

A guide to **representing yourself** when

Appealing a VCAT decision

in the Trial Division of the Supreme Court

Contact details

Supreme Court staff can answer questions about court process. They cannot give legal advice, or help you prepare or present your case.

Website

supremecourt.vic.gov.au

Self-represented Litigant Coordinator

Phone: 03 8600 2031

Email: unrepresented@supcourt.vic.gov.au

Appointments with the Self-represented Litigant Coordinator are held at the Principal Registry

Principal Registry

Ground floor, 450 Lt Bourke St,
Melbourne VIC 3000

Phone: 03 8600 2004

Mon-Fri 9.30am-4pm, closed public holidays

Court locations

Visit the Supreme Court website for court locations throughout Victoria. Check your court documents to make sure you attend the correct location for your hearing. Also check the Daily Hearing List on our website.

Security

You must go through security screening before entering a Supreme Court building. Items not allowed include anything explosive, sharp or a potential weapon, including cans and glass bottles. Alcohol is also not allowed.

This guide contains general information only and is not intended to be legal advice.

This guide is licensed under a Creative Commons Attribution 4.0 licence. You are free to re-use the work if you credit Court Services Victoria as author, indicate if changes were made and comply with the other licence terms. The licence does not apply to any branding, including the Victorian Coat of Arms, Victorian government logo, Supreme Court of Victoria logo, Court Services Victoria logo and content supplied by third parties.

Contents

Supreme Court contact details	2
About this guide	4
About VCAT appeals	4
What is an appeal?	4
VCAT appeals in the Trial Division	4
Stages in the appeal process	5
Time limits	5
What it means to represent yourself	6
Court fees and costs	7
Preparing for your appeal	8
Get to know legal terms	8
Get to know Court procedures	8
Get to know your obligations	8
Do your legal research	8
Create a RedCrest account for filing documents	8
Check if you need to order a transcript	8
Know how to stop an appeal	9
STAGE 1: Start your appeal	10
File a Notice of Appeal form	10
Get a date for your directions hearing	11
File additional documents	11
When your documents are accepted	12
STAGE 2: Serve your documents on the respondent	13
Who to serve	13
What documents to serve	13
When to serve documents	13
How to serve documents	13
STAGE 3: Respondent may respond to your documents	14
STAGE 4: Attend the directions hearing	15
STAGE 5: Get your case ready for the judge	16
Follow the Court's instructions	16
STAGE 6: The hearing	17
Finding out your hearing date	17
What to expect at the hearing	17
Hearings to decide your leave to appeal	17
STAGE 7: The decision	18
When to expect the decision	18
Finding out the decision	18
If your appeal is successful	18
If your appeal is unsuccessful	18
Appendix	19
Glossary, Organisations, Legal reference material	19
Forms, Guidance, Videos	19

About VCAT appeals

What is an appeal?

An appeal is not a new trial or re-hearing of your case.

It must be based on 'a question of law'. This means, you can only appeal a decision if you believe the VCAT member made a legal error in deciding your case.

You cannot appeal for any other reason. For example, your appeal may not be allowed if your argument is that you are unhappy with the decision or if you want to show the Court new material that was not part of the VCAT case.

See section 148 of the *Victorian Civil & Administrative Tribunal Act 1998*.

VCAT appeals in the Trial Division

The Supreme Court of Victoria has two main parts: Trial Division and Court of Appeal.

Trial Division hears appeals against decisions made by a:

- Member, Senior Member or a Deputy President of VCAT.

Court of Appeal hears appeals against decisions made by the:

- President or a Vice President of VCAT.

The VCAT order (decision) has the name and position of the member or judge who made the decision at the bottom of it. From this, you can tell if you appeal to the Trial Division or Court of Appeal. If you are not sure, contact the Self-represented Litigant Coordinator.

Knowing which part of the Supreme Court to appeal to is important. Each has a separate process and different forms to complete.

ABOUT THIS GUIDE

This guide is for people who want to appeal a VCAT decision in the Trial Division of the Supreme Court and may not have a lawyer.

Read this guide to find out:

- what type of VCAT appeals are heard in the Trial Division of the Supreme Court
- what it means to represent yourself in a court proceeding
- court fees that apply
- stages in the process and what you need to do at each stage
- documents you need to provide
- forms you need to complete.

The Appendix has links to the forms and resources you may find helpful. Forms are also available in hard copy from the Principal Registry.

