

REPRESENTATIVE & PARTY LITIGANT GUIDE - Webinars

1	<p><u>WebEx Login</u> Parties to a virtual hearing should ensure that they are able to log into the WebEx Webinar hearing using the details provided within the email invitation.</p>
2	<p><u>Pre-hearing Checks</u></p> <ul style="list-style-type: none"> • Parties should ensure that the equipment they are using (i.e. laptop, mobile phone, tablet etc) is in working order and that WebEx can be accessed on it. • The internet connection being used is secured and/or a wired connection – the use of Personal or Open Hotspots (i.e. <i>BT Open Zone</i>) must be avoided. • There is sufficient charge in the device and a charging socket available if necessary. • Any evidence will be given in an environment where there will be no risk of disturbance affecting the giving of evidence or running of the proceedings. • You are positioned in such a way as to be seen clearly on the screen – i.e. ensuring that you are not too close to the camera so that your face is dominating the screen.
3	<p><u>Connection Issues</u> If there is any issue with accessing WebEx via the “<i>Join Webinar</i>” button contained within the email invitation, you must notify the clerk of this as soon as possible.</p> <ul style="list-style-type: none"> • Parties can right click on the “<i>Join Webinar</i>” button and select “<i>copy hyperlink</i>”. This link can then be pasted into a new browser window – i.e. Chrome etc and pressing the enter button, should take you to the WebEx Webinar screen. • Alternatively when contacting the clerk, you can request a new copy of the hyperlink to be forwarded via email.
4	<p><u>Joining by Telephone</u> If for any reason it is not possible to join WebEx via an internet connection, you can join by telephone. However it should be noted that you will not be able to see all other participants via this method, but you will still be able to interact. You will have to obtain the “<i>Case Access Code</i>” from the Clerk.</p> <p>Once you have the “<i>Case Access Code</i>” – follow the steps below:</p> <ul style="list-style-type: none"> • Telephone Number - +44-20-7660-8149 • Enter the <i>Case Access Code</i> provided • When prompted, press the # key to join <p><u>Note:</u> This may incur a cost and you should check with your phone provider. Once connected, the line will remain silent until the hearing begins and then the audio sound will activate automatically.</p>
5	<p><u>Witnesses</u> Parties must liaise with their witnesses to ensure that they are in the relevant venues and have access to the necessary systems for their attendance, including where they will be giving evidence from within an SCTS building, to enable this information to be passed to the clerk during the practice session.</p>

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Parties will be responsible for contacting their witness of when they should join the webinar and advise the clerk when they are joining. This process will be repeated as and when each witness is required until all evidence has been concluded.

6 **Objections**

Any objections raised during the hearing proceedings will require that any witness be asked to leave the webinar by disconnecting from the hearing while submissions are being made. If the witness has connected via SCTS VC equipment, the court officer or officer in charge will be responsible for disconnecting them

The witness will be contacted when required to dial back into/re-join the hearing when advised by the clerk.

7 **End of Webinar Hearing**

Once the case has concluded, parties are responsible for ensuring that they leave the event and close down WebEx using the red **X** button located at the bottom of the screen and selecting the “*Leave Webinar*” option.