

IN THE SUPREME COURT OF VICTORIA
AT MELBOURNE
COMMON LAW DIVISION
JUDICIAL REVIEW AND APPEALS LIST

S ECI 202XX 00000

BETWEEN:

[XXX]

Applicant

- and -

[XXX]

Respondent

ORDER

JUDICIAL OFFICER: Judicial Registrar

DATE MADE:

ORIGINATING PROCESS: Notice of Appeal pursuant to s 148 of the *Victorian Civil and Administrative Tribunal Act 1998* filed on *Click to insert date*.

HOW OBTAINED: Application by summons for directions[, for an extension of time] and for leave to appeal pursuant to r 4.08(1) of the *Supreme Court (Miscellaneous Civil Proceedings) Rules 2018* (“the Rules”) filed on *Click to insert date*.

ATTENDANCE:

- OTHER MATTERS:
- A. The purpose of paragraph 12 of this order is to provide the Court with a single combined list and folder of authorities in electronic form. In accordance with Practice Note SC Gen 3, authorities are to be from authorised reports where available and in RTF or searchable PDF format. Subject to any contrary direction by the trial judge, authorities themselves are not to be filed or served in hard copy.
 - B. On *Click to insert date* the applicant filed an affidavit under r 4.07 of the Rules together with the exhibits to that affidavit.
 - C. Orders 12 to 17 have been made on the Court’s own motion, to facilitate remote hearings and the use of electronic resources during Court hearings.
 - D. *[Where made by consent:]* The order is made “on the papers” pursuant to r 59.07 of the *Supreme Court (General Civil Procedure) Rules 2025* (the ‘General Rules’). The Court was satisfied that the parties who

are to be bound consent to the terms of this order and all relevant correspondence has been placed on the Court file.

- E. This order is signed by the Judicial Registrar pursuant to r 60.02(1)(b) of the General Rules.

THE COURT ORDERS [BY CONSENT] THAT:

Amendment *[if applicable]*

1. The applicant have leave to file and serve an amended Notice of Appeal on or before *Click to insert date*.

Appearance

2. The time for the respondent to file and serve a notice of appearance as required by r 8.04 of the General Rules is extended to *Click to insert date*.

Hearing

3. The applicant file and serve a Notice of Trial in Form 48B on or before *Click to insert date 42 days prior to hearing date*. The applicant's application [for an extension of time,] for leave to appeal and, if leave is granted, the appeal be listed for hearing on *Click to insert date* with an estimate of *[insert estimated number of days hearing time]*.
4. Each party is to file a Callover form, in the form available on the Court's website, by no later than 4:00pm on *[Tuesday, week before the hearing date]*.

Affidavits

5. The applicant file and serve any further affidavits, including, where applicable, an affidavit exhibiting the transcript of any relevant hearing, upon which he/she/it/they intends to rely on or before *Click to insert date*.
6. *[If applicable]* The requirements of r 4.08(4) of the Rules be dispensed with.
7. The respondent file and serve any [further] affidavits upon which he/she/it/they intends to rely on or before *Click to insert date*.
8. Original exhibits to all affidavits filed are to be made available to the Court at the hearing.

Submissions and lists of authorities

9. The applicant:
 - (a) file and serve a written outline of submissions; and
 - (b) serve a list of authorities,on or before *Click to insert date*.

10. The respondent:

- (a) file and serve a written outline of submissions in response; and
- (b) serve a list of all authorities not also relied upon by the applicant together with electronic copies of any such authorities,

on or before *Click to insert date*.

11. The applicant:

- (a) file and serve a written outline of submissions in reply; and
- (b) serve any additions to the list of authorities,

on or before *Click to insert date*.

12. The applicant file and serve a combined list of authorities in RTF or searchable PDF form on or before *Click to insert date*. Each citation in the combined list is to be hyperlinked to an individual file containing the text of the authority. The combined list of authorities is to be filed by email containing a link to the authorities, to judicialreview@supcourt.vic.gov.au.

Court book

13. The parties must confer and seek to agree upon an e-court book index.

14. By *Click to insert date*, the applicant serve on the respondent a draft e-court book index identifying all documents, in chronological order, on which he/she/it/they intends to rely.

15. By *Click to insert date*, the respondent serve on the applicant a supplementary draft e-court book index identifying any additional documents, in chronological order, on which he/she/it/they intends to rely.

16. By *Click to insert date*, the applicant file and serve the e-court book with the index as settled by the parties. The e-court book is to be filed by email containing a link to the e-court book, to judicialreview@supcourt.vic.gov.au.

17. The e-court book should:

- (a) be a single fully text-searchable PDF document;
- (b) commence with an index identifying the date, description and starting page number of each individual document, including where possible hyperlinks;
- (c) include stamped page numbers that correspond with the display page numbers of the PDF, which, in the case of supplementary e-books, commence by immediately following on after the ending number of the previous pdf; and
- (d) be bookmarked with the short-form name of each individual document.

Directions

18. The proceeding be listed for further directions on *Click to insert date*.

Costs and liberty to apply

19. Costs be reserved.

20. The parties have liberty to apply.

DATE AUTHENTICATED:

JUDICIAL REGISTRAR