



**NOTICE TO THE PROFESSION**  
**and other Court users**

The Chief Justice has authorised the issue of the following notice which sets out the procedures for obtaining hearing dates in the Practice Court and which revokes Practice Note 2 of 2008.

**Practice Note 1 of 2009 - Practice Court Diary - Procedure**

Practitioners and court users wishing to have a proceeding heard in the Practice Court are required to apply to the Court for a hearing date and time.

The Electronic Practice Court Diary is available on the Supreme Court website ([www.supremecourt.vic.gov.au](http://www.supremecourt.vic.gov.au)). The Diary indicates the number of hours available for applications in the Practice Court on any given day. As applications are allocated hearing dates, the number of hours available will correspondingly diminish. The Diary is updated twice a day.

Practitioners wishing to have a matter heard in the Practice Court are required to consult the Diary, and then complete an Application Request Form. This form is available for download on the Supreme Court website. Practitioners must provide details of the proceeding and

an estimated hearing time. Time estimates must be greater than 10 minutes and less than 2 hours. Practitioners will also be required to nominate three preferred hearing dates. Only dates which are available for hearing on the Electronic Practice Court Diary may be nominated. Practitioners are then required to email or fax the Request Form to the Supreme Court Registry. The Practice Court Coordinator will allocate a hearing date and notify the practitioners by return fax or email. Every effort will be made to allocate a date which has been nominated on the Request Form. The Practice Court Coordinator will respond to requests between the hours of 10 am and 4 pm on weekdays. Communications received after 4 pm will not be considered until the next business day.

In the event that an application is urgent and all appropriate Practice Court days are booked out in the Diary, practitioners may contact the associate to the Judge sitting in Practice Court to arrange an appropriate hearing time.

Practitioners should note that as of 1 January 2009 Probate matters will be listed on Thursdays.

The Electronic Practice Court Diary and the Application Request Form can be found on the Supreme Court website under "Quick Links". All enquiries should be directed to the Practice Court Coordinator by email [practicecourt@supremecourt.vic.gov.au](mailto:practicecourt@supremecourt.vic.gov.au), by fax on (03) 9603 9400 or by telephone on (03) 9603 9280.

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