

Submit request to book Conciliation Conference

Portal Quick Reference Guide

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| Purpose |
| Quick Reference Guide shows how to: Submit request to book Conciliation Conference  |

1. From Home page, click: Children’s Court of Victoria

Select a Case Type screen displays:



1. Click: Child Protection

Child Protection screen displays:



1. Click: Book Conciliation Conference

Book Conciliation Conference screen displays:



1. To identify filing, type reference in My Reference field.
2. Complete required panels and fields.

| Panel: Family Case Initiation Panel |
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| Field: | Action: |
| Case Type | - |
| Booking Type | - |
| Court location | Select location. |
| Case number | Type case number or child's name and select from results. Note:To add sibling, click: + Conference Cases |

1. Click: Next Step
2. Complete required panels and fields.

| Panel: Family Case Initiation Panel |
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| Field: | Action: |
| Child Protection Worker | Type applicant’s surname into search field.Select correct option from auto-results. |
| Child Protection Worker Team Leader | Type team leader's surname into search field. Select correct option from auto-results. |

1. Click: Next Step
2. Complete required panels and fields.

| Panel: Case Details |
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| Field: | Action: |
| Are any of the children currently place in Out of Home Care or Secure Welfare? | Select relevant option. |
| What is the family's cultural background? | Select relevant option. |

1. Is an Aboriginal and/or Torres Strait Islander cultural background selected?

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| --- | --- |
| If | Then |
| Yes | Go to next step |
| No | Go to step 12 |

1. Complete required panels and fields.

| Panel: Case Details |
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| Field: | Action: |
| Has an Aboriginal Family Led Decision Making occurred? | If Yes, no action required.If No, provide reason field appears If Scheduled, date field appears  |
| Has a Cultural Plan been prepared in this matter? | If Yes, no action required.If No, provide reason field appears. |

1. Is cultural background either:
•    Neither Aboriginal nor Torres Strait Islander origin
•    Not stated/inadequately described

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| If | Then |
| Yes | Go to next step |
| No | Go to step 14 |

1. Complete required panels and fields.

| Panel: Case Details |
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| Field: | Action: |
| Please provide family's cultural background | Type cultural background. |

1. Click: Next Step
2. Complete required panels and fields.

| Panel: Information for Conference |
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| Field: | Action: |
| Outline the areas of dispute | Type areas of dispute. |
| Does any party present with any issues that may affect their capacity to participate in the conference? | Select relevant option.Note:If Yes, type required details in Please provide details field. |
| Are there any safety or security concerns? | Select relevant option.Note:If Yes, type required details in Please provide details field. |
| Any other issues the Convenor should be aware of? | Select relevant option.Note:If Yes, type required details in Please provide details field. |
| Have the relevant reports been filed with the Courts? | Select Yes or NoNote:If No, type required details in Please provide details field. |

1. Click: Next Step
2. Complete required panels and fields.

| Panel: Participating Party Details |
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| Field: | Action: |
| Participating Party Details | Type parties' contact details. |

1. Click: Next Step
2. Complete required panels and fields.

| Panel: Booking Request |
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| Field: | Action: |
| What date/date range are parties seeking? | Type date or date range. |
| Please provide reason(s) if parties are seeking a lengthy adjournment period (more than six weeks) | Type details if required. |
| Convenor preference for Aboriginal and/or Torres Strait Islander family | If the family is ATSI, please indicate parties' preference whether to have the matter listed before a Koori Convenor (provide supporting reasons) or non-Koori Convenor. |

| Panel: List any unsuitable days/dates for |
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| Field: | Action: |
| Child Protection Worker/Team Manger | Type any unsuitable days or dates. |
| Parents/Guardians | Type any unsuitable days or dates. |
| Independent Child's Lawyer (ICL) | Type any unsuitable days or dates. |
| Legal Representatives | Type any unsuitable days or dates. |
| Joined Parties/Other | Type any unsuitable days or dates. |

1. Click: Next Step
2. Complete required panels and fields.

| Panel: Related Intervention Order Proceedings (1) |
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| Field: | Action: |
| Are there any related intervention order proceedings?  | Select Yes or NoNotesIf Yes, additional fields displayIf multiple IVOs, click: +Related Intervention Order Proceedings |

1. Click: Proceed

Confirmation of Filing screen displays:



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| Icon  Description automatically generated | Note:Once tentative date is allocated, an email notification with attached Notice of Hearing is sent to DFFH and Legal PractitionersLegal Practitioners are then required to file Minutes of Proposed Orders |
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