**Request for transmission direction**

The court may make a direction for the electronic transmission of court proceedings to identified individuals who are not 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. If a direction is made it may be revoked at any time, and proceedings will not be delayed if the technology malfunctions.

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](mailto: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](mailto:courtclerks@criminalappealoffice.justice.gov.uk). **A separate form should be completed by each person seeking to observe proceedings.** If you have any connection with any participant in the proceedings (including any witness) you must say so in the reasons for seeking access. The court may require you to provide proof of identity and the request may be refused if sufficient ID is not then provided.

**Please note that the court has to consider many requests of this nature, and this form is designed to simplify the process across a wide range of cases.  If you are the victim, or family member of a victim, of an offence which is the subject of the appeal, you may if you wish simply write “Victim” or “Victim’s family” (stating your relationship) in the space for giving your reasons for seeking access.**

**Important: You must obey the attached rules, which apply to everyone who observes 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 of appeal reference number e.g. 20201234 A4 and date of hearing):** |  |
| **Your name:** |  |
| **Contact details (email address, postal address and telephone number):** |  |
| **Date of application:** |  |
| **Reasons for seeking access (including connection with any participant). If you are a victim or close family member of a victim then you can simply put “victim” or “victim’s family” (state relationship) in this box:** |  |

**Rules for third-party observers (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. Your access may be terminated if you do not.

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 are a journalist or 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

* find somewhere private to join the hearing
* turn off your microphone and camera
* switch off any other device, unless you have permission to use it
* check whether reporting restrictions apply