



CHECKLIST

Magistrates' Court Hearing Checklist

- ☐ Mark the hearing date, time and location somewhere visible and set a reminder for the day before.

- ☐ Gather your court summons, identification and any documents supporting your defence.

- ☐ Arrange time off work or childcare and tell someone you trust where you will be.

- ☐ Choose and lay out formal, clean clothing the night before.

- ☐ Arrive at court at least fifteen minutes early and locate the right courtroom.

- ☐ Stand when the magistrates enter or leave and address them as Your Honour.

- ☐ Speak clearly, answer questions honestly and ask for repetition if you don't hear something.

- ☐ Listen to the full hearing without interrupting, even if you disagree with what is said.

- ☐ If you have no solicitor, ask about the duty adviser service or consider bringing a McKenzie friend.



After the hearing, write down what you remember and ask about your options if needed.