This guide contains general information only and is not intended to be legal advice.

The content in this guide is based on the *Supreme Court (General Civil Procedure) Rules 2015* and *Supreme Court (Miscellaneous Civil Proceedings) Rules 2018*. The Rules set out the process you must follow.

If you are reading a print version of this guide, note that the online version has links to forms and other resources you may need. Visit supremecourt.vic.gov.au/representingyourself for the online version. References to links in the appendix are only relevant if you are reading the online guide.

If your type of case is heard in the Court of Appeal, read our guide *Representing yourself in a Court of Appeal civil proceeding*. It is available on the Supreme Court website or in hard copy from the Court of Appeal Registry, Level 1, 436 Lonsdale Street, Melbourne.

Email: coaregistry@supcourt.vic.gov.au

Stages in the appeal process

Appealing a VCAT decision usually goes through these stages:

STAGE 1	Start your appeal
STAGE 2	Serve your documents on the respondent
STAGE 3	Respondent may respond to your documents
STAGE 4	Attend the directions hearing
STAGE 5	Get your case ready for the judge
STAGE 6	The hearing
STAGE 7	The decision

Sometimes the Court orders parties to attend a mediation – a confidential discussion held between parties with the help of a skilled independent mediator.

The mediator cannot force anyone to resolve a dispute, but can help parties explore options, negotiate and reach a settlement agreement, without the need for a hearing. The Court may order parties to go to mediation at any stage of the process.

Time limits

There is a time limit on appealing a VCAT decision.

You have 28 days, from the date the VCAT decision was made, to file a Notice of Appeal form. The date is on the VCAT order. See Stage 1 for details on how to file this form.

Extension of time to appeal

If 28 days have passed, you must apply for the Court's permission to appeal outside the time limit. This is called 'seeking leave to appeal out of time'.

You do this in the documents you file in Stage 1 of the appeal process.

In the summons, state that you are seeking leave to appeal out of time. In the affidavit, briefly explain why you are applying late and any special circumstances – for example, if you were ill or injured. Attach to the affidavit as an 'exhibit' any documents that support your request to appeal out of time, such as a medical certificate.

IMPORTANT INFORMATION

Legal word

Applicant – a person or company who makes an application to the Court, sometimes called the **plaintiff**. As an applicant in an appeal proceeding you may also be referred to as the **appellant**.

Respondent – a person or company that an application or appeal is made against. If you are appealing a VCAT decision, the respondent is the other party (or parties) in the appeal – usually the other parties from the VCAT case. The VCAT member and VCAT itself are generally **not** respondents in an appeal.

Filing a document – giving it to the Registry, where it officially becomes part of the Court file. You do this using RedCrest. More details appear later in this guide.

Summons – a type of document filed in a proceeding and served on another party that requires them to attend court. A summons for directions requires the party to attend a directions hearing.

Affidavit – a document that presents written evidence in a court case. It must be sworn to be true and correct in front of an authorised person, on oath or by affirmation. It is a serious crime to knowingly make a false statement. Attachments to an affidavit are called **exhibits**.

What it means to represent yourself

Representing yourself in court means you take responsibility for the tasks that a lawyer would otherwise do for you.

People who represent themselves in the court are known as self-represented litigants.

In the Trial Division of the Supreme Court, individuals are allowed to represent themselves. Companies must be represented by a lawyer. If you are the sole director of a company and you wish to represent your company, you must get the Court's permission. Contact the Self-represented Litigant Coordinator if you need to discuss your situation.

Some things you may need to do yourself include:

- become familiar with legal language and legal concepts
- read and understand relevant legislation, rules of procedure and case law
- prepare your case, working out the law that applies and where you believe the VCAT member has made an error in applying the law
- prepare a written statement that explains your arguments in a logical way
- gather relevant documents that support your case
- present your case to the judge, explaining each of your arguments and answering questions about them from the judge, the other party or their lawyer
- understand and follow the correct court procedures.

The Court prefers any documents you prepare to be typed, not handwritten. You rely on these documents during your proceeding. If they read well and look professional it may help everyone involved get a better understanding of the case you are making.

IMPORTANT INFORMATION

Who can help me?

Principal Registry

Registry staff can provide information on how the VCAT appeal process works.

