

Videoconference Request

Northwest & Northeast Ontario

Instructions

1. Complete sections A, B & C (if applicable). 2. For court events, email this request to _____
For other ministry use, email this request to K-Net at jvnvideo@lists.knet.ca. Email your request at least **5 business days** before the event. 3. Please review the notices and terms on page 2 of this form.

A. REQUESTOR DETAILS

This request is made by: _____ on behalf of: _____
Requestor email: _____ Phone no.: _____ Fax no.: _____
Reason for request: _____
Ministry & Division: _____

B. EVENT DETAILS

Date of event: _____ Start time: _____ Total time required [hrs, mins]: _____
Time zone (location initiating call): _____ Time zone (location receiving call): _____
Type of event: _____
Court File No. [if applicable]: _____ Superior Court of Justice Ontario Court of Justice
Title of proceedings [if applicable, e.g., R v Brown, George v Black, etc.]: _____

Consent of all parties received: Not applicable Yes No Application for consent to be made/pending

Name of location initiating call [cost of call will be charged to this location]: _____

Contact name at location: _____ Polycom number(s) [for back-up]: _____

Emergency contact number(s) [call immediately if connection fails]: _____

Videoconference Locations [details for each location, attach a separate sheet if there are more than four locations participating in call]

[1 st LOCATION]	[address]	[names of attendees]
[site contact name]	[site contact phone no.]	[IP alias / ME account (URI)]
[2 nd LOCATION]	[address]	[names of attendees]
[site contact name]	[site contact phone no.]	[IP alias / ME account (URI)]
[3 rd LOCATION]	[address]	[names of attendees]
[site contact name]	[site contact phone no.]	[IP alias / ME account (URI)]
[4 th LOCATION]	[address]	[names of attendees]
[site contact name]	[site contact phone no.]	[IP alias / ME account (URI)]

C. COURT USE ONLY

Judge's comments: _____

Judge's approval provided: Yes No Date: _____ Signature: _____

Date confirmed: _____ Confirmed by: _____

NOTE: Court staff will make the connection from the site where the judge is presiding unless otherwise stated here.
If K-Net is involved, no arrangements for a bridge need to be made.

Multipoint required: No Yes (K-Net is not involved) book bridge at 1-888-677-4873 or OPSITSD.CommunicationsCoordinators@ontario.ca

Actual length of videocon: _____ Tech trouble ticket no. [if any]: _____

Describe hookup/quality problems [if any]: _____

Cancellation: Date parties notified: _____ Time of notification: _____ Initials of staff who notified parties: _____

Diarized FRANKED Court File Distributed Stats

CONFIDENTIALITY

The Ministry of Community Safety and Correction Services (“MCSCS”) has contracted with Keewaytinook Okimakanak’s Kuh-ke-nah Network (“K-Net”) for K-Net to provide videoconference services (“the Services”) to the Ministry of the Attorney General and MCSCS (together, the “ministries”) in the far north of Ontario. Under the terms of the contract, confidential information obtained by K-Net in providing the Services will only be used for the purpose of providing Services. K-Net and the ministries’ staff will only share confidential information as needed to facilitate and provide the Services, to comply with the contract’s terms, assist government auditors, or as required by law.

NOTICE OF COLLECTION

Personal information is collected by K-Net and the ministries for the purpose of providing the Services. K-Net and the ministries may obtain personal information through their use of this Request Form or their provision of the Services, including K-Net staff’s presence during the videoconference. K-Net and the ministries will not otherwise disclose the personal information provided, except as required by law. If you have questions about the collection of personal information, contact the Senior Manager, Justice Video Network, Justice Technology Services, Ministry of Community Safety & Correctional Services, 21 College St, Toronto ON M5G 2B3, by email to jvinfo@ontario.ca or by phone at 416-327-0734.

DISCLAIMER

Videoconferencing has been successfully used by the justice sector of Northwest and Northeast Ontario for many years. However, the ministries cannot guarantee the quality or availability of the Services, for reasons including technical issues outside the ministries’ control.

BOOKING TERMS

1. K-Net or court staff will confirm the location of the videoconference facility, start time and end time of the conference. The conference is not confirmed until an email or fax confirming the booking is sent by court staff or K-Net to the requestor.
2. Time limits may need to be strictly enforced. Therefore it is important that the videoconference begins at, or as close as possible, to the start time.
3. K-Net bills MCSCS by the hour at a rate of \$425.00 for each hour or portion of an hour. Cancellation is permitted without any billing charges being incurred up to 24 hours before the conference start time, though the set-up charge of \$100.00 will be applied.
4. If the actual time used is less than the total time booked, K-Net will bill MCSCS for the actual time used, with each hour or portion of an hour billed at the same rate. If a full hour was booked but only 15 minutes were used, K-Net will bill for the full hour. If two hours were booked and two hours and 15 minutes were used, K-Net will charge for a full three hours.