

Hearing process: video script

Translation into Chinese Simplified

This video gives you some information about hearings at the ACT Civil and Administrative Tribunal, known as ACAT (ACT Civil and Administrative Tribunal).

本视向你介绍 ACT 民事与行政裁决处 (ACT Civil and Administrative Tribunal, 或称 ACAT) 的案件聆讯流程。

ACAT hears a wide range of disputes and cases. A hearing gives each party a chance to provide evidence about their case.

ACAT 受理一系列涵盖范围广泛的纠纷与其他案件。聆讯是各方当事人可就他们的案件提供证据的机会。

If your case has been scheduled for a hearing, ACAT will notify you of the date, time and place of the hearing.

如果案件已在排期等候聆讯, ACAT 会通知你开庭审理的时间、日期以及地点。

Many people represent themselves at ACAT. You should consider early whether you need to get legal advice or representation. You may decide to be represented by a lawyer, family member, a friend or an agent.

许多人出席 ACAT 聆讯时都选择自我代表。但是, 你应该尽早考虑是否需要获取法律建议或委任一名代表人。律师、家庭成员、朋友或代理人都可以代表你出席聆讯。

Representatives must be authorised in writing by filling out a form.

如果委任代表人, 你必须填妥一份授权书。

Information about representation and advice is on our website.

了解委任代表人以及相关建议的信息可浏览我们的网站。

You will receive information or directions from ACAT that tell you the timeframes to provide documents. It is important that you provide documents by the due date.

你会收到 ACAT 的通知或命令, 告诉你递交相关文件的时限。你必须在截止日期之前提供文件, 这点至关重要。

Templates are available from our website if you prepare witness statements, a timeline or submissions.

如果你需要准备证词、事件时间表或书面陈述, 我们的网站提供文档模板, 可供参考使用。

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If another party or ACAT sends you documents, make sure you read the documents before the hearing.

如果收到 ACAT 或另外一方当事人发送给你的文件，必须确保在聆讯之前审阅。

If you have witnesses in your case, you will need to organise for them to give evidence at the hearing.

如果有证人为你出庭作证，你需要作好相关安排。

At the hearing, you will need to clearly explain what outcome you want and why. You will also need to discuss and present your supporting documents and evidence.

聆讯开始时，你应该清楚地陈述自己希望得到什么样的结果并解释理由。此外，你还需要讨论和递交证明文件以及证据。

To help you be prepared, you may like to write a summary of what you want to say, so you can refer back to it if you need to.

你或许希望在聆讯举行之前准备一份书面的讲话提要，以便需要时参考。

You should arrive at ACAT about 10 minutes before the scheduled start of your hearing. When you arrive, please inform the ACAT enquiry counter.

开庭当日，你应该比预定时间提早约 10 分钟到达 ACAT，并通知接待处的工作人员。

You can also bring a support person to the hearing.

你可以携带一名陪同人员出席聆讯。

Your case will be heard by an ACAT Member. Depending on the type of case, there may be more than one Member hearing and deciding the case.

ACAT 裁判官将会听取证词，审理你的案件。取决于案件类型，有时可能会有多名裁判官共同审理，然后作出联合裁决。

Hearings are usually open to the public, unless they are a mental health hearing, or a special order has been made. Hearings are also recorded and a written transcript can be prepared if required.

除非案件涉及精神健康问题或已有特别法律命令，否则聆讯通常采用公开形式进行。聆讯全程有录音记录。若有需要可提供书面转录文本。

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There is a typical structure to ACAT hearings, though this may vary depending on the type of matter being heard and the presiding ACAT Member.

ACAT 聆讯一般遵循常规流程进行，但是也可能因审理的案件或负责主审的 ACAT 裁判官不同而有所改变。

The ACAT Member will ask each party to give their side of the story and present supporting documents.

ACAT 裁判官会要求每一方当事人就案件作出陈述并出示证明文件。

The ACAT Member and each party will have the opportunity to ask questions of the parties or any witnesses.

ACAT 裁判官和当事人都有机会向另外一方或证人提问。

Both parties may be asked to set out what orders they think ACAT should make and why.

裁判官也可能要求双方当事人阐述他们认为 ACAT 应该作出怎样的裁决命令，同时说明理由。

The ACAT Member will make a decision following the hearing, or the ACAT Member might take more time to prepare a decision to be given later.

聆讯完毕之后，ACAT 裁判官有可能当场裁决，或是择期宣布决定，以便有更多时间考虑。

It is important that you attend the hearing. If you do not, orders may be made against you, or your application may be dismissed.

你一定要出席聆讯，这非常重要。如果缺席，裁判官可能作出对你不利的命令，或驳回你的申请。

If you need any arrangements put in place to attend and participate at ACAT, such as an interpreter, disability access or hearing assistance, please let ACAT know as soon as possible.

你参加 ACAT 审理程序期间若有特别要求，如需要口译员、无障碍设施或助听设备，请尽量提早联络 ACAT 安排。

If you need legal assistance prior to your hearing there is a list of providers on our website which may be able to assist you.

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你在开庭前如果需要法律指导，我们的网站上有法律服务人员名单，他们或许能够帮助你。
Every situation is different, and what happens may not occur exactly as shown in the video.
没有两个案件是一模一样的。视频中所描述的情景可能与实际情况有所不同。