



CONNECTING TO A COURT HEARING VIA THE CLOUD VIDEO PLATFORM

RECOMMENDED SYSTEM REQUIREMENTS:

You should access the court hearing using a **laptop or desktop** machine rather than a smartphone. You will need to ensure that your camera and microphone are working.

You will need a **good internet connection** – I recommend WiFi or a plugged-in internet connection (rather than a 4G data connection).

I recommend using **Google Chrome**.

You will need to install this in advance of your conference -

<https://www.google.com/chrome/>

If Google Chrome is not your default browser then you will need to cut and paste the hyperlink into the Google Chrome address bar at the top of the screen.

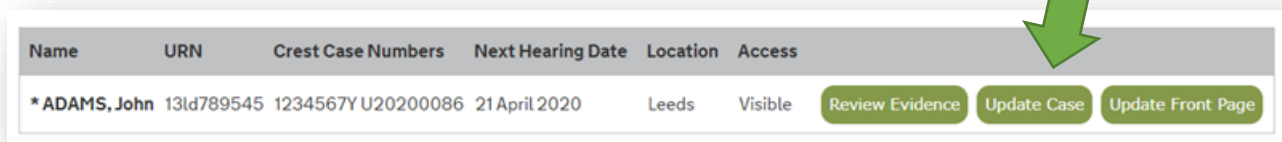
Helpful tip: You may, in addition, find it useful to have a second monitor attached to your device so that you can have case papers / note taking software on one screen and the CVP screen open on another.

CONNECTING TO THE COURT HEARING

- (1) The invitation to your court hearing can be found on the DCS.

The invitation is a **clickable hyperlink** (i.e. a web address) stored on the Front Page of your case file.

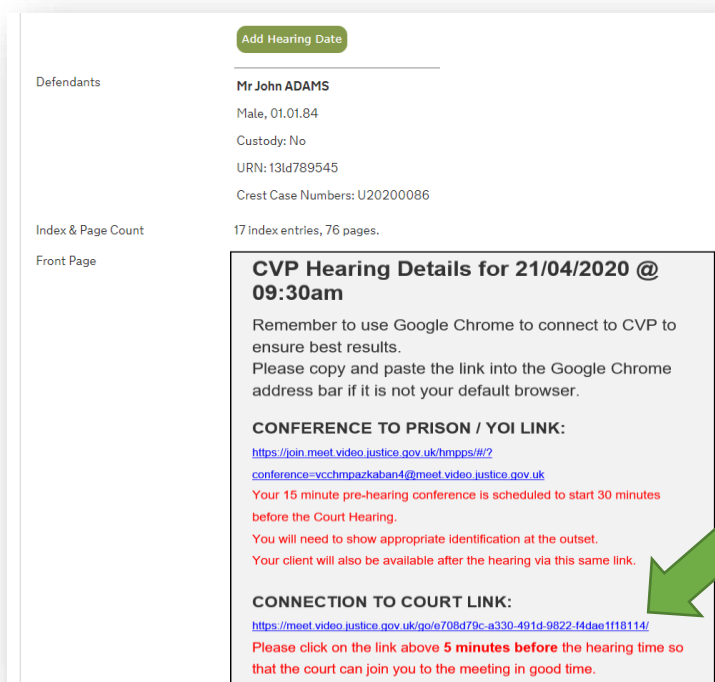
To access the Front Page you need to click on the 'Update Case' button for the relevant case file.



Name	URN	Crest Case Numbers	Next Hearing Date	Location	Access	
* ADAMS, John	131d789545	1234567Y U20200086	21 April 2020	Leeds	Visible	Review Evidence Update Case Update Front Page

- (2) Scrolling down the resulting page will lead you to the Front Page and in the grey box you will find the necessary hyperlink for your hearing (and for any pre- and post-hearing conference with a defendant in custody).

The relevant part will look something like this...



[Add Hearing Date](#)

Defendants

Mr John ADAMS
Male, 01.01.84
Custody: No
URN: 131d789545
Crest Case Numbers: U20200086

Index & Page Count

17 index entries, 76 pages.

