

**Authorised Version No. 001**  
**Magistrates' Court (Personal Safety  
Intervention Orders) Rules 2011**

**S.R. No. 96/2011**

Authorised Version as at  
5 September 2011

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**Authorised Version No. 001**  
**Magistrates' Court (Personal Safety  
Intervention Orders) Rules 2011**

**S.R. No. 96/2011**

Authorised Version as at  
5 September 2011

The Chief Magistrate together with 2 Deputy Chief Magistrates jointly make the following Rules:

**ORDER 1**

**PRELIMINARY**

**Introductory Note**

These Rules are Rules of the Magistrates' Court as to proceedings under the **Personal Safety Intervention Orders Act 2010**.

*Related Rules*

These Rules are in many respects uniform with the Magistrates' Court (Family Violence Protection) Rules 2008 (the Family Violence Protection Rules). Many of the Orders and Rules are drafted in the same terms as the Family Violence Protection Rules, except so far as minor variations are required to accord with the **Personal Safety Intervention Orders Act 2010**.

If the Family Violence Protection Rules include an Order or a Rule that is not included in these Rules there is a gap in the numbering of these Rules in order to maintain consistent numbering for the other Orders and Rules.

**PART 1—GENERAL**

**1.01 Object**

The object of these Rules is to make rules of procedure for proceedings in the Magistrates' Court of Victoria under the **Personal Safety Intervention Orders Act 2010**.

## 1.02 Authorising provisions

These Rules are made under section 183 of the **Personal Safety Intervention Orders Act 2010**, and under section 16(1D) and (1E) of the **Magistrates' Court Act 1989**, and all other enabling powers.

## 1.03 Commencement

These Rules come into operation on 5 September 2011.

## 1.04 \* \* \*

### PART 2—INTERPRETATION

## 1.05 Definitions

In these Rules, unless the context or subject matter otherwise requires—

*Australian lawyer* means an Australian lawyer as defined in the **Legal Profession Act 2004**, other than a barrister as defined in that Act, and includes an incorporated legal practice as defined in that Act;

*proceeding*, unless the contrary intention appears, means—

- (a) any matter in the Court commenced by application under the **Personal Safety Intervention Orders Act 2010**; or
- (b) any matter in the Court—
  - (i) that was commenced by application under the **Family Violence Protection Act 2008**;  
and

- (ii) in respect of which a court has made a determination under section 136(2)(b) of the **Personal Safety Intervention Orders Act 2010**;

*the Act* means the **Personal Safety Intervention Orders Act 2010**.

### PART 3—APPLICATION OF RULES

#### 1.06 Definitions

In this Part—

*commencement date* means 5 September 2011;

*pending proceeding* means—

- (a) an application referred to in section 189(2) of the Act; and
- (b) an application referred to in section 190(1) of the Act.

#### 1.07 Application

(1) These Rules apply to—

- (a) every proceeding commenced under the Act in the Court on or after the commencement date, other than a proceeding in respect of which a determination has been made under section 176E(2)(b) of the **Family Violence Protection Act 2008**; and
- (b) every proceeding commenced under the **Family Violence Protection Act 2008** in respect of which a determination has been made under section 136(2)(b) of the Act.

- 
- (2) These Rules apply, so far as applicable and with any necessary modification, to every appeal commenced under Division 11 of Part 3 of the Act on or after the commencement date.
  - (3) These Rules apply, with any necessary modification, to a pending proceeding and anything required or permitted to be done under these Rules with respect to a proceeding commenced on or after the commencement date may be done in a pending proceeding.

**1.08 \* \* \***

**PART 4—MISCELLANEOUS**

**1.09 Legal representation**

- (1) Subject to the Act, a party may appear in person or with legal representation.
- (2) If a party obtains legal representation—
  - (a) the representative must as soon as practicable notify the Court that he or she represents that party; and
  - (b) the representative must inform the court as soon as practicable if he or she ceases to represent that party.
- (3) A notification to the Court under subrule (2)(a) must—
  - (a) specify whether the legal representative is an Australian lawyer or a barrister; and
  - (b) provide the legal representative's address, telephone number, fax number and email address.

