

Pre-Court Information Form for Applicant or Affected Family Member

Your Family Violence Court Hearing

Complete this form if you are unable to complete the online Pre-Court Information Form. You can access the online form using the QR code or on the MCV website

<https://mcv.vic.gov.au/pre-court-information-form-applicant-and-affected-family-member>



Preparing your case for court

This form helps the court get your case ready. The court will use this form to:

- contact you (if necessary) to prepare for your court hearing
- provide you with court documents
- refer you to services that can help you (if you agree)

Please complete this form if:

- You are the person applying for the intervention order or the affected family member; and you have **not filed a Pre-Court Information Form previously** or there has been a change in circumstances
- Your contact details have changed
- You need an interpreter
- Your legal needs have changed
- The case has an application to extend, vary or revoke listed (and you have not filed a Pre-Court Information Form previously for that application)

Completing this form

You should fill in this form and provide it to the Court **as soon as possible, and at least seven days before** the court hearing. You can return the completed form to the court where the case is listed by email, post or in-person.

If it is less than seven days before your court hearing or you need help filling in this form, please call or email the court where the case is listed. You can find contact details at www.mcv.vic.gov.au/going-court/find-court

Do you need to attend the court hearing?

The magistrate will decide whether to make an intervention order on the hearing date. You can choose to

- Attend the court venue if safe to do so
- Attend online from your preferred location.

Taking part in the hearing online

To take part online you need:

- a device with a camera
- a good internet connection
- a place that is private and where you feel safe

If the police applied for an order to protect you

You can choose how or whether you take part in the court hearing if the police applied for an order to protect you. If you want to take part in the hearing, you can take part in-person at the court venue or online. You should talk to the police about what you want to happen and what conditions you want the intervention order to have to protect your safety or that of your children. If you choose not to take part in the court hearing, you must speak to the police to tell them your choice prior to the hearing day, and be available on the hearing day to speak to police.

If you do not agree with the police application, it is important you take part in the hearing so you can have your say about what you want to happen. The magistrate can still make an order to protect your safety or that of your children even if you do not take part in the hearing.

If you are the person applying for an intervention order

You can choose to attend the hearing in-person or online. The magistrate can make a decision about your family violence intervention order application even if you don't take part in the hearing. This could include making a family violence intervention order, refusing to make an order or striking out your application.

How do you want to take part in the court hearing?

There are options for attending court in ways that may feel safer for you. If you are unsure about how you want to take part, or the options available to you, contact the court where your case is listed to talk to a court officer.

I want to:

- ☐ Attend the court venue
- ☐ Appear online
- ☐ I will not be taking part in the hearing and have spoken to the police about the application

Do you need other support to take part in your hearing

For example, accessibility, getting to court, safety, or concerns about having the camera on if appearing online.

About your case

If you cannot provide hearing details, the court can use your contact details to locate the hearing information.

Case number (If known)		Court date (Date of hearing)	
Court location			

Please provide the name of the respondent (the person the application is against)

This is to help the court locate the correct case.

Your personal details

Your first name:		Your date of birth:	
Your last name:		Gender:	
Is this your legal name?	☐ Yes ☐ No – If No what is your legal name?	Pronoun(s):	
Do you identify as Aboriginal or Torres Strait Islander?		☐ Yes – Aboriginal ☐ Yes – Torres Strait Islander ☐ No ☐ I do not wish to disclose	
Does anyone else involved in your court case identify as Aboriginal or Torres Strait Islander? This may be your child, a child in your care, or the respondent.		☐ Yes – Aboriginal ☐ Yes – Torres Strait Islander ☐ No ☐ I do not wish to disclose	

If yes, please provide the name of the person/s and describe their relationship to you

Name: _____	Name: _____	Name: _____
Relationship: _____	Relationship: _____	Relationship: _____

Do you want to talk to a Koori family violence practitioner?	☐ Yes ☐ No
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If **Yes** - I agree that the court can share the information in this form with the practitioner if needed ☐ I agree*

Do you want the court to refer you to a culturally appropriate legal service?	☐ Yes ☐ No
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If **Yes** - I agree that the court can share the information in this form with the practitioner if needed* ☐ I agree*



Do you need an interpreter for the court hearing?

The court can arrange a free interpreter for you.

☐ Yes ☐ No

If **Yes**, what language interpreter do you need?

Do you have a special request, such as a gender preference?	
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Your contact details

How can we contact you safely? Please select the best and safest way/s for the court to contact you.	☐ Email ☐ Mobile phone ☐ Home phone ☐ Work phone
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Your email address	☐ Keep my email private
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Does the respondent know your email address?	☐ Yes ☐ No ☐ Unsure
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Your telephone number	☐ Keep my number private
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Does the respondent know your phone number?	☐ Yes ☐ No ☐ Unsure
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Is it safe to leave you a voicemail message?	☐ Yes ☐ No
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When is it safest for us to call you?	☐ Anytime ☐ 9.30am – 1pm ☐ 2pm – 4.30pm
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Do you agree to the court contacting you by text message?	☐ Yes ☐ No
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Any text message will be sent from 0485 867 900. You won't be able to reply or call this number

What is your address?