Self-represented Litigant Coordinator

The Supreme Court has a Self-represented Litigant Coordinator who specialises in helping people who do not have a lawyer. They can give information and guidance on Court procedures, but are not allowed to give legal advice. You can make an appointment with the Coordinator to discuss the appeal process and to check you have the right documents. See page 2 for contact details.

Free and low-cost legal help

See the Appendix for a link to organisations that provide free or low-cost legal services and information.

Court fees and costs

Legal proceedings in the Supreme Court can be very expensive. You need to pay court fees at different stages unless you have a fee waiver (see below).

If you lose your case, you may need to pay some or all of the other party's costs. This includes what they spent on lawyers and any other expenses, such as the cost of expert reports.

*** Be aware – these costs can be substantial.**

Consider paying for some legal advice even if it is only to help you with a particular part of the process. For example, it is highly recommended that you get a lawyer to help you work out your 'grounds of appeal' and your 'submissions' – two key things you need to argue your case. Definitions of these legal terms appear later in this guide.

Court fees

You need to pay court fees at various stages of your proceeding, using PayPal, a credit card or debit card. **See the fees table on our website called Prothonotary's Office Fees**, under the Fees tab.

You may need to pay court fees for:

- Filing a Notice of Appeal (to start an appeal)
- Filing an interlocutory application (e.g. stay application)
- Setting down (confirming a date) for the hearing
- Hearing fees per day or part day.

Your fees will depend on the type of proceeding and the division that hears your matter. If you have questions about what fees apply, contact the Self-represented Litigant Coordinator.

Fee waivers and concession rates

You may be eligible for a fee waiver if you can prove that paying the fees would cause you financial hardship. In some circumstances, you may be automatically entitled to a fee waiver. However, you must still apply for it. This includes if you are:

- represented by Legal Aid, a community legal centre or under a pro bono scheme administered by or on behalf of the Victorian Bar, the Law Institute of Victoria or Justice Connect
- serving a prison sentence or are in a detention facility
- under 18 years of age.

If you have a Commonwealth Health Care Card, you can apply to pay the concession rate. This is the only type of concession card the Court accepts. If you do not have this card, and do not have a fee waiver, you pay the standard fee.

Read the *RedCrest Electronic Filing User Guide* for instructions on how to apply for a fee waiver or pay the concession rate (redcrest.com.au). If you have questions about using RedCrest, contact the Principal Registry.

IMPORTANT INFORMATION

! Note

You pay fees online in RedCrest, using:

- PayPal
- credit card, or
- debit card.

Fees normally change on 1 July each year.

💡 Tip

The Law Institute of Victoria has a free referral service that helps you find a private lawyer. See the Appendix for a link to organisations that provide legal information and fees or low-cost legal services.

💡 Tip

If you have a current Commonwealth Health Care Card you can apply to pay the concession rate shown in the fees table. If you do not have this card, and do not have a fee waiver, you pay the standard fee.

📖 Legal word

Costs – fees for lawyers' professional services and disbursements (out-of-pocket expenses), such as court fees, fees for expert reports, medical reports and photocopying. If you are representing yourself and you win, you can claim your out-of-pocket expenses but you cannot claim the time you spent working on your case as a cost.

Fee waiver – permission from the Court to not pay the court fees.

Financial hardship – decided after taking into account your day-to-day living expenses, liabilities and assets.

Preparing for your appeal

Get to know legal terms

See Important Information box for common legal words and terms.

Get to know Court procedures

Read the following documents carefully, as they provide important information and guidance:

- *Victorian Civil and Administrative Tribunal Act 1998* – sections 148, 149 and 117
- *Supreme Court (Miscellaneous Civil Proceedings) Rules 2018* – order 4
- Supreme Court (General Civil Procedure) Rules 2015
- Practice Note SC CL 9 – Judicial Review and Appeals List
- Practice Note SC Gen 7 – Transcript in Civil Proceedings.

Get to know your obligations

As a party in a civil proceeding, you need to understand what is known as overarching obligations, which are in sections 16-26 of the *Civil Procedure Act 2010*.

Do your legal research

Make sure you understand the law that applies to your case by doing some legal research. Read about cases similar to yours, and note any cases where the law you are relying on has been applied in a way that you think proves your arguments. You may want to refer to these cases in your submissions (your arguments for why your appeal should succeed) and/or your list of authorities (your list of cases and other references you will use to support your appeal). You can find cases from all courts and VCAT on the AustLII website.