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### 1.10 Filing of documents

Except where otherwise provided by these Rules or unless the Court otherwise orders, a document is filed by being lodged with the registrar in the office of the Court at the proper venue of the Court.

#### Note

*Proper venue* is defined in section 3(1) of the **Magistrates' Court Act 1989**.

### 1.11 Seal of the Court

- (1) The principal registrar and every registrar must each have in his or her custody a stamp the design of which must as near as practicable be the same as the design of the seal of the Court with the addition of, in the case of—
  - (a) the principal registrar, the words "Principal Registrar";
  - (b) a registrar, the word "Registrar".
- (2) Marking a document or a copy of a document with a stamp referred to in subrule (1) is sufficient compliance with any requirements of these Rules or an order of the Court that the document or copy be sealed with the seal of the Court.

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**ORDER 2**

**NON-COMPLIANCE WITH THE RULES**

**2.01 Effect of non-compliance**

- (1) A failure to comply with these Rules is an irregularity and does not render a proceeding or a step taken, or any document or order therein a nullity.
- (2) If there has been a failure to comply with these Rules, the Court may exercise its powers under these Rules to allow amendments and to make orders dealing with the proceeding generally.

**2.02 Dispensing with compliance**

Subject to the Act, the Court may dispense with compliance with any of the requirements of these Rules, either before or after the occasion for compliance arises.

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**ORDER 3**

**TIME AND DOCUMENTS**

**3.01 Court may fix time**

If no time is fixed by the Act or these Rules for doing any act in a proceeding, the Court may fix a time.

**3.02 Content and form of documents**

- (1) The Court may require any document in a proceeding to be prepared in any manner it thinks fit.
- (2) If a document for use in the Court is not prepared in accordance with these Rules or any order of the Court—
  - (a) the registrar may refuse to accept it for filing without the direction of the Court; or
  - (b) the Court may order that the party responsible is not entitled to rely on it in any manner in the proceeding until a document which is properly prepared is filed.

**3.03 Registrar refusing to accept documents**

- (1) A registrar may refuse to accept a document if the registrar considers that the form or contents of the document show that the document, if accepted, would be an abuse of the process of the Court.
- (2) The Court may direct the registrar to accept a document for filing.

**3.04 Scandalous matter**

If a document for use in the Court contains scandalous, irrelevant or otherwise oppressive matter, the Court may order—

- (a) that the offending matter be deleted; or

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**r. 3.04**

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(b) if the document has been filed, that it be  
taken off the file.

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**ORDER 4**

**PROCESS IN THE COURT**

**PART 1—POLICE PROTECTION BEFORE COURT**

**4.01—4.02 \* \* \***

**PART 2—APPLICATIONS FOR PERSONAL SAFETY  
INTERVENTION ORDERS**

**4.03 Application for a personal safety intervention order**

- (1) For the purposes of an application for a personal safety intervention order under section 13 or 14 of the Act, the following information is prescribed—
- (a) the name of the applicant;
  - (b) the capacity in which the applicant applies;
  - (c) the name and date of birth of each affected person;
  - (d) if the applicant is not the affected person or a police officer—
    - (i) whether the affected person consents to the making of the application; or
    - (ii) if the affected person is a child, whether a parent of the child consents to the making of the application; or
    - (iii) if the affected person has a guardian, whether the guardian consents to the making of the application;
  - (e) whether the applicant requires leave of the Court to make the application;
  - (f) the name, date of birth and address of the respondent;
  - (g) the relationship between the respondent and the affected person;

- 
- (h) the reasons for seeking the order;
  - (i) the nature of the prohibited behaviour or stalking alleged;
  - (j) the conditions on the order sought;
  - (k) whether a warrant is sought for the arrest of the respondent;
  - (l) details of any previous application or order made under the Act or under the **Stalking Intervention Orders Act 2008** (as in force immediately before its repeal);
  - (m) whether the respondent holds—
    - (i) a firearms authority; or
    - (ii) a weapons approval; or
    - (iii) a weapons exemption;
  - (n) whether an affected person or the respondent has a disability.
- (2) If the applicant seeks a warrant for the respondent's arrest, the application must set out the reasons why a warrant is sought.

