



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE CONSULATE GENERAL**

LOS ANGELES, CALIFORNIA



*Public Advisory*  
*EBB-001-2023*

## **REVISED INTERIM GUIDELINES ON THE CONDUCT OF VIDEOCONFERENCE HEARINGS IN LOS ANGELES PCG**

Pursuant to applicable Rules and Regulations issued by the Supreme Court and the Department of Foreign Affairs, persons ordered by a Philippine Trial Court to appear before it through videoconference hearing (VCH) may be allowed to participate or testify via VCH at the Consulate General's premises subject to the following conditions:

1. Submission of a **formal request letter** addressed to the Consul General at least **one (1) month** prior to the scheduled court hearing, attaching a copy of the **Court Order and Court Calendar**;
2. In view of the time difference between the Philippines and Los Angeles, VCH at the Consulate is conducted only between 4:00-6:00 p.m. (Pacific Standard Time) or 5:00-7:00 p.m. (Pacific Daylight Time). The requesting party must ensure that the case shall be **FIRST** in the Court Calendar. Should it appear that the testimony will go beyond 6:00 p.m. (PST) / 7:00 p.m. (PDT), the counsel for the testifying witness shall move for continuance;
3. Payment of the following fees per session, *effective **01 January 2024***:
  - Use of facility - US\$ 432.00 [@ US\$ 12.00/sqm (venue is 36sqm)]
  - Certification - 40.00
  - Expedite fee - 10.00
4. The witness must be at the Consulate General's premises one hour before the scheduled hearing.
5. The witness shall observe proper decorum at all times and shall wear office-appropriate attire while inside the Consulate General premises. The Consulate General reserves the right to terminate the VCH should the witness manifest rude behavior at any time before or during the proceedings.

The role of the Consulate General in a VCH is merely to provide the venue and internet connection. The witness shall bring his/her own laptop and secure the log-in link and credentials for the videoconferencing platform to be used before the scheduled VCH. In the event of technical difficulties and emergencies, whether on the part of the concerned court or of the Consulate General, and/or an extension of the hearing beyond the prescribed schedule, the Consulate General shall terminate the conduct of VCH and advise the counsel of the witness to request the court for continuance.

The duty of the Consular Officer and/or other personnel overseeing the VCH shall be limited to identifying the witness' identity through his/her valid ID. They shall neither take notes, record the proceedings, nor draft responses for the witness or his/her representative. They shall also not perform any other act, including answering consular-related questions during the conduct of VCH, unless with prior authority from the Department of Foreign Affairs.

The above guidelines shall be **strictly complied with**. Any deviation from the guidelines shall serve as valid grounds to postpone or cancel the conduct of VCH. For further inquiries on this matter, the Consulate General's Legal Officer may be reached at +1 213 637 3027 or through [pcgenla.legal@gmail.com](mailto:pcgenla.legal@gmail.com). END