SCHEDULE 12

NOTICE TO WITNESS (COURTROOM IDENTIFIED)

# SUPERIOR COURT VIRTUAL HEARING

# **WITNESS NOTICE – EMAIL TEMPLATE**

# **Hearing room identified**

**How to use this email template**

* Copy and paste the text below into an email.
* Fill in the information which is highlighted in green.
* Attach the following document to the email: “Witness - Information on virtual hearings”
* Send the email to the witness.

**Re:** You are required to testify in the case names of the parties OR initials of the parties in a family matter (file number)

Dear Madam, Dear Sir,

At the request of name of calling party, you are required to attend a Superior Court hearing to testify in the above-mentioned case.

This hearing will be held virtually over the Internet:

**On:** Date of hearing

**At:** Time of hearing

**Link** **to access the hearing in video mode:** TEAMS link

**To access the hearing room in audio mode (telephone):** Dial 1-833-450-1741 and dial the following **Conference ID:** 9-digit conference ID *(DO NOT provide the 10-digit number)*

**You must have in your possession the following documents:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPLETE AS SOON AS POSSIBLE**

You must contact me at this email address to:

* Confirm you have received this call to appear.
* Confirm your availability on the day of the hearing.
* Provide a telephone number where I can reach you, if needed.
* To let me know if you wish to send me in advance the documents you are asked to have in your possession; otherwise, you must be able to send them electronically to the parties and to the court, when you appear.

**REMAIN AVAILABLE FOR THE ENTIRE HEARING**

It is impossible to predict the exact time your testimony will be heard. You must therefore remain available for the entire duration of the hearing.

You will receive a call or text message (SMS) a few minutes before the start of your testimony. That is your signal to connect to the virtual courtroom.

**HOW TO PREPARE AND CONNECT TO THE VIRTUAL HEARING**

Attached, you will find a document that contains important information on how to prepare for the hearing.

It also details how to connect to the virtual courtroom.

Thank you for your cooperation.

Name and contact information of the sender of the notice