

## Hearing process: video script

Translation into Chinese Traditional

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

本視頻向你介紹 ACT 民事與行政審裁處 ( ACT Civil and Administrative Tribunal , 或稱 ACAT ) 的案件聆訊流程。

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

ACAT 受理一系列涵蓋範圍廣汎的糾紛與其他案件。聆訊是各方當事人可就他們的案件提供證據的機會。

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

若案件已在排期等候聆訊，ACAT 會通知你開庭審理的時間、日期以及地點。

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.

許多人出席 ACAT 聆訊時都選擇自我代表。但是，你應該盡早考慮是