

Civil Listings – Trial Division

In-person hearing form



The purpose of this form is to facilitate in person hearings in the Commercial Court or Common Law Division in accordance with the Notice to the Profession – In Person Hearings dated 3 March 2022. It does not apply to Criminal Division or Court of Appeal matters.

It is the responsibility of the party seeking an in person hearing to complete the information required below and submit the form 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 hearings; or
- commercialcourt@supcourt.vic.gov.au for unallocated Commercial Court hearings.

PROCEEDING DETAILS:

Proceeding Number and Name (short form)	
Hearing type e.g. trial, interlocutory application etc.	
Hearing Date	
Hearing Time	
Judicial Officer (if allocated)	
Division and List	

HEARING DETAILS:

Expected Duration of Hearing (if not in accord with estimate previously given please explain why)	
Is there an electronic court book?	
Hearing Plan. Describe the plan proposed for the conduct of the hearing, identifying those portions to be conducted in person, including: a) Total number of witnesses to be called by all parties (provide witness list if not yet filed) b) Whether witnesses will be cross-examined c) Which witnesses are anticipated to give evidence in-person and which remotely and the anticipated dates(s) they will give evidence d) Whether there will be concurrent expert evidence, whether this is anticipated to be given in person or remotely, and the anticipated date(s) the evidence will be given. e) Whether there is a need for any hybrid arrangements outside of witness arrangements (some parties in person and some remote)	

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ATTENDEES IN PERSON:

Please provide maximum numbers of each type of participant expected onsite for the portions of the hearing which are to be conducted in person, as this will impact upon the courtroom that is allocated and can best accommodate the hearing

Total number of Barristers/Advocates/In person litigants across all parties	
Total number of other legal representatives e.g. instructing solicitors	
Total number of parties and observers	
Whether a person in custody will be attending	
Special needs of attendees that might impact on courtroom requirements (e.g. disability access)	