

Readiness Hearings Procedural Directions

UPON the Court determining that in the exceptional circumstances of the current public health emergency this case is suitable for a remote hearing by means of a WebEx audio-visual link ('remote hearing'):

IT IS ORDERED THAT:

1. The contested hearing of this matter shall proceed by way of a remote hearing; and
2. No unauthorised person may be present at the remote hearing. When asked, each legal representative must be able to confirm that no unauthorised person is in attendance or able to listen to the remote hearing.

SUBPOENAED MATERIAL PROCEDURAL DIRECTIONS

- All witness summonses to attend to give evidence at the contested hearing must be issued within **7 days** of today's date and served within **7 days** of the date of issue.
- All witness summonses to produce documents (including a witness summons to produce and to attend to give evidence) must be issued within **7 days** of today's date returnable **21 days** after the date of issue.
- All witness summonses to produce documents shall request that the documents be filed by electronic means where possible.
- Documents produced pursuant to subpoena which are not subject to any objection, shall be released for inspection by the lawyers for the parties and the DFFH officer on the usual terms on the return date, without the matter being listed for hearing before a magistrate. In accordance with [Practice Direction 10 of 2020](#), the legal representatives may apply to inspect the subpoenaed material online.
- Where there is any objection to the production or inspection of a document or thing identified in the witness summons, the matter will be listed for hearing before the magistrate allocated to hear the contest for the objection to be heard and determined by a remote hearing in advance of the contested hearing.

OTHER PROCEDURAL DIRECTIONS

- No later than 7 days prior the contested hearing, the legal representatives must confirm that funding is in place for the hearing. If funding has not been approved, the legal practitioner must confirm they have advised their client that they no longer act on their behalf and have notified the client of the hearing date and the steps they need to take to appear at the remote hearing. If confirmation is not provided within 7 days of the hearing, the legal representative must appear at the remote hearing and seek the leave of the Court to withdraw.
- No later than 7 days prior the contested hearing, the parties must complete and file the attached completed [Remote Hearing Information Form](#) with the Court by email: familydivision@courts.vic.gov.au.
- Any documents that have not already been filed and served but which are sought to be tendered as an exhibit or put to a witness by any party must be filed in PDF form with the registry by email no later than **9am on the date of the hearing**.
- All parties must file a [Remote Hearing Appearance Form](#) by email no later than 3 days prior to the contested hearing date.