

Dear All,

Remote Hearings

There are now two types of video conferencing software the courts are using:

Skype for Business and Microsoft Teams

Guides for both are attached to this email.

Alternatively, the courts are falling back on using telephone hearings.

The Day Before

You should be notified which type of hearing will be conducted at least the day before, but if you follow the various guides, and provide the court with all your details, it shouldn't matter.

Your clerks should provide the following to the court:

- Your contact email address;
- Confirm your Skype for Business email address/Microsoft Teams email address or if you are logging in as a guest;
- A contact phone number for you, and a backup phone number;
- A contact phone number and email address for your clerks.

Invitations

If you are having a video hearing, you should receive a link or a calendar invitation which adds to your calendar. You must accept the invitation and the link should appear in your calendar.

Some people are having problems with invitations sent to their cjsm email addresses, so your clerks should supply your normal work contact email address.

If you do not receive a link or calendar invitation, contact the court directly or ask your clerks to chase the court to re-send the invitation or confirm one will be sent shortly before the hearing.

There is nothing wrong with testing the link the prior to the hearing - it will just tell you that the hearing is not ready, but you will then know that the link works and you are properly set to go.

Supplying the Court with your Details

Attached is a very basic table to provide your details to the court which you can fill out and email to your clerks They can then forward to the court the day before the hearing. We have filled out an example version attached as a pdf.

Warwick Crown Court is using an online form see: [this link](#).

A list of courts and the types of hearings they can accommodate is also attached.

Resource Page

We hope to create a resource page containing these guides, specific Crown Court protocols, and other useful information in the coming days. I'll send more details and further guidance in these emails in the mean time.

Court Dress

A lot of people are asking about the correct court dress for video hearings. Generally speaking we are being told that the court is content for people not to be robed, but a minimum of a suit and tie or equivalent is expected.

Telephone hearings...matter for you !

Regards
Michael