

**APPEARANCE FORM**

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| Each party must complete an appearance form and provide a copy (via email) in Microsoft Word format to the chambers of the presiding judicial officer **by** **4:00pm on the last business day before a hearing**. |

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| **DETAILS OF PARTY COMPLETING FORM** |
| Party Name |  |
| Party Type(*e.g: Plaintiff, Applicant, Appellant, Defendant, Respondent*) |  |

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| **PROCEEDING DETAILS** |
| Proceeding No. |  |
| Proceeding Title  |  |
| Division | Select… |
| Judicial Officer |  |
| Hearing Date | Select… | Transcript ordered by party? | [ ]  Yes [ ]  No |

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| **APPEARANCES** |
| Role | Name | Email Address | Phone No. |
| Counsel |  |  |  |
| Counsel |  |  |  |
| Counsel |  |  |  |
| Counsel |  |  |  |
| Counsel |  |  |  |
| Counsel |  |  |  |

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| **DOCUMENTS TO BE RELIED UPON AT HEARING** |
| No. | Document Description(*e.g: Affidavit of Jane Doe sworn 1 July 2021; Plaintiff’s submissions*) | Date Filed on RedCrest/RedCrest-Probate |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

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| **DETAILS OF PERSON COMPLETING FORM** |
| Name |  |
| Signed |  |
| Date | Select… |