Front Page

CVP Hearing Details for 21/04/2020 @ 09:30am

Remember to use Google Chrome to connect to CVP to ensure best results.
Please copy and paste the link into the Google Chrome address bar if it is not your default browser.

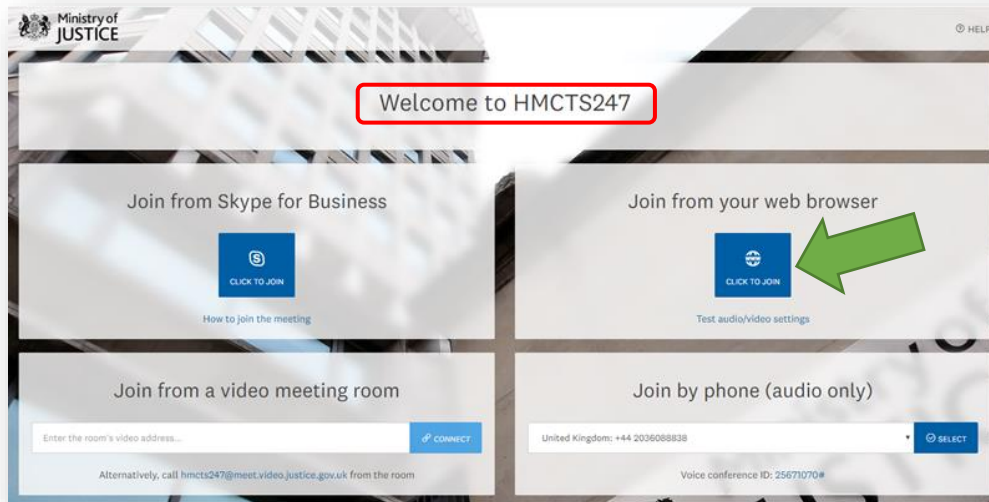
CONFERENCE TO PRISON / YOI LINK:
https://join_meet_video.justice.gov.uk/hmpps/#?conference=vcchmpazkaban4@meet_video.justice.gov.uk
Your 15 minute pre-hearing conference is scheduled to start 30 minutes before the Court Hearing.
You will need to show appropriate identification at the outset.
Your client will also be available after the hearing via this same link.

CONNECTION TO COURT LINK:
https://meet_video.justice.gov.uk/go/e708d79c-a330-491d-9822-14dae1f18114/
Please click on the link above **5 minutes before** the hearing time so that the court can join you to the meeting in good time.

- (3) If Google Chrome is your default browser simply click on the hyperlink highlighted above by the **green** arrow.

If Google Chrome is not your default browser simply cut-and-paste this address into the Google Chrome address bar.

- (4) You will be taken to a screen which will look a little like this:



The part I have highlighted in **red** above will say something different on your screen – don't worry that's the virtual room you will be joining and you will have been taken to the right room by the hyperlink.

Click on the '**Join from your web browser**' button as highlighted by the **green** arrow.

- (5) You will then be presented with a small window which looks something like this:



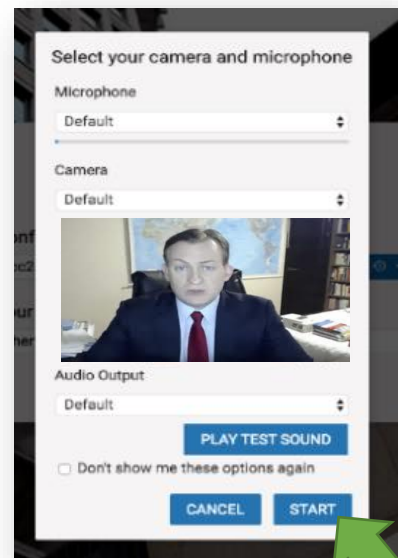
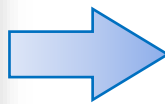
Again, the part I have highlighted in **red** above will say something different on your screen – your screen will show the details of the virtual room you will be joining at the court you are 'visiting'. Put your name and role in the box I've highlighted in **green**.

