

Appeal from a Supreme Court Associate Justice

Self-Help Information Pack

October 2018



Principal Registry
Supreme Court of Victoria
Level 2, 436 Lonsdale Street
Melbourne Victoria 3000
W: supremecourt.vic.gov.au



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In this information pack, you will find information on making an application to appeal from a decision of an associate justice of the Supreme Court of Victoria.

Legislation, rules and all other information are up to date as at the time of making this pack. Please check the legislation and rules before you commence your action. If in doubt, contact the Self-represented Litigant Coordinator's office on 03 9603 9240 or by email to unrepresented@supcourt.vic.gov.au (see section 3.1 below).

1 Appeal from a Decision of an Associate Justice

In general, an appeal from a decision of an associate justice will be heard by a judge in the Trial Division. However, in some circumstances, it may be heard in the Court of Appeal.

In order to commence an appeal of a decision of an associate justice to the Trial Division, the following procedure will apply.

1.1 Time to Appeal

The appellant must serve a notice of appeal on all parties within fourteen (14) days of that order being made (see Rule 77.06.2(1)).

Within seven (7) days after serving the notice of appeal on all parties, the appellant must file the notice of appeal with the Supreme Court.

The notice should be accompanied by a list of all persons who have been served with the notice and should also include how they were served and the date they were served. It must be signed by the appellant or a legal practitioner.

The Supreme Court will set a date for the hearing of the appeal on the notice.

A notice of appeal attracts a fee if the appeal is to be heard in the Trial Division.

The notice of appeal containing a court date is then to be re-served on all parties within seven (7) days.

Within seven (7) days after filing a notice of appeal with the Supreme Court, the appellant must file an appeal book with the Supreme Court (see Practice Note SC Gen 8).

The appeal book must contain:

- the notice of appeal
- the order being appealed from
- the process before the associate justice (summons)
- any written submissions made to the associate justice

- all evidence that was presented to the associate justice
- a transcript of the hearing before the associate judge
- the reasons for the decision of the associate judge.

The appeal book should have each page numbered in the bottom right-hand corner. If either the transcript or reasons for judgment are not available by the time the appeal book is to be filed they are to be added to the appeal book as soon as possible.

See the Court of Appeal ‘Self-represented Litigants Information Pack’ for rules, forms and further details about appealing to the Court of Appeal.

1.2 Commencing an Appeal

Commencing or defending a legal action or appealing a decision of a court or tribunal can be very costly. In most cases if you lose, you must pay the other party’s legal expenses and costs. You need to be sure you have a good chance of success before you start any legal action. It is best to try to settle your legal problem outside of the courts if possible. If you are going to represent yourself, make sure you are familiar with the rules and legislation of the Court.

If you are appealing a decision, your appeal is commenced by filing and serving a notice of appeal. The main thing to think about before you appeal is what are your **grounds of appeal** (what mistakes or errors in the law do you think the associate justice has made in your case) as these form the basis of your notice of appeal.

It is always best to submit typed/printed documents rather than handwritten ones. Be as concise as you can, and make the document look professional. These will be the main documents used in your court action—if they read well, they may give you a better chance of settling or winning your action.

Even if you intend to represent yourself in court, it may be to your benefit to employ a solicitor just to do the documentation work for you. You can then continue your representing yourself for the remainder of your case.

1.3 Service of Writs, Originating Motions and Other Documents

There are rules concerning the serving of documents to the Court and to the other parties involved in your case that must be adhered to. Any document required or permitted to be served in a proceeding may be served personally, but unless personal service is required by these rules or by order, it need not be served personally. Personal service of a document is effected by:

- a. leaving a copy of the document with the person to be served or
- b. if the person does not accept the copy, by putting the copy down in the person's presence and telling the person the nature of the document.

Where personal service of a document is not required, the document may be served by leaving the document at the proper address of the person on a day when the prothonotary's office is open or by posting the document. If you are serving on a solicitor, the document can be served by post, document exchange or by fax.

1.4 Filing with the Supreme Court

You should file your documents in RedCrest, the Supreme Court of Victoria's electronic filing system and serve the documents on the other parties.

If you are representing yourself, please make an appointment with the Self-represented Litigant Coordinator (see section 3.1 below) before you file or serve any documents.

Further information on how to file documents in RedCrest is available at redcrest.com.au or can be obtained by contacting the Self-represented Litigant Coordinator.

