

ENGLISH

Court Network



YOUR DAY IN COURT

A Guide

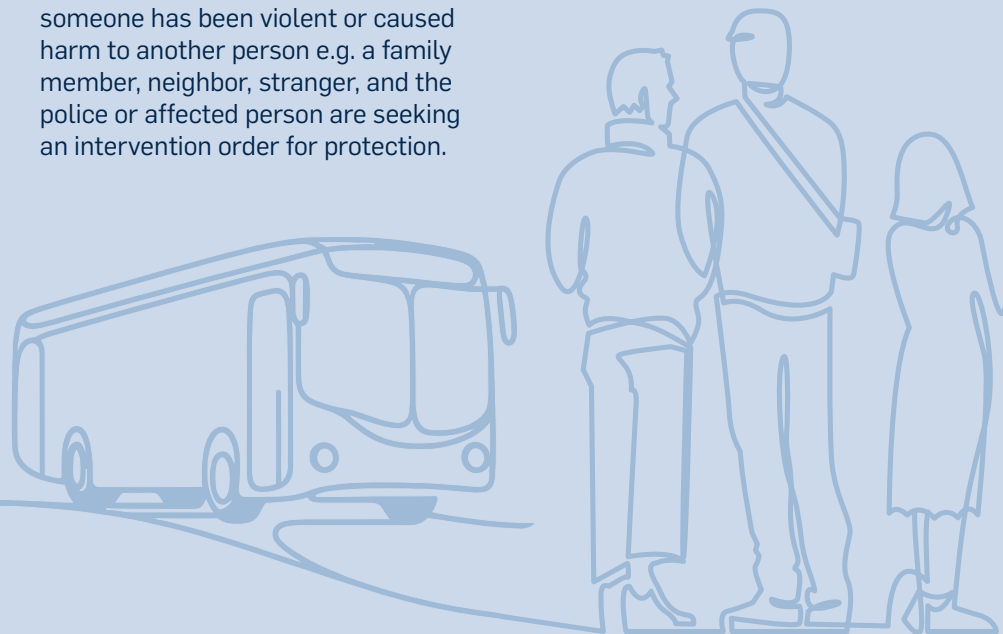
Magistrates' Court

TYPES OF COURT MATTERS AT THE MAGISTRATES COURT

Criminal: A matter where the police say you have broken a law. For example, traffic offences, stealing or assault.

Civil: a dispute between two parties. For example, debt, breaking a contract, unpaid fines.

Intervention Orders: A matter where someone has been violent or caused harm to another person e.g. a family member, neighbor, stranger, and the police or affected person are seeking an intervention order for protection.



PREPARING FOR COURT

Getting to court

- Courts are not always near public transport and parking is not always free or available. Consider how you will get to and leave court before your court date.
- To enter the court building you will go through security. Do not bring any weapons or sharp objects to court.

If you need an interpreter

- If you need an interpreter to support you at court, call the court before your court date, you may be eligible for a free interpreter service.
- If you need an interpreter it is important you use one. It is important you understand what is happening in court.
- If you have booked an interpreter, your court hearing should not happen without the interpreter. If you are unsure if an interpreter has been booked check with the registry desk.

Court can take all day

- You could be at the court for a few hours or the entire day so try not to make any other appointments on your court day. If you have children or people you care for, try to organise someone else to care for them for the day or let the court know.

Legal advice

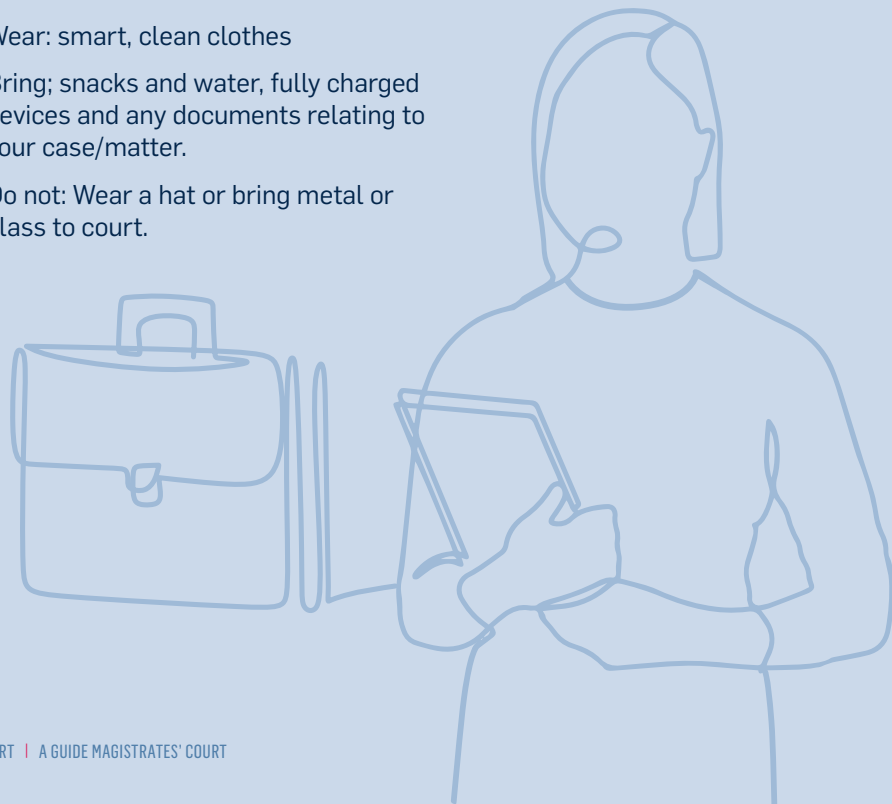
- It is recommended you seek legal advice before you go to court. If you have not spoken to a lawyer you can ask the registry if you are eligible for the duty lawyer service.