**4.04 \* \* \***

**4.05 Application for variation, revocation or extension of a personal safety intervention order**

- (1) For the purposes of sections 80 and 83 of the Act, an application for a variation, revocation or extension of a personal safety intervention order must include the following particulars—
- (a) the names of the parties to the proceeding in which the order was made;
  - (b) the name of the applicant for the variation, revocation or extension;

- 
- (c) the capacity in which the applicant applies;
  - (d) if the applicant is not the protected person or a police officer—
    - (i) whether the protected person consents to the making of the application; or
    - (ii) if the protected person is a child, whether a parent of the child consents to the making of the application; or
    - (iii) if the protected person has a guardian, whether the guardian consents to the making of the application;
  - (e) whether the applicant requires leave of the Court to make the application;
  - (f) the date of making the personal safety intervention order;
  - (g) the reasons for seeking a variation, revocation or extension;
  - (h) if the application is for a variation, the conditions of the variation sought;
  - (i) if the application is for an extension, the duration of the extension sought.
- (2) If the respondent applies for the variation or revocation of the personal safety intervention order, the application must also set out any change in circumstances since the personal safety intervention order was made.

#### **4.06 Form of consent**

- (1) This Rule applies if a person—
  - (a) is required under section 15 of the Act to give written consent to the making of an application for a personal safety intervention order; or

- 
- (b) is required under section 85 of the Act to give written consent to the making of an application to vary, revoke or extend a personal safety intervention order.
- (2) The consent must include the following particulars—
- (a) the name, address, date of birth, occupation and gender of the person who will make the application;
  - (b) the name, address, date of birth, occupation and gender of the person providing the consent;
  - (c) if the person providing the consent is not the affected person or protected person, that person's relationship to the affected person or protected person;
  - (d) a description of the application.
- (3) A consent under subrule (2) must be filed with the Court.

### **PART 3—MISCELLANEOUS**

#### **4.07 Request for further and better particulars of application**

- (1) A party may only seek further and better particulars of an application with leave of the Court.
- (2) If the Court decides to grant leave, the Court—
  - (a) must fix a time for the further and better particulars to be provided; and
  - (b) may give directions it considers appropriate for seeking and providing particulars, including—
    - (i) limiting the particulars that may be sought; and

- 
- (ii) directing how particulars are to be provided.

**Example**

The Court may direct that a party provide particulars in the form of a letter, or by affidavit.

**4.08 Withdrawal of applications**

A party seeking to withdraw an application must—

- (a) file a written notice of withdrawal, to be served on the respondent by the registrar; or
  - (b) if the person attends court, make an oral application to the Court.
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**ORDER 5**

**SERVICE**

**5.01 Process if Court required to give documents to a person**

If under the Act or these Rules, the Court is required to give any notice or other document to any person, the Court may do so—

- (a) by leaving the document at the address of the person; or
- (b) by posting the document to the person at that person's address; or
- (c) if a person has a facility for the reception of documents by facsimile transmission, by transmitting the document to that facility; or
- (d) if the person is a respondent who has provided an email address under section 70(1) of the Act, by sending the document to that email address.

**Note**

Section 70 of the Act allows a respondent who has been excluded from a residence to give an email address as an address for service. This only applies to documents not requiring personal service.

**5.02 Certificate of service**

- (1) For the purposes of section 177 of the Act, a certificate of service must—
  - (a) include a statement about the date, time and place the document was served; and
  - (b) include a statement about the manner of service; and

- (c) specify each document served; and
  - (d) indicate whether the certificate has been made on oath, by affidavit or is certified.
- (2) A certificate of service must be filed as soon as practicable after service of the document to which it relates.