Create a RedCrest account for filing documents

You file documents with the Court using the online system RedCrest (redcrest.com.au). You need an email address to create a RedCrest account. If you do not have an email address and cannot get one, contact the Self-represented Litigant Coordinator to discuss your situation.

You are notified in RedCrest when any documents you file are ready for you to serve with the Court's seal (official stamp) on them. The notification has a link to where you can download and print copies.

Read the *RedCrest Electronic Filing User Guide* for information and instructions (redcrest.com.au). If you have questions about using RedCrest, contact the Principal Registry.

Check if you need to order a transcript

A transcript must be arranged by the parties and paid for in advance for all final hearings and sometimes for other hearings. Read Practice Note SC Gen 7 (Transcript in Civil Proceedings) for details of when and how to get the transcript. Contact the Self-represented Litigant Coordinator if you want to discuss your situation.

IMPORTANT INFORMATION



Tip

See the Appendix for links to forms, legislation and resources you may find helpful.



Legal word

Applicant – a person or company who makes an application to the Court, including an application for leave to appeal. An applicant in an appeal proceeding may also be referred to as the **appellant**.

Respondent – a person or company that an application or appeal is made against. If you are appealing a VCAT decision, the respondent is the other party (or parties) in the appeal – usually the other parties from the VCAT case. The VCAT member and VCAT itself are **not** respondents in an appeal.

Filing a document – giving it to the Registry, where it officially becomes part of the Court file. You do this using RedCrest.

Serving a document – formally delivering it to a person or company. There are rules about which documents need to be served in person and which can also be served by email or post. See order 6 of the *Supreme Court (General Civil Procedure) Rules 2015*.

Directions hearing – a short hearing held to work out matters of timing, such as dates for when certain things need to happen and who does them.

Practice note – a document that details Supreme Court procedures, instructions, rules, processes and information. As well as general practice notes that apply to all Supreme Court proceedings, some lists have their own practice notes with specific information for their list.

Know how to stop an appeal

You can stop an appeal if you have the consent of all parties or permission from the Court.

Be aware if you stop your appeal, you usually need to pay the respondent's costs up to that point, unless:

- you and the respondent agree you do not have to pay their cost

or

- the Court orders that you do not have to pay their costs.

To stop your appeal, complete a Notice of Discontinuance form stating that you are discontinuing your appeal and sign it. See the Appendix for a link to this form.

Ask the respondent to sign the form too, to show they agree to you stopping the appeal. Then file the form in RedCrest and wait for RedCrest to advise that a copy with the Court's seal (official stamp) is available. Download and print the sealed copy and serve it on the respondent.

If the respondent will not sign the form, you need to get the Court's permission to stop your appeal. Contact the Self-represented Litigant Coordinator to discuss your situation.

IMPORTANT INFORMATION

Tip

Whenever you contact the Court, quote the proceeding number for your case. You are given this number when your documents are accepted by the Court in Stage 1 of the appeal process. It looks something like this:

S ECI 2019 54321.

Tip

Before you file documents, the Court encourages you to contact the Self-represented Litigant Coordinator. The Coordinator cannot give legal advice, but can talk to you about Court process and check you have the right documents.

Legal word

Hearing transcript – a written copy of the exact words spoken during a hearing.

Costs – fees for lawyers' professional services and disbursements (out-of-pocket expenses), such as court fees, fees for expert reports, medical reports and photocopying. If you are representing yourself and you win, you can claim your out-of-pocket expenses but you cannot claim the time you spent working on your case as a cost.

File a Notice of Appeal form

To start a VCAT appeal, file a Notice of Appeal form. Pay the court fee or apply for a fee waiver.

You can file your **additional documents** at the same time as your Notice of Appeal form, if you have them ready.

Seeking leave to appeal

You must get the Court's permission for your appeal to go ahead. This is called seeking 'leave to appeal'. The Notice of Appeal form includes this request. Later in the process, you will have the opportunity to present arguments to the Court about why leave to appeal should be given. The respondent will also have the opportunity to argue why permission should not be given, if they wish to do so (see Stage 6). If you are not given leave to appeal your application will be dismissed (rejected). See Stage 7 for your options if this happens.

Questions of Law

In your Notice of Appeal form, you must state each law or legal principle the VCAT member had to apply and you believe they got wrong. These are your 'questions of law'. Each question of law is written as a single question. 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*?

