It is the preference of the Court to limit the number of in-person court attendances required. This form will be used by the Court to assess whether a hearing can be heard via a remote platform. While the preference of the parties will be considered, ultimately the Court will determine how the hearing will proceed.

This form must be completed and filed with the Court, via [eLodgement](https://elodge.courts.vic.gov.au/ols-vcc/#!/ols-login), at least *seven days prior* to the hearing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name:** Click or tap here to enter text. |  |  |  |
| **Case number: CR-****-****or AP-****-** | | | |
|  | | | |
| **Type of hearing**  (For example, trial by judge alone, jury trial, plea, conviction appeal, sentence appeal etc. Please refer to Annexure B) | Click or tap here to enter text. | | |
| **Remote platform type** | Webex | Zoom |  |

**Hearing date:** Click or tap to enter a date.

**Accused/appellant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is the current custody status of the accused/appellant on *this matter*? | Remand    N/A | Custody | | Bail |
|  |  |  | |  |
| If the accused/appellant is not in custody, can the accused/appellant appear via the relevant remote platform? | Yes | | No | |
| If no, please provide reasons: | Click or tap here to enter text. | | | |
| **Details of accused/appellant**  (If seeking to appear via remote platform)  (If the accused/appellant is residing in a residential facility, assisted support accommodation or the like, details of such a location should be provided) | Email: Click or tap here to enter text. | | | |
| **Co-accused** | Mobile: Click or tap here to enter text. | | | |
|  |  | | | |
| Are there any co-accused? | Yes | | No | |
|  |  | | | |
| If yes, provide each co-accused’s name and case status: | Click or tap here to enter text. | | | |
| **Hearing estimate** |  | | | |
|  |  | | | |
| Estimated hearing length | Days/hours/minutes | | | |
| **Witnesses** |  | | | |
|  |  | |  | |
| Will any witnesses be called by defence? | Yes | | No | |
| Are those witnesses able to appear via the relevant remote platform? | Yes | | No | |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | | | |
| **Details of witnesses**  (If there is more than one witness, please use Annexure A to complete witnesses’ details) |  | | | |
|  | Name: Click or tap here to enter text. | | | |
|  | Email: Click or tap here to enter text. | | | |
|  | Mobile: Click or tap here to enter text. | | | |
|  |  | | | |
| **Content sharing** |  | | | |
| Will any material and/or exhibits whether documentary, audio visual or otherwise, be shared and/or viewed at the remote hearing? | Yes | | No | |
|  |  | | | |
| If yes, please specify the material sought to be shared and/or viewed:  (Any party seeking to share content or material at the remote hearing must notify, via email, the chambers of the judge assigned to hear the case in order for arrangements to be made) | Click or tap here to enter text. | | | |
|  |  | | | |
| **Interpreters** |  | | | |
|  |  | | | |
| Does the accused/appellant or any witness require an interpreter? | Yes | | No | |
| If yes, provide details of who requires an interpreter: | Click or tap here to enter text. | | | |
|  |  | | | |
| If yes, which language is to be interpreted: | Click or tap here to enter text. | | | |
| **Instructor for remote hearing** |  | | | |
|  |  | | | |
| Is an instructor required for the remote hearing? | Yes | | No | |
| **Details of counsel briefed to appear** | Name: Click or tap here to enter text. | | | |
|  | Email: Click or tap here to enter text. | | | |
|  | Mobile: Click or tap here to enter text. | | | |
|  |  | | | |
| **Details of instructing solicitor** | Name: Click or tap here to enter text. | | | |
|  | Email: Click or tap here to enter text. | | | |
|  | Mobile: Click or tap here to enter text. | | | |
|  |  | | | |
| ***Form completed by:*** |  | | | |
|  |  | | | |
| **Defence/appellant representative** |  | | | |
|  |  | | | |
| Name: | Click or tap here to enter text. | | | |
| Firm Name: | Click or tap here to enter text. | | | |
| Email: | Click or tap here to enter text. | | | |
| Phone Number: | Click or tap here to enter text. | | | |
|  |  | | | |
| Signature: |  | | | |
| Date: | Click or tap to enter a date. | | | |

**Annexure A**

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |
|  |  | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Witness Details**

|  |  |  |
| --- | --- | --- |
| Is this witness able to appear via the relevant remote platform? | Yes | No |
| If no, provide reason(s) for them to be physically present: | Click or tap here to enter text. | |
| **Details of witness** |  | |
|  | Name: Click or tap here to enter text. | |
|  | Email: Click or tap here to enter text. | |
|  | Mobile: Click or tap here to enter text. | |

**Annexure B**

|  |  |  |
| --- | --- | --- |
| **Hearing Type** |  |  |
| Plea |  |  |
| County Koori Court plea hearing |  |  |
| Sentence |  |  |
| Application for bail (including application for variation or revocation) |  |  |
| Judicial monitoring hearing |  |  |
| Contravention of CCO (including application to vary or cancel a CCO) |  |  |
| Sentence appeal |  |  |
| Case conference |  |  |
| Post-sentence supervision order matters under the *Serious Offenders Act 2018* |  |  |
| Hearings under the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* (‘*CMIA*’) (other than fitness investigations and special hearings under the *CMIA*) |  |  |
| List Courts (including General Crime List, Circuit Directions Hearing List, Sexual Offences List, Long Trials List and County Koori Court Directions Hearing List) |  |  |
| Special hearing under the *Criminal Procedure Act 2009* (‘*CPA*’) |  |  |
| Pre-recorded evidence  (including s 198A and s 198B *CPA* hearings) |  |  |
| Jury trial |  |  |
| Trial by judge alone |  |  |
| Fitness investigation under the *CMIA* |  |  |
| Special hearing under the *CMIA* |  |  |
| Conviction appeal |  |  |