



Scottish Courts and Tribunals Service

Criminal Hearings

Information Guide for Police Witnesses



Criminal Virtual Hearings

This guide provides information and step by step instructions for Police Officers giving evidence within a virtual criminal trial.

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Logging onto Cisco WebEx

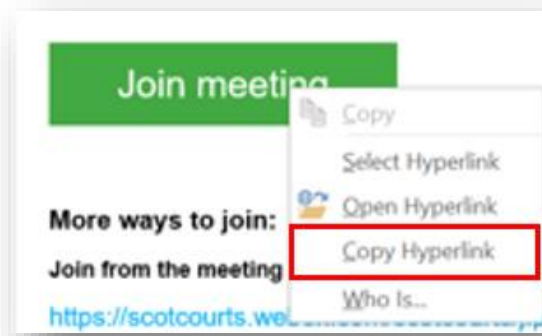
• **Information:**

- A WebEx invitation to connect to the virtual trial should be received from the Clerk of Court in advance of the trial, giving Police Witnesses the date, time and sign in details.
- On the day of the Trial, before signing into WebEx, witnesses **must** make sure of the following:
 - ▶ That the equipment that they are using (such as a laptop, mobile phone, tablet etc.) is in working order and that the WebEx Desktop or Mobile App can be accessed on it;
 - ▶ That the internet connection being used is a secured and/or wired connection. **Note:** 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;
 - ▶ That they do not have access to any statement or other material relevant to the trial, other than their personal police notebook (whether digital or paper) which they will only consult if granted permission by the sheriff.

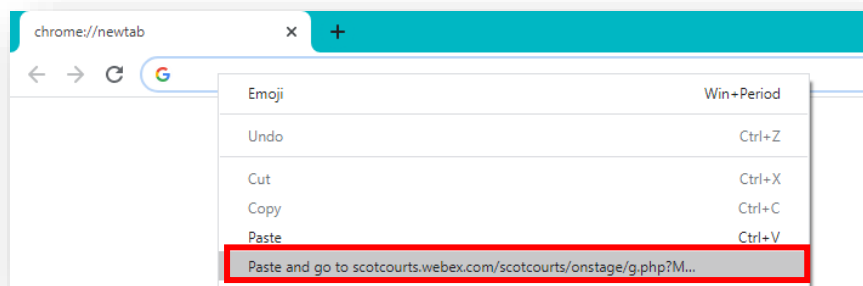
• **Joining the Trial:**

- The PF will inform the witness via telephone when it is their time to join the trial using the attendee link in the email invitation. The clerk will then allow the witness to enter the hearing.
- **WITNESSES MUST NOT ENTER UNTIL REQUESTED BY THE COURT.**
- If for any reason, the '**Join Meeting**' button within the invitation email doesn't work, the Police Liaison Officer for the witness **must** contact the clerk of court 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 Meeting**' button, and select '**Copy hyperlink**', as shown below.



Next step is to open a new browser tab (i.e. Chrome), then **right click** on the address line and select “**paste and go the added hyperlink address**”.



If access still cannot gain access to the Meeting using the above method, the police liaison office **must** advise the PF *as soon as possible* to request a copy of the Meeting hyperlink and password be emailed to them.

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 attendees via this method, but you will still be able to interact. You will have to contact the PF to request the “**Case Access Code**” be emailed by the Clerk of Court. 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.

The Trial:

- The witness will now appear on screen and will see the Sheriff who will identify the witness and then administer the oath/affirmation.
- The witness **must** ensure that they are positioned in such a way as to be seen clearly on the screen (i.e. ensuring that they are centred on the screen at a suitable distance).
- The witnesses screen should automatically switch to the PF who will commence proceedings and examine the witness.
- When the PF has finished with their examination, the witnesses screen should switch back to the Sheriff, before switching to the defence agent for cross examination.

Conclusion of Evidence

When evidence has been concluded the witnesses screen will return to the Sheriff, who will release the witness from the trial.

The witness will then be required to leave the virtual WebEx Meeting by clicking the red exit button located on the WebEx Toolbar 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 trial.