Pre-Court Information Form for Respondent

Your Family Violence Court Hearing

You can 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-respondent

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 the intervention order application is against; 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
- Your 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

Going to court

You must attend the court venue for your hearing, not online unless otherwise directed by the court.

The magistrate can make an intervention order against you, if you do not attend the hearing.

If you want to attend online, you must make a request to do so, or contact the court where the case is listed as soon as possible.

About your case

If you cannot provide hearing details, the Court can use your contact details to find the hearing information.

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

What is the name of the first named Affected Family Member (the person the application is made for)
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 or a child in your care, or the affected family member**.**		☐ 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:_____ Relationship:_____

Name:_____ Relationship:_____

Name: _____ Relationship:_____

Do you want to talk to a Koori family violence practitioner?	☐ Yes ☐ No

If **Yes** - I agree 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

If **Yes** - I agree 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?	

Contact details

How can we contact you? Please tell us the best way to contact you		☐ Email ☐ Mobile phone ☐ Home phone ☐ Work phone
Your email address		☐ Keep my email private
Does the applicant or affected family member know your email address?		☐ Yes ☐ No ☐ Unsure
Your telephone number		☐ Keep my number private
Does the applicant or affected family member know your telephone number?		☐ Yes ☐ No ☐ Unsure
Your address:	**Address**_____ **Suburb**_____ **Postcode**_____	

Do you want to keep your address private from the applicant or affected family member? (not disclosed on court document)
☐ Yes ☐ No

Is there anything else you want to tell us about the address provided?

_____

_____

_____

Requesting a change to the court hearing date

You may wish to change the court date or to appear online. To request a change, you must apply to the court for permission. The reasons why you want to make a change to the date and the circumstances of your case will be considered when making the decision.

You must attend the court venue for your hearing, not online unless otherwise directed by the court.

Do you want to apply for permission for the hearing to be on a different date?	☐ Yes ☐ No

If **Yes**, please describe why you cannot attend in person on the hearing date.

_____

_____

_____

When you submit this form, please provide any documents that support your application to change the hearing date. This can include medical certificates or flight details.

You will be notified by the court of any change. If you do not receive confirmation of a change, then the court hearing will remain as originally listed.

Free Legal Services

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 applicant or affected family member 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

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

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

Do you have a lawyer for this hearing?		☐ Yes ☐ No
If **yes**, please provide their details:	Name of lawyer:	
	Law firm/Service name: Contact details of lawyer:	
If **no**, would you like a referral to a **free lawyer?**		☐ Yes ☐ No
If **yes**, do you agree that the court can share the information in this form with the lawyer if needed		☐ Yes ☐ No

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 ☐ I prefer not to say

If **Yes**, please provide the name and suburb of the service. For example, Orange Door in 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	**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	**Women's Legal Service Victoria** Support to women experiencing family violence to find safety and get legal advice. **1800 133 302**
Q+Law Victoria's LGBTIQA+ Legal Service	**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 YOUNG PEOPLE'S LEGAL RIGHTS CENTRE INC	**Youthlaw Victoria** Provides free, confidential legal assistance to young people aged under 25 in Victoria. **(03) 9113 9500**

Support Services

the orange door	**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**
safe steps	**Family Violence Response Centre** 24/7 family violence support service **1800 015 188**
Umalek Balit Give Strength	**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	**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**
1800RESPECT NATIONAL DOMESTIC FAMILY AND SEXUAL VIOLENCE COUNSELLING SERVICE	**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)**
ntv	**No to Violence** Working together to end men's family violence **1300 766 491**
Rainbow Door	**Rainbow Door** A free, peer-run and specialist LGBTIQA+ helpline, providing information, brief support and referral to all LGBTIQA+ Victorians, their friends, families and carers. **1800 729 367**or text **0480 017 246**
inTouch Multicultural Centre Against Family Violence	**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	**Sexual Assault Services Victoria** Support for victim survivors who may have experienced sexual assault and/or harmful sexual behaviour **1800 806 292**