2 Legal Assistance

Have you had any legal assistance in relation to your appeal? If you have a legal problem it is always best to seek legal advice. If, however, you do not want or cannot afford legal advice from a solicitor, there are various places you can go to seek initial legal help.

Do some research in the area of law your matter is concerned with, and try to find out everything you can before you commence a legal action. The best place to start is to search the internet for your specific legal problem; there are various websites that can give you advice. A good place to start could be the websites listed in sections 2.1–2.5 below.

Before you start or continue court proceedings, we suggest you try seeking out one or more of the following resources if you do not want or cannot afford legal advice or representation.

2.1 Law Institute of Victoria

The Law Institute of Victoria (LIV) offers a legal referral service to members of the community who cannot afford legal representation. A litigant can complete a referral form for a free 30-minute consultation with a solicitor. To obtain a referral form, or to find out more about the LIV's legal referral service you can:

- visit the following webpage, www.liv.asn.au/Referral, and follow the prompts
- phone 03 9607 9550 or
- contact the LIV via email at referrals@liv.asn.au.

The LIV is located at 470 Bourke St, Melbourne. Their website can be found at www.liv.asn.au.

2.2 Victoria Legal Aid

We encourage self-represented litigants seeking free legal advice to visit the Victoria Legal Aid (VLA) website, available at www.legalaid.vic.gov.au, or contact their helpline on 1300 792 387. The VLA helpline gives advice on a range of civil and criminal issues.

2.3 Community Legal Centres

Community Legal Centres (CLCs) are independent community organisations that provide free legal services. There are two types of CLC:

- **generalist CLCs** provide services on a range of legal issues to people in their local area. There are generalist CLCs who may be able to assist with your legal issues across metropolitan Melbourne and throughout rural and regional Victoria
- **specialist CLCs** can help with particular areas of law (such as tenancy, consumer, employment, welfare, human rights, environmental issues and immigration law) or assist specific groups of people (such as young people, women, or people with mental illness or disabilities).

For a list of CLCs and their relevant contact details, or other general information, please visit their website at www.fclc.org.au.

2.4 Justice Connect

The Justice Connect (formerly PILCH) helps individual's access pro bono assistance and coordinates a number of pro bono schemes in Victoria.

Justice Connect may be able to help you find pro bono legal assistance if:

- your matter has merit (a good chance of success)
- you are ineligible for legal aid
- you meet a means test and
- your matter has public interest.

You can find out more information about PILCH and getting pro bono help by visiting their website, available at www.justiceconnect.org.au, or by phoning 03 8636 4400.

2.5 Other Online Information

You can also browse free legal information at various websites, such as:

- The Law Handbook: Your Practical Guide to the Law in Victoria: www.lawhandbook.org.au/handbook.php.

3 General Information

3.1 Self-represented Litigant Coordinator

The Supreme Court has a Self-represented Litigant Coordinator who specializes in assisting litigants who, for various reasons, find themselves without legal representation. Just like any court registry officer, the Self-represented Litigant Coordinator cannot give you legal advice relating to your case. However, the coordinator's office will be able to provide you with procedural and practical advice, as well as information about alternative dispute resolution measures and the availability of any free legal services. Self-help packs on various types of proceedings that can be commenced in the Supreme Court are available in hardcopy at the Supreme Court Registry, can be posted by request or can be found on the www.supremecourt.vic.gov.au website.

If you would like to make an appointment with the Self-represented Litigant Coordinator, please phone 03 9603 9240 and ask to make an appointment or send an email to unrepresented@supcourt.vic.gov.au. The coordinator's office is located in the Supreme Court Registry.

3.2 Supreme Court Registry and the Court of Appeal Registry

The Supreme Court Registry and Court of Appeal Registry are located on Level 2, 436 Lonsdale St, Melbourne. They are open from 9.30am to 4pm Monday–Friday, except public holidays. Contact details include:

- Supreme Court Registry phone: 03 9603 9300
- Court of Appeal Registry phone: 03 9603 9100
- Court of Appeal Registry email: coaregistry@supcourt.vic.gov.au

The Supreme Court conducts hearings on the ground floor of 436 Lonsdale St, Melbourne for hearings before an associate justice and at 210 William St, Melbourne for hearings before a Supreme Court justice.

