

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

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 or by telephoning the Children's Court Liaison Officer on 8638 3399.

