



Your Private Paralegal

Private Litigation & Family Court Support

Court Checklist

BEFORE THE HEARING

- CONFIRM THE HEARING DATE, TIME AND LOCATION.
- CHECK WHETHER THE HEARING IS REMOTE, HYBRID OR IN PERSON.
- READ ALL COURT ORDERS AND DIRECTIONS CAREFULLY.
- ENSURE ALL REQUIRED DOCUMENTS HAVE BEEN FILED AND SERVED.
- CHECK ANY FILING DEADLINES HAVE BEEN MET.
- READ YOUR WITNESS STATEMENT(S) AND SUPPORTING EVIDENCE.
- PREPARE A CHRONOLOGY OF EVENTS.
- PREPARE A LIST OF KEY POINTS YOU WISH TO RAISE.
- REVIEW THE OTHER PARTY'S EVIDENCE AND DOCUMENTS.
- FAMILIARISE YOURSELF WITH THE ISSUES THE COURT MUST DECIDE.

DOCUMENTS TO BRING

- COURT ORDER(S).
- APPLICATION AND RESPONSE DOCUMENTS.
- WITNESS STATEMENTS.
- EVIDENCE BUNDLE.
- CHRONOLOGY.
- POSITION STATEMENT.
- NOTEBOOK AND PEN.
- IDENTIFICATION.
- COPIES OF ANY RECENT CORRESPONDENCE.
- COPIES OF ANY DOCUMENTS FILED AFTER THE BUNDLE WAS PREPARED.

PRACTICAL ARRANGEMENTS

- PLAN YOUR JOURNEY.
- ALLOW EXTRA TIME FOR TRAFFIC, PARKING AND SECURITY.
- CHECK PARKING ARRANGEMENTS.
- BRING WATER AND ANY MEDICATION YOU MAY REQUIRE.

- ENSURE YOUR PHONE IS FULLY CHARGED.
- ARRANGE CHILDCARE IF NECESSARY.
- INFORM THE COURT IMMEDIATELY IF YOU REQUIRE ADJUSTMENTS OR ASSISTANCE.
- TEST YOUR INTERNET CONNECTION, CAMERA AND MICROPHONE IF ATTENDING REMOTELY.

DURING THE HEARING

- ARRIVE AT LEAST 30 MINUTES EARLY.
- DRESS APPROPRIATELY.
- ADDRESS THE JUDGE RESPECTFULLY.
- LISTEN CAREFULLY AND AVOID INTERRUPTING.
- TAKE NOTES.
- REMAIN CALM AND FOCUSED.
- ASK THE JUDGE TO REPEAT ANYTHING YOU DO NOT UNDERSTAND.
- ENSURE YOU UNDERSTAND ANY ORDER MADE BEFORE LEAVING COURT.

BEFORE LEAVING COURT

- CONFIRM WHO IS RESPONSIBLE FOR DRAFTING THE ORDER.
- MAKE A NOTE OF ALL DEADLINES.
- CLARIFY ANYTHING YOU DO NOT UNDERSTAND.
- CHECK WHETHER FURTHER HEARINGS ARE LISTED.
- RECORD ANY ACTIONS YOU NEED TO TAKE.

AFTER THE HEARING

- READ THE ORDER CAREFULLY.
- COMPLY WITH ALL DEADLINES.
- FILE ANY REQUIRED DOCUMENTS PROMPTLY.
- KEEP COPIES OF ALL CORRESPONDENCE.
- SEEK FURTHER ADVICE OR SUPPORT IF REQUIRED.

IMPORTANT

THIS CHECKLIST IS INTENDED AS A GENERAL GUIDE FOR LITIGANTS IN PERSON. IT DOES NOT CONSTITUTE LEGAL ADVICE AND SHOULD NOT BE RELIED UPON AS A SUBSTITUTE FOR OBTAINING INDEPENDENT LEGAL ADVICE ON YOUR SPECIFIC CIRCUMSTANCES.