



FEDERAL CIRCUIT COURT OF AUSTRALIA

**Telephone / Video link Attendance Request**

**File details**

File Number: .....  
Applicant: .....  
Respondent: .....  
Other: .....

**Details of party requesting to appear by  telephone /  video link (please select)**

Person requesting:

Applicant       Respondent       Other

Party's name .....

Is the party legally represented Yes/No

If yes, by whom? .....

Contact email address<sup>1</sup> .....

**Details of Request**

Court date, time and location.....

Reason for listing (eg. mention, directions, interim hearing, divorce hearing<sup>2</sup>): .....

Contact name and number for the party on the court date <sup>3</sup> .....

The reason for the request to appear via telephone is:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

<sup>1</sup> This email address may be used to advise of the outcome of the request to attend by telephone/video link and provide any details to facilitate this occurring.

<sup>2</sup> If you are requesting to attend a divorce hearing by telephone see Rule 25.11 of the *Federal Circuit Court Rules 2001* for information to be included in this request.

<sup>3</sup> Note that a direct landline number may be required. Mobile, switch board or general office number may not be acceptable.

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.....  
.....

**Other party/ies response to this request**

On ...../...../..... I advised the other party/s of my intention to make this request.

- By telephone
- By letter
- By email

Response received

- Yes – The other party/s does not oppose this request
- Yes – The other party/s objects to this request
- No<sup>4</sup>
- Attached is a copy of the letter/email I have received from the other party in response to this request.

**Signed:** .....

**Name:** .....

**Date:** .....

**This form is to be completed and provided to the Court five business days prior to the Court event. Requests received after this date may not be considered.**

**Court Use Only**

Attendance by telephone/ video-link by ..... at the event listed for ...../...../..... is approved/not approved.

**Note:** Attendance at Court is required if this request has not been approved.

Person making request advised by telephone/letter/email ...../...../.....

Judge / Registrar / Associate.....

Date ...../...../.....

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<sup>4</sup> If no response has been received and this request is made less than five (5) working days after advising the other party, reasons should be provided in the “Details of Request” section as to why the application should be considered at this time.