

Video Conferencing for Hearings before the Registrar via Zoom

Frequently Asked Questions

1 How do I know if the hearing I am involved in is by video conference?

The mode of hearing will be stated in the Registrar’s Notice. If the hearing you are involved in is by video conference, you can find the “Join Zoom Meeting” link, Meeting ID and Meeting Password in the Registrar’s Notice.

2 How should I dress for a hearing by video conference?

For dress code, it will be black & white (coats optional) for agents and normal office wear for parties.

3 What name should I display for the Zoom meeting?

Your display name must be sufficient for the Registrar to identify your identity.

For counsel/agent representing a party, please state your display name in the following order: (a) your first and last name; and (b) your law firm/company (if any).

If you are self-represented, please display your first and last name.

4 How do I set my display name in Zoom?

Please tap or click on your username and amend your first and last name as required under “Edit my profile” or “Display Name”, and save the changes.

5 What time should I connect to the Zoom meeting?

You should connect to the Zoom meeting by the hearing time stipulated in the Registrar’s Notice.

6 Can I record the hearing in audio or video?

Unauthorised audio or video recording of the hearing is strictly prohibited. You must seek leave to record the hearing in audio, video or in any other form.

7 What should I do if not everyone from my end can be seen in the video frame?

Please inform the Registrar of all counsel or agents in attendance even if they are not captured within the video frame. Where possible, all attendees are to be seated within the range of the video frame.

8 What if I experience connection issues during the hearing?

If you experience an intermittent or poor connection during the hearing, please inform the Registrar as soon as possible. The Registrar will decide whether to proceed with the hearing.

If you are unexpectedly disconnected from the hearing, please rejoin the hearing as soon as possible using the same Zoom meeting details. The Registrar will pause the proceedings to allow the disconnected party some time to rejoin the hearing.

You may wish to use wired Internet connection or move to a location with a better WIFI signal to improve the strength of your Internet connection.

9 What happens if my connection issues cannot be resolved?

Generally, if one of the parties is unable to join or rejoin the hearing, the Registrar will adjourn the matter. If the matter is adjourned, the Registrar will give written directions in relation to the hearing.