### **5.03 Inability to serve**

- (1) For the purposes of section 178 of the Act, the certificate must—
- (a) be made on oath or by affidavit, or certified; and
  - (b) include the following particulars—
    - (i) if the person completing the certificate is a police officer, the police officer's name, rank and station;
    - (ii) if the person completing the certificate is an appropriate registrar, the appropriate registrar's name and the location of the court;
    - (iii) the reasons it has not been possible to serve the document, including details of attempts to locate or serve the person;
    - (iv) the means that the person completing the certificate believes could be used to bring the document to be served to the person's attention, and the reasons for that belief; and
  - (c) specify each document that was to be served.
- (2) For the purposes of subrule (1)(a), the certificate may be certified only if it is completed by a police officer or appropriate registrar.

**5.04 Certificates may be filed by facsimile**

A certificate completed under Rule 5.02 or 5.03 may be filed with the registrar by facsimile transmission.

**5.05 Applications for substituted service**

Unless the Court otherwise orders, an application for substituted service does not need to be conducted in open court.

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**ORDER 6**

**STAY OF PROCEEDING**

**6.01 Stay of proceeding**

If a proceeding is scandalous, frivolous or vexatious or is otherwise an abuse of the process of the Court, the Court may, on the application of a respondent, stay the proceeding.

**6.02 Striking out proceeding**

If a proceeding—

- (a) is scandalous, frivolous or vexatious; or
- (b) may prejudice, embarrass or delay the fair hearing of the proceeding; or
- (c) is otherwise an abuse of the process of the Court—

the Court may order that the whole or part of the application be struck out or amended.

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**ORDER 7**

**SUBPOENAS**

**7.01 Attendance by subpoena**

- (1) A party may by subpoena require a person to attend at the hearing of the proceeding for the purpose of giving evidence or of producing any document or thing or for both purposes.
- (2) A subpoena must be in accordance with Form 1.
- (3) If under the Act a party requires leave of the Court to require a person to attend, the subpoena must—
  - (a) specify that leave has been granted; and
  - (b) be accompanied by a copy of the order, or extract of order, granting that leave.
- (4) An order by subpoena for the attendance of a person in a proceeding is taken to be made on the signing of the subpoena by a registrar.

**7.02 Address of subpoena**

- (1) A subpoena requiring a person to attend for the purpose of giving evidence may be addressed to any number of persons.
- (2) A subpoena requiring the production of a document or thing must be addressed to one person, except in the case of a partnership where all the members of a firm may be addressed in the subpoena.

**7.03 Service**

- (1) A subpoena must be served personally on the person to whom it is addressed.
- (2) Despite subrule (1), if the subpoena is addressed to a corporation, service may be effected by serving the subpoena personally on one of the following persons—

- 
- (a) the mayor, chairman, president or other head officer of the corporation;
  - (b) the town clerk, clerk, treasurer, manager, secretary or other similar officer of the corporation.

#### **7.04 Conduct money**

A person to whom a subpoena is addressed is excused from complying with the subpoena unless conduct money, sufficient to meet the person's reasonable expenses of complying, is given or tendered to that person at—

- (a) the time of service of the subpoena; or
- (b) a reasonable time before the day the witness is required to attend in answer to the subpoena.

#### **7.05 Setting aside**

The Court may set aside a subpoena either wholly or in part.

#### **7.06 Production before date of attendance**

- (1) If a subpoena requires production of a document or thing before the Court or an officer of the Court, the person to whom the subpoena is addressed may instead produce the document or thing to the registrar by hand or by post, unless the Court otherwise orders.
- (2) A document or thing produced by hand or by post must be received by the registrar not later than 2 days before the day that the subpoena requires the document or thing to be produced.
- (3) This Rule does not apply to so much of a subpoena as requires a person to attend for the purpose of giving evidence.

