



**NOTICE TO THE PROFESSION
APPLICATIONS IN ASSOCIATE JUDGES' PRACTICE COURT
(COURT 2)**

Most interlocutory applications made to an Associate Judge are heard in the Associate Judges' Court 2 at 436 Lonsdale St, Melbourne.

The burden and volume of applications in Court 2, and the desirability of dealing with applications on the return date, necessitates the making of some procedural improvements.

Please note the following:

1. Listings Coordinator

It is desirable to have a single point of contact to make it easier for Practitioners to list and deal with their matters. This is the Role of the Listings Coordinator, in charge of Court 2 and Practice Court Listings.

The Listings Coordinator is located in the Principal Registry. The Listings Coordinator is the primary reference point for all enquiries and will assist in improving the balance and volume of applications listed in Court 2 each day.

However, it may still, on occasion be necessary to contact the Associate to the Associate Judge sitting on a particular day.

The Listing Coordinator's contact details for applications in the Associate Judges' Practice Court (Court 2) are:

Phone: 9603 9288 or

Email: court2applications@supremecourt.vic.gov.au

2. Court 2 Applications Information Form

When filing an application in the Associate Judges' Practice Court, practitioners are required to provide information on the form annexed to this notice. The completed form should accompany the summons and affidavit in support (with exhibits). The form will be placed on the court record and a copy is to be served on all parties.

The information to be provided includes:

Hearing estimate - If possible, this should be by agreement between parties. The Listings Coordinator should be notified as soon as practicable in the event of a revised estimate. Where the hearing is likely to exceed two hours in length, you should contact the Listings Coordinator before proceeding to file the application.

Summary of proceeding - Provide a short summary of the nature of proceeding in which the application is brought, for example, debt and recovery of possession of land, personal injury dispute etc.

Summary of application - Provide a short summary of the application before the court. For example, application for summary judgment, security for costs, substituted service, strike out pleadings, set aside judgment, and so on.

Urgency - An application will be deemed urgent where a return date is sought five sitting days or less following its filing. *A brief explanation should be provided on the form explaining the urgency.*

Whether the application is contested/unopposed/ex parte/by consent - If the matter is by consent, signed minutes should be provided to the court at some time before the hearing date. Where signed consent minutes of order are sent (usually in PDF), an editable version should also be sent either in rich text or Word (editable) format to -

court2applications@supremecourt.vic.gov.au

and to the Associate to the Associate Judge hearing the matter, as soon as practicable before the hearing. A return email address is also required.

In cases where there is good reason to have the order authenticated directly and immediately by the Associate Judge (as opposed to by the Prothonotary), a draft of the order, either in rich text or Word (editable) format, should be sent for authentication to the Associate to the Associate Judge.

If you have received a date from the Listings Coordinator on the phone, you will receive an email confirming the availability of that date. Following this, you are required to file your application and supporting material with the Registry between the hours of 9.30 am and 4.00 pm together with a copy of that email. Alternatively, you may e-file the above documents via CITEC.

Please note that the date you receive from the Listings Coordinator is available for 48 hours from the email advising it is available. It is confirmed when your application and supporting material is filed with the Registry. There is no guarantee of the availability of this date if you do not file the application within this time. Please contact the Listings Coordinator if you are unable to file within this time to ensure the date is still available.

The practitioner for the applicant must notify the court immediately upon becoming aware that the hearing is no longer required, the application is no longer contested or has become a consent matter, or if the hearing estimate has otherwise been revised.

3. Special Fixtures

Where an application exceeding 2 hours is to be listed (known as a special fixture), the application will be listed in Court 2 as a Directions Hearing. An Associate Judge will hear the Directions Hearing within about one to two weeks of the application being filed with the Registry. This is to allow the Associate Judge to ascertain the elements of the application, its expected duration, and to establish a timetable for filing additional material. At this

time, the Associate Judge hearing the application will endeavour to provide a future date to the parties.

4. Outline of Submissions

If a party proposes to provide a written Outline of Submissions, that should be filed at least the day before the application is listed to be heard. The outline should not exceed five pages in length. Depending on how far from the scheduled hearing the Outline of Submissions are filed, the parties may file the outline with the Registry (if 3 or more days before the hearing) or email it directly to the Associate Judge (if the day before the hearing),

5. Exhibits

Exhibits to affidavits will be accepted, with a preference for copies. However, originals will not be refused. Where the exhibits are very voluminous it is permissible to file copies of extracts from the exhibits. Registry will ensure exhibits are on the court file prior to it going to the Associate Judge for hearing.

ASSOCIATE JUDGES' PRACTICE COURT (Court 2) – Applications



Hearing Return Date before the Associate Justice (Court Use Only)	
Proceeding number:	
Hearing Estimate: The solicitor for the applicant must notify the court immediately upon becoming aware that the hearing is no longer required, has become a consent matter, is no longer opposed or if the hearing estimate has been revised in any way, by contacting the Court 2 Coordinator on 9603 9302. (Consent minutes must be sent in an editable word format to court2applications@supremecourt.vic.gov.au or to the Associate to the Associate Judge as soon as practicable prior to the hearing).	
Summary of proceeding: Provide a short summary of the nature of proceeding in which the application is brought.	
Who is bringing the application? Party type and name of party.	
Summary of application: Provide a short summary of the application before the court. Please include reasons for urgency if the requested return date is within 5 working days of filing the application.	
Affidavit(s) relied upon Any further affidavits (including exhibits) not filed at the time of filing the application and responding affidavits should be filed with the Registry and forwarded as a soft copy attachment to court2applications@supremecourt.vic.gov.au as soon as practicable prior to the hearing.	
Rule or legislative provision under which the application is brought:	
Whether the matter Opposed / Unopposed / Ex-Parte / Consent?	
Firm name:	
Practitioner with conduct:	
Direct telephone number:	
Email address:	
Preferred hearing date/s (if any):	
Date and signature	