



**INTERIM GUIDELINES FOR THE CONDUCT OF
VIDEO CONFERENCE HEARING (VCH) AT THE
PHILIPPINE CONSULATE GENERAL IN TORONTO**

1. Requests for the conduct of Video Conference Hearing (VCH) should be emailed to consularmatters@philcongen-toronto.com. The request should be addressed to the Consul General, Philippine Consulate General in Toronto and indicate the date, time and nature of the case hearing. Ideally, the request must be sent a month or more before the scheduled hearing.
2. The VCH should be scheduled **no later than 8:30 a.m. (Philippine time)** and the case should be scheduled first on the Court's calendar. The VCH should be **on a weekday** and should not be on a weekend or a holiday.
3. The requesting party must obtain a Court Order from the relevant Court indicating the date and time (consistent with the conditions in no. 2) for the conduct of the VCH and specifically indicating the **Philippine Consulate General in Toronto** as the venue for the VCH. The VCH will not proceed without the Court Order, which should be received by the Consulate at least three (3) working days before the hearing.
4. The party/ies must be at the Consulate at least 30 minutes before the scheduled hearing for technical tests and other arrangements.
5. The requesting party will be responsible for bringing and setting up the necessary equipment, including laptops, camera/s and mobile WIFI device/s necessary for the internet connection.
6. Only the litigant or witness will be allowed into the VCH venue unless the Court Order provides for another litigant or witness.
7. The litigant or witness is expected to log himself/herself into the virtual conference platform provided by the court.
8. Unless prohibited by the judge, one (1) Consulate personnel shall be present in the venue during the VCH. Such presence will be subject to existing data protection regulations. The said consulate personnel, if required by the judge, will identify himself/herself on screen, show his/her proof of identification, and confirm that the videoconference hearing is indeed being conducted within the premises of the Consulate.
9. The requesting party may use the Consulate General's conference room. If the conference room is not available, the Sentro Rizal Toronto will be the alternative venue.

10. Appropriate fees shall be charged for the conduct of the VCH and certification to be requested, as follows:

- Use of the venue and administrative fees (US\$12 or CA\$17.40 per sqm of the office space per Department Order 2021-017) – **CA\$316.20**
- Certification – **CA\$38.75**
- Expedite Fee – **CA\$15.50**

The fees should be paid during office hours (9:00 a.m. to 4:00 p.m.) on the day of the VCH.

In lieu of a videoconference hearing, parties concerned may consider resorting to other modes of evidence-taking such as deposition through written interrogatories, if such mode/s is/are applicable to the case.

- **END** -