

#### NSW Community Justice Centres

Local Courts Referral Form

# \*\*This form is to be completed by Court Officer/Staffer\*\*

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| REFERRER DETAILS | | | | | | | | | | | |
| Name: | | | | | | | Position: | | | | |
| Court House: | | | | Address: | | | | | | | P/Code: |
| Phone: | | | Email: | | | | | | | Fax: | |
| 1. PARTY A DETAILS (Please provide additional party details on separate sheet) | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Address: | | | | | | | | | | | P/Code: |
| Phone: | | | Mobile: | | | | Email: | | | | |
| Is the party legally represented? No Unknown  Yes - please add solicitor details as follows: | | | | | | | | | | | |
| Name: | | | | | | | Firm: | | | | |
| Phone: | | | | | | | Email: | | | | |
| 1. PARTY B DETAILS(If known) | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Address: | | | | | | | | | | | P/Code: |
| Phone: | | | Mobile: | | | | Email: | | | | |
| Is the party legally represented? No Unknown  Yes - please add solicitor details as follows: | | | | | | | | | | | |
| Name: | | | | | | | Firm: | | | | |
| Phone: | | | | | | | Email: | | | | |
| 1. TYPE OF COURT REFERRAL | | | | | | | | | | | |
| Court ordered the parties to attend mandatory mediation - irrespective of client consent  Court adjourned the matter to allow the parties to attend mediation and there is no mandatory Court Order to mediate  Other - Please provide a brief explanation: | | | | | | | | | | | |
| LEGAL ACTION INFORMATION | | | | | | | | | | | |
| Nb: The Court is unable to refer ADVO matters to CJC under Part 4 of the Crimes (Domestic and Personal Violence) Act 2007. | | | | | | | | | | | |
| APVO | Civil Claims | Small Claims | | | | Family | | Children | Other | | |
| Case Number: | | | | | | | | Orders in place:  Yes  No | | | |
| Date of next appearance */     /* | | | | | Appearance Type: Mention Hearing Other | | | | | | |
| Court Jurisdiction: | | | | | Court Location: | | | | | | |
| Orders and Application emailed to [cjc-referrals@justice.nsw.gov.au](mailto:cjc-referrals@justice.nsw.gov.au)  No  Yes sent on      /     / | | | | | | | | | | | |

Privacy: This information will be sent to CJC, for the purposes of arranging mediation. It will not be used or disclosed for any purpose other than that permitted under the CJC Act 1983. Should parties wish to access or amend the personal information, please contact CJC

How to contact CJC

**Ph:**1800 990 777 **| ‌‌‌Email:** [cjc-referrals@justice.nsw.gov.au](mailto:cjc-referrals@justice.nsw.gov.au)  **| Fax:** (02) 8688 9616 **|** **Website:** [www.cjc.justice.nsw.gov.au](http://www.cjc.justice.nsw.gov.au)

**SENSITIVE - Personal**