

This video explains how to prepare grounds of appeal and questions of law.

If you are appealing a decision made by a court or tribunal you need to complete a Leave to Appeal or Notice of Appeal form.

The forms ask you to set out your grounds of appeal.

The form may also ask you for your questions of law.

So what do these terms mean?

Grounds of appeal are the legal errors you say the judicial officer or VCAT member made when making their decision.

Keep your grounds of appeal as simple and concise as possible. You will get a chance to write a more detailed explanation of your arguments later in the court process.

A question of law is usually written as a single question, asking what the court or tribunal was legally required to do or consider in your case.

For example:

*Was VCAT correct to decide that a retirement village tenancy agreement can only be terminated under section 16 of the Retirement Villages Act 1986?*

Do some legal research and read about cases similar to yours, to help you understand how grounds of appeal and questions of law are applied.

To complete your form, number each ground of appeal consecutively.

Number your questions of law paragraphs as well, so it's easy for the judge to refer to a paragraph number during the proceeding.

Working out your grounds of appeal and questions of law can be difficult, but is important. The success of your appeal depends on the strength of these two things.

Consider engaging a lawyer to help you with this part of the process. Or, you may be able to get free or low cost legal help with drafting these documents.

The court's website and Self-represented Litigant Coordinator has information about these services.

Now you've completed the form, what do you do next?

See our website for information on next steps. We have guides for representing yourself in common types of proceedings

If you need help at any stage, contact our Self-Represented Litigant Coordinator. The Coordinator cannot give legal advice but can talk to you about Court process.

See our website for contact details.