



# Audio and Video Link Attendance

## Information for Parties and Representatives

### Court attendance

The Court requires parties to attend pre-trial conferences and hearings in person. If you have reasons why you cannot attend in person, you may ask the Court for permission for audio or video link attendance. There is no general right to attend a court event by audio or video link.

### How to ask for permission to attend by audio or video link

#### *For a pre-trial conference*

- Make your request by emailing the Court at [registry@wairc.wa.gov.au](mailto:registry@wairc.wa.gov.au).
- Your email must clearly state the reason(s) you need to attend by audio or video link.
- Your request should be made as soon as possible and before the date of your pre-trial conference.
- Copy the other party(s) into your email and, if possible, seek their consent to your request before making it.

#### *For a hearing*

- Make your application by lodging a [Form 6 – Application and a Form 7 – Affidavit](#) by email to the Court at [electroniclodgementIMC@wairc.wa.gov.au](mailto:electroniclodgementIMC@wairc.wa.gov.au).
- The affidavit in support of your application must clearly state the reason(s) you, or your witness, need to attend by audio or video link.
- You may ask for the application to be decided in the absence of the parties (without a hearing) and/or for service of the application to be dispensed with within the 'Statement of Orders Sought' section on the *Form 6 - Application*. Contact the Registry if you would like further procedural guidance on making this application.
- Your application should be made as soon as possible and before the date of your hearing.
- The fee for filing an application is \$10.00.

You will be advised of the Court's decision.

### Preparing to attend by audio or video link

**Video link.** If you have been granted permission to attend by audio or video link, the default position is that attendance will be by video link, with audio link only to be used in the event of technical difficulties with video link.

**Zoom meeting instructions.** The Court will email you information on how to attend, including a link to a Zoom meeting invitation. Make sure to read this information carefully. If you do not understand, or have not received, this information, contact the [Registry](#).

**Plan ahead.** Before the date of your conference or hearing, you should make sure you understand the instructions, test and charge any equipment you will be using, install any required device and Zoom updates, and confirm access to an appropriate room for the duration of the conference or hearing.

## Day of the conference or hearing

**Appropriate room.** You will need to be in a quiet room that can be closed off so that only the person appearing, and any other person permitted by the Court, are present in the room.

**Devices.** You can join by video to the Zoom meeting from any device such as a computer, smartphone, or tablet that has both a camera and a microphone. If you are using a tablet or a smartphone device for the proceedings, make sure the device is securely supported at an angle that allows you to be clearly visible by the camera. Ensure that the microphone on your device is unobstructed or you can use a microphone headset. Your camera should be steadily positioned at eye level or higher, to capture your head and shoulders. You can apply a neutral background blur filter.

**Dress appropriately.** Dress must be neat and tidy to reflect the formal nature of Court proceedings. This includes removing sunglasses, hats or caps prior to joining the Zoom meeting.

**Join early.** Make sure you are seated and ready to begin at least 10 minutes prior to the commencement time of your conference or hearing with your webcam/video on and your computer microphone set to a high volume but muted. You will be instructed when to unmute your microphone. Prior to the commencement of your conference or hearing, a Judicial Support Officer will admit you to the Zoom meeting and confirm any procedural details.

**Technical difficulties.** Most technical difficulties are easily prevented or resolved by following the 'Plan ahead' steps outlined above prior to your conference or hearing, and by you joining the Zoom meeting early on the day of the proceedings. If technical difficulties do occur, a Judicial Support Officer will provide you with assistance as far as is practicable. If the issues are unable to be resolved, the Industrial Magistrate or the Clerk of the Court will determine how to proceed.

**Usual Court etiquette applies.** The Industrial Magistrate or Clerk of the Court will provide you with an opportunity to speak and ask if you have anything to contribute. You must not interrupt the proceedings. Make sure you speak directly into your microphone in an audible and clear manner. You can drink water during the proceedings, but you are not to have any other drinks or food while you are appearing in a conference or hearing.

## Instructions for witnesses

The Court requires witnesses to attend hearings in person. If your witness has been granted permission to attend the hearing via audio or video link, the Judicial Support Officer will contact you to confirm details for a Zoom test with the witness. The correspondence will include the date, time and Zoom link for the test. You are required to forward that correspondence to your witness. The test will take place approximately one week before the hearing. The Judicial Support Officer will confirm the video link functions correctly and provide detailed instructions on how to attend by video link. These instructions will cover:

- Technical requirements and troubleshooting.
- Expectations for witness availability and readiness on the hearing day(s).
- Guidance on maintaining a suitable environment when giving witness evidence.
- Court etiquette.

## Need more information?

Other Fact Sheets are available:

- [Hearings Fact Sheet](#)
- [Evidence Fact Sheet](#)
- [Pre-trial Conferences Fact Sheet](#)

And further information is available at the Court's website: [www.imc.wa.gov.au](http://www.imc.wa.gov.au).

The Registry can be contacted on (08) 9420 4467 or [registry@wairc.wa.gov.au](mailto:registry@wairc.wa.gov.au).

Court staff cannot give legal advice or opinion on the merits of any claim or potential claim. However, they can give information on:

- The processes of the Court.
- How to lodge forms.
- Other organisations that may be able to assist you.

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*The contents of this document should be used as a general guide only. This document is not intended to be an authority to be used in support of a case at hearing. This document is not a substitute for independent professional advice and users should obtain any appropriate professional advice relevant to their particular circumstances.*