---

**ORDER 8**

**AFFIDAVITS**

**8.01 Form of affidavit**

- (1) An affidavit must be made in the first person.
- (2) An affidavit must state the place of residence of the deponent and his or her occupation or, if he or she has none, his or her description.
- (3) Despite subrule (2), an affidavit does not have to state the deponent's place of residence if the deponent believes that it would jeopardise his or her safety to do so.
- (4) An affidavit must be divided into paragraphs numbered consecutively, each paragraph being as far as possible confined to a distinct portion of the subject.
- (5) Every affidavit must be signed by the deponent, except as provided by Rule 8.02(1), and the jurat must be completed and signed by the person before whom it is sworn.
- (6) Each page of an affidavit must be signed by the person before whom it is sworn.
- (7) The first page of an affidavit must be headed immediately beneath the title of the proceeding with the name of the deponent and the date of swearing.
- (8) An affidavit must on the outside identify the party on whose behalf it is filed and state the name of the deponent and the date of swearing.

**8.02 Affidavit by illiterate, blind or incapacitated person**

- (1) If it appears to the person before whom an affidavit is sworn that the deponent is illiterate, blind or physically incapacitated he or she must certify in or below the jurat that—

- 
- (a) the affidavit was read in his or her presence to the deponent; and
  - (b) the deponent seemed to him or her to understand it; and
  - (c) the deponent made his or her signature or mark in the person's presence.
- (2) If an affidavit is made by an illiterate, blind or physically incapacitated deponent and a certificate in accordance with subrule (1) does not appear on the affidavit, it may not be used in evidence unless the Court is satisfied that the affidavit was read to the deponent and that the deponent seemed perfectly to understand it.

#### **8.03 Content of affidavit**

In an application in a proceeding an affidavit may contain a statement of fact based on information and belief if the grounds are set out in the affidavit.

#### **8.04 Affidavit by two or more deponents**

If an affidavit is made by 2 or more deponents, the names of the persons making the affidavit must be inserted in the jurat, except that, if the affidavit is sworn by both or all the deponents at one time before the same person, it is sufficient to state that it is sworn by "each of the abovenamed" deponents.

#### **8.05 Alterations**

Any interlineation, erasure or other alteration in the jurat or body of an affidavit must be initialled by the person before whom it is sworn.

#### **8.06 Annexures and exhibits**

- (1) A document referred to in an affidavit must not be annexed to the affidavit but may be referred to as an exhibit.

- 
- (2) An exhibit to an affidavit must be identified by a separate certificate annexed to it bearing the same title as the affidavit and signed by the person before whom the affidavit is sworn.

### **8.07 Irregularity**

Despite any irregularity in form an affidavit may—

- (a) unless the Court otherwise orders, be filed;
- (b) with the leave of the Court, be used in evidence.

### **8.08 Filing and service of affidavits**

- (1) An affidavit must be filed.
- (2) The affidavit must be served on the following persons—
  - (a) the applicant or respondent (as the case requires);
  - (b) an adult affected family member or protected person;
  - (c) if the application to which the proceeding relates was made with the consent of a parent or guardian, that parent or guardian.
- (3) An affidavit must not be served on a child (other than a child who is an applicant or respondent) without leave of the Court.
- (4) An affidavit must be served in a manner set out in Rule 5.01(b), (c) or (d).

### **8.09 Service of affidavits if party is unrepresented**

The registrar must serve an affidavit on a party who does not have legal representation.

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**8.10 Affidavit sworn before party**

A party must not use in evidence on the party's behalf an affidavit sworn before—

- (a) a party; or
  - (b) an employee of a party.
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**ORDER 9**

**EXPERT EVIDENCE**

**9.01 Statement or report of expert to be filed**

- (1) A party who intends at the hearing to adduce the evidence of a person as an expert witness must, at least 5 working days before the date of the hearing at which the evidence is intended to be adduced, file—
  - (a) a statement in accordance with subrule (2);  
or
  - (b) a copy of a report in accordance with subrule (3).
- (2) The statement must—
  - (a) give the name and professional address of the witness, unless the witness believes that disclosing his or her address would jeopardise his or her safety; and
  - (b) describe the qualifications to give evidence as an expert; and
  - (c) give the substance of the evidence it is proposed to adduce from the witness as an expert.
- (3) The report must—
  - (a) give the name of the witness; and
  - (b) describe the qualifications to give evidence as an expert.
- (4) A party who has not filed a statement or a copy of a report under subrule (1) must not adduce any evidence from a witness as an expert at the hearing of a proceeding unless—
  - (a) the Court grants leave; or

- (b) the other parties consent; or
- (c) the evidence is adduced in cross-examination.