Support

- If possible, bring a support person with you to court. This can be a friend or family member. If that is not possible or you would like additional support from someone familiar with the court and its processes, you can book support with **Court Network** on **1800 571 239**.

What to wear and bring

- Wear: smart, clean clothes
- Bring: snacks and water, fully charged devices and any documents relating to your case/matter.
- Do not: Wear a hat or bring metal or glass to court.



COURT

When you arrive

- When you arrive at court go to the Registry Counter.
- Tell the registry staff you have a court hearing, show them your court documents.
- If the court has booked you an interpreter, ask the staff when they will arrive. If no interpreter has been booked but you need one, ask the staff if an interpreter is available.
- Registry staff will ask if you have a lawyer or if you are representing yourself. If you do not have a lawyer you should see if a duty lawyer at the court is available.
- Registry can tell you which court room your case will be heard in.
- If you have safety concerns, tell registry or security.

Waiting for your case

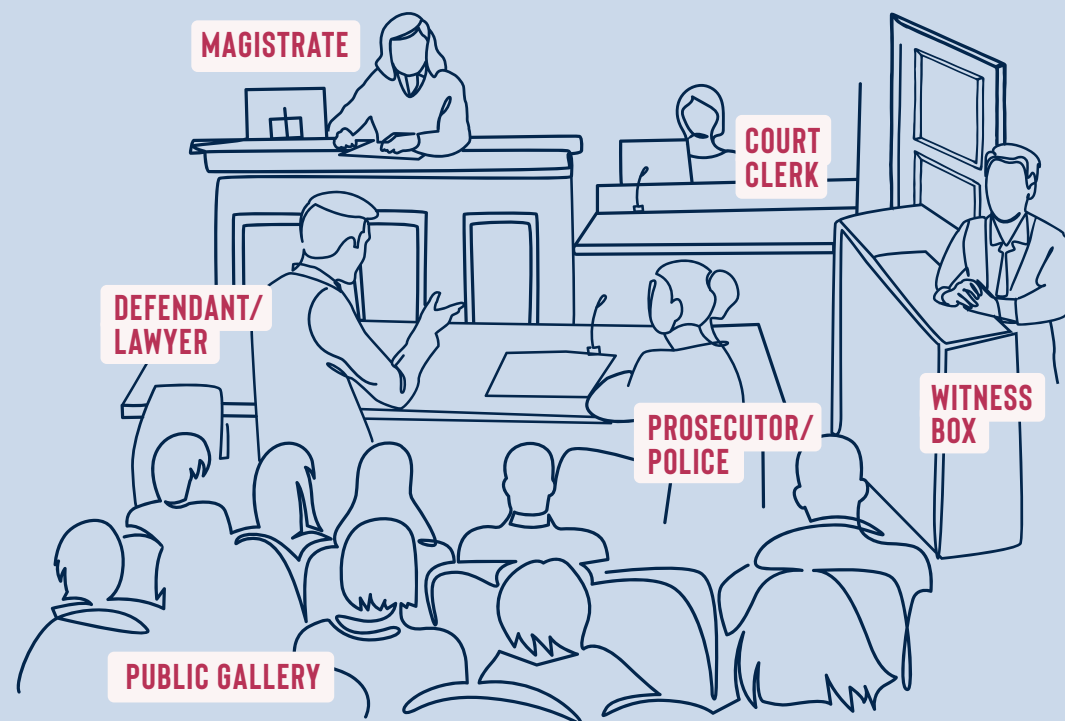
- There is a waiting area for you to wait in while you wait for your case to be heard. Please be patient as you may be waiting a few hours.
- If you need to leave the courthouse for any reason, please tell Registry to ensure you don't miss your case.
- If an interpreter has been booked, your case should not happen until your interpreter arrives.
- When your case is ready, you will be called into the court room.

The Court Room

- When your case is called, go into the court room.
- Turn your phone on silent.
- Bow to the magistrate upon entry and exit.
- The magistrate may ask you some questions about what is happening with your case. If you have a lawyer let them speak for you but if you do not have a lawyer then you can talk to the magistrate. Call the magistrate "Your Honour".
- After they have heard the case information, the magistrate will decide on what to do. You may need to come back to court, or your case might be finished on this day.
- It is ok to ask questions to the magistrate if you are not clear on what is happening.

After Court

- You may be asked to collect or sign documents after the magistrate finishes with your case.
- Go to the registry desk and see if there is anything you need to do before you can leave court.
- If you have questions after court or you are returning to court and would like support, you can call **Court Network** on **1800 571 239**.



Victorian Legal Services **BOARD + COMMISSIONER**

Funded through the Legal Services Board Grants Program

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This is a general guide to your day in court.
Information is subject to change as court
processes change.



For access to
resources online,
including in other
languages



To make a
referral to Court
Network