

# CALLOVER & HEARING FORM

This form is to be completed by **each** party to the proceeding who will be appearing at trial/hearing and file **each callover form** via RedCrest.

## Proceeding details

Proceeding number and name	
Hearing date	
Hearing type (e.g. trial, interlocutory application, etc.)	
Common Law List (e.g. Personal Injuries List, Judicial Review and Appeals List)	
Judicial Officer (if allocated)	
Parties to the proceeding	
Estimated number of sitting days	
Mediation completed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do parties have preliminary issues to address or ventilate before the commencement of the trial?	

## Trial/hearing appearance information

**NOTE: If you are representing yourself, please provide your own contact details in the 'Practitioner with conduct' column below. If needed, more rows can be added below.**

Your client			
Your firm			
Practitioner with conduct	Name		
	Phone		
	Email		
Counsel briefed	Name		
	Phone		
	Email		

## Courtbooks, authorities and exhibits

Are parties able to provide the Court with an electronic courtbook/folder of key documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has an electronic courtbook/folder of key documents been provided to the Court?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p><b><i>Unless otherwise directed by the trial judge, court books/key document folders are to be prepared in an electronic format. Orders concerning the format and delivery of these materials will be made in advance of the trial/hearing. The e-court book/key document folder is to contain all documents, in chronological order, on which parties intend to rely. It is important that counsel, parties and witnesses all have access at the hearing to the same version of the document with identical page numbering and links.</i></b></p>	
Are you able to provide the court with an electronic book of authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there any physical exhibits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a view?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Witnesses Appearing – if applicable

How many witnesses will you be calling in total?	Lay:
	Expert:
Has each party filed a List of Witnesses (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is an interpreter(s) required? <b><i>NOTE: Parties are responsible for organising their own interpreter.</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please specify which party requires an interpreter:</i>
<b><i>Should this matter proceed as a virtual hearing:</i></b>	
Anticipated location of witnesses during the trial/hearing?	
Do all parties and witnesses have access to a smartphone or computer device with a microphone and camera functionality?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b><i>It is important that all participants (counsel, parties, witnesses) have the ability to view the hearing and the court book/key document folder or other reference material simultaneously. This may require access to more than one screen.</i></b></p>	

## Final Matters

Do the parties require a directions hearing prior to the trial (if not already scheduled)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please specify the reason(s) why:</i>
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Has the Setting Down Fee been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>For any fee related queries, please contact the Supreme Court Principal Registry on (03) 8600 2003.</i>
Are there any outstanding interlocutory issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please comment:</i>
Is the matter ready to proceed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## In person hearing – if applicable

This section is to be completed on behalf of all parties if the trial is proceeding by judge and jury and/or if parties appear in-person.

### HEARING DETAILS:

<p><b>Hearing Plan.</b> Describe the plan proposed for the conduct of the hearing, identifying those portions to be conducted in person, including:</p> <ul style="list-style-type: none"> <li>a) Total number of witnesses to be called by all parties (provide witness list if not yet filed)</li> <li>b) Whether witnesses will be cross-examined</li> <li>c) Which witnesses are anticipated to give evidence in-person and which remotely and the anticipated dates(s) they will give evidence</li> <li>d) Whether there will be concurrent expert evidence, whether this is anticipated to be given in person or remotely, and the anticipated date(s) the evidence will be given.</li> <li>e) Whether there is a need for any hybrid arrangements outside of witness arrangements (some parties in person and some remote)</li> </ul>	
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### ATTENDEES IN PERSON:

*Please provide maximum numbers of each type of participant expected onsite for the portions of the hearing which are to be conducted in person and if they have any accessibility needs or issues, as this will impact upon the courtroom that is allocated and can best accommodate the hearing*

Total number of Barristers/Advocates/In person litigants across all parties	
Total number of other legal representatives e.g. instructing solicitors	
Total number of parties and observers	
Whether a person in custody will be attending	

Do any attendees have any special needs that might impact on courtroom requirements (e.g. disability access)?	
Do any witnesses have a disability, illness or other accessibility issue that might impact on witness box requirements or their evidence generally (e.g. disability access or the need to be seated while in the witness box, ample room in witness box, breaks)?	