



IN THE TERRITORIAL COURT OF YUKON

PRACTICE DIRECTION
TECH-3

*Requesting Special Equipment for
Court Proceedings*

When counsel require special equipment for a court proceeding and notice is required, counsel must contact the Court Technologist at 667-3466, unless otherwise specified, in accordance with the following notice requirements.

| TYPE OF TECHNOLOGY REQUEST | NOTICE REQUIRED |
|---|--|
| Phone appearance in Whitehorse | No notice required |
| Phone appearance on circuit | 5 business days; must advise if long-distance access is required. Notice should be provided to the Supervisor, Court Clerks at clerkssupervisor@gov.yk.ca |
| DVD or electronic documents in Whitehorse | 4 business days |
| DVD or electronic documents on circuit | 5 business days |
| Audio CD/file | 2 business days |
| Witness screen in Whitehorse * | 1 business day Notice should be provided to the Supervisor, Court Clerks at clerkssupervisor@gov.yk.ca |
| Witness screen on circuit * | 5 business days Notice should be provided to the Supervisor, Court Clerks at clerkssupervisor@gov.yk.ca |
| Closed circuit testimony in Whitehorse * | 2 business days |
| Closed circuit testimony on circuit | 20 business days (Subject to venue restrictions) |

| TYPE OF TECHNOLOGY REQUEST | NOTICE REQUIRED |
|---|---|
| Video remand from WCC | 1 business day (See Practice Direction TECH-6 (<i>Video Remand Appearances</i>)) |
| Video remand outside of Yukon | 10 business days |
| Victim attendance as observer by video * | 5 business days (See Practice Direction TECH-4 (<i>Victim Attendance as Observer by Video</i>)) |
| Video appearance in Canada * | 15 business days |
| Video appearance, multiple parties, in Canada* | 15 business days |
| Video appearance outside of Canada * | 20 business days |
| Video appearance, multiple parties, outside of Canada * | 25 business days |
| Document projector | 2 business days |

For those technology requests identified with an asterisk (*), a court order is required. The order must be obtained prior to making the request to the Court Technologist.

For requests requiring the use of a laptop computer, such as the playing of a DVD, the requesting party may provide a laptop computer or may use a laptop provided by the Court Technologist (if available). Where the requesting party wishes to use their own laptop, the computer must be equipped with an HDMI or VGA port and any software required to play the DVD or video/audio file. It is advisable for the requesting party to contact the Court Technologist to arrange for advance testing of the equipment to ensure compatibility of the video or audio file and to ensure everything is in proper working order.

Where a matter is adjourned, and the special equipment will be required at the next court appearance, a new request must be made to the Court Technologist to ensure the availability of the special equipment at the next court appearance.

Please note that for requests requiring the use of equipment provided by a third party, the quality of audio/video may be negatively affected by factors outside the control of the Court Technologist.

All requests will be addressed on a first-come, first-served basis, except as otherwise directed by the Chief Judge.

Chief Judge K. Ruddy
April 6, 2018