

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

S ECI 202XX 00000

BETWEEN:

[XXX] Applicant

- and -

[XXX] Respondent

ORDER

JUDICIAL OFFICER: Judicial Registrar [*Court use only*]

DATE MADE: [*Court use only*]

ORIGINATING PROCESS: Notice of Appeal pursuant to s 148 of the *Victorian Civil and Administrative Tribunal Act 1998* filed on [Click or tap to enter a 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 or tap to enter a date..](#)

ATTENDANCE: There was no attendance by a party or practitioner.

OTHER MATTERS:

- A. The purpose of paragraph 13 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 or tap to enter a date.](#) the applicant filed an affidavit under r 4.07 of the *Rules* together with the exhibits to that affidavit.
- C. [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.
- D. 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 or tap to enter a 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 or tap to enter a date..

Hearing

3. The applicant file and serve a Notice of Trial in Form 48B on or before Click or tap to enter a date 42 days before the 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 or tap to enter a date. on an estimate of *[insert estimated number of days hearing time]* days' duration.
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 hearing date..

Affidavits

5. *[If transcript not already exhibited to affidavit filed pursuant to r 4.07 of the Rules]* The applicant file and serve a subsequent affidavit exhibiting the transcript of any relevant hearing of the Victorian Civil and Administrative Tribunal, or which exhibits evidence that the transcript has been ordered from an authorised transcript provider, on or before Click or tap to enter a date..
6. The applicant file and serve any further affidavit upon which he/she/it/they intends to rely on or before Click or tap to enter a date..
7. *[If applicable]* The requirements of r 4.08(4) of the *Rules* be dispensed with.
8. The respondent file and serve any [further] affidavit upon which he/she/it/they intends to rely on or before Click or tap to enter a date..
9. Original exhibits to all affidavits filed are to be made available to the Court at the hearing.

Submissions and lists of authorities

10. The applicant:
 - (a) file and serve a written outline of submissions; and
 - (b) serve a list of authorities,

on or before *Click or tap to enter a date.*

11. 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 or tap to enter a date.*

12. 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 or tap to enter a date.*

13. 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

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

15. By *Click or tap to enter a 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.

16. By *Click or tap to enter a 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.

17. By *Click or tap to enter a 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.

18. 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

19. The proceeding be listed for further directions on Click or tap to enter a date..

Costs and liberty to apply

20. Costs be reserved.

21. The parties have liberty to apply.