

Information for Melbourne Magistrates' Court summary crime jurisdiction matters – scheduling of WebEx links

As per the Chief Magistrate's Practice Directions 17 and 22, legal practitioners are required to register their appearance on EFAS for all summary crime matters in which they act. Legal practitioners are also required to advise the Court how the matter is proceeding via EFAS, no later than three working days before the listing date.

For matters listed from Monday, 7 December 2020 onwards, the Melbourne Magistrates' Court will respond to the EFAS request confirming the date of hearing for the matter and whether the listing is in a WebEx 'Block List' or in a 'Non-Block List'.

What is the process if my matter is in a WebEx 'Block List' at Melbourne Magistrates' Court?

Where the case is listed in a WebEx 'Block List', a WebEx invitation **will not** be forwarded via email. Instead, one day prior to the listed date (the listed date in the EFAS response), practitioners are expected to:

- Check EFAS to confirm what **courtroom** and what **time** the matter is listed;
- Find the corresponding 'Block List' Link, which is visible on the **MMC WEBEX** tab
- Inform your client of the block listing arrangements and provide them with a copy of the link if they are not appearing from your office.

How do I find out what courtroom my matter is listed in and which block list I am in?

Practitioners may access this information using EFAS, through the 'Case Representation' tab or 'Case Search' tab. After finding the case, click on the case number which is hyperlinked. This will give practitioners the information to confirm what block their matter is in and what link to access.

Melbourne Magistrates' Court	
Case No	Example only
Hearing Date/Time	Monday, 23 November 2020 2:00 PM
Video Link Direction for this Hearing	
Prosecuting Agency	Victoria Police - Uni-Melbourne North
Informant	Example only
Prosecutor Representative	Not Represented
Accused	Example only
Accused Representative	Example only
Hearing Type	Mention
Court Room	6

In this example, the case is in the **2pm block**, in **courtroom 6**. Practitioners can access and copy the link from the '**MMC WEBEX**' page. Legal representatives and their clients should dial into the hearing approximately 5 minutes before the block listing is due to commence.

THIS SCREENSHOT IS AN EXAMPLE ONLY – THIS TAB WILL BE AVAILABLE FROM 3 DECEMBER

Information for [Melbourne Magistrates' Court](#) summary crime jurisdiction matters – Webex 'Block List' links

As per [information](#) issued by the Melbourne Magistrates' Court on 2 December 2020, below are the Webex 'Block List' links, per courtroom:

Courtroom	Webex link
3	http://mcv.vic.gov.au
5	http://mcv.vic.gov.au
6	http://mcv.vic.gov.au
7	http://mcv.vic.gov.au
9	http://mcv.vic.gov.au

Times for block listing:

The Melbourne Magistrates' Court lists Webex 'Block Lists' in one hour blocks. Your matter may be called at any time during the one hour block. You are expected to be linked in at the time listed below.

Block listing	Listing time on EFAS	Link in time
10am block list	9am - 10am	9:55am
11am block list	11am	10:55am
12pm block list	12pm	11:55am
2pm block list	2pm	1:55pm
3pm block list	3pm	2:55pm

Please note, if there is a change to details on the hearing date the court will directly contact the legal representative.

What is the process if my case a WebEx 'Non-Block List'?

If a case is in a 'Non-Block List', this will be confirmed via an EFAS response. The WebEx link **will be** forwarded to the legal practitioner. This may not be at the time the Court responds to the EFAS request, as the Court may still be arranging the WebEx schedule, to ensure all matters can be accommodated. At least one day prior to the listed date (the listed date in the EFAS response) the Court will forward to practitioners the WebEx link.

Please do not decline the invitation unless you are no longer acting for the accused. You must update EFAS to reflect you no longer act for the accused.

What if I cannot link in at the time the matter is listed for?

Please note that the court will not re-arrange links where a practitioner has a scheduling conflict with another matter. If something urgent has arisen, please call the Coordinators Triage Centre on 9628 7729 or 9628 7848. Please be aware the court is experiencing an increase in phone enquiries at present.

What if someone else in my office now has carriage of the matter?

We ask you do not decline the matter, but instead forward the invite to your colleague. Please do not advise MMC this has occurred.