- (6) Now check that you will be connecting using both audio **and** video. To do this click on the down arrow highlighted by my **green** arrow above.

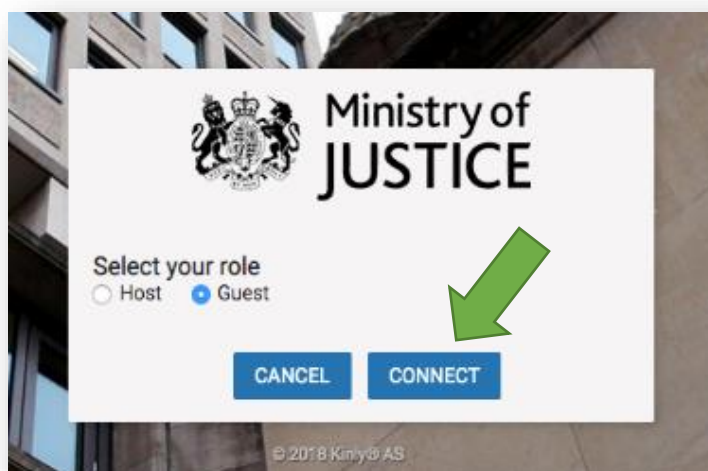
Select both the camera and microphone option at the top of the drop-down box – highlighted by me in **green** below.

- (7) Clicking on the 'Settings' button highlighted by the **green** arrow will enable you to choose the microphone and camera to use for your connection. You should only have to do this once.

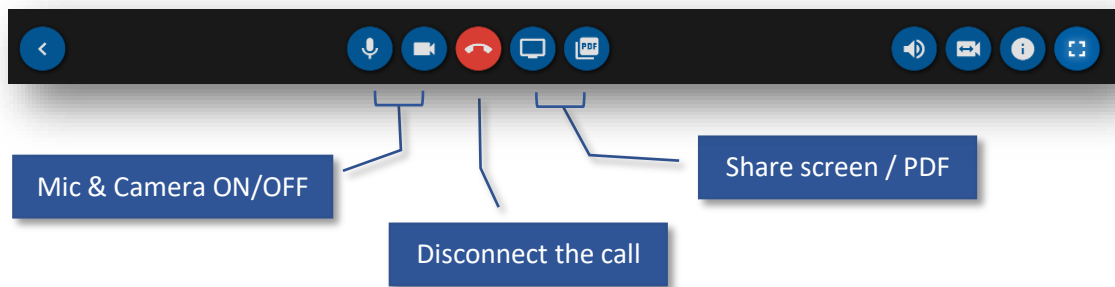
The '**default**' settings are likely to be the ones you'll need to ensure are selected. Your camera should be playing back to you in the inset screen, the thin blue bar underneath Microphone should be reacting to you speaking. Click '**Start**' when you are happy that your equipment is working.



- (8) At the next screen select the role '**Guest**' and again click '**Connect**'.



- (9) During a CVP connection you have a range of controls available to you at the bottom of the screen. If you have used other video connection platforms such as Skype-for-Business or Zoom then some of these will be familiar to you.



- (10) The Cloud Video Platform allows you to share documents and your screen with the court.

The **'share PDF'** feature allows you to drag-and-drop a PDF for sharing.

The **'share screen'** button offers up the option to share all or part of your desktop with other people in the meeting.

The tests run in respect of these features have yielded impressive results. This is, of course, a relatively new feature of remote connections with courts. However, the platform is still a little glitchy and so usage may be best kept to a minimum at this early stage.

Sharing video or audio tracks (e.g. '999' calls) by this means does not yet work satisfactorily. Other options such as inviting the parties to access the recording via Egress will have to be used if you need to share digital media with the court.

Remember to take care when sharing your screen; e.g. comments on the DCS may not be appropriate to share with the judge or other parties, private information such as WhatsApp conversations may be accidentally revealed.

- (11) At the end of the hearing you simply need to disconnect the call by clicking on the red telephone button.
- (12) Finally, please feel free to feedback to me about the experience or indeed these instructions and, most importantly - good luck!

24th April 2020

Chris Smith

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