



# Judicial Service of Ghana

The Law Courts Complex

P. O. Box 119, Accra

## Video Conference Facility Booking Form

*Please complete all sections of this form*

### APPLICANT'S INFORMATION

Requested by	<input type="text"/>
Email address	<input type="text"/>
Requested date	<input type="text"/>
Telephone Numbers	<input type="text"/>
Postal Address	<input type="text"/>
Physical Address	<input type="text"/>

### VIDEO CONFERENCE DETAILS

Conference Date	<input type="text"/>
Start Time	<input type="text"/>
Finish Time	<input type="text"/>
Type of conference:	
Court Case Hearing <input type="checkbox"/>	Meeting <input type="checkbox"/>
Training <input type="checkbox"/>	Interview <input type="checkbox"/>
Others <input type="checkbox"/>	
If Court related: Suit Number	<input type="text"/>
Court	<input type="text"/>
Case Title	<input type="text"/>
Number of Participants	<input type="text"/>

### REMOTE SITE INFORMATION

Technical Contact (TC) Person	<input type="text"/>
Technical Contact Telephone Numbers	<input type="text"/>
Technical Contact Email Address	<input type="text"/>
Video ISDN	<input type="text"/>
Bandwidth (if ISDN)	<input type="text"/>
SkypeAddress	<input type="text"/>
Video Room Phone Number	<input type="text"/>

## ADMINISTRATIVE CHARGES / OTHER SERVICES

### Charges / Fees

The cost for using the video conferencing facility is GHS 700 per session which includes a non-refundable administrative fee of GHS 100. The administrative cost is for testing the call to ensure accuracy, system and network compatibility to forestall any potential technical issues that may arise during the video conferencing session.

The fees must be paid in advance, prior to the booked session.

### Other Services

The LCC can arrange for refreshment for your participants. This cost is separate from the charges for the use of the video conferencing facility. Contact the Court Manager's Secretariat for further details.

## VIDEO CONFERENCE POLICY

Please make sure the booked dates and times are adhered to.

The ICT Helpdesk needs the communication details of the remote site **at least 48 hours** before the conference date.

A test with the remote site will need to be arranged **at least 24 hours** before the conference.

**Without a test between the two sites, the conference will not be staged.**

**Please alert the Court Manager's Secretariat as soon as the video conference date is adjourned in the case of a court hearing.**

For any video conferencing enquiries, please contact:

Tel: +233(0)302-748100

Email: icthelpdesk@jsg.gov.gh

## AUTHORIZATION / REQUEST

We/I .....are/am authorized to request the video conferencing booking. We/I understand that We/I will be charged and be invoiced with an accurate breakdown of charges before completion of the conference.

.....  
Your signature / Lawyer Number / Chamber Number

.....  
Date (dd-mmm-yyy)