

Today's Top Tips – 9/01/2024

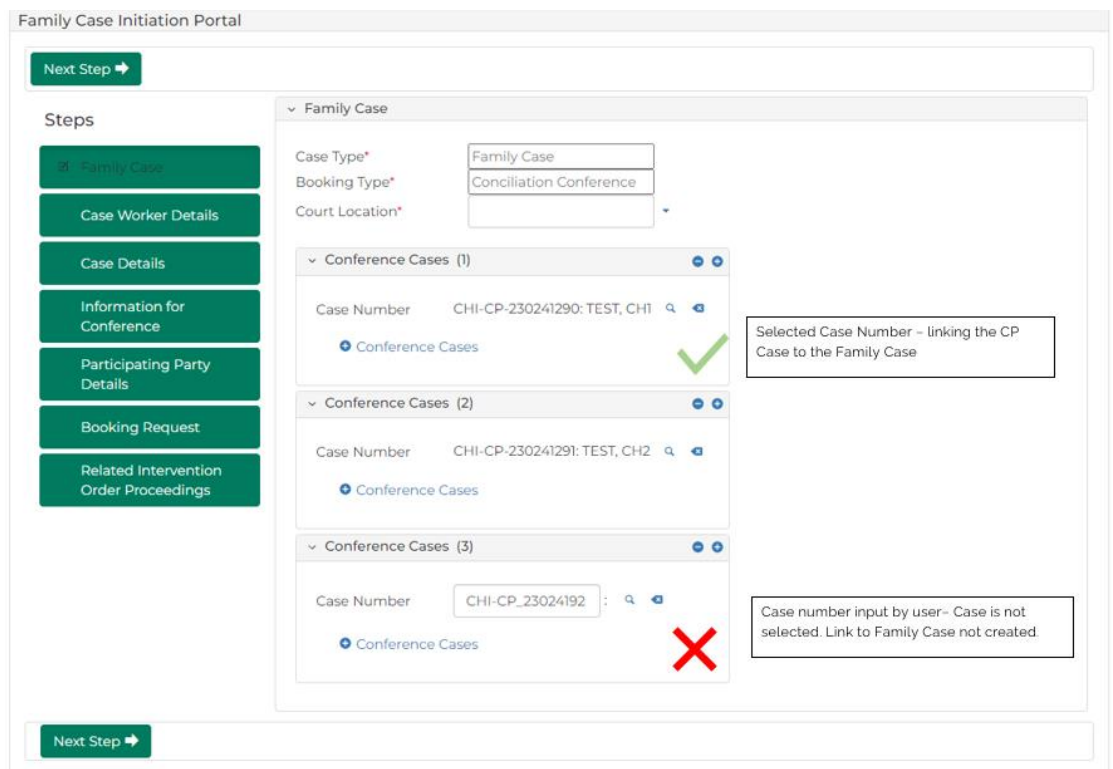


Book Conciliation Conference – CMS

Family Case Initiation Portal

- When booking a Conciliation Conference, data is captured to create a **Family Case** and inform the Conference Unit of the participating cases and parties.
- The initiation of the Family Case assists the Conciliation Conference Unit in conducting the Conciliation Conference. Conference Cases must be entered correctly for the filing to be accepted; the following steps must be taken:

Ensure the **Case Number** is selected from the drop-down list when adding the Case to the Conference.



The screenshot shows the 'Family Case Initiation Portal' interface. On the left, there is a 'Steps' sidebar with buttons for 'Family Case', 'Case Worker Details', 'Case Details', 'Information for Conference', 'Participating Party Details', 'Booking Request', and 'Related Intervention Order Proceedings'. The main area is titled 'Family Case' and contains the following fields:

- Case Type*: Family Case
- Booking Type*: Conciliation Conference
- Court Location*: [Dropdown]

Below these fields are three 'Conference Cases' sections:

- Conference Cases (1)**: Case Number CHI-CP-230241290: TEST, CH1. A green checkmark is next to it, and a callout box says 'Selected Case Number - linking the CP Case to the Family Case'.
- Conference Cases (2)**: Case Number CHI-CP-230241291: TEST, CH2. A blue plus icon is next to it.
- Conference Cases (3)**: Case Number CHI-CP_23024192. A red X is next to it, and a callout box says 'Case number input by user- Case is not selected. Link to Family Case not created.'

