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## preparing to appeal

**Time limits apply to submit your appeal on a question of law:**

- **30 days** from Magistrates' Court civil decision
- **28 days** from Magistrates' Court criminal decision
- **28 days** from VCAT decision.

Visit [www.supremecourt.vic.gov.au](http://www.supremecourt.vic.gov.au) and read the relevant guide:

- Guide - Appealing a Magistrates' Court Civil Decision
- Guide - Appealing a Magistrates' Court Criminal Decision
- Guide - Appealing a VCAT Decision

**Consider the cost.** Court fees and legal costs can be substantial.

**Seek advice.** See the Court's website for free and low-cost legal services.

**Do your research.** Understand your legal obligations, Court procedures and transcript requirements.

**Ask for help** if you need it.  
[unrepresented@supcourt.vic.gov.au](mailto:unrepresented@supcourt.vic.gov.au)

If going ahead, **create a RedCrest account** for filing (submitting) documents with the Court.

## 01

## start your appeal

**Create your Notice of Appeal document.**

**Submit** your Notice of Appeal using RedCrest.

**Create** your supporting affidavit and submit it using RedCrest. **Do this within 7 days of filing your Notice of Appeal.**

**Pay the commencement fee or apply for a fee waiver.**

**Receive and respond** to any correspondence from RedCrest about your documents.

**Create the following documents:**

- a draft **Form 46A - Summons for directions**
- **Judicial Review and Appeals List Hearing Date Information** form.

**Email these documents to:**  
[judicialreview@supcourt.vic.gov.au](mailto:judicialreview@supcourt.vic.gov.au)

**Receive an email** with date, time and location of the directions hearing from the Court.

**Complete your Summons for directions** form with the date, time and location provided by the Court.

**Submit these documents using RedCrest within 7 days of filing your Notice of Appeal.**

## 02

## serve your documents

**Download and print the following** from RedCrest:

- **Accepted Notice of Appeal**
- **Supporting Affidavit**
- **Summons for directions.**

**Ensure each document has the Court seal.**

**Serve** the documents on the respondent and the Magistrates' Court or VCAT.

**You must serve these documents at least 14 days before the directions hearing.**

## 03

## respondent may respond

The respondent **may** respond to your documents by filing documents with the Court and serving them on you (e.g. a Notice of Appearance), or they may wait to see you at the directions hearing.

## 04

## attend the directions hearing

**Attend the directions hearing** in front of the Judicial Registrar.

**Receive the Court's directions** for both you and the respondent. The Court will email you its Orders.

## 05

## get your case ready

**Get your case ready** for the Judge:

- **Comply** with the Court's directions.
- **Submit and serve** documents or attend Court as ordered.

**Prepare to present your case** for the hearing.

## 06

## the hearing

**The Court will email you** details of the hearing of your appeal.

**Attend the hearing and present your case.**

## 07

## the decision

The Judge usually **'reserves'** their decision, that is, delivers it sometime after the hearing.

**The Court will email you details** of when the Judge will deliver their decision.

**Attend Court** for delivery of the decision and be ready to discuss what costs should be paid and by whom.

**Know your options if the appeal is unsuccessful.**