



### **Where do I go for my hearing?**

Most Court of Appeal hearings are held in the Supreme Court Building in Stirling Gardens, Barrack Street, Perth, however sometimes the Court may sit in another building.

If you are not sure where the hearing is to be held, you should check with the Court of Appeal Office.

### **How do I know when the hearing is on?**

The Court of Appeal Office will send out a notice advising all the parties when a matter is listed for a hearing. The notice will tell you:

- When the matter is listed
- What time the matter is listed;
- What sort of hearing is listed; and
- Where the hearing will be held.

The Court of Appeal usually sits between 10.30am and 4.30pm with a break for lunch between 1pm and 2pm.

### **Who will be at the hearing?**

- The Judges: Generally the Court of Appeal is made up of three Judges. There may be more or less Judges depending on the type of hearing. Usually, directions hearings are heard by a single Judge of Appeal. The Judges sit at the high bench at the front of the courtroom.
- The Court staff: The associates to the Judges sit in front of the Judges at the front of the courtroom. Associates help in the administration of the Court, including preparing documents and recording decisions. There will also be an Usher who leads the Judges in and out and commences and closes the Court. Security guards may be in the gallery at the back of the courtroom.
- The Parties: The other parties to the appeal or if they are represented, their lawyers, will be at the hearing. The parties sit at the bar table facing the Bench.
- The Public: The Court of Appeal is open to the public. The public gallery is located at the back of the courtroom.

If you are unsure about where to sit, ask one of the associates or the usher before the hearing starts.

### **What do I need to bring with me to the hearing?**

You need to bring your copy of the papers that relate to the reason you are appearing before the Court.

All the documents that you will be relying upon should already have been filed. The hearing is not an opportunity to file any additional documents. However, if you think you will have to hand up anything to the Court, you should bring enough copies for all the members of the Bench and a copy for the other side.

### **When will I know the result of my appeal?**

The Court may decide the matter on the day and tell you the result immediately. This is called an *ex tempore* decision.

The Court does not always hand down an immediate decision in appeal matters, but may 'reserve' its decision or judgment. This means that the Judges will consider the



facts of the case and the relevant law and hand down written reasons for judgment at a later date. The reasons for judgment are usually handed down within 6 months.

### **What happens if I do not attend a hearing?**

It is very important that you attend any hearings which are listed at the correct time and place. The Court may hear the appeal in the absence of either party and the appeal may be decided without the attendance of the absent litigant.

If you are unsure about when and where your hearing is, please check with the Court of Appeal Office and they will confirm the details for you.

### **How do I get a copy of the Reasons for Judgment?**

In reserved matters, the reasons for judgment are issued to the parties when the decision is handed down. This is at no cost.

If you wish to obtain further copies of the reasons for judgment you may either wait until it is posted on the Internet and download a copy, or purchase a copy from the Supreme Court.

The reasons for judgments are posted to the Court's website or on the Austlii site at [www.austlii.edu.au](http://www.austlii.edu.au)

In matters where the Court hands down its decision immediately, a copy of the reasons for decision will be sent out to you once they have been checked by the Court.

### **How do I get a copy of the transcript of my hearing?**

Any party to the appeal may purchase a copy of the transcript, unless the Court has ordered that the transcript be withheld. A written request is sent to the Transcripts Officer, Listing Office, fax number 08 94215353 or by emailing [CourtTranscriptSC@justice.wa.gov.au](mailto:CourtTranscriptSC@justice.wa.gov.au). The transcript will be provided on the payment of the scheduled fees. If you wish, you may request an electronic copy of the transcript. The same process applies and fees are still based on the number of pages.

### **Can I have a friend in court to help me?**

The Court of Appeal is open to the public, so you may have a friend accompany you to the Court and sit in the public gallery at the back of the courtroom.

However, if you are self-represented and want a friend to assist you in Court with your argument or sit at the bar table with you, then you will need to seek the permission of the Court of Appeal.