**CONTACT DETAILS SHEET FOR REMOTE HEARINGS**

Could parties please provide contact details for the court as specified below for forthcoming hearings. This information is required by 10:00 am the day before at the latest.

If anyone has said they are attending in person can this please be highlighted in the notes as parties should be attending hearings remotely unless there are exceptional circumstances. Telephone calls made by the court to parties will show as a withheld number, please ensure clients are aware and answer when the telephone rings.

**It is imperative that before any hearing all parties are aware of the following:**

1. **No unauthorised person may be present at any remote hearing. When asked at the beginning of each hearing, each party and / or legal representative must be able to confirm that no unauthorised person is in attendance or able to listen to the hearing.**

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| --- | --- | --- | --- | --- | --- |
| Case number and case name | Hearing date | Who is attending by phone / Skype / Zoom – if other remote system, please state which one | Contact phone number and email address of party attending hearing | Advocate or in person, please specify (eg. solicitor, counsel, LiP) | Any notes |
|  |  | Party 1: |  |  |  |
| Party 2: |  |  |  |
| Party 3: |  |  |  |
| Party 4: |  |  |  |
| Party 5: |  |  |  |
| Party 6: |  |  |  |
| Party 7: |  |  |  |
| Party 8: |  |  |  |
| Party 9: |  |  |  |
| Party 10: |  |  |  |

1. **No party shall record or publish any part of any court hearing which takes place remotely without the permission of the judge conducting the hearing. It should be noted that criminal offences will be committed if they do so.**