

# Readiness Hearing booking form

**Case Name:**

**Case Number:**

This case is now being listed before a judicial officer for a **Readiness Hearing** on:

**Date of Readiness Hearing:**

**Time of Readiness Hearing:**

## What documentation must be provided prior to a Readiness Hearing?

The Court requires the following documents to be filed by email to:  
[melbournecoordinator@courts.vic.gov.au](mailto:melbournecoordinator@courts.vic.gov.au) prior to the Readiness Hearing.

- Any updated DFFH report unless otherwise ordered by the court (in short form, conciliation conference style, format). This must be filed no later than **7 days prior** to the hearing
- A completed 'Readiness Certificate' in Form C6 prepared after consultation with other parties. This must be filed by DFFH no later than **7 days prior**
- A Remote Hearing Appearance Form. To be filed by each party no later than **3 days prior**.

## All forms are available on the Children's Court website

### What is a 'Readiness Hearing'?

Readiness Hearings are a type of judicially led dispute resolution, where a judicial officer, the parties, and their lawyers, try to resolve the case.

### How will a Readiness Hearing be conducted?

The Readiness Hearing will be heard remotely, which means you and your client will be required to attend by either telephone or audio-visual link. You and your client do not need to physically attend the Court.

For information about appearing by audio-visual link, please refer to the [Fact Sheet for Online hearings](#) published on the Children's Court website.

### What happens if your client does not participate in the Readiness Hearing?

Your client must participate in the Readiness Hearing. Participating means attending the Readiness Hearing remotely and providing instructions. If your client does not participate, a judicial officer may make interim or final orders about the case in their absence.

### What if the matter does not resolve at the Readiness Hearing?

If the case does not resolve at the Readiness hearing, the judicial officer will decide whether it is fair, appropriate and safe to list the case for a contested hearing.

If the case is listed for a contested hearing, it will be conducted in a way that is consistent with the safety advice of the Chief Health Officer.

### What if the case resolves prior to a Readiness Hearing?

If the case has resolved, or there are reasons that a Readiness Hearing is no longer required, you must jointly file the electronic form "[Consent/Unopposed Proposed Orders – Family Division](#)" with the relevant registry as soon as possible. No attendance is required at the hearing of the consent/unopposed orders.

If you have any queries about Readiness Hearings or remote hearings, please review the information on the Children's Court website or contact the relevant registry.

## Details of child, parents and joined parties

| Names | DOB | Relationship for Child/ren | Contact details  | Representation   |
|-------|-----|----------------------------|------------------|--|
|       |     |                            | Phone:<br>Email: | <input type="checkbox"/> Self represented<br><br><input type="checkbox"/> Legally represented by:<br><br>Firm: |
|       |     |                            | Phone:<br>Email: | <input type="checkbox"/> Self represented<br><br><input type="checkbox"/> Legally represented by:<br><br>Firm: |
|       |     |                            | Phone:<br>Email: | <input type="checkbox"/> Self represented<br><br><input type="checkbox"/> Legally represented by:<br><br>Firm: |
|       |     |                            | Phone:<br>Email: | <input type="checkbox"/> Self represented<br><br><input type="checkbox"/> Legally represented by:<br><br>Firm: |
|       |     |                            | Phone:<br>Email: | <input type="checkbox"/> Self represented<br><br><input type="checkbox"/> Legally represented by:<br><br>Firm: |

Please note an Online Appearance Form is still required to be provided to the court 3 days prior to the hearing