

## Procedure for Requesting a Videoconference Hearing at the Embassy

1. Accomplish the request form (see attached) and submit the accomplished request form by email to the Philippine Embassy in Seoul ([seoulpe.atn@dfa.gov.ph](mailto:seoulpe.atn@dfa.gov.ph)), and copy furnished the Office of Treaties and Legal Affairs, DFA, Manila ([otla@dfa.gov.ph](mailto:otla@dfa.gov.ph), [otla.div4@dfa.gov.ph](mailto:otla.div4@dfa.gov.ph)).
2. Upon submission of the application form, the Philippine Embassy will confirm by email the acceptability of the date and time of the proposed hearing date. Only upon securing an appointment with the Embassy should the applicant/counsel proceed with the filing of a Motion in Court to issue the Order for the date and time of the videoconferencing hearing.
3. A copy of the Court Order confirming the videoconferencing hearing and date must be submitted to the Embassy by email at least three (3) days ahead of the scheduled hearing.
4. The party/witness/counsel is advised to pay the fee charged by the Embassy for the use of the space under the Department of Foreign Affairs' Department Order No. 2021-18 dated 26 November 2021 before the actual hearing takes place. The rates vary depending on the availability of the area to be used and the number of persons appearing, as follows:

Sentro Rizal	80 sqm.	USD960
Conference Room	80 sqm.	USD960
Receiving Area	20 sqm.	USD240

5. During the hearing date, the party/witness should bring the following:
  - a. Appropriate identification cards (Alien Registration Cards/National ID) or passports for identity verification. Korean nationals are required to submit their passports with their names written in English;
  - b. Copy of the Court Order to be presented to the Embassy personnel who will assist in the hearing;
  - c. Own laptop with a pre-installed software duly approved by the trial court hearing the case;
  - d. Portable internet connection; and
  - e. Other Audio equipment (if necessary)
6. Participants in the hearing are also required to abide by the Embassy's security and safety protocols. Only those whose names are required to appear at the videoconference hearing under the Court Order shall be allowed entry at the Embassy.

For further queries on the above-mentioned Court Hearing by Video Conference you may coordinate with the Embassy ATN Section at +82 2 796 7387 extension number 102.

30 January 2022.

**Embassy of the Republic of the Philippines  
Seoul, Republic of Korea**

**REQUEST FORM FOR VIDEOCONFERENCING HEARING**

**I. Requesting Person and Counsel's Information**

Requesting Person	
Email	
Mobile Number	
Status	[ <input type="checkbox"/> ] Party to the Case [ <input type="checkbox"/> ] Counsel for _____
Counsel's Name	
Counsel's Email	
Counsel's Mobile Number	

**II. Case and Trial Court Information**

Case Title	
Case Number	
Trial Court Details	
Trial Court Contact Details (email and mobile number)	

**III. Participants to the Videoconferencing Hearing Information (Note: Only those named in the Trial Court's Order may participate in the Videoconferencing Hearing).**

Name	Email	Mobile Number

**Proposed Date and Time (in the timezone of Seoul, ROK):** \_\_\_\_\_  
(Note: Videoconferencing hearings may only be conducted Mondays to Thursdays, 9:00 A.M. to 6:00 P.M., in accordance with Embassy operations.)

I hereby undertake to pay the prescribed fees by the Department of Foreign Affairs before the conduct of the proposed videoconferencing hearing. My failure to pay such fees shall result in the forfeiture of the schedule requested. I also undertake to inform the witness concerned of the health protocols required by the Embassy in the conduct of the videoconferencing hearing.

NAME AND SIGNATURE OF THE REQUESTING PARTY

DATE