



Consulate General of the Republic of the Philippines San Francisco



GUIDELINES ON THE CONDUCT OF VIDEOCONFERENCING

- (1) Pursuant to Section IV of the Supreme Court of the Philippines' Administrative Matter (A.M.) No. 20-12-01-SC (*copy attached*), the Philippine Consulate General in San Francisco ("Consulate") may facilitate the conduct of videoconferencing at its premises at the following address:
Philippine Consulate General
447 Sutter Street
San Francisco, CA 94108
United States of America
- (2) Pursuant to Item IV.4. of A.M. No. 20-12-01-SC, the Consulate (Attn: Legal Section - legal@pcgsanfrancisco.org) must be furnished by the requesting party with a copy of the court order approving the conduct of videoconferencing. Lawyers must furnish contact details (e-mail address and mobile number) of witnesses.
- (3) The conduct of videoconferencing must be scheduled at least one (1) month ahead of time in order for the Consulate to undertake administrative preparations. Unless so ordered by the court, no cancellations shall be allowed.
- (4) The schedule of the videoconferencing hearing must be on the Consulate's regular working days, must not begin later than 6:00 p.m. (Pacific Time) and must be mutually agreed upon by the Consulate and the court. The duration of the videoconferencing must also be pre-determined and agreed upon by the Consulate and the court.
- (5) The witness or litigant must bring his or her own equipment (laptop/tablet with camera and sound) and mobile internet connectivity for use during the conduct of the videoconferencing. The witness or litigant shall use his or her own log-in details of the videoconferencing platform (Zoom, Google Meet, Microsoft Teams, Skype, Cisco Webex, etc.) to be used by the court. The Consulate shall provide a suitable room.
- (6) The witness or litigant must be physically present with the equipment at the Consulate at least one (1) hour before the scheduled videoconferencing. Unless expressly allowed by the court, no companion shall be allowed inside the room.
- (7) Unless prohibited by the presiding judge, one (1) Consulate personnel shall be present in the room during the videoconferencing.
- (8) The witness/litigant must pay a fee of \$202.90 for the use of venue and administrative fee, and a fee of \$50.00 (\$40.00 certification + \$10.00 expedite fee for same day release) for the issuance of a Certification attesting to the conduct of the videoconferencing. The fees are payable in cash, credit/debit card (with convenience fee) or payable to the "*Philippine Consulate General*" in Money Order, Bank Draft, Certified Check or Cashier's Check.
- (9) These Guidelines are interim pending receipt of official Guidelines from the Department of Foreign Affairs of the Republic of the Philippines.

San Francisco, 19 April 2024