

# Litigants in Person

Form completion guide

## Notice of Appeal

(page 1 of 2) Items in [blue] must be completed

SUPREME  
COURT OF  
VICTORIA



**IN THE SUPREME COURT OF VICTORIA AT MELBOURNE**

No. [X] of [X]

**[COMMON LAW DIVISION] DIVISION**

**BETWEEN**

[FULL NAME(S) OF PLAINTIFF(S), IF MORE THAN 2, INSERT NAME OF 1ST PLAINTIFF

“AND OTHERS”]

Appellant/s/Applicant/s

– and –

[FULL NAME(S) OF DEFENDANT(S), IF MORE THAN 2, INSERT NAME OF 1ST DEFENDANT

“AND OTHERS”]

Respondent/s

### NOTICE OF APPEAL

Date of document: COMPLETE

Filed on behalf of: The Plaintiff

Prepared by: COMPLETE [Name]

Tel: COMPLETE

Fax: COMPLETE

Address: COMPLETE

TAKE NOTICE that the [Appellant/Applicant] [seeks to appeal/seeks leave to appeal out of time] to the Supreme Court of Victoria pursuant to [s.109 (Civil) or s.92 (Criminal) (select one of these options)] of the *Magistrates Court Act 1989* (Victoria)] against the judgment given and final orders made by [Insert name] at [Insert location] on [Insert date] whereby His/Her Honour ordered that:

COMPLETE BY FOLLOWING INSTRUCTIONS

#### ORDERS

1. [Set out the orders exactly as they are recorded in the copy order.]
- 2.
- 3.

#### SCOPE of the APPEAL

1. [Specify or clearly set out what orders the appeal is being brought in relation to, that is whether the appeal is brought against all orders made or only some of the orders made.]
- 2.
- 3.

GUIDE CONTINUES ON NEXT PAGE >

[‘No.’] & [‘of’]  
to be the same  
as that  
contained on  
the Writ  
document

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### QUESTION(S) of LAW

1. [Set out in separate numbered paragraphs either each legal principle involved in the decision which is questioned or which legal principle which was not applied or not properly applied. These paragraphs however do not need be stated in the form of a question.]

2.

3.

### GROUND(S) OF APPEAL

1. [In this section, again in separate numbered paragraphs, for each question of law raised in the section above set out the reasons why the appeal ought to be allowed.]

2.

3.

### ORDERS SOUGHT IN THIS APPEAL

1. [Set out in this section, again in numbered paragraphs, the orders that the court is now being asked to make.]

2.

3.

FILED the .....day of.....20...

(This to be completed at the Registry at the time of filing this document)

.....  
[Name of Appellant/s/Applicant/s]

TO: The Respondent

[Address]