

This video will help you prepare to represent yourself at a Supreme Court hearing.

From the time that you are notified of your hearing date, there are a number of steps you can take to prepare.

Firstly, check the type of hearing you are due to attend and plan on that basis.

Not every hearing requires the same preparation.

Check with the Court which method you should use to file the documents you intend to rely on at your hearing.

The Judge will have copies of all documents filed by you and the other party.

Check that you have copies of all the documents you may wish to refer to during your hearing such as affidavits, including exhibits, witness statements, written submissions, and e-mails from the Court.

This set of documents will form your folder of hearing documents.

Check that you have paid all your court fees.

Check which Supreme Court building your matter is listed in, and the address for that building.

If you require any assistance to access the court, please call us at least 2 days in advance, so we can help plan your visit.

Now that you have filed your documents, paid your fees and confirm your hearing location, it is time to think about how to present your case.

Write down what you plan to say, and make a list of the questions you would like to ask.

Think about what the other party might say and how you would respond.

If you plan to refer to documents, the Judge will expect you to say the name of the document you are referring to, and the page and paragraph of the text that you specifically wish to draw to their attention.

It will help if you clearly label your documents and put them in order before your hearing.

Family and friends are welcome to attend, and observe the hearing with you.

You may find it helpful to observe a hearing when preparing your case.

Most cases are heard in open court with sitting available for the public.

It is now the day before your hearing, so you need to think about what you should do.

Review your notes, and re-read the key documents that you plan to talk about at the hearing.

Practice what you are going to say with a friend or family member.

Pack all your documents and any books you've been using to help you to understand the law.

Pack a notepad and pen, so that you can make notes of what is said during the hearing.

Place an order for a Transcript of your hearing.

Requirements for Transcript are explained in the court's practice notes.

The Registry can also assist you with that information.

Check the Court Hearing List on the website to know which courtroom your matter is listed in and whether there are any other matters listed before the same judge that day.

Lastly, plan what you are going to wear.

Dress formally for your hearing, and do not wear thongs, singlet tops or sunglasses.

Now, you are ready for your hearing.