Grounds of appeal

Clearly state your 'grounds of appeal', which directly relate to each question of law. Think of your grounds of appeal as concise explanations for why you think the VCAT member made the wrong decision from a legal point of view, in relation to each question of law.

When completing your form, number each question of law paragraph consecutively (Question of law 1, Question of law 2 etc.). Number your grounds of appeal as well, so it is easy for the judge to refer to a paragraph number during the proceeding.

For example:

Questions of law

Question of law 1

1.

Question of law 2

2.

Grounds of Appeal

Grounds of appeal relating to Question of law 1

1.

2.

Grounds of appeal relating to Question of law 2

3.

4.

IMPORTANT INFORMATION

! Note

You can only appeal a VCAT decision on a question of law – this means, if you believe the VCAT member made a legal error in deciding your case. You cannot appeal for any other reason.

For example, the Court will generally not allow your appeal to go ahead if your argument is that you are unhappy with the decision or if you want to show the Court new material that wasn't part of your VCAT case.

💡 Tip

A question of law is usually framed as a question and asks what VCAT was legally required to do or consider in your case. For example: Was VCAT required to consider depreciation when deciding on a landlord's claim for compensation? Is VCAT allowed to consider unsworn evidence?

Keep your grounds of appeal concise and to the point. You will get a chance to write a more detailed explanation of your arguments when you prepare 'submissions' in Stage 5.

💡 Tip

Working out your questions of law and grounds of appeal can be difficult. Consider engaging a lawyer to help you with this part of the process. The success of your appeal depends on the strength of these two things.

📖 Legal word

Leave to appeal – permission of the Court to appeal a decision.

▶ Watch the video

Watch the video on our website:

- *Preparing a grounds of appeal*

Get a date for your directions hearing

The next step is to get a date for your directions hearing. You need this before you can file your additional documents.

Do not delay starting this step. You must file your additional documents within seven days of filing your Notice of Appeal form.

To get a date for your directions hearing:

- complete a Judicial Review and Appeals List hearing date information form
- complete a draft Summons (Form 46A)
- email both documents to the address on the form
- check your email for a Supreme Court notice advising the date, usually sent within one or two business days.

File additional documents

No later than seven days after filing the Notice of Appeal form, you must file the following additional documents:

- a completed Summons (Form 46A), which includes the date for the directions hearing
- the Supreme Court notice you received, which advised the date for the directions hearing
- affidavit, with the following attachments (called ‘exhibits’)
 - copy of the VCAT order
 - any written reasons VCAT prepared in relation to the decision
 - any other documents you intend to rely on for your appeal, such as a VCAT transcript.

You may be able to get copies of the VCAT order and written reasons from:

- the lawyer, if you had one, in your VCAT case
- other parties
- VCAT registry (you may need to pay a fee to get copies)
- AustLII website, which regularly publishes many VCAT decisions.

Summons

The Summons includes the date for the directions hearing. If you are appealing more than 28 days after the original decision, state that you are seeking leave to appeal out of time (outside the time limits that apply).

IMPORTANT INFORMATION



Tip

The Appendix has links to the forms you need.



Tip

Before you file documents, the Court encourages you to contact the Self-represented Litigant Coordinator. The Coordinator cannot give legal advice, but can talk to you about Court process and check you have the right documents.



Legal word

Directions hearing – a short hearing to decide matters related to the timing of when things happen during the proceeding, including what has to happen, who does it and when it needs to be done.

Summons – a type of document filed in a proceeding and served on another party that requires them to attend court. A summons for directions requires the party to attend a directions hearing.



Watch the video

Watch the video on our website:

- *Completing an affidavit*

Affidavit

An affidavit sets out the facts and circumstances that you will rely on to support your appeal.

Attach to the affidavit:

- a **copy of the VCAT order** you are appealing
- any **written reasons** VCAT prepared in relation to the decision
- any other documents you intend to rely on for your appeal, such as a VCAT transcript.

These attachments to the affidavit are called ‘exhibits’. Complete a cover sheet for the exhibit. See the Appendix for a link to a template cover sheet called Certificate Identifying Exhibit (Form 43A).

If you do not have the VCAT order and written reasons you must say so in your affidavit and explain why you were unable to get them.

The Court is likely to require a transcript of the VCAT hearing. Do not delay filing your affidavit if you do not have it yet. You can always file another affidavit later, with the VCAT transcript attached as an exhibit.

