

Civil Listings

In-person hearing form



The purpose of this form is to assist in the administrative allocation of courtrooms for in-person hearings. It does not replace application processes regarding aspects of the conduct of court proceedings requiring judicial determination and does not apply to Criminal Division or Court of Appeal matters.

It is the responsibility of the party submitting this form to complete this information and submit it to the relevant email address (copying all parties):

- the [presiding judicial officer's chambers](#) (if allocated); or
- Civil.listings@supcourt.vic.gov.au for unallocated Common Law Division trials; or
- commercialcourt@supcourt.vic.gov.au for unallocated Commercial Court matters.

Any special needs that might impact on courtroom requirements (e.g. disability access) should be addressed in the covering email.

PROCEEDING DETAILS:

Proceeding Number and Name (short form)	
Hearing Date	
Hearing Time	
Judicial Officer (if allocated)	
Division	
Expected Duration of Hearing (this should accord with estimates previously given or an explanation provided)	

HEARING DETAILS:

Is this a trial or interlocutory matter?	
Do you seek the hearing to be a hybrid hearing* or entirely in-person?	
Total number of witnesses to be called by all parties – <i>Please provide witness list if available outlining whether witnesses are anticipated to give evidence in-person or remotely and the anticipated dates(s) they will give evidence***</i>	
Will there be witness cross-examination? (Yes/No)	
Will there be concurrent expert evidence? (Yes/No)	

ATTENDEES IN COURT**:

Total number of Barristers/Advocates/In person litigants across all parties	
Total number of other legal representatives	
Total number of parties and observers	
Person in custody attending (Yes/No)	

*Hybrid hearing is when some participants are present in court and others appear / view proceedings remotely.

**Please provide maximum numbers of participants expected onsite, as this will have an impact on the courtroom that is allocated and can best accommodate the hearing

***This will assist with determining which transcript provider should be used on the day.