Remote Hearing Appearance Form

**Case Name:** Click or tap here to enter text.

**Case Number:** Click or tap here to enter text.

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

**Party Representing:** Click or tap here to enter text.

**Practitioner’s Name:** Click or tap here to enter text.

**Firm:** Click or tap here to enter text.

**Client Participating:** Choose an item.

|  |  |  |
| --- | --- | --- |
|  | **Practitioner** | **Party (if participating)** |
| **Name:** | Click or tap here to enter text.  | Click or tap here to enter text.  |
| **Email:** | Click or tap here to enter text.  | Click or tap here to enter text.  |
| **Phone:** | Click or tap here to enter text.  | Click or tap here to enter text.  |
| **Device:** | Choose an item.  | Choose an item.  |
| **Have you downloaded the app?** | Choose an item. | Choose an item. |

The Court will email you a link to the hearing. Participants will be able to join the hearing 10 minutes before the scheduled time to ensure audio and video of each participant are working.

If you have not used Webex on your device, please visit [www.webex.com/test-meeting](http://www.webex.com/test-meeting) prior to the Court hearing to ensure your device is compatible.

It is recommended that you [download the Webex Meetings app](https://www.webex.com/downloads.html) for full functionality.

For further information and user guides, please visit the [Children’s Court website](https://www.childrenscourt.vic.gov.au/information-guides-and-policies/information-guides-and-factsheets).