

Video Conference Request

Superior Court of Justice
Pilot Project

IMPORTANT: This form is only for use by court locations participating in the pilot project: Toronto, Newmarket, Durham, Belleville, Ottawa, Timmins, Sudbury & Cochrane. Judicial approval is required for any video appearance. Further instructions are on the back of this form. Further information regarding the pilot is available on the Superior Court of Justice website at <http://www.ontariocourts.ca/scj/practice/>

Court File No. _____

Location of court file [select from drop down menu or enter one of the options below]: _____
[Toronto, Newmarket, Durham, Belleville, Ottawa, Timmins, Sudbury, Cochrane]

Between:

- and -

A. Request Details

If you are the party requesting the video conference, complete sections A, B, C and D. You also must send copies of the completed form to the court and other parties **at least ten days before** the video conference event.

This request is made by: _____ on behalf of: _____

Requestor email: _____ Phone no.: _____ Fax no.: _____

Tentative date for video conference (provided by trial coordinator):

Date: _____ Start time: _____ Time required: _____

Type of event [select from drop down menu or enter one of the options below]: _____
[Family Case Conference / Family Settlement Conference / Family Trial Management Conference / Civil Pre-trial].

Remote site*: _____
[select from drop down menu or enter one of these options: Toronto, Newmarket, Durham, Belleville, Ottawa, Timmins, Sudbury, Cochrane]

*The remote site is the other courthouse location from which participants will be joining the event by video conference.

B. Reason for the Request

Please set out the reason why you want to have the event done by video conference. While a long description may not be necessary, be as specific as possible. For example, if the request is based on the time or costs of travelling to court, please set out those travel times and/or costs. Check here if further information is attached to this form.

C. Participant Details

Provide the names and position of everyone participating in video conference at each of the locations, e.g. Francis White, counsel. Check here if further information is attached to this form.

Main Site (i.e. where the court file is located)

Name	Position (i.e. counsel or party)	Name	Position (i.e. counsel or party)
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Remote Site (i.e. the other courthouse location from which participants will be joining the event by video conference)

Provide contact information so that the person(s) at the remote site can be contacted if there is a problem on the day of the video conference.

Name	Position	Contact phone no.
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D. Parties' Consent or Objection

Consent of all parties received: Yes No

Notes: Before filing a copy of this form with the court, the party requesting a video conference must first canvass all other parties to confirm whether they consent to the matter being heard by video conference and whether they are available on the proposed date.

List the name(s) of any party(s) objecting to the hearing proceeding by video conference. The objecting party(s) may complete and submit an Objection to Video Conference form (<http://www.ontariocourts.ca/scj/practice/video-conferencing/>) within four days of receiving this Request.

Check here if further information is attached to this form.

Name(s) of Objecting Party(s)

Video Conference Request

E. Judicial Direction

Judge's/Master's approval provided: Yes No Date: _____ Name of Judge/Master: _____

Judge's/Master's comments [including any terms or conditions regarding the conduct of the video event]:

F. Confirmation of Video Conference (to be completed by trial coordinator's office)

Confirmed date/time of video conference: _____

Parties notified of confirmed date on: _____ Notified by: _____

Remote site notified of confirmed date on: _____ Notified by: _____

NOTE: Unless otherwise directed by the presiding judge/master, the video conference will start from the main site.

G. Post-event Details (to be completed by trial coordinator and/or court staff, as appropriate)

Did the video event proceed as scheduled? Yes No

If no, why not [select from drop down menu or enter an option from below]: _____

[Event adjourned by parties / Video conference cancelled by parties / Room/equipment unavailable / Technical Difficulties / Other (please specify)]

Name of party who cancelled event: _____ Date: _____ Time: _____

If event took place, actual length of event: _____ Tech trouble ticket no. [if any]: _____

Describe hookup/quality problems [if any]: _____

Any additional comments by the judge/master or court staff present for the event:

Diarized FRANKED Court File Distributed Stats Form sent to Pilot Project contact

Other Form Instructions

- The requesting party is required to canvass available dates/times with all other counsel (and parties, if unrepresented) and whether or not the party is consenting to the video conferencing request before contacting the trial coordinator's office or submitting this form.
- The requesting party should then contact the trial coordinator's office at the courthouse where the court file is located (also called the "main site") to identify a potential date for the video conference.
- Once a potential date has been identified, the requesting party should complete the request form. The requesting party can set out the reason why video conferencing is requested in section B of the form, or can choose to attach a letter or other document providing more details about the basis for their video conferencing request.
- The requesting party must then send a copy of the form (and any supporting documentation) to all other counsel/parties in the case and deliver this form (and any supporting documentation) to the main site, either in person or by emailing a copy to the appropriate email address:
Toronto: TorontoSCJ.TC.OfficeFamily@ontario.ca (family cases) Newmarket SCJ: Newmarket.SCJ.TC@ontario.ca
or TorontoSCJ.TC.OfficeCivil@ontario.ca (civil cases) Belleville: BellevilleSCJ.TC.Office@ontario.ca
Durham / Oshawa: Oshawa.SCJ.TC@ontario.ca Sudbury: Sudbury.SCJ.TC@ontario.ca
Ottawa: OttawaSCJ.TC.Office@ontario.ca Timmins: Cochrane.SCJ.TC@ontario.ca
Cochrane: Cochrane.SCJ.TC@ontario.ca
- Any party who is not consenting to the video conferencing request may complete and submit an Objection to Video Conference form briefly setting out why they are objecting to the video conference. The Objection must be sent to the other counsel/parties and to the court within four business days of receiving the request form.
- If the Video Conference Request is **approved**, court staff will advise of the approval and confirm the location, date and time of the conference with the requesting party and objecting party (if any). The requesting party will advise all other parties. Counsel and parties must prepare for the video conference the same way they would prepare for an in-person event (i.e. filing materials, confirmations, etc.).
- If the Video Conference Request is **not approved**, court staff will contact and advise the requesting party and objecting party(s) (if any). Please note, unless otherwise directed by the judge/master, it is presumed that the event will proceed as scheduled as an in-person event. If you are unable to attend the event in person on the date scheduled, you must seek an adjournment in accordance with the applicable procedural rules.
- Further information and instructions regarding the pilot are available on Superior Court of Justice website at <http://www.ontariocourts.ca/scj/practice/>.