



# County Court of Victoria Information Sheet: Frequently Asked Questions

## About the County Court Registry

The County Court's Registry is the official record keeper of pleadings and other documents that are filed in relation to a case. In Melbourne, the Registry is located on the ground floor of the County Court. The Registry's counter service operates from 9:00am to 4:00pm and the telephone service is available from 8:45am to 5:00pm on (03) 8636 6570. Both counter and telephone services are open Monday to Friday, excluding public holidays.

Please refer to the 'Circuits' page for contact information for the Court's circuit locations.

## What is the Melbourne County Court's address and telephone number?

The Melbourne County Court is situated on the corner of William and Lonsdale Streets, Melbourne CBD.

Address: 250 William Street, Melbourne VIC 3000.

Telephone: (03) 8636 6570

Fax: (03) 8636 6400

Website: [www.countycourt.vic.gov.au](http://www.countycourt.vic.gov.au)

Email: [crim.reg@countycourt.vic.gov.au](mailto:crim.reg@countycourt.vic.gov.au) (Melbourne matters/enquiries only).

[sexualoffences.list@countycourt.vic.gov.au](mailto:sexualoffences.list@countycourt.vic.gov.au) (Sexual Offences matters only)

[circuits@countycourt.vic.gov.au](mailto:circuits@countycourt.vic.gov.au) (circuit matters only)

If you require contact details for any of the circuit courts, please refer to the Circuit page on the County Court website.

## How do I know when my case is listed and at what time?

For Melbourne matters, the easiest way to check the time and date of your matter is on the County Court website: [www.countycourt.vic.gov.au](http://www.countycourt.vic.gov.au) and click on the 'Court Connect' icon. You can search by entering your name or case number in the View Criminal/Appeal Hearings page.

The daily court list (both Melbourne and Circuit) is published on the County Court website from 5.00pm every business day.

Alternatively you can call (03) 8636 6570 and ask a member of the Criminal Registry.

If you require listing information for any of the circuit courts, please refer to the Circuit page on the County Court website.

## Is there parking available at the Court?

There are no parking facilities available at the Melbourne County Court, however there are various car parks in the area surrounding the Court, where you can pay to park your car.

If travelling to the County Court on public transport, Flagstaff is the nearest train station. Tram 55 stops outside the Court on William Street, and buses on routes 216, 219, 305, 381, 905, 906, 907 and 908 stop in Lonsdale Street outside the County Court.

### **Are there childcare facilities available at the Court?**

There are no childcare facilities available at the Court.

### **Where do I go when I arrive at the Melbourne County Court?**

Once you have gone through security, you should search for your name on the electronic listing boards located on the ground floor. This will tell you the court room where your matter will be heard. Once you find your name, proceed straight to the allocated court room. If your name is not listed on the boards, please attend at the Registry counter on the ground floor for assistance.

### **How do I conduct myself whilst in Court?**

- When entering or leaving a court room, you should give a slight bow to acknowledge the Judge;
- All mobile phones are to be turned off ;
- You cannot eat, drink or chew gum in court;
- All hats and/or sunglasses are to be removed before entering court;
- You must speak quietly and only if necessary whilst in court;
- Always stand when speaking to the Judge and refer to the Judge as 'Your Honour'.

Failure to comply with the above points or directions of court staff may result in you being asked to leave the court room.

### **How do I pay my fine?**

Most fines imposed after 1 January 2018 were referred to Fines Victoria for collection and enforcement. Some monetary penalties imposed before this date remain with the County Court.

For any fines imposed after 1 January 2018, if you receive a Statement of Fines and Penalties from the County Court, your fine is payable to the County Court.

Fines payable to the County Court can be paid at the County Court Registry counter with cash, a money order, bank cheque, personal cheque or a credit card (except American Express). If you cannot attend the Registry to pay your fine, you may post your payment to the court. Please make sure you write your court reference number on the back of your cheque/money order and provide your name and address so that a receipt can be sent to you. Alternatively, you may wish to pay with a credit card via telephone (03) 8636 6508 (Melbourne matters only).

For payment information for fines referred to Fines Victoria, please contact Fines Victoria on (03) 9200 8111.

For payment information for fines that remain with the County Court, contact the Court on (03) 8636 6570.