If you are appealing more than 28 days after the original decision, briefly explain why you are applying late and any special circumstances – for example, if you were ill or injured. Attach to the affidavit as an ‘exhibit’ any documents that support your request to appeal out of time, such as a medical certificate.

Any affidavit that is filed with the Court must include a maximum of one exhibit. If more than one document is referred to in the affidavit, the documents must be combined into a single ‘bundle exhibit’, ordered in the sequence they are referred to in the affidavit. For more information, visit the [Prepare an Affidavit](#) page on our website.

When your documents are accepted

The Court will notify you in RedCrest when your documents have been accepted. The notification has a link to where you can download and print the approved documents. They will now have the Supreme Court seal (official stamp) on them.

Checklist - STAGE 1

- File a Notice of Appeal form
- Pay the court fee or apply for a fee waiver
- Get a date for your directions hearing
- No later than seven days after you file your Notice of Appeal form, file your additional documents
- Check RedCrest for notification that your documents are accepted

IMPORTANT INFORMATION

Tip

Before you file documents, the Court encourages you to contact the Self-represented Litigant Coordinator. The Coordinator cannot give legal advice, but can talk to you about Court process and check you have the right documents.

Legal word

Summons – a type of document filed in a proceeding and served on another party that requires them to attend court. A summons for directions requires the party to attend a directions hearing.

Affidavit – a document that presents written evidence in a court case. It must be sworn to be true and correct in front of an authorised person, on oath or by affirmation. It is a serious crime to knowingly make a false statement. Attachments to an affidavit are called **exhibits**.

Watch the video

For information on how to complete an affidavit, watch the video on our website:

- [Completing an affidavit](#)

Who to serve

You serve your documents on the respondent, or on each respondent if there is more than one. Although VCAT is not a party, you must serve VCAT with your Notice of Appeal. This is how you officially let VCAT know that their decision is being appealed.

What documents to serve

Serve on the respondent the documents you downloaded from RedCrest that have the Court's seal on them. This includes the:

- Notice of Appeal
- Affidavit, including the VCAT order and any written reasons prepared by VCAT
- Summons (Form 46A).

When to serve documents

You must serve these documents as soon as possible after you were notified in RedCrest that your documents were accepted and stamped with the Supreme Court seal. Do this **no less than 14 days** before the directions hearing.

How to serve documents

If you are serving an individual, you must serve the Notice of Appeal in person. This means you must:

- leave a copy of the document with the person to be served
or
- if the person does not accept the copy, put it down near them and tell them the nature of the document.

You are allowed to serve the additional documents by email or post. However, if your additional documents (summons, affidavit and exhibits) are ready, you can serve them at the same time as the Notice of Appeal.

If you are serving a company, you can serve the Notice of Appeal and other documents by posting them to the registered office of the company.

The Court may request you to swear or affirm an affidavit stating that you have served your documents.

If you have any questions about serving documents contact the Self-represented Litigant Coordinator.

IMPORTANT INFORMATION

Legal word

Serving a document – formally delivering it to a person or company. There are rules about which documents need to be served in person and which can also be served by email or post. See order 6 of the *Supreme Court (General Civil Procedure) Rules 2015*.

Tip

Although some documents need to be served in person, you do not need to do this yourself. You can ask a friend, family member or a professional to serve the documents for you. They must be prepared to sign an affidavit confirming they served the documents, if the Court requests this.

Checklist - STAGE 2

- Download (from RedCrest) and print your documents – they now have the Court's seal on them
- Serve your documents on the respondent

Once you have served your documents on the respondent, they may do nothing or they may respond in a number of ways.

For example, the respondent may:

- **file a Notice of Appearance** and serve it on you. A Notice of Appearance is how a respondent officially lets you and the Court know that they want to be involved in the proceeding. It means they are likely to attend the directions hearing.
- **make an application to the Court** of their own. There are many different types of applications the respondent can make. You can read about them in the *Supreme Court (General Civil Procedure) Rules 2015*, *Supreme Court (Miscellaneous Civil Proceedings) Rules 2018* and the relevant law.
- **file an affidavit opposing your application.**

The respondent must serve on you any documents they file with the Court.

IMPORTANT INFORMATION

! Note

A Notice of Appearance is how a respondent officially lets you and the Court know that they want to be involved in the proceeding. The respondent may also choose to appear at the first directions hearing without notifying you.

