**Guidance for Practitioners for High Court callover and motion lists**

To ensure the optimum experience, the following guidance applies:

1. Please treat the virtual courtroom as you would a bricks and mortar courtroom.
The rules that apply in court, such as no recording or image capture, still apply in a virtual court unless the Judge gives an individual explicit permission for them to be waived.
2. The virtual courtroom connection details for High Court callover and Motions lists are available to the legal representatives in the members’ areas of the Law Society and The Bar of Ireland websites. These details will be updated weekly. Please cross reference with the Legal Diary to ascertain your correct timeslot.
3. Ensure that you are joining the Virtual Court room with your camera and microphone enabled from a quiet room with appropriate lighting so your face can be clearly seen.
4. Allow yourself time to access the virtual court (10 minutes in advance) so that you are already in the virtual courtroom by the Court start-time. Once you have accessed the virtual court, mute your sound by using the mute button on your device.
5. There is a limit to the capacity of each virtual room. Only one party per case should dial in at the appropriate time to avoid blocking access for other parties. Please be on mute until you are called. Please do not connect by phone call.
6. Your name will be displayed with your video image—usually this is what you enter when you join the virtual courtroom, but it is dependent upon the method you use to join.
7. **Please place yourself on mute if not addressing the Court**
8. The Pexip VMR solution runs on tablets, PCs and mobile phones. Your signal strength will determine the quality of your participation. However, if there is an issue with the quality of your signal, you may be asked to switch off your camera so that the Court can hear you clearly. Tablets and laptops to be used where possible in preference to mobile phones to optimise sound quality.
9. Please see below for details of the minimum system specifications required to access, and some
general tips for improving your video conferencing experience.
10. If you have any queries in regard to the callover or motion list, please contact the relevant list registrar as you would in the normal way. For any other queries please email HCmotions@courts.ie with ‘Virtual Courtroom’ in the subject line. Do not contact website for help or support on these matters.

**Connection Details**

**Callover/Motion List Detail** xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxx

**Date & Time:** Tuesday 1st June to Wednesday 30th June 2021

**Browser Link:**  https://my.videoconferencing.ie/meet/9046022753

**Room Code (Pexip App):** 9046022753

**MS Skype4B:**  9046022753@vmr.vc

**Video System (SIP/H.323):**  9046022753@vmr.vc

**Technical Requirements**

 The virtual courtroom is provisioned to facilitate connection from a laptop or PC using an array of internet browsers including Chrome, Safari and Firefox (camera & microphone required). The virtual courtroom also supports connection from traditional video conferencing
endpoints, Skype for Business and an assortment of available video technologies Connection is also available from smartphones & tablets using the dedicated Pexip App.

 **Baseline Minimum Hardware Requirements:** *(Higher spec machines recommended for performance)*

2.0-Ghz dual-core Intel Core i5 or later Free disk space of 1GB or more 4 GB of RAM free physical 2GB

**Network Bandwidth Requirements - Video Quality**

High - 1280 kbps (HD) Med - 768 kpbs (SD) Low - 384 kpbs (SD)

**Tips for improving your video conferencing experience**

* Ensure that your internet connection for the virtual courtroom is strong, stable and meets the requirements specified. A stable internet connection is key to achieving a successful video call and avoiding disruption
* Test your connection in advance. Your assigned virtual courtroom will be opened 10 minutes in advance and you may use the connection detail to test your access prior to the sitting. The virtual room will close following completion of the sitting.
* Ensure all applications on your laptop or device are closed, apart from your video stream. Additional applications may interfere with the quality of your video call and access to the virtual courtroom.
* Be aware of how you appear to others on the call. You image will be displayed in the bottom right corner of your screen. Shoulders and Head centred is the recommended position.
* When not actively speaking in the virtual courtroom, you should **mute your microphone** to reduce feedback and unwanted background noise.
* Clear sound is essential for a good conferencing experience. The microphones on modern laptops are sensitive and it is not advisable to get too close. It is likely you will improve the sound quality for other users by sitting back slightly from your device. You should also ensure your laptop volume is not too high, as this will cause feedback for other users. Try reducing your volume to the minimum that is acceptable to your ears, using headphones is an alternative if feedback becomes an issue.
* Lighting makes a big difference to how you appear to others on the conference. You should ensure you have a good light source directed towards the face and avoid having any light sources behind or directly above you. It is especially important to make sure windows and daylight sources are not behind you. Any daylight source behind you will overwhelm the camera on your laptop and you will not be easily visible.