### **What items can I take into custody?**

You can take a limited amount of clothing and personal possessions with you when you are taken into custody. You will be given a receipt for your possessions and these will be sent with you when you are transferred to prison.

Please note: open packets of cigarettes and lighters/matches are not allowed to be taken into custody. You may take Tally-H cigarette papers with you, so long as they have not been opened.

Arrangements can be made for family members or friends to drop off additional property at the prison. For more information you can call Corrections Victoria on (03) 8684 6600.

### **How do I access a Criminal or Appeal file?**

Anyone can submit an application to access a County Court Criminal or Appeal file. The Melbourne County Court manages these applications for all County Court locations across the state.

To apply for access to a County Court Criminal or Appeal file, you must complete the Access to Court Records Application form that is available on the Court's website ([www.countycourt.vic.gov.au](http://www.countycourt.vic.gov.au)).

Please email the completed form to [crim.access@countycourt.vic.gov.au](mailto:crim.access@countycourt.vic.gov.au).

Your application will be considered by a Judge and you will be notified of the outcome.

### **How can I get a copy of a court transcript?**

Appeals are not automatically transcribed. If you would like your appeal to be transcribed, you will need to seek approval from the hearing Judge to have the matter transcribed. You must contact the Judge's chambers if you wish seek approval. In order to obtain a telephone number for the hearing Judge, call the Melbourne Criminal Registry on (03) 8636 6570.

For criminal hearing transcripts, contact the Victorian Government Recording Service (VGRS) on (03) 9603 2424.

### **How can I get a copy of the Judge's Sentencing Remarks?**

A Judge's sentencing remarks are available upon request to the Judge's Associate. You can obtain the name and phone number of the Associate by contacting the Registry on (T) 8636 6570 or search the Court's website ([www.countycourt.vic.gov.au](http://www.countycourt.vic.gov.au)).

### **How do I arrange a videolink?**

You will need to contact the videolink co-ordinator by phone (03) 8636 6530, or email: [videolinks@countycourt.vic.gov.au](mailto:videolinks@countycourt.vic.gov.au).

Please note: You may have to cover the costs of the videolink. The videolink co-ordinator will advise you if this is the case.

For information on appearing at circuit directions hearings via videolink, please refer to the 'Circuit List' page on the County Court website.

### **How do I arrange an interpreter?**

The Court does not arrange or pay for interpreters to assist during court hearings.

In criminal cases prosecuted by the state Office of Public Prosecutions (OPP), the OPP should arrange the interpreter. If you have any questions please contact the OPP on (03) 9603 7608 or (03) 9603 7606. If your matter is an appeal against a criminal order made at the Magistrates' Court, the Office of Public Prosecutions (OPP) may, upon request, arrange an interpreter on your behalf. If the OPP is unable to assist, you must make your own arrangements.

For matters prosecuted by the Commonwealth Director of Prosecutions, please contact (03) 9605 4333.

Agencies that can provide qualified interpreters include ONCALL Interpreters and Translators (03) 9867 3788 and VITS (03) 9280 1955.

### **I have been subpoenaed to give evidence at Court but I am unable to attend. What should I do?**

You should immediately contact the person that has subpoenaed you and advise them that you are unable to attend. You must also advise the Court in writing, outlining your reasons for not attending. It is important to note that a Judge has the power to issue a warrant for your arrest if you do not comply with a subpoena.

### **Is there a duty lawyer at the Court?**

No, the County Court does not have a duty lawyer. If you need legal representation/advice, you must make arrangements prior to your hearing date.

Please see our Obtaining Legal Advice information sheet for information on some of Victoria's legal agencies.

### **I am unhappy with the decision of a Judge. What are my options?**

You may decide to lodge an appeal against a Judge's determination of your criminal or appeal case to the Court of Appeal.

It is important to note that you can only appeal a case previously appealed from the Magistrates' Court on a point of law.

Appeal lodgement enquiries should be directed the Court of Appeal on (03) 9603 9100.

*Information included in this information sheet is of a general nature and does not constitute legal advice. It should not be relied upon for such purposes. Litigants are encouraged to obtain legal advice prior to taking any step in the legal process. The County Court of Victoria does not accept any liability for loss or damage incurred as a result of reliance placed upon the content of this information sheet.*