



Supreme Court of Newfoundland and Labrador Wireless Internet Guest Access Request Form

1. Requested by*

First Name	Last Name	Organization	E-mail Address	Phone #

2. Building Information* (Court Centre)

St. John's (General Division)

Form must be emailed to:

inquiries@supreme.court.nl.ca

St. John's (Family Division)

Form must be emailed to:

FamilyInquiries@Supreme.Court.nl.ca

3. Access required*

Date/Time to Start

Date/Time to Expire

Reason for Access

If you are requesting access for a specific court matter, you can include the court file number in the "Reason for Access" field above.

If you are requesting access for more than 30 days, special approval will be required.

* Required Information

I have read the terms and conditions set out below and I understand that use of the wireless network must be in compliance with the Supreme Court's *Wireless Guest Access & Electronic Devices Policy*.

Signature

Date

Once completed, this form must be submitted to the Registry of the Court Centre in which you are requesting wireless guest access. When approved, your username and password will be emailed to the email account provided.

For Court Use Only

Court Authorization

Approving Guest Admin.*

Guest Admin. e-mail*

Guest Admin. Phone #*



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Supreme Court of Newfoundland and Labrador WIRELESS GUEST ACCESS & ELECTRONIC DEVICES POLICY

Use of the wireless network is subject to the Office of the Chief Information Officer's *Terms of Service* and the Supreme Court *Wireless Guest Access & Electronic Devices Policy*.

Use of Wireless Services and Electronic Devices

1. The wireless network and any electronic devices shall be used for business purposes consistent with Court functions.
2. The wireless network and any electronic devices must be used discreetly and shall not be used in ways that affect or disrupt the administration of justice, the Court's decorum, or the Court's proceedings, including the Court's technology and recording software. Proceedings shall not be delayed or disrupted because of interruptions or malfunctions in the network or an individual's electronic device(s).
3. Use of the wireless network and electronic devices in the courtroom is encouraged for purposes including:
 - a. Scheduling dates for hearings through electronic scheduling systems (such as Microsoft Outlook) to allow the Court to set firm hearing dates;
 - b. Linking with law firm office systems to
 - i. facilitate case management during hearings,
 - ii. allow review of correspondence and documents pertaining to the file, and
 - iii. consult with other firm members regarding hearing activities; and
 - c. Conducting research.
4. Individuals using the wireless network or electronic devices will not:
 - a. Use the network for unlawful or fraudulent purposes or activities;
 - b. Fail to respect intellectual property rights;
 - c. Access, create, store or transmit indecent or offensive material except where such is required for a hearing;
 - d. Use the wireless network or electronic devices for any purpose which would be embarrassing or would bring the administration of justice into disrepute;
 - e. Interfere with the wireless services for other users, including by using a large amount of bandwidth, except where such is necessary for proceedings; or
 - f. Attempt to gain unauthorized access to the network or access blocked content.



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5. Unless the presiding judge orders otherwise, the use of electronic devices in the Court during **civil and criminal proceedings** is subject to the following guidelines and restrictions:
 - a. You may record audio during Court proceedings for note-taking purposes but you may **NOT** transmit, share or broadcast this recording in any way.
 - b. You may tweet, text or use other forms of text-based communication when the Court is in session.
 - c. You may take photographs or make video-recordings in the courtroom, but only when the Court is **NOT** in session (unless it is a ceremonial proceeding such as a call to the Bar, a swearing-in of a judge or a wedding, in which case this may be permitted during the proceeding).
 - d. You may **ONLY** take photographs, make video-recording or conduct interviews in the courthouse, **IF the Chief Executive Officer of the Supreme Court, in consultation with the Chief Justice, has specifically designated an area for this purpose or if the Chief Justice of the Supreme Court has expressly authorized it in writing.**
6. Unless the presiding judge orders otherwise, the use of electronic devices in the Court during **family proceedings** is subject to the following guidelines and restrictions:
 - a. You may **NOT** record audio or video or take pictures in the Courtroom.
 - b. You may **NOT** tweet, text or use other forms of text-based communication when the Court is in session, unless it is for a purpose set out in paragraph 3.
 - c. You may **ONLY** take photographs, make video-recording or conduct interviews in the courthouse, **IF the Chief Justice of the Supreme Court has expressly authorized this activity in writing.**

Privacy, Confidentiality, and Privilege

7. Users do not have a reasonable expectation of privacy when using this network. As with any unsecured wireless service:
 - a. users are recommended to follow best practices related to internet use, including using virus scanners and encryption software on their electronic devices; and
 - b. there is a risk that communications will be intercepted unlawfully.
8. This network is supported by the Office of the Chief Information Officer, who have the right to monitor and log information related to the network's use; in some circumstances, this information may be accessed by legal authorities. Users should exercise their discretion when accessing personal or confidential information, including information that may be subject to privilege, via this wireless network.

Indemnification

9. No guarantees or warranties are made about the security, privacy, quality or availability of the wireless network.



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10. Users accept all risks associated with using the wireless network and indemnify the Supreme Court and the Government of Newfoundland and Labrador against all claims related to using the network.

General

11. When users register for wireless services they consent to the relevant terms of use for each hearing.
12. Users must provide their own hardware, software, and any technical assistance that may be required to access or use the wireless network. The Court does not provide technical support for guest devices that access the network.
13. The network is equipped with standard business use content management software to block access to a range of potentially embarrassing and/or criminal sites; users may not circumvent this software.
14. All publication restrictions, sealing orders, and other Court orders are unaffected by this policy and use of the wireless network or electronic devices must be in conformity with any such restrictions and orders.
15. Notwithstanding anything in this policy and agreement, the Court and the presiding judge retain authority over use of electronic devices and the wireless network; in their discretion, they may deviate from this policy.

Enforcement

16. Violations of this policy, in the discretion of the Court or the presiding judge, may result in:
 - a. A request to turn off an electronic device;
 - b. A request to leave the courtroom;
 - c. Forfeiture of an electronic device while in the courtroom;
 - d. Deletion of all wrongfully recorded material;
 - e. A temporary or permanent withdrawal of access to the wireless network;
 - f. A citation for contempt of Court;
 - g. Prosecution for violation of a publication ban; or
 - h. Other orders as the Court sees fit.