

Mandatory Case Conferencing booking request form – Client NOT in custody:

Prior to submitting this booking request, please check and confirm the availability of both the client and the location he/she will be attending.

Please save this form to your computer first, then complete and email it to your preferred Legal Aid location using the 'email form' button. Alternatively, send it to AVL.Sydney@legalaid.nsw.gov.au and we'll forward it to your preferred location.

*These are mandatory fields.

Proposed time:

| Date* | Start* | End* |
|-------|--------|------|
| | | |

Alternative time: Please provide an alternative time frame in case your proposed time is unavailable:

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Client's details:

| Client's name* | Client attending Legal Aid office at* |
|---|---------------------------------------|
| | |
| Client appearing via* <input type="checkbox"/> Video <input type="checkbox"/> Phone <input type="checkbox"/> In person (client and solicitor attending same location) | |

Professionals' details:

| | Solicitor for the defence | Barrister for the defence (if applicable) | Prosecutor | Additional participant (please indicate role in the comments box) |
|---------------------------|---------------------------|---|------------|---|
| Name* | | | | |
| VIN* | | | N/A | |
| Email* | | | N/A | |
| Phone* (mobile preferred) | | | N/A | |
| Attending from* | | | | |

Please also indicate:

- Other location's availability confirmed*
- Interpreter present (you have to book one)
- In-house solicitor appearing via own device

Comments:

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