

Children's Court – Care

Readiness Hearing Checklist during COVID-19 pandemic

(IMPORTANT –This document is to be prepared through consultation between the Department of Communities and Justice and all other parties to the proceedings prior to the Readiness Hearing. It is expected that parties will have canvassed practical arrangements that might assist the hearing to proceed having regard to general government advice with regard to social distancing practices during the COVID-19 pandemic*)

Child/ren or young person/s name:		
Case number:		
Date and place of Readiness Hearing:	CHILDREN'S COURT / /	
How many parties will be involved in the hearing?		
Has a case management document been filed by each party?	Yes	No (if no when it will be filed?)
Has all material/evidence/reports to be relied upon been filed and served? (including subpoena bundles and material agreed upon to be provided to expert witnesses, including an authorised clinician)	Yes	No (if no please specify when all material will be filed/served?)
What issues remain in dispute?		
Have all possibilities of reaching an agreement been explored?	Yes	No (if no, has a further DRC been sought?)
Have copies of birth certificates for each child been filed?	Yes	No (If not, why?)
Is any party/legal representative seeking to appear by video conference, including a party in custody? If so, specify place of appearance and proposed video conference method.		

Name of witness as set out in Application for hearing date filed.	Witness required for Cross-examination and estimated length of time.	Witness availability reconfirmed (including days and times)		
1.	Yes / No	min/hr	YES	NO
2.	Yes / No	min/hr	YES	NO
3.	Yes / No	min/hr	YES	NO
4.	Yes / No	min/hr	YES	NO
5.	Yes / No	min/hr	YES	NO
6.	Yes / No	min/hr	YES	NO
7.	Yes / No	min/hr	YES	NO
8.	Yes / No	min/hr	YES	NO
9.	Yes / No	min/hr	YES	NO
10.	Yes / No	min/hr	YES	NO
Do any witnesses have particular vulnerabilities due to age or pre-existing medical conditions?				
Is it appropriate/practical for any witness, including experts, to give evidence by video conference? If so, please specify place of appearance and proposed video conference method.				
If an interpreter is required for a party or witness, what language and for whom? If so, can suitable arrangements be made to properly assist the conduct of the hearing?				
Does any party/witness seek to bring a support person to court? If so, which party and how many support persons?				
Is it proposed that another room within the court complex will be used for the hearing, such as the remote witness room or a room equipped with AVL facilities?	YES	NO	If yes, has the availability of this room been discussed with the registrar?	
Is there any evidence other than oral evidence that will be relied upon during the hearing? Eg. Record of interview If so, how is the evidence to be tendered/played if some parties/witnesses are not physically present?				

Is there any objections to evidence or admissibility of any evidence which, once determined, may shorten the hearing?			
Is there any negative impact on any persons involved in the case if the hearing is delayed due to Covid-19 concerns? Eg. stability of placement, health, including mental health & wellbeing of the child/ren and/or parents. If so, whom?			
Is a party likely to be prejudiced by conducting the hearing in the manner proposed?			
Do all parties agree with the proposed arrangements for the conduct of the hearing?	Yes	No	(if no, please provide details)
Number of persons that will be physically present at court at any given time during the hearing?	Parties		
	Legal representatives		
	Witnesses		
	Support persons		
	Total		
Estimated duration of hearing: (including submissions)	HOURS/ DAYS		

Readiness checklist prepared by Applicant/Respondent/Child Representative

Name:

Signed:

Date:

In consultation with

Name:	Applicant/Respondent/Child Representative

*Social distancing practices include allowing for 1.5 spacing between court participants and a total of four square metres of floor space per person within a court room. This will vary depending on the size and configuration of the court room.