

What is this form for?

You can use this form to make a request to give evidence in the remote witness rooms at Court or Tribunal for family violence orders or personal violence orders.

If this is you, proceed to page two.

You cannot use this form if:

- you wish to appear from a location that is not at the Court or Tribunal remote witness rooms
- you are witness for the Department of Public Prosecutions.

If either of these apply to you, the following directions explain how to make your request.

For family violence and personal violence matters

Make a request to the Family Violence and Protection unit:

[**Protection@courts.act.gov.au**](mailto:Protection@courts.act.gov.au)

For civil matters

Make a request to the Court:

[**Civil@courts.act.gov.au**](mailto:Civil@courts.act.gov.au)



If you are a witness for the Department of Public Prosecutions, you must make your request to give evidence remotely to the prosecutor in your matter.

Before making your request

There are some important things you should know before making a request to give evidence from a remote witness room. You can watch a short video from the following link to learn more:

[Giving evidence from a remote witness room](#)

Making your request

To request a remote witness room, you need to answer the following questions and then:



Save the form and email it

OR



Print the form and mail it

OR



Print the form and bring it to the ACT Courts and Tribunal building

The relevant email, mailing and street addresses are provided at the end of the form.

In relation to your matter, are you:

- Representing yourself
- A supporting agency making a request on behalf of someone else
- A lawyer making a request for your client

What is your / your client's matter:

- Personal protection order
- Family violence order

What is your role / your client's role in the matter:

Applicant

Respondent

Please provide the following details for the person who will be giving evidence from the remote witness room:

First name:

Last name:

Email address:

Phone number:

Please provide the details of the matter:

Matter number:

Date attending Court for the matter:

Why giving evidence remotely is required:

Name/s of anyone else who will be attending:

Will anyone be coming to provide assistance?

- Domestic Violence Crisis Services
- Victim Support
- Legal service
- Intermediary
- Advocacy service
- Support worker
- Other:

Will any of the following supports be required when attending Court:

Hearing or vision support

- Hearing assistance
- Provision of oaths and affirmations in braille
- A3 print copies of documents
- Magnifiers

Environmental adjustments

- Lighting adjustments
- Seating adjustment

Sensory supports

- Sensory regulation (stimming and/or grounding resources)

Assistance

- Wheelchair and/or ramp assistance
- Assistance coming through security
- Information about bringing an assistance animal

Other support service

Any additional information about why support services are required:

Submitting your request

To submit your request, please make sure you have saved your responses, and then:

- **Email** the form to ClientServices@courts.act.gov.au
- **Print** the form and mail it to:
ACT Law Courts, 4 Knowles Place, Canberra City 2601
- **Print** the form and **bring** it to the ACT Courts and Tribunal building:
4-6 Knowles Place, Canberra City