**9.02 Service of statement or report**

- (1) A statement or copy of a report must be served on the following persons—
  - (a) the applicant or respondent (as the case requires);
  - (b) an adult affected person or protected person;
  - (c) if the application to which the proceeding relates was made with the consent of a parent or guardian, that parent or guardian.
- (2) A statement or copy of a report must not be served on a child (other than a child who is an applicant or respondent) without leave of the Court.
- (3) A statement or copy of a report must be served in a manner set out in Rule 5.01(b), (c) or (d).

**9.03 Service of statement or report on unrepresented party**

The registrar must serve a statement or copy of a report on a party who does not have legal representation.

**9.04 Putting statement or report filed by other party in evidence**

A party to a proceeding may put in evidence a statement or copy of a report filed by another party in accordance with Rule 9.01.

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**ORDER 10**

**HEARINGS**

**10.01 Order of hearing**

The Court may give directions as to the order of evidence and generally as to the conduct of the hearing of a proceeding.

**10.02 No addresses**

Unless the Court otherwise orders, no opening or closing addresses may be made at the hearing of any proceeding.

**10.03 Absence of party**

- (1) If, when the hearing of a proceeding is called on, any party is absent, the Court may—
  - (a) proceed with the hearing; or
  - (b) strike out or dismiss the application; or
  - (c) adjourn the hearing; or
  - (d) make any other order which the Court considers appropriate.
- (2) If the absent party is a respondent who has failed to appear on bail, the Court may also issue a warrant for the arrest of the respondent.

**10.04 Alternative arrangements for giving evidence**

- (1) This Rule applies if a party wishes to use alternative arrangements for giving evidence referred to in section 52(1)(a) or (b) of the Act.
- (2) A party may apply to use alternative arrangements for giving evidence by notifying the Court in writing before the hearing.

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- (3) A notification under subrule (2) must set out—
- (a) the reason the witness needs alternative arrangements for giving evidence; and
  - (b) the alternative arrangements sought.
- (4) Despite subrule (2), if the party has not notified the Court, the Court may direct that alternative arrangements be made if they are available on the day of hearing at that venue of the court.
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**ORDER 11**

**ORDERS**

**11.01 Certified extracts**

- (1) A certified extract from the Court record of any order is sufficient for any purpose for which an order is required.
  - (2) The Court may order, on its own motion or on the application of a party, that a certified extract must not include information that would jeopardise the safety of a party or any other person.
  - (3) In making an order under subrule (2), the Court may be constituted by a registrar.
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**ORDER 12**

**VENUE AND TRANSFER OF PROCEEDINGS**

**12.01 Venue of Court**

- (1) An application under the Act must be made by filing the application at the proper venue of the Court.

**Note**

*Proper venue* is defined in section 3(1) of the **Magistrates' Court Act 1989**.

- (2) Filing must be effected by—
- (a) filing in the office of the Court at that venue;  
or
  - (b) facsimile transmission to the Magistrates' Court of Victoria After Hours Service in the case of an application made under section 14 of the Act.

**12.02 Place of hearing of application**

- (1) A proceeding under the Act must be heard at the venue of the Court stated on the application, unless the Court orders otherwise.
- (2) The Court may adjourn the hearing of a proceeding to another venue of the Court if it is satisfied that the interests of justice so require.
- (3) In making a decision under subrule (2), the Court must have regard to the matters listed under paragraph (db) of the definition of *proper venue* in the **Magistrates' Court Act 1989**.

