



Where is the Court of Appeal Office?

The Court of Appeal Office is located on the ground floor of the Supreme Court Building, Stirling Gardens, Barrack Street, Perth.

The telephone number for inquiries relating to civil appeals is (08) 9421 5347 and for criminal appeals is (08) 9421 5425. The fax number in the office is (08) 9421 5471.

The general email address for the Court of Appeal Office is courtofappeal.office@justice.wa.gov.au

The office is open between 9am and 4pm weekdays, except for public holidays.

The Court of Appeal Office can:

- Give you information on the practice and procedure in the Court of Appeal;
- Give you information on what forms you may need to file and provide you with blank examples of the forms;
- Check your forms once you have filled them out to ensure you have completed everything so that the document can be filed;
- Make sure that you have attached all the documents you are required to attach;
- Give you information about how to apply for a fee waiver;
- Give you information about Court listings and tell you where to look for the information; and
- Give you information on how your matter will be managed and what steps may be involved in getting the matter ready for hearing.

The Court of Appeal Office cannot:

- Give you legal advice;
- Tell you if you should lodge an appeal or not. We recommend that you seek legal advice before commencing a proceeding or appearing for yourself in a proceeding in this Court;
- Recommend a lawyer to you;
- Tell you what to put on the forms;
- Tell you what to put in your grounds of appeal, you must formulate the grounds of appeal yourself;
- Tell you if what you have put in your grounds of appeal is sufficient;
- Tell you what to say in Court;
- Tell you what the Court will decide;
- Change an order once it has been made by the Court;
- Let you talk or communicate with a Judge, other than at the hearing; and
- Tell you who will be hearing your matter before the day of the hearing.