



**Effective Date:** 2021/09/15

**Number:** AN - 6

**Title:**

## **Administrative Notice**

### **Video Conferencing**

#### **(Revised)**

**Summary:**

This Administrative Notice provides information on the process for booking a video conference at any of the Supreme Court registries in BC.

**Direction:**

1. Video conferencing is available in all Supreme Court registries.
2. Video conferencing is available in most provincial correctional facilities and seven federal institutions. Information on other provincial government sites, private sites and how to locate international sites is available on the internet at the following link or you may consult your local registry.

**How to Book a Video Conference**

3. For instructions on how to book videoconferencing equipment, please refer to the Court Services Branch website at: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/videoconferencing-equipment>.
4. In all cases, parties or their counsel must complete form [ADM509](#) at least five business days prior to the proposed videoconference date. If the hearing is scheduled to take place outside the registry's regular hours, parties or their counsel must complete form ADM509 at least 15 business days prior to the proposed videoconferencing date.
5. Parties or their counsel should submit the form to the relevant court registry, in person or by email where possible (see the form attached in Schedule A for a list of registry email addresses).
6. Parties or their counsel requesting a remote appearance are responsible for booking private sites,

notifying the other parties, and exchanging all relevant documents with the remote location(s).

7. In all cases, parties or their counsel must have approval of the court prior to the hearing or trial by video conference.

**Time lines for booking video conferences**

8. All bookings for video conferences are subject to equipment availability. A conference booked is a conference certain, since no bumping is permitted; courtroom equipment is reserved for court related matters only.

**Registrar Scott Nielsen**  
**Supreme Court Registrar**