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**12.03 Venue of Court for applications under Part 10 of the Act**

- (1) An application to have a person declared a vexatious litigant must be filed—
    - (a) if the person to be declared vexatious is a party in proceedings currently before the Court, at the venue for those proceedings; or
    - (b) in any other case, at the venue of the Court that made the most recent order to which the person to be declared vexatious is a party.
  - (2) An application by a vexatious litigant under section 166(1) of the Act must be filed at the venue of the Court that made the order declaring the person to be vexatious.
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**ORDER 13**

**REHEARINGS**

**13.01 Application for rehearing**

- (1) A relevant person (within the meaning of section 99 of the Act) may make an application for rehearing under section 99 of the Act by filing the application at the venue of the Court where the order sought to be set aside was made.
- (2) The registrar must—
  - (a) list the application for hearing; and
  - (b) serve a copy of the application and affidavit in support on the other parties to the proceeding.
- (3) If the application for rehearing is struck out because the relevant person failed to appear at the time fixed for hearing of the application, any further application for rehearing is taken to be an application for leave to reapply under section 99(4) of the Act.

**13.02 Form of application**

An application under Rule 13.01 must be in accordance with Form 2.

**13.03 Rehearing date**

If the Court sets aside an order the proceeding must be reheard on a date fixed by the Court.

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**ORDER 14**

**APPEALS**

**14.01 Form of notice of appeal**

For the purposes of section 93 of the Act, a notice of appeal must be in accordance with Form 3.

**14.02 Stay of relevant decision**

- (1) An application under section 94 of the Act to stay the operation of a relevant decision must be filed.
- (2) The registrar may serve an application under section 94 of the Act to stay the operation of a relevant decision on the following persons—
  - (a) the other parties to the proceeding in which the relevant decision was made;
  - (b) if the appeal relates to a personal safety intervention order for a protected person who is a child—
    - (i) if the application for the order was made with the consent of a parent, that parent;
    - (ii) if a parent of the child did not consent to the order, a parent of the child with whom the child normally or regularly resides;
  - (c) if the appeal relates to a personal safety intervention order for a protected person who has a guardian, the guardian.
- (3) If there are exceptional circumstances, the Court may grant a stay without serving the application on any other person.

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**ORDER 15**

**MISCELLANEOUS**

**15.01—15.02 \* \* \***

**15.03 General power of amendment**

For the purpose of determining the real question in issue between the parties to any proceeding, or of correcting any defect or error in any proceeding, or of avoiding multiplicity of proceedings, the Court may at any stage order that any document (including an application) in a proceeding be amended or that any party have leave to amend any document in the proceeding.

**15.04 Directions**

At any stage of a proceeding the Court may give any direction for the conduct of the proceeding which it thinks conducive to its effective, complete, prompt and economical determination.

**15.05 Access to court documents by mediation providers and mediators**

- (1) If the Court has made a mediation direction in a proceeding a registrar may provide the mediation provider or mediator with access to records or documents held by the court about the proceeding.
- (2) If—
  - (a) a mediation direction has not been made in a proceeding; and

**r. 15.05**

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(b) one or more parties to the proceeding have requested that the matter be assessed for mediation—

a registrar may provide a mediation provider with access to records or documents held by the court about the proceeding for the purpose of assessing whether the matter is suitable for mediation.

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**FORMS**

**FORM 1**

Rule 7.01

**SUBPOENA**

**In the Magistrates' Court at:** *[specify venue]*

**Case No:**

Applicant:

Affected person or protected person:

Respondent:

Nature of proceeding:

To: *[name of person to whom subpoena is addressed]*

Of: *[address]*

**You are required to:** *[tick one box only]*

- attend court and give evidence in the proceeding OR
- attend court and give evidence in the proceeding and produce the following documents or things: *[specify documents or things that person must produce]* OR
- produce at the hearing the following documents or things: *[specify documents or things that person must produce]*

If you are required to attend court and give evidence you **must** attend the hearing.

If you fail to attend the hearing or fail to produce the documents or things required by this subpoena, **a warrant for your arrest may be issued.**

**Production of documents and things before the hearing**

If you are required to produce documents or things, you may provide them to the registrar of the Magistrates' Court at *[specify venue]* by hand or by post.

The registrar must receive the documents or things no later than 2 business days before the date of the hearing.

