



INTERIM GUIDELINES FOR THE CONDUCT OF VIDEO CONFERENCE HEARINGS (VCH)
Philippine Consulate General in Calgary

Please be informed that prior to the submission of the motion to the relevant Court, the counsel of the requesting party or the requesting party himself/herself shall email requests for video conference hearings (VCH) to be conducted at the Philippine Consulate General (PCG) in Calgary through calgary.pcg@dfa.gov.ph, cc: the DFA-Office of Treaty and Legal Affairs (otla@dfa.gov.ph), with the subject heading "Request for Video Conference Hearing," and should include the following:

1. Letter addressed to Consul General Zaldy B. Patron, requesting the PCG's assistance in conducting the VCH, indicating:

a. The proposed date and time and alternative dates and times of the VCH, which should at least be one (1) month in advance from the date of the request. Please note that the VCH may only be scheduled within the PCG's office hours from 9:00 AM to 5:00 PM (Calgary time), Mondays to Thursdays, except on holidays. The latest hour that can be accommodated for VCH is from 6:00-7:00 PM Calgary Time (9:00 AM - 10:00 AM Philippine Time) since the building will be closed at 7:00 PM. The case must be heard first on the Court's calendar.

b. Names/s of the witness/es and contact details.

c. Details of the case.

d. An undertaking to pay the prescribed VCH fees to the PCG.

A requesting party may use either the PCG's small conference room or library at the following rates:

* Small conference room (24 sqm, 6-person capacity): CAD 417.60 for each VCH

* Library (13sqm), 2-person capacity): CAD 226.20 for each VCH

* A requesting party will need to pay the non-refundable rental fee on the day of the VCH, before any equipment set-up is made.

* Other expenses include CAD 36.25 per certification, if requested, with an additional fee of CAD 14.50 per certificate copy, if expedited.

2. Once the schedule has been finalized, the requesting party may then request for an Order from the relevant Court regarding the conduct of VCH. The VCH shall not proceed absent the appropriate Order received by the PCG at least one day prior to the date of the VCH.

3. The requesting party must ensure that all other parties are notified. It is the responsibility of the requesting party to ensure the attendance of the witness/es.

4. The requesting party must provide and set-up all necessary equipment, including the WiFi-enabled laptop, video camera, wireless USB WiFi adapter or mobile WiFi device for the internet connection, and the videoconference software acceptable to the Court. If necessary, the requesting party must provide his/her own interpreters.

5. The witness must be at the PCG's premises at least one hour before the scheduled VCH.

6. Only the requesting party or witness/es and at least one Consular Officer/Assistant shall be present, only to verify the identity of the witness/es and confirm the actual venue of the VCH.

Note that the PCG is given the discretion to assess compliance with prior notice and other requirements as provided in the foregoing guidelines, and to decide whether the requested VCH may be allowed. In lieu of a VCH, other modes of evidence-taking such as depositions and judicial affidavits, may be considered by the requesting party.