At the bottom of the form, there is a 'Next Step' button.

- **Participating Party Details**: This panel ensures the Conciliation Conference Unit has the most up to date participating party details. The following information should be entered for **each** participating party;
 - **Name and email of DFFH/AA Legal Representative appearing today:**
 - **Name of participating party:**
 - **Mobile Number:**
 - **Email address:**
 - **Self-represented/Legal Firm:**

- **Custody Status:**
- **Interpreter requirements:**
- **First Nations Status:**
- **Information regarding any party known but not attending Conciliation Conference.**

- The Booking Request detail panel assists the Intake Officer in providing a suitable date for the Conciliation Conference. Ensure each party must provide detailed information with regards to their unsuitable dates. See example below.

Steps

- Family Case
- Case Worker Details
- Case Details
- Information for Conference
- Participating Party Details
- Booking Request
- Related Intervention Order Proceedings

Booking Request

Parties are seeking a date in late February/ March to accommodate for an updated report, placement assessment and in consideration of parties availability

What date/date range are parties seeking?*

Please provide reason(s) if parties are seeking a lengthy adjournment period (more than six weeks)

A lengthier adjournment is requested in consideration of the December/January holiday period.

Convenor preference for Aboriginal and/or Torres Strait Islander family

N/A

Due to limited availabilities with a Koori Convenor, please consider whether the matter could be listed before a non-Koori Convenor who has knowledge and experience working with Koori families. If it would be beneficial for the matter to be listed before a Koori Convenor, please provide reason(s).

List any unsuitable days/dates for:


Child Protection Worker/Team Manager* CPW Manager: My work days are Monday, Wednesday and Friday. A date in mid-late February is suitable to ensure an updated report can be provided and proposed suitable person for placement is assessed.

Parents/Guardians* Parents are available at the Courts direction and prefer afternoon CC.



Independent Child's Lawyer (ICL) N/A


Legal Representatives* Legal Representative for Mother - On Leave returning 21 Feb 2023. Preferred date would be late February/early March. The matter can be briefed if a suitable date in mid February is proposed

Joined Parties/Other N/A

- Upon  the booking request will be considered by the Conciliation Conference Unit. Parties will coordinate with the Intake officer via email to determine the suitable Conciliation Conference date.
- Once a suitable date has been obtained, parties are required to advise the Court of the proposed Conciliation Conference by way of draft orders by including the date and time of the CC in the **IED** (Information Exchange Document) order. Parties must ensure the **CP cases** are adjourned to a **Conciliation Conference Return** (hearing type) with the **IED** Order. For assistance with draft orders [click here](#).

Orders

Add Order(s)*  

Adjourment Order 

Add Hearing or Date to be fixed?

Type

Court Location

Case Jurisdiction

Display timeslots for case assignment only?

Start Date Time

Calendar Assistant - Docketed Magistrate

Counts Du

Please select an event type.

- Conciliation Conference return
- Contested Hearing
- Directions Hearing
- First directions hearing
- Interim Accommodation Contest
- Judicial Resolution Conference
- Mention
- Readiness Hearing
- Reserved Submissions
- Review
- Special Mention

Calendar Recurring Event Widget Repeat?

Duration Minutes

Future Hearings

Adjournment Reason*



Requesting Party


Part Heard

Specialist program/list

- Marram-Ngala Ganbu (Koori Hearing Day)
- Family Drug Treatment Court

Orders

Add Order(s)*  

Information Exchange Documents 

Details/Comments

Parties ordered to participate in a conciliation conference on 14 March 2024 at 9am on the date and time set out in the Conciliation Conference Hearing Notice. All parties must comply with the information exchange requirements of conciliation conference guidelines.

Add Order