The Court of Appeal hears its cases in three courtrooms situated at 459 Lonsdale Street, Melbourne. The Green Court is located on the ground floor, the Red Court is located on Level 1, and the Blue Court is located on Level 2.

3.3 Duty Barrister Scheme

The Duty Barrister Scheme of the Victorian Bar provides a roster of duty barristers to assist self-represented litigants in the Supreme Court and Court of Appeal on an ad hoc basis.

A pro bono (free of charge) barrister can only appear in court on your behalf to help you with the hearing; they cannot assist you with your paperwork or give legal advice before the hearing.

Persons seeking assistance are referred to the scheme via the Self-represented Litigant Coordinator or the Court of Appeal.

3.4 Court Network

Rather than provide legal advice, Court Network provides support and crisis assistance. Court Network is a unique non-legal court support, information and referral service operating throughout Victoria.

Court Network volunteers can provide support and information about going to court, be with you in person on your day in court, explain how the courts and legal systems operate (in person or by telephone) and refer you to other community services that can help you.

For more information, please visit their website at www.courtnetwork.com.au or call 03 8306 6966.

4 Supreme Court Fees

See fees page on our website. www.supremecourt.vic.gov.au.

4.1 Fee Waiver Application

Automatic Waiver

A fee may be automatically waived, if, at the time the fee is payable, the person or other entity –

(a) is legally represented in the proceeding under a pro bono scheme

administered by or on behalf of the Victorian Bar, the Law Institute of Victoria or Justice Connect;

(b) is legally represented in the proceeding on a pro bono basis by a member of the Federation of Community Legal Centres;

(c) has been granted legal aid for the proceeding;

(d) is serving a sentence of imprisonment or is otherwise detained in a detention facility; or

(e) is a person under the age of 18 years.

Fees for late filing, litigation searches, searching a file and photocopying cannot be waived under these categories and can only be waived on the grounds of financial hardship (in accordance with section 129(3) of the *Supreme Court Act 1986*).

Financial Hardship Waiver

The prothonotary has the power to waive the payment of court fees if the payment of the fee will cause financial hardship.

Section 129 (3) of the Supreme Court Act 1986 states the following:

The Prothonotary or Deputy Prothonotary at or for the place where a proceeding is to be heard may, having regard to the income, day to day living expenses, liabilities and assets of the person liable to pay a fee prescribed under subsection (1) (a), waive payment of that fee if, in his or her opinion, the payment of that fee by that person would cause him or her financial hardship and, in that case, that prescribed fee is not payable.

Fee waiver applications require a thorough examination of an individual's assets, liabilities, income and expenditures. The individual must provide evidence to support the details they state in the application. For example bank statements, pension card details (if applicable), details about any loans or shares, any assets currently owned and an individual's current employment status must all be made available.

Waiver Form

If you believe you satisfy the eligibility criteria for an automatic fee waiver or wish to apply based on financial hardship, you must complete and submit the [Application for Waiver of Court Fees](#) form for assessment. You must ensure that you attach the requested documentation to that form.

You may be requested to provide further documentary evidence to support your claim. If you are successful in obtaining a fee waiver, that will apply for any future fees which may be payable in the proceeding. Following the submission of that initial form and until the end of your court proceeding, you will need to notify the Court if your circumstances change.

Appeal from a Supreme Court Associate Justice

Rules and Forms

Self-Help Information Pack

October 2018

Principal Registry
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In this information pack, you will find the relevant rules and forms to use.

Legislation, rules and all other information are up to date as at the time of making this pack.

Please check the legislation and rules before you commence your action. If in doubt, contact the Self-represented Litigant Coordinator's office on 03 9603 9240 or by email to unrepresented@supcourt.vic.gov.au.

1 Supreme Court (General Civil Procedure) Rules 2015

77.06 Appeals to Trial Division constituted by Judge of the Court

An appeal under section 17(3) of the **Supreme Court Act 1986** to the Trial Division constituted by a Judge of the Court from a determination of the Trial Division constituted by an Associate Judge shall be brought in accordance with Rules 77.06.1 to 77.06.9.

Note

Special provision is made in Rule 16.5(1) of Chapter V in relation to Corporations matters.

77.06.1 Bringing an appeal

An appeal referred to in Rule 77.06 shall be brought by notice in accordance with this Order.

