

**SUPREME COURT
MAGISTRATES COURT**

NOTICE TO PRACTITIONERS

In Court Technology

Practitioners are advised of the following changes to the use of In Courtroom Technology during a hearing/trial. These changes will take effect from 2 October 2014.

Introduction

ACT Law Courts and Tribunal have a number of rooms with video conferencing and audio / visual capabilities. These rooms have been deployed over a number of years, and have been built with a variety of equipment. As a result individual court rooms may have different capabilities in terms of what media it can support.

Standard file formats

Given the above, the following file formats will be considered as acceptable to use on Courts and Tribunal equipment:

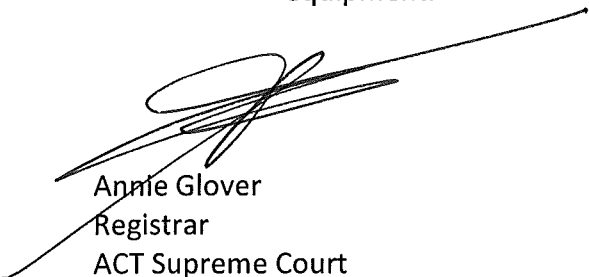
1. MPEG1
2. MPEG2

These are standard DVD formats.

Nonstandard file formats


Should a matter require audio / visual files not in this format, the party desiring to use the material must follow the procedure below:

1. The party will alert ACT Law Courts and Tribunal (sarp@act.gov.au) to the need for a non-standard audio /visual file is to be played.
2. The party will supply equipment on the day prior and for testing which is capable of playing the non-standard file.
 - a. This equipment must have a VGA input in order to interface with the In Courtroom Technology.
 - b. Testing of the equipment and its ability to interface with the In Courtroom Technology must happen a minimum of 24 hours prior to the hearing. Please send an email request to sarp@act.gov.au to arrange the testing of the equipment.



Annie Glover
Registrar
ACT Supreme Court

18 September 2014



Amanda Nuttall
Registrar
ACT Magistrates Court

18 September 2014