



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
KONSULADONG PANLAHAT NG REPÚBLIKÁ NG PILIPINAS  
CALGARY



**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](mailto:calgary.pcg@dfa.gov.ph), cc: the DFA-Office of Treaty and Legal Affairs ([otla@dfa.gov.ph](mailto:otla@dfa.gov.ph)), with the subject heading "Request for Video Conference Hearing," and should include the following:

1. **Letter addressed to Consul General Emma R. Sarne**, 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 be at least **one (1) month in advance** of 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 (Mountain Time) or 8:00 AM - 9:00 AM Philippine Time since the building will close at 7:00 PM. Please also note that the provinces of Alberta and Saskatchewan observe Daylight Saving Time during the summer months. VCH must be heard first on the Court's calendar.

- b. **Name/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.

The requesting party may use the PCG's rooms at the following rates,

\* **Assistance-To-Nationals (ATN) Room** (10sqm, 2-person capacity): **CAD 293.80** for each VCH

\* **Library** (13sqm, 2-person capacity): **CAD 339.00** for each VCH

\* **Small Conference Room** (24 sqm, 6-person capacity): **CAD 384.20** for each VCH

\* The requesting party must pay the non-refundable VCH venue rental fee by **3:00 PM Calgary Time** on or before the date of the approved VCH before any equipment set-up can be made.

\* Other expenses include **CAD 38.75 per certification**, if requested, with an additional fee of **CAD 15.50** per certificate copy, **if expedited for same-day release**.

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 without 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**. Prior to the start of the VCH, child witnesses are allowed to wait in the PCG's Child-Friendly Space/Lactation Room, free of charge.

4. The requesting party must **provide and set-up all necessary equipment and internet connection**, which may include a 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. There is no available stenographer or interpreter at the PCG.

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.