77.06.2 Time for notice of appeal

- (1) Subject to paragraph (2), a notice of appeal shall be served—
 - (a) within 14 days after the day the judgment or order of the Associate Judge was given or made; or
 - (b) if leave to appeal is necessary, within 14 days of leave being granted.
- (2) A notice of appeal from an order dismissing an application made without notice to any person shall be filed—
 - (a) within 14 days after the order was made; or
 - (b) if leave to appeal is necessary, within 14 days of leave being granted.
- (3) An application for leave to appeal shall be made within 14 days after the day the judgment or order of the Associate Judge was given or made.
- (4) If leave to appeal is necessary and notice of appeal is served before leave has been granted, any person on whom the notice of appeal has been served may apply to a Judge of the Court for an order dismissing the appeal as incompetent.
- (5) The hearing of an application for leave to appeal may be treated as the hearing of the appeal.
- (6) A Judge of the Court or an Associate Judge may extend the time allowed under this Rule at any time.

77.06.3 Contents of notice of appeal

- (1) A notice of appeal shall state—

- (a) whether the whole or part only and, if as to part, which part, of the judgment or order of the Associate Judge is the subject of the appeal; and
 - (b) specifically and concisely the grounds of appeal and the judgment or order sought in place of that from which the appeal is brought.
- (2) A notice of appeal shall name each party or person upon whom it is proposed to serve the notice of appeal.
 - (3) A notice of appeal may be amended at any time by leave of a Judge of the Court.

77.06.4 Service of notice of appeal

- (1) Subject to paragraph (2), a notice of appeal shall be served on all parties affected by the appeal.
- (2) A notice of appeal under Rule 77.06.2(2) shall not be served.
- (3) Despite paragraphs (1) and (2), a Judge of the Court may direct that notice of appeal be served on—
 - (a) any party to the proceeding; or
 - (b) a person not a party.
- (4) A notice of appeal may be served on a party personally or at the party's address for service under these Rules, including Rule 1.19.
- (5) Where notice of appeal is served on a person not a party—
 - (a) that person shall not take any step in the appeal without first filing and serving a notice of address for service in Form 77A; and
 - (b) a Judge of the Court may give any judgment or make any order on the appeal that might have been given or made if the person served with the notice of appeal had been originally a party.

77.06.5 Filing of notice of appeal and list

Where notice of appeal is served, the appellant shall, within seven days after service, file a copy of the notice accompanied by a list signed by or on behalf of the appellant of—

- (1) the persons upon whom the notice has been served; and
- (2) the dates of such service.

77.06.6 Stay

Unless a Judge of the Court otherwise orders—

- (a) an appeal referred to in Rule 77.06 shall not operate as a stay of execution, or of proceedings, under the judgment or order;
- (b) no intermediate act or step shall be invalidated.

77.06.7 Cross-appeal

- (1) Subject to Rule 77.06.8, a respondent to an appeal referred to in Rule 77.06 who desires to appeal from the decision from which the appellant has appealed shall do so by notice of cross-appeal.
- (2) Within 14 days after the service upon the respondent of the notice of appeal, the respondent shall serve a copy of the notice of cross-appeal on—
 - (a) the appellant; and
 - (b) any other party directly affected by the cross appeal.

- (3) Rule 77.06.3 and Rule 77.06.4(3), (4) and (5) apply to a notice of cross-appeal as if it were a notice of appeal.
- (4) A cross-appeal may be discontinued.
- (5) Within seven days after service of the notice of cross-appeal, the respondent shall file a copy of the notice accompanied by a list signed by or on behalf of the respondent of—
 - (a) the persons upon whom the notice has been served; and
 - (b) the dates of such service.
- (6) Where an appeal is discontinued or is taken to be abandoned—
 - (a) a respondent who has given notice of cross-appeal may proceed with the cross-appeal; and
 - (b) a Judge of the Court may give directions for its conduct.

77.06.8 Notice of contention

If a party to an appeal referred to in Rule 77.06 does not seek to have the judgment or order actually given or made by the Associate Judge discharged or varied, but proposes to contend that it should be affirmed on a ground, whether of fact or law, which—

- (a) was not decided; or
 - (b) was erroneously decided; or
 - (c) was not raised for decision before the Associate Judge—
- the party, not less than 14 days before the day fixed for the hearing of the appeal, shall file and serve a notice of contention, stating the ground to be relied upon.

