



What is a Virtual Courtroom?

A Virtual Courtroom brings the physical courtroom to a virtual space. It is a digital method for court cases to be progressed without the need for participants to attend in person.

Virtual courtrooms are still formal courtrooms. All usual court etiquette, protocols, procedures and restrictions apply.

How to use a Virtual Courtroom?

Media can observe the virtual courtroom via a dedicated *Web Link*.

Contact details for the Virtual Courtroom will be provided, on request, by the District Court Media Coordinator prior to a hearing date. The online [NSW Court List](#) is a resource for forward planning.

Requests for Virtual Courtroom details should include case numbers and names and be sent to the following address: mediadistrictcourt@justice.nsw.gov.au

Instructions

1. If the request is approved you will be provided instructions on how to connect to the court room.
2. Ensure that your device has reliable connectivity and coverage.
3. If you are using a web browser to connect via the Web Link, please ensure your browser meets the following standards: Google Chrome (min. v.73), Mozilla Firefox (min. v.66). Please note it is NOT recommended to use either Internet Explorer (IE) or Microsoft Edge as these browsers do not support this particular software.
4. If you are asked to enter your name and details. Please use the following naming convention to clearly identify as media: “**MEDIA – full name and organisation**”
For example: “MEDIA – John Smith – Herald Express”
5. When the Court adjourns the case for the day or otherwise directs the media representatives to leave the Court room the media representatives must exit the courtroom by terminating their connection.

General Rules for the Virtual Courtroom experience

- *Access details to Court rooms are to be used only by accredited media observing and reporting on open court proceedings and are not to be circulated or published for any other purpose. Persons accessing the system for inappropriate purposes or in a way that interferes with the proper administration of justice will be referred to be dealt with for contempt of court.*
- *Media should join the Virtual Court at the commencement of a hearing; media can exit any time but must not interrupt proceedings to enter or re-enter during proceedings.*
- *Media should observe hearings from a private location and with microphones on devices muted to limit interference from background noise.*
- *Observe all normal court etiquette and protocols in the Virtual Courtroom environment including vacating when a court is closed.*
- *There must be no electronic recording of proceedings.*
- *If you experience difficulties accessing the Virtual Courtroom using the conferencing facility, please note that the Court does not provide a technical support service.*