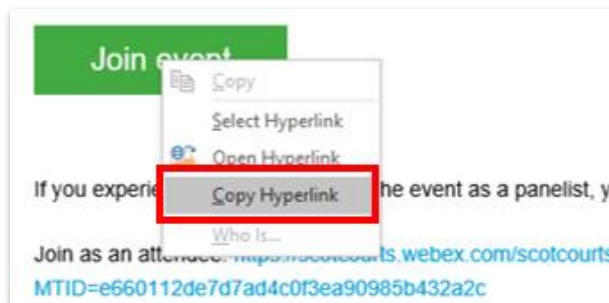
	Witnesses Guidance		
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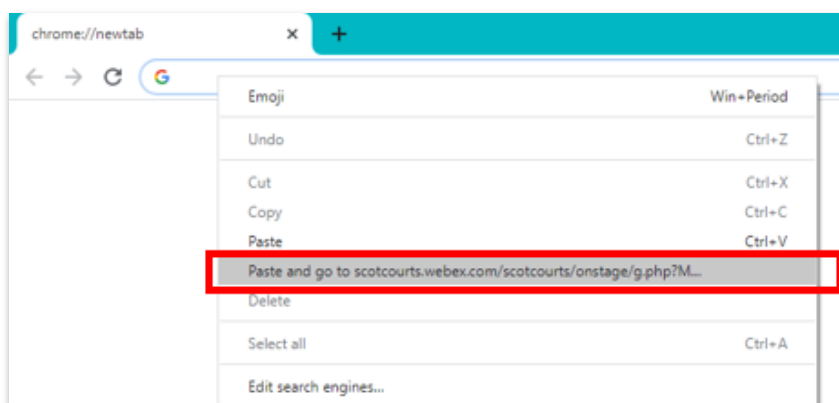
## Witness Guidance

- 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](mailto: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.**