77.06.9 Powers of Judge of the Court hearing appeal

- (1) On an appeal referred to in Rule 77.06, a Judge of the Court shall have all the powers of the Court constituted by an Associate Judge.
- (2) The Judge of the Court shall have power to—
 - (a) receive further evidence upon questions of fact, whether by oral examination in court, by affidavit, or by deposition taken before an examiner;
 - (b) draw inferences of fact;
 - (c) give any judgment and make any order which ought to have been given or made; and
 - (d) make any further or other order as the case may require.
- (3) The powers of a Judge of the Court under this Rule may be exercised notwithstanding—
 - (a) that no notice of appeal has been given in respect of any particular part of the judgment or order of the Associate Judge which is the subject of the appeal or by any particular party to the proceeding before the Associate Judge; or
 - (b) that any ground for allowing the appeal or for affirming or varying the judgment or order of the Associate Judge is not specified in the notice of appeal.

77.07 Appeal to the Court of Appeal

- (1) For the purposes of sections 10(1)(ab) and 17(3) of the **Supreme Court Act 1986**—

- (a) an appeal lies to the Court of Appeal (and not to the Trial Division) from the Trial Division constituted by an Associate Judge in respect of a matter referred to an Associate Judge under Rule 77.05;
 - (b) the appeal to the Court of Appeal may extend to any determination of the Trial Division constituted by the Associate Judge in respect of any matter related to the referred matter, even if the matter was within the authority of an Associate Judge apart from the referral; and
 - (c) if the referred matter was of a kind from which an appeal would lie from the determination of a Judge of the Court only by leave of the Court of Appeal, the appeal from the Trial Division constituted by an Associate Judge shall only be by leave of the Court of Appeal.
- (2) For the purposes of sections 10(1)(ab) and 17(3) of the **Supreme Court Act 1986**, an appeal lies to the Court of Appeal from the Trial Division constituted by an Associate Judge from any judgment or order made at the trial of a proceeding—
- (a) under Part 3.2 or Part 3.3 of Chapter 3 of the **Relationships Act 2008**;
 - (b) under section 84 or Part IV of the **Property Law Act 1958**; or
 - (c) for the recovery of land under Order 53.
- (3) Order 64 applies to an appeal referred to in paragraph (1) or paragraph (2) with any necessary modification.

Note

Special provision is made in Rule 16.5(3) of Chapter V in relation to Corporations matters.

77.08 Associate Judge may act for another

If circumstances so require, an Associate Judge may hear and determine an application instead of the Associate Judge by whom it would otherwise be heard and determined.



Supreme Court of Victoria

Practice Note SC Gen 8

Appeals from Associate Judges

1 INTRODUCTION

- 1.1 The Chief Justice has authorised the issue of the following Practice Note.
- 1.2 The purpose of this Practice Note is to set out procedures in relation to appeals from Associate Judges.

2 COMMENCEMENT

- 1.1 This Practice Note was issued on 30 January 2017 and commences on 30 January 2017 and will apply to all appeals commenced on or after that date.

3 DEFINITIONS

- 1.2 In this Practice Note:
Rules of Court means the Rules made under s 25 of the *Supreme Court Act 1986*

4 AVENUES OF APPEAL

- 1.3 An appeal from a decision of an Associate Judge lies either to a Judge of the Trial Division or the Court of Appeal as set out in the Rules of Court.
- 1.4 Appeals from a decision of an Associate Judge to the Court of Appeal are subject to the Practice Notes applicable to appeals to the Court of Appeal. The remainder of this Practice Note applies to appeals to a Judge of the Trial Division.

5 DOCUMENTS TO BE FILED IN ADDITION TO THE NOTICE OF APPEAL

- 1.5 Within seven days of filing the Notice of Appeal the appellant shall file and serve an appeal book containing copies of the Notice of Appeal and the orders appealed from plus any other documents which are relevant to the hearing and determination of the appeal. Subject always to relevance, such additional documents may include:

- (a) The process before the Associate Judge (summons);
 - (b) Any written submissions before the Associate Judge;
 - (c) All evidence before the Associate Judge on the initial hearing;
 - (d) A transcript of the hearing before the Associate Judge; and
 - (e) The reasons for decision of the Associate Judge.
- 1.6 The Appeal Book should be paginated in the top right hand corner.
- 1.7 If either the transcript or reasons for judgment are not available by the time the appeal book is to be filed, they are to be added to the appeal book as soon as possible after they become available appropriately paginated.

