**COUNTY COURT OF VICTORIA**

**COMMERCIAL DIVISION**

**REQUEST FOR DIRECTIONS HEARING**

**Case Number: CI-**

**Proceeding Name:**

**Division / List: Commercial Division - Building List**

1. **Is the request urgent? Yes  No**

*Tick “yes”, if a directions hearing is required in less than 3 weeks and include the word “URGENT” in the subject of the email to the Commercial Registry (commercial.registry@countycourt.vic.gov.au).*

1. **Please explain clearly and briefly why a Directions Hearing is necessary and state the orders which will be sought at the Directions Hearing (or attach proposed minutes of orders):**

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1. **Estimated time for the Directions Hearing:**

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1. **Are there any attachments? Yes  No**

*Correspondence between practitioners demonstrating the steps taken to obtain consent orders and proposed minutes of orders should be attached to the email to the Commercial Registry.*

*Affidavit material must be filed through Citec e-filing (unless self-represented)*

1. **Dates that parties are not available for this matter to be listed:**

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When sending this form to the Commercial Registry, please ensure that:

* The subject of your email states the case number, party names and ‘Request for Directions Hearing’;
* The subject of your email includes the word “URGENT” if a directions hearing is required in less than 3 weeks; and
* The correspondence requesting the Directions Hearing is copied to all other parties to the proceeding and that this is apparent from the face of the correspondence.

**IF THIS REQUEST** **FOR A DIRECTIONS HEARING IS URGENT**

The Commercial Registry should be notified on 8636 6690 shortly after the application is emailed