! Note

A Notice of Appearance must be filed before the directions hearing. However, the respondent can make an application to the Court of their own at any time leading up to the final hearing.

Checklist - STAGE 3

- The respondent may serve documents on you in response to your documents

In Stage 1, the Court gave you a date for the directions hearing.

The directions hearing is a short hearing to decide matters related to the timing of when things happen during the proceeding, including what has to happen, who does it and when it needs to be done. It is not when you present your arguments to the Court or make your case for leave to appeal.

At the directions hearing, you will usually also find out the date for the hearing of your application for leave to appeal and the appeal. The judge may ask you to estimate how many days you think the final hearing will take.

Following the directions hearing, the Court will send all parties a copy of its orders detailing what each party must do and by when.

The applicant and respondent are both expected to attend the directions hearing. If you cannot attend for any substantial reason, for example if you have a medical emergency, contact the Court immediately.

IMPORTANT INFORMATION

! Note

The directions hearing is **not** when you present your arguments to the Court. This happens at the final hearing.

💡 Tip

You only need to bring to the directions hearing the documents you filed in Stage 1, something to make notes on such as a notepad, tablet or laptop and your diary (so you can check if dates proposed are suitable).

Checklist - STAGE 4

- Attend the directions hearing

Follow the Court's instructions

The orders made after the directions hearing will tell you what you have to do to get your case ready for the judge. This includes which documents to prepare and when they need to be filed with the Court.

Some things you may need to prepare include:

List of authorities

This is a document you prepare that lists the cases, legislation and other resources such as textbooks and journal articles you say support your case. These are things you will refer to in your submissions — the arguments you want the judge to consider.

Outline of submissions

This is a document you prepare that summarises your arguments. It draws together your facts of the case, what happened in VCAT, the law that applies (legislation and cases) and your explanation of why you believe the VCAT member made any legal errors. This should be arranged under headings that correspond to the questions of law and grounds of appeal that you prepared in Stage 1. You can expand on some or all of these points at the hearing.

Affidavit

In addition to the affidavit you filed in Stage 1, this contains any additional evidence you want the Court to consider.

Court book

This is a clearly-labelled folder of all the documents that you and the respondent intend to rely on during the hearing. For example, it might contain witness statements, expert reports, invoices or other material relevant to your case. Each document is numbered, and listed in an index at the front. The Court will order who is responsible for filing the folder.

Your response to the respondent's outline of submissions

You usually have the opportunity to respond to the respondent's outline of submissions if they prepared these and served them on you. You do this by preparing a separate document that numbers each item you want to dispute, followed by your reason for disputing it.

Checklist - STAGE 5

- Follow the Court's instructions about what to do
- Prepare for the hearing by watching the Court's videos

IMPORTANT INFORMATION



Tip

Include in your outline of submissions all the important points you want the judge to consider. The more clear and complete your outline of submissions, the less you will need to explain them in the hearing.



Watch the video

To help prepare for your hearing and know what to expect, watch the videos on our website:

- *Preparing for a hearing*
- *Attending Court - the day of your hearing*



Legal word

Submissions – arguments you want the judge to consider. This is a combination of what you write in your outline of submissions and what you say in the final hearing.

Finding out your hearing date

The date for the final hearing is usually decided at the directions hearing you attended in Stage 4. The Court will send you an order that confirms the date.

The hearing is usually 6-9 months after the directions hearing, except in urgent cases. This gives all parties enough time to properly prepare their case.

What to expect at the hearing

To help understand what to expect at the hearing, including what to bring with you, how to address the judge, where to sit and what you will need to do, watch the video on our website *Attending Court – the day of your hearing*.

A final hearing of an appeal case usually takes between half a day and two full days, depending on the complexity of the case. The hearing does not usually involve calling witnesses. It focuses on the documents both parties have filed.

Hearings to decide your leave to appeal

The Court usually hears an application for leave to appeal at the same time as the appeal. However, sometimes a separate hearing is listed to decide the leave to appeal application. This will be clear from the orders made at the directions hearing.

At the leave to appeal hearing, you must demonstrate that your appeal would have a real chance of success. Be prepared to present the key points of your case. The respondent will also have the opportunity to argue why the Court should not give you permission to appeal.

If leave to appeal is granted, you will be given a date for the final hearing when you argue your full case.

If leave to appeal is refused, the proceeding comes to an end. You may be able to appeal this decision (see Stage 7).

