

Melbourne Magistrates' Court

Civil Division Advice to Practitioners and Parties

The Civil Division of the Magistrates' Court of Victoria at Melbourne continues to hear all listed matters.

Practitioners must comply with Practice Directions 19 and 20 of 2020.

The profession and parties must have regard to the Civil Division Arrangements and Expectations during COVID-19 Restrictions document dated 5 August 2020.

Hearings are conducted using Cisco WebEx

Daily List

Practitioners must provide the Court with a list of email addresses to which WebEx invitations can be delivered. The list must include email addresses of the practitioner appearing for the Party, each Party and any witness to be called.

Lists are to be emailed no later than 2:00pm, two (2) days before the date of hearing to civilcoordinator@courts.vic.gov.au

If a Party is not represented, the Party must email civilcoordinator@courts.vic.gov.au their email address details and the email addresses of any witness to be called.

Callover

The Court will call over all matters in the Daily List at 9.30 am. A WebEx invitation will be delivered to practitioners appearing for each Party, or if a Party is not represented to the Party.

The Court expects that all reasonable attempts to resolve the dispute or narrow the issues in dispute have been completed and each matter is ready to proceed.

At Callover an order of Court business will be determined.

The first hearing will commence at 10am.

WebEx invitations will be delivered to all necessary participants.

Further information

Practitioners in matters other than that being heard may communicate with the Court via email addressed to civilcoordinator@courts.vic.gov.au marked to the attention Benchclerk, to advise of any necessary matters. Further particulars will be provided by the Benchclerk

The Court must be advised of any resolution of a matter in the list.

Upon conclusion of the hearing of the first matter the Court will deliver a WebEx invitation to practitioners, Parties and any necessary witnesses in the following matter.

The invitation will provide the time for commencement.

The Court is committed to continue to serve our Community as we face COVID-19 restrictions. The support of the profession is fundamental to achieving this objective.