

GUIDELINES FOR COUNSEL: VIRTUAL MEETING ROOMS

SOUTH AUCKLAND COURTS – CRIMINAL
AUGUST 2020

Information for counsel wishing to appear in Court remotely using Virtual Meeting Rooms (VMR)

When can I use VMR?

Subject to the exceptions, counsel may appear using a VMR for all cases in all jurisdictions.

Email the relevant court that you wish to appear via VMR (see 'Key Contacts' below)

**** Use of the VMRs outside of remote court appearances is not permitted.**

When must I appear in person?

Unless directed otherwise by the presiding Judge, counsel **must** appear in person at the Court for:

1. **Criminal Jurisdiction:** Judge Alone Trials
2. **Family and Civil Jurisdictions:** Defended Fixtures

Who else can appear via VMR?

The following people may also attend court remotely by signing into the same VMRs:

- Judge
- Registrar
- Defendants (in Corrections Custody only)
- Victims
- Prosecutors
- Lay Advocates
- Media

When should I sign in to a VMR?

Each VMR suite has a maximum capacity of 20 participants at any one time.

To help ensure all VMR appearances run smoothly:

1. Counsel should sign in to the VMR **no more than 20 minutes** before their scheduled appearance
2. Counsel should **ensure their device is on mute** when signing in to the VMR to avoid disruption to any proceedings underway.

When should I sign out of a VMR?

Unless Counsel have consecutive matters, Counsel should log out of the VMR after each client's appearance.

Key Contacts

- **Manukau:** manukau.dc@justice.govt.nz
- **Papakura:** papakura.dc@justice.govt.nz
- **Pukekohe:** pukekohe.dc@justice.govt.nz

Please see over the page for connection details

VMR Connection Details

****These VMR details are to be used for remote court appearances only. Not for distribution.**

Manukau		
Court Room 1		
Connecting From	Connection Method	Connection Detail
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843811
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843811#
Pin/Passcode	41783	
Court Room 2		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843822
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843822#
Pin/Passcode	89786	
Court Room 4		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843807
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843807#
Pin/Passcode	16944	
Court Room 6		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843808
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843808#
Pin/Passcode	44954	
Court Room 7		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843806
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843806#
Pin/Passcode	80979	
Court Room 10		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843223
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843223#
Pin/Passcode	30714	
Court Room 14		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843809
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843809#
Pin/Passcode	53264	
Papakura		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843916
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843916#
Pin/Passcode	61849	
Pukekohe		
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?id=843917
Telephone (Audio Only) / Meeting ID	PSTN	Phone: 09 357 8500 Meeting ID: 843917#
Pin/Passcode	92503	

For assistance signing in to a VMR, please refer to the [Jabber Guest Quick Reference Guide](#)
For courtrooms not listed, please email the relevant court (see '[Key Contacts](#)')