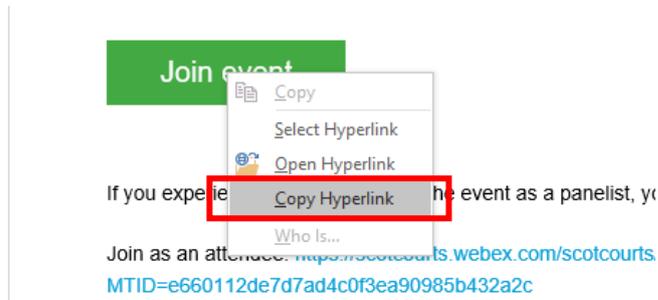


	Witnesses Guidance		
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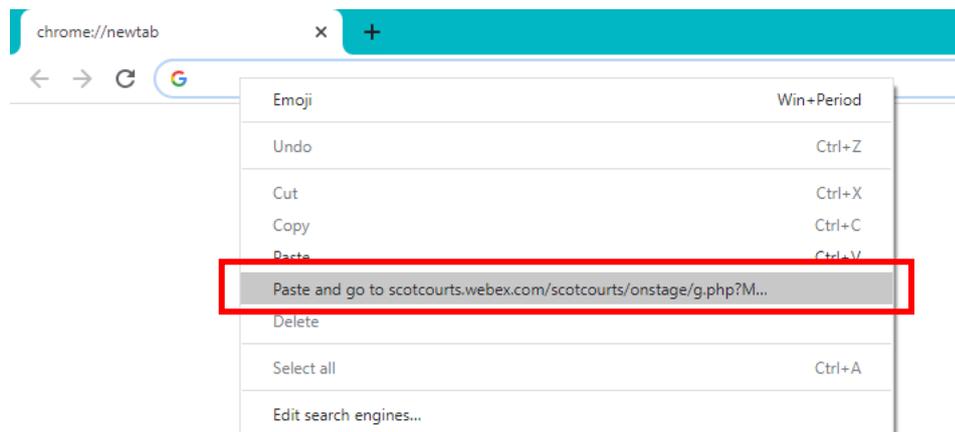
Witness Guidance

- WebEx invitation details should be received in advance of the virtual hearing WebEx Event which provides the date, time and sign in details. Please look out for an email from messenger@webex.com
- On the day of the hearing, before signing into WebEx, witnesses **must** make sure of the following:
 - That the equipment that they are using (i.e. laptop, mobile phone, tablet, etc.) is in working order and that WebEx can be accessed on it;
 - That the internet connection being used is a secured and/or wired connection. The use of Personal or open hotspots (i.e. BT Open Zone) **must** be avoided;
 - That there is sufficient charge in the device and a charging socket available if necessary;
 - That evidence will be given in a location where there will be no disturbances during the witness giving evidence;
 - That throughout the period when giving evidence the witness will be alone in the room from which that is being done;
- **The solicitor will contact their witness** when they are requested by the court to join the Event via the “Panelist link” in their email invitation.
- The clerk will unlock the event to allow the witness to enter. **WITNESSES MUST NOT JOIN UNTIL CONTACTED.**
- If for any reason, the ‘**Join event**’ button within the invitation email doesn’t work, the witness **must** contact their solicitor immediately to advise them that they are having a problem.

An Alternative way to attempt to join the event is to right click on the ‘**Join event**’ button, and select ‘**Copy hyperlink**’, as shown below.



Open a new browser (i.e. **Chrome**), right click on the address line and select paste and go to ***hyperlink address***



- If access still can't be gained to the event using the above method, then the witness **must** request via their solicitor for a new copy of the Event hyperlink and password be emailed to them by the Clerk of Court.
- **Joining via telephone:** If for any reason it is not possible to join WebEx via an internet connection, it is possible to join by telephone. However it should be noted that you will **not** be able to see all other participants via this method, but you will still be able to interact. You will have to obtain the “**Case Access Code**” from the Clerk of Court. Please ask your solicitor to request this information on your behalf. Once you have the Case Access Code, please follow the steps below:
 - To join you must call (United Kingdom Toll) +44-20-7660-8149;
 - Using your phones keypad, enter the Case Access Code;
 - When prompted, press # to join.

NOTE: This may incur a cost and you should check with your phone provider. Once connected, the line will remain silent until the hearing begins and then the sound will activate automatically.

- Once connected to the WebEx Event, you as the witness will appear on screen and should see the Sheriff who will identify themselves and administer the

oath/affirmation. You **must** ensure that you are positioned in such a way as to be seen clearly on the screen (i.e. ensuring that you are not too close to the camera so that your face is dominating the screen).

- The witness' screen will then automatically switch to the Pursuers' solicitor who will examine the witness.
- When the Pursuers' solicitor has finished with their examination the witnesses screen will switch back to the Sheriff, before switching to the Defenders' solicitor for cross examination.
- When the evidence has concluded, the witness' screen will return to the Sheriff who will release the witness. You will then be required to leave the Event, by clicking the **red exit button** at the bottom of the screen.

After being released from giving evidence the witness must have no contact with any other person who has yet to give evidence in the same hearing.