IMPORTANT INFORMATION

! Note

If your application for leave to appeal and appeal are scheduled for the same day, be prepared to present your whole case.

Legal word

Costs – fees for lawyers' professional services and disbursements (out-of-pocket expenses), such as court fees, fees for expert reports, medical reports and photocopying. If you are representing yourself and you win, you can claim your out-of-pocket expenses but you cannot claim the time you spent working on your case as a cost.

Watch the video

To help understand what to expect at the hearing, including what to bring with you, how to address the judge, where to sit and what you will need to do, watch the video on our website:

- *Attending Court – the day of your hearing*

Checklist - STAGE 6

- The Court will send you an order confirming the date for your leave to appeal hearing and/or final hearing
- Watch the video: *Attending Court – the day of your hearing*
- Attend the leave to appeal hearing (if you have one) and the final hearing

When to expect the decision

The judge usually 'reserves' their decision (judgment). This means they do not give a judgment on the day of the hearing but at a later date. This gives the judge time to consider both parties' submissions and write reasons for their decision.

You can expect a decision within weeks or months of the final hearing, depending on the complexity of the case.

Finding out the decision

The Court will email you a date and time when you need to return to Court to get the judge's decision. This is called the 'handing down' of the decision.

Applicants and respondents are expected to attend. However, if you do not attend the Court will email you the decision.

At the handing down of the decision, if you lose the appeal the respondent usually asks the Court to order you to pay their costs. If you win, you can ask the Court to order the respondent to pay your costs, if you had any.

If your appeal is successful

If your appeal is successful, the Court may make one or more of the following orders (under section 148 of the VCAT Act):

- an order affirming, varying or setting aside the VCAT order
- an order that VCAT could have made in the proceeding
- an order requiring the proceeding to be heard and decided again by VCAT, either with or without the hearing of further evidence
- any other order the Court thinks appropriate.

If your appeal is unsuccessful (dismissed)

If your application for leave to appeal or your appeal is dismissed, you can appeal this decision. Where you appeal depends on who made the decision to dismiss. If your application for leave to appeal or appeal was dismissed by:

- an associate judge, you appeal to the Trial Division of the Supreme Court
- a judge, or an associate judge referred by a Supreme Court Trial Division judge to hear your case, you appeal to the Court of Appeal.

See the relevant guides on our website or contact the Self-represented Litigant Coordinator to discuss your situation.

Checklist - STAGE 7

- Expect an email from the Court advising when to come to the Court to get the decision
- Attend the decision 'hand down'
- Know your options, if your VCAT appeal is not successful

IMPORTANT INFORMATION

Legal word

Costs – fees for lawyers' professional services and disbursements (out-of-pocket expenses), such as court fees, fees for expert reports, medical reports and photocopying. If you are representing yourself and you win, you can claim your out-of-pocket expenses but you cannot claim the time you spent working on your case as a cost.

Appendix

If you are reading a print version of this guide, note that the online version has links to forms and other resources you may need. Visit supremecourt.vic.gov.au/representingyourself for the online version. References to links in the appendix are only relevant if you are reading the online guide.

A. Glossary

B. Organisations that may be able to help you

C. Legal reference material

D. Forms

- [Notice of Appeal](#)
- [Form 46A - Summons](#)
- [Affidavit](#)
- [Form 43A - Certificate identifying exhibit](#)
- [Notice of Discontinuance](#)
- [Judicial Review and Appeals List Hearing Date Information Form](#)

E. Guidance

- [Victorian Civil and Administrative Tribunal Act 1998](#)
 - [Section 148 - Appeals from the Tribunal](#)
 - [Section 149 - Tribunal may stay its order pending appeal](#)
 - [Section 117 - Reasons for final orders](#)
- [Supreme Court \(Miscellaneous Civil Proceedings\) Rules 2008, Order 4 - Appeals from Tribunals](#)
- [Supreme Court \(General Civil Procedure\) Rules 2015 - Order 6 \(Service\)](#)
- [Civil Procedure Act 2010 \(sections 16-26\)](#)
- [Practice Note SC CL 9 - Judicial Review and Appeals List](#)
- [Practice Note SC Gen 7 - Transcript in Civil Proceedings](#)

F. Videos

- [Completing an affidavit](#)
- [Preparing for a hearing](#)
- [Attending Court - the day of your hearing](#)
- [Preparing a grounds of appeal](#)