**Request for participant to appear via CVP**

The court may make a direction for the electronic transmission of court proceedings to identified individuals who are taking part in the proceedings. In deciding whether to make an electronic transmission direction, the court will consider whether it would be in the interests of justice to make the direction, whether the court has the capacity and technological capability to enable transmission, and whether giving effect to the direction would create an unreasonable administrative burden.

Any request for such a direction in respect of proceedings in the Court of Appeal, Criminal Division should be made to courtclerks@criminalappealoffice.justice.gov.uk as soon as reasonably practical and where possible at least 7 days before the hearing to allow sufficient time for the request to be considered. The form below should be completed and signed and submitted by email to courtclerks@criminalappealoffice.justice.gov.uk. A separate form should be completed by each person seeking to participate in the proceedings.

**Please note requests must be received by 4pm the day before the hearing, any requests received after that time may not be granted.**

**Important: You must obey the attached rules, which apply to everyone who participates in the proceedings remotely.**  If you do not obey the rules then that might amount to a criminal offence or a contempt of court which may be punished by imprisonment.

|  |  |
| --- | --- |
| **Case details (name of case, court reference and date of hearing):** |   |
| **Your name:**  |  |
| **Contact details (email address, postal address and telephone number):** |   |
| **Date of application:** |  |
| **Reasons for seeking access (Counsel- where applicable also confirm you have obtained the observations from other counsel)**  |  |

**Rules for participants (public hearing)**

# You are being given remote access to a public court hearing. The judiciary and court service are committed to open justice. This is subject to five simple rules to protect the court process.

1. **Do not share your link without permission.** The link must only be used by someone else if that has been approved by the court.

# **Behave respectfully**. A court hearing is a serious matter. Behave as if you were in a physical court room. Do not disturb or interrupt. Follow any instructions of the judge.

1. **Do not record the hearing**. It is a criminal offence to record a court hearing. You must not record video or audio or take photos or screenshots of the hearing.
2. **If you want to report, take care.** You can report live in writing if you have the specific permission of the Judge conducting the hearing. Otherwise, reports must be after the event. In all cases there may be reporting restrictions which you must obey. It is your responsibility to find out whether restrictions apply.
3. **Take all these rules seriously**. If you break them you might not just lose your access. You might be guilty of an offence or contempt of court for which you could be fined or sent to prison for up to 2 years.

To make sure these rules are followed we advise you to

* If you are counsel you must be robed
* find somewhere private/quiet to join the hearing
* you will be asked to join when the court is on judgment for the case before yours, you will be held in the CVP lobby until your case is called on and when you join the link switch off your camera and microphone until your case is called on
* switch off any other device, unless you have permission to use it
* ensure you have headphones with you as these can improve the sound quality
* when addressing the court please ensure you maintain the same head posture as this assists with the sound quality
* check whether reporting restrictions apply