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| **APPEARANCE FORM** |
|  |
|  | Court Reference: |       |
|  |
| Case name: |        |
| Hearing date: |       |  |
|  |
| Party representing: |       |
| Practitioner’s name: |       |
| Firm:  |       |
| Client participating:  | [ ]  | Yes | [ ]  | No |
|  |
| **Please complete below if a remote hearing** |
|  |
|  | **Practitioner** | **Party (if participating)** |
| **Name:** |       |       |
| **Email:** |       |       |
| **Phone:** |       |       |
| **Device:** | Choose an item. | Choose an item. |
|  |
| The Court will email you a link to the hearing. Participants will be able to join the hearing 10 minutes before the scheduled time to ensure audio and video of each participant are working. |
| If you have not used Webex on your device, please visit [www.webex.com/test-meeting](http://www.webex.com/test-meeting) prior to the Court hearing to ensure your device is compatible. |
| It is recommended that you [download the Webex Meetings app](https://www.webex.com/downloads.html) for full functionality. |
| For further information and user guides, please visit the [Children’s Court website](https://www.childrenscourt.vic.gov.au/information-guides-and-policies/information-guides-and-factsheets).  |