Court via video conference you must be in a confidential space. This means that no one else can hear or see you or anyone else that may be appearing before the Court. The use of headphones is encouraged.

Notwithstanding this, you can appear from the same room with your client or another legal practitioner that is involved in the particular case provided that social distancing rules can be adhered to.

Once you enter the Courtroom meeting space through the weblink you are effectively in the gallery of the court room and in view of the judicial officer.

Please ensure that your microphone is on mute until your matter is called. When announcing your appearance please ensure that you indicate if your client or any other legal practitioner is with you.

The process for determining the order of cases will be determined by the relevant judicial officer. You may be given a marking on or before the day of court and you must be ready to appear at this time.

Please ensure that you disconnect the weblink following your appearance.

Documents relevant to the appearance

Any document relevant to the appearance is to be provided to the court registry by hand, post or email no later than 2pm the day before the date of court (except for first appearance bail proceedings or with the approval of the Court or Registrar).

Documents relating to care proceedings will be placed on the court file. Annexures to affidavits filed by email will not be printed by the registry.

Documents relating to criminal proceedings will be retained by the court officer and will be handed to the judicial officer as directed by the parties when the matter is mentioned.

The responsibility to serve documents on other parties remains with the party seeking to rely on the document.

A note regarding your appearance

Please note that the usual professional standards apply to appearing in court by a means other than personal appearance. A failure to abide by the

conditions of use will likely result in termination of the authority to use the alternate method of appearance and may result in a referral to the relevant professional oversight body.

It is presumed that practitioners are familiar with the statutory non-publication provisions that apply in both the criminal jurisdiction and the care and protection jurisdiction of the Children's Court.

To request to appear by videolink

Please email the relevant Children's Court registry.

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