

## e-Court rules of use for external clients

### Before using the e-Court

1. Please consult the e-Court calendar before making a booking request. Please book the e-Court as soon as possible, as late bookings cannot be guaranteed and teaching has priority in the use of the e-Court (*i.e.* recurrent bookings are made for classes before semesters start).
2. All bookings must be made through the online booking request form, upon which the admin staff will provide you with a quote. An invoice will be issued closer to the date booked.
3. Bookings can be cancelled without the booking fee being charged only if notice of cancellation is sent at least 48 hours before the booked period. If technical assistance is requested and not cancelled with at least 48 hours notice, the fee of the technician will also be charged. Please also notify us of any changes to your booking request as soon as possible, by email sent to [ecourt@canberra.edu.au](mailto:ecourt@canberra.edu.au).
4. All equipment and technology intended to be used must be indicated at the time of booking (or 48 hours before the booked period at the latest), in order to ensure the necessary technical assistance. The use of the e-Court cannot be extended beyond the technology booked without prior approval of the e-Court manager or the technical assistant in charge.
5. The following services are available with the e-Court's built-in equipment, subject to compulsory technical assistance (to be indicated in the online booking request):
  - Interactive display (touch-screen drawing);
  - Videoconference;
  - Video recording (DVD, Echo or other output can be provided within 10 working days).
6. The following services are available either with the user's own or a provided laptop (to specify in the online booking request form) and do not require compulsory technical assistance, but are subject to prior e-Court training or assistance from the Law admin staff:
  - PowerPoint presentation;
  - Video presentation;
  - Document display (not interactive!);
  - Internet display;



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- Internet-based communication (excluding videoconferencing).
7. if you require Internet access through the UC network (both on your personal and on the e-Court laptop), please indicate so in the online booking form, in order to procure temporary login credentials from the university Service Desk.
  8. Any other services (e.g. administrative, catering, etc.) will have to be arranged separately, as they are not provided through the e-Court. The Law reception staff can assist by referring to on-campus caterers and other relevant services, if requested. Please note, that the Law reception foyer also needs to be separately booked, if catering is organized in that area.

### While using the e-Court

9. Please ensure that no food or beverage is brought into the e-Court. The prohibition is based on safety reasons (the wiring for the equipment is in the floor, risking a short circuit if liquids are spilled), as well as maintenance considerations (the e-Court is only cleaned upon request, not on a regular basis).
10. Please ensure that the equipment is only used within the limits of the booked technology and any training provided, and that no untrained person handles it without supervision. For basic use of the equipment, feel free to consult the Technical manual (available in the e-Court), or ask for help from the Law Reception. Please contact the e-Court manager for prior training.
11. For technical or any other emergency situations (except security issues) that occur after working hours, please call the e-Court technician Damian Blankley on 0411-068.095, or the e-Court manager Dr. Dalma Demeter on 0451-679.010. For security issues call campus security service on extension 2222 from the e-Court phone. (Please note that the phone in the e-Court only allows internal calls.)

### After using the e-Court

12. Please ensure that the e-Court is left in a clean, orderly fashion, with all equipment and lights switched off.
13. Please ensure that after use the e-Court is locked, with the alarm system armed and the 'Court in Session' sign switched off (switch next to the entrance door). For lock-up, please ask the Law reception during regular business hours (M-F: 9am-5pm), or call Security on 2222 after hours (phone available in the e-Court). Never leave the e-Court open or with the alarm off!

Thank you for observing these rules!