Magistrates' Court (Personal Safety Intervention Orders) Rules 2011  
S.R. No. 96/2011

**Form 1**

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**Details of hearing**

This case will be heard at the Magistrates' Court at *[specify venue]*.

Court address:

Phone:

Date and time of hearing:

**Details of issue**

This subpoena was issued at *[specify court venue]* by *[Registrar/Magistrate]*.

Date issued:

Subpoena filed by: *[name of party or party's legal representative]*

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**FORM 2**

Rule 13.02

**APPLICATION FOR REHEARING**

**In the Magistrates' Court at:** *[specify venue]*

**Case No:**

Applicant: *[full name of applicant for rehearing]*

Applicant's address:

Respondent: *[full name of respondent to this application]*

Respondent's address:

Protected person or person protected by the order:

Address:

**Details of the application you would like reheard**

I (the applicant) am the Respondent to an application:

- for a final personal safety intervention order
- for an order declaring me to be a vexatious litigant

The application was made at *[specify court location]* on *[date]*.

Have you previously applied for a rehearing of this application? Yes/No\*

Note: If you were granted a rehearing, and that application was struck out by the Court, you will require leave of the Court to make another application.

**Reasons for applying for rehearing**

My reason for seeking a rehearing of the application is:

- I was not personally served with the application
- the application was not brought to my attention by an order for substituted service
- there are exceptional circumstances and a rehearing is fair and just

These circumstances are: *[briefly state the reasons why you did not attend the hearing of the application]*

Magistrates' Court (Personal Safety Intervention Orders) Rules 2011  
S.R. No. 96/2011

**Form 2**

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**Affidavit**

I *[full name]* make oath/affirm and say that the contents of my application are true and correct to the best of my knowledge.

Note: Under section 141 of the **Evidence (Miscellaneous Provisions) Act 1958** a person who makes an affidavit knowing the contents of the affidavit to be false may be punished for the offence of perjury.

SWORN/AFFIRMED at: *[place]*

ON: *[date]*

*[signature of person making the affidavit]*

BEFORE ME:

Name:

Title:

Address:

A person authorised under section 123C(1) of the **Evidence (Miscellaneous Provisions) Act 1958** to take an affidavit.

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**FORM 3**

Rule 14.01

**NOTICE OF APPEAL**

**In the Magistrates' Court at:** [*specify venue*]      **Appeal No:**      **Case No:**

Appellant's name:

Appellant's address for service:

Name and address of Appellant's solicitor:

Respondent's name:

Respondent's address:

**TO**

**The Registrar of the Magistrates' Court at:**

**The Registrar of the County Court at:**

**The abovenamed respondent**

**Details of the proceeding appealed**

Venue of the Magistrates' Court from which proceeding is appealed:

Date order made:

Nature of proceeding:

[*Please attach copy of order to this Form*]

**Grounds of appeal**

[*Briefly state the grounds for the appeal*]

**The Appellant requests the Registrar of the County Court to list the appeal**

Details of the appeal:

The appeal is to be heard by the County Court sitting at:

Date of appeal:



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## ENDNOTES

### 1. General Information

The Magistrates' Court (Personal Safety Intervention Orders) Rules 2011, S.R. No. 96/2011 were made on 2 September 2011 by the Chief Magistrate together with 2 Deputy Chief Magistrates jointly under section 183 of the **Personal Safety Intervention Orders Act 2010**, No. 53/2010 and section 16(1D) and (1E) of the **Magistrates' Court Act 1989**, No. 51/1989 and came into operation on 5 September 2011: rule 1.03.

The Magistrates' Court (Personal Safety Intervention Orders) Rules 2011 will sunset 10 years after the day of making on 2 September 2021 (see section 5 of the **Subordinate Legislation Act 1994**).

**Endnotes**

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**2. Table of Amendments**

There are no amendments made to the Magistrates' Court (Personal Safety Intervention Orders) Rules 2011 by statutory rules, subordinate instruments and Acts.

### **3. Explanatory Details**

No entries at date of publication.