The Court needs an address so we can send documents to you. The Court will keep this information private from the respondent.

You can provide:

- your home address
- your postal address (if different), or
- if you are concerned for your safety, or staying in emergency or temporary accommodation you can provide the address of a person chosen by you.

Address _____

Suburb _____ **Postcode** _____

What type of address have you provided?	☐ Your home address ☐ Your postal address ☐ Address of a person chosen by you
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Do you want to keep this address private from the respondent?

☐ Yes ☐ No

Requesting to change the court hearing date

You may wish to change the court date. To request a change to the date, you must apply to the court for permission. The court will be considered when making the decision.

Do you want to apply for permission for the hearing to be on a different date?

If **Yes**, please describe why you want to move the hearing date.

When you submit this form, please provide documents to support your application to move the hearing date. This can include evidence of the respondent's behaviour. You will be notified by the court of any change to your court date. If you do not receive confirmation of a change, then the court will proceed with the hearing on the original date.

Free Legal Services

We recommend you get legal advice before your court hearing. You can:

- use this form to ask the court to refer you to a lawyer
- contact one of the free legal services listed below; or
- contact a private lawyer.

Depending on your circumstances, a lawyer may be able to:

- give you information
- give you legal advice – about the law and what happens in court and your options. This may include assisting with negotiations with the respondent or the police on your behalf.
- represent you in court that day
- arrange for another lawyer to represent you
- refer you to services to assist you.

Do you have a lawyer for this hearing?

☐ Yes ☐ No

If **you do have a lawyer for this hearing**, do you agree to the court sharing information in this form with the lawyer if needed.

☐ Yes ☐ No

Please provide the details of your lawyer:

Name of lawyer:

Law firm/service name:

Contact details of lawyer

If **you do not have a lawyer for this hearing**, do you want the court to refer you to a free lawyer?

☐ Yes ☐ No
☐ No- I am representing myself

If **Yes**, the Court will use the information in this form to refer you to a free legal service.

You may receive a call from the legal service from a private telephone number.

The legal service may be unable to call you before your hearing due to high demands for their service. In this case, you can speak to a free lawyer on the hearing day.

You can call a legal service directly even if the Court has made a referral for you.

Support Services

Is a family violence service supporting you?

☐ Yes ☐ No ☐ Prefer not to say

If **Yes**, please provide the name and suburb of the service.
For example, Orange Door, Werribee

Service name: _____
Suburb: _____

Legal Services

 Victoria Legal Aid	Victoria Legal Aid Helping Victorians with their legal problems 1300 792 387
 FEDERATION OF COMMUNITY LEGAL CENTRES VIC	Federation of Community Legal Centres Independent community organisations providing legal services (03) 9652 1500
	Djirra Provides culturally safe legal and non-legal supports to Aboriginal and Torres Strait Islander women and children experiencing family violence. 1800 105 303
	Victorian Aboriginal Legal Service Provides legal assistance for community 1800 064 865
	Women's Legal Service Victoria Support to women experiencing family violence to find safety and get legal advice. 1800 133 302
	Q+Law Provides a free, safe and affirming entry point for LGBTIQA+SB people in Victoria seeking legal advice, information, and referrals. (03) 9968 1002
Refugee Legal:	Refugee Legal Provides legal assistance to people seeking asylum, refugees and vulnerable migrants (03) 9413 0100
 Villamanta DISABILITY RIGHTS LEGAL SERVICE	Villamanta Legal assistance with a focus on the rights of people with cognitive impairments 1800 014 111
 Seniors Rights VICTORIA	Seniors Rights Victoria Provides information, legal advice, and casework to older Victorians experiencing or at risk of experiencing elder abuse. 1300 368 821
	Youthlaw Victoria Provides free, confidential legal assistance to young people aged under 25 in Victoria. (03) 9113 9500

Support Services

	The Orange Door Provides help for people experiencing family violence, or who need assistance with the care and wellbeing of children and young people https://www.vic.gov.au/about-the-orange-door#contact
	Family Violence Response Centre 24/7 family violence support service 1800 015 188
	Umalek Balit Program (Give Strength, in Woiwurrung) Culturally safe and relevant program for Aboriginal and Torres Strait Islander families who have family violence related proceedings offers support information and referrals umalekbalit.referrals@courts.vic.gov.au
	Djirra Provides culturally safe legal and non-legal supports to Aboriginal and Torres Strait Islander women and children experiencing family violence. 1800 105 303
DARDI MUNWURRO	Aboriginal and Torres Strait Islander Family Service 8456 3044
	1800 Respect National domestic, family and sexual violence counselling, information and support service available 24/7 online chat and video call services 1800 737 732 or Text (0458 737 732)
	No to Violence Working together to end men's family violence 1300 766 491
	Rainbow Door A free, peer-run and specialist LGBTIQ+ helpline, providing information, brief support and referral to all LGBTIQ+ Victorians, their friends, families and carers. 1800 729 367 or text 0480 017 246
	Multicultural Centre Against Family Violence Specialist service providing tailored support and programs to refugee and migrant women experiencing family violence. 1800 755 988
	Sexual Assault Services Victoria Support for victim survivors who may have experienced sexual assault and/or harmful sexual behaviour 1800 806 292