6 TRANSCRIPT

- 1.8 Digital recordings are made of hearings before Associate Judges. Parties may order a transcript of the hearing by contacting Victorian Transcript Service Pty Ltd (VTS)
Email: vicorders@dtiglobal.com
Phone: (03) 8628 5555
- 1.9 Requests should include the words 'transcript request' in the header and include the following details:
- (a) Proceeding number;
 - (b) Party names and the names of the barristers/solicitors appearing for each side;
 - (c) Hearing date and approximate start and finish times; and
 - (d) Court Room (e.g. AsJ Court 2)

7 LISTING OF APPEALS

Common Law Division

- 1.10 Appeals in Common Law proceedings will be listed for directions before the Associate Judge in Charge of Listing or before the Judge in the Practice Court if the matter requires urgent disposition (within two business days).
- 1.11 The appellant must provide an estimate of the time required to hear the appeal and a list of preferred hearing dates.
- 1.12 The appellant will be notified of the hearing date by the Principal Registry.
- 1.13 In the event a cross-appeal or notice of contention is filed, the party filing them should notify Principal Registry as soon as practicable.
- 1.14 In the event a party intends not to pursue an appeal they should contact Principal Registry as soon as practicable.

Commercial Court

- 1.15 Appeals in Commercial Court proceedings which are within a specialist List will normally be heard by the Judge assigned to that List. The appellant should contact the Associate to the Judge assigned to the List to obtain a date for hearing.
- 1.16 Appeals in Commercial Court proceedings which have not been entered into a specialist List will be allocated either to a Commercial Court List Judge or

the Commercial Court Duty Judge depending upon the circumstances and urgency of the matter.

- 1.17 The appellant will be notified of the hearing date following the allocation of the appeal.
- 1.18 The appellant must provide an estimate of the time required to hear the appeal and a list of preferred hearing dates.
- 1.19 In the event a cross-appeal or notice of contention is filed, the party filing them should notify an Assistant Registrar of the Commercial Court as soon as practicable.
- 1.20 In the event a party intends not to pursue an appeal they should contact an Assistant Registrar of the Commercial Court as soon as practicable.

8 Submissions

- 1.21 The appellant's submissions are to be filed and served no later than five days before the date listed for hearing. The respondent's submissions are to be filed and served no later than two days before the date listed for hearing.

9 Contact

- 1.22 Enquiries in relation to procedural matters may be directed to:

Principal Registry
Phone 9603 9300

Commercial Court Registry
commercialcourt@supremecourt.vic.gov.au
Phone: 9603 4105

AMENDMENT HISTORY

30 January 2017: This Practice Note was issued on 30 January 2017 and replaced Practice Note No 4 of 2012

Vivienne Macgillivray
Executive Associate to the Chief Justice
30 January 2017

IN THE SUPREME COURT OF VICTORIA AT MELBOURNE

No. S CI

B E T W E E N

Plaintiff

-and-

Defendant

NOTICE OF APPEAL

Date of Document:

Solicitors Code:

Filed on behalf of:

DX:

Prepared by:

Telephone:

Ref:

Email:

TO:

TAKE NOTICE that the Applicant appeals against the decision of Associate Justice made on

ORDER APPEALED AGAINST

[Specify whether the whole or part only and, if as to part, which part, of the judgment or order of the Associate Judge is the subject of the appeal]

FOUNDATIONS OF APPEAL

JUDGMENT OR ORDER/S SOUGHT

The application will be heard before a Judge at 210 William Street, Melbourne on a date to be fixed or so soon afterwards as the business of the Court allows.

FILED:

PROTHONOTARY

This notice was filed by:

IN THE SUPREME COURT OF VICTORIA AT MELBOURNE

No. S CI

B E T W E E N

Applicant

-and-

Respondent

LIST OF PERSONS SERVED

Date of Document:

Solicitors Code:

Filed on behalf of:

DX:

Prepared by:

Telephone:

Ref:

Email:

A copy of the Notice of Appeal herein was served upon the following parties:

[list the parties (e.g. first respondent, second respondent etc and the firm names of their solicitors if represented or their details if self-represented), their addresses (including email addresses) and the date served].

Dated: