

## Court Locations

Children's Court hearings are conducted at metropolitan and country courts throughout Victoria. The following is a list of metropolitan and country regional headquarters courts.

### METROPOLITAN:

**Melbourne Children's Court**  
477 Little Lonsdale Street  
Melbourne 3000  
Ph: 8638 3300

**Broadmeadows**  
Cnr. Pearcedale Pde & Dimboola Rd  
Broadmeadows 3047  
Ph: 9221 8900

**Dandenong**  
Cnr. Foster & Pultney Streets  
Dandenong 3175  
Ph: 9767 1300

**Frankston**  
15 Fletcher Road  
Frankston 3199  
Ph: 9784 5777

**Heidelberg**  
Jika Street  
Heidelberg 3084  
Ph: 8458 2000

**Ringwood**  
39 Ringwood Street  
Ringwood 3134  
Ph: 9871 4444

**Sunshine**  
10 Foundry Road  
Sunshine 3020  
Ph: 9300 6200

**Werribee**  
Cnr Duncans Rd & Salisbury St  
Werribee 3030  
Ph: 9974 9300

### COUNTRY REGIONS HEADQUARTERS:

**Ballarat**  
100 Grenville Street South  
Ballarat 3350  
Ph: 5336 6200

**Bendigo**  
71 Pall Mall  
Bendigo 3550  
Ph: 5440 4140

**Geelong**  
Railway Terrace  
Geelong 3220  
Ph: 5225 3333

**Latrobe Valley**  
134 Commercial Road  
Morwell 3840  
Ph: 5116 5222

**Shepparton**  
High Street  
Shepparton  
Ph: 5821 4633



**Children's Court  
Victoria**

477 Little Lonsdale Street  
Melbourne 3000  
Ph: 8638 3300  
Fax: 8601 6720  
[www.childrenscourt.vic.gov.au](http://www.childrenscourt.vic.gov.au)

GENERAL GUIDE TO COURT



**Children's Court  
Victoria**

# Going to Court

*You should arrive at the Court at least half an hour before the time your case is due to start or as otherwise arranged with your lawyer. If you cannot come to Court you must contact your lawyer and let him or her know why. If you do not have a lawyer, you must ring the Court to explain why you cannot come. Court staff will explain the possible consequences of you not attending which will depend on your circumstances. It is usually very serious not to attend Court on the appointed day.*

## How to Get to Court

If you need to come to Court by public transport, contact the following for information about trains, trams and buses:

- For the metropolitan area ring Metlink on 131 638.
- For country areas ring Viclink on 136 196.

## On Arrival at Court

Go to the Registry counter and let the Court Co-ordinator know you have arrived. The Co-ordinator organises the times and dates for cases to be heard and can answer any questions you may have relating to the Court proceedings.

The Registrar of the Court is also available at the Registry counter. The Registrar is the Manager of the Court.

## How long will I have to wait for my case to be heard?

There is no way of telling how long you will have to wait before your case is called into Court. However, if you have made contact with a lawyer before the Court date and have everything arranged, it will usually help to have your case dealt with earlier.

## The Courtroom

The diagram below represents a courtroom layout indicating who sits where. Some courtrooms may vary in their layout.

## Where do I sit?

If you are being represented by a lawyer you should sit behind your lawyer in the public seating area.

Family members and other members of the public should also sit in the public seating area.

## Who can be in the Court?

The Court is open to the public but nobody is allowed to reveal information about the case which could identify you.

If there is someone you do not want to be there, you may ask the Magistrate to order the person out of the Courtroom. It is the Magistrate's decision whether to ask the person to leave or not.

## Who are the people in the Courtroom?

The **Magistrate** will be seated at the front of the courtroom. The Magistrate decides what happens in the case. The proper form of address to a Magistrate is "Your Honour".

**Lawyers** are able to give legal advice and explain what will happen in the Court. The lawyers will present the case to the Court.

**Witnesses** may either give an account of events about the case, or give expert evidence upon some matter affecting the case.

The **Bench Clerk** sits near the Magistrate and announces the cases and calls people into the Court. The Bench Clerk will direct people where to stand, administer the oath to witnesses and prepare copies of Court orders.

In criminal matters the person presenting the case against you is known as the **prosecutor**. The prosecutor will usually be a police officer.

## Agencies and Services at the Court

A number of support services are available for families and children at the Children's Court. If you would like to access any of the services below you should speak to the Court Co-ordinator.

**Victoria Legal Aid** Duty Lawyers from Legal Aid attend the Court daily. They are available for children in family or criminal cases and parents of the children in family cases who need legal advice or representation in Court. Most children are able to obtain Legal Aid free of charge.

**Victorian Aboriginal Legal Service** While not based at the Court this group is available to provide legal advice and assistance to Aboriginal children and their families.

**Interpreters** Trained interpreters are available when needed. Arrangements must be made in advance. Interpreters can be booked through the Court.

**Salvation Army** Salvation Army Officers are permanently assigned to Melbourne Children's Court and other courts in metropolitan and country regions. Officers provide support, material aid, referral to drug and alcohol treatment facilities, family contact through home visits, family counselling, youth accommodation and crisis care.

**Court Network** Court Network volunteers are assigned to Melbourne Children's Court every day providing court users with support, information and referral to appropriate services. Court Network also operates in metropolitan courts and some country courts. You can telephone Court Network during business hours toll free on 1800 681 614.

**Children's Court Clinic** The Clinic is staffed by psychiatrists and psychologists who prepare reports for the Court. These reports inform the Court of many things including a child's school attendance, home situation, social activities and any other matter that the Court wants investigated. The reports assist the Court in determining the best way of dealing with a particular child's situation.

**Youth Justice Court Advisory Officer** The Court Advisory Officer is from Youth Justice of the Department of Human Services. They are responsible for providing advice to the Court relating to the sentencing of young offenders and the services available to them. The Court Advisory Officer also liaises between young offenders on Court orders to be supervised by Youth Justice and the Youth Justice office they are to attend.

## More Information?

More information on the Children's Court is available at [www.childrenscourt.vic.gov.au](http://www.childrenscourt.vic.gov.au) or by telephoning the Children's Court Liaison Officer on 8638 3399.

