Remote Hearing Information Form

**Child’s Name: Click or tap here to enter text.**

**Case Number: Click or tap here to enter text.**

**Hearing Date: Click or tap here to enter text.**

**Filed by: Click or tap here to enter text.**

**Party Representing: Click or tap here to enter text.**

Witness List

DFFH is requested to complete the table below by providing the name, email address and telephone number of each witness to appear at the remote hearing as directed at the Readiness Hearing. Where a party is also calling a witness in accordance with the directions made at the Readiness Hearing, the party must also complete this list. An email address & telephone number must be provided for each witness to participate in the remote hearing.

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The Bench Clerk will open the remote hearing 15 minutes prior to the scheduled commencement. The Bench Clerk will be informed of the order in which witnesses are to be called. The party calling the witness will be required to contact the witness prior to their appearance online and to confirm their availability with the Bench Clerk. Prior to be called, the Bench Clerk will email a link to the witness to enable them to join the remote hearing. Please direct your witnesses attention to the [Fact Sheet for Online Hearings](https://www.childrenscourt.vic.gov.au/file/fact-sheet-online-hearings) published on the [Children’s Court Website](https://www.childrenscourt.vic.gov.au/) prior to the hearing.

Document List

Please complete the below table with a list of all documents upon which you intend to rely during the contested hearing. These are documents that have been filed and served previously.

**Note:** Additional documents sought to be tendered as evidence or put to a witness by any party must also be emailed in pdf format to the Court: [familydivision@courts.vic.gov.au](mailto:familydivision@courts.vic.gov.au) no later than 9am on the day of the remote hearing.

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**This Form is to be filed with the Court via email** [**familydivision@courts.vic.gov.au**](mailto:familydivision@courts.vic.gov.au) **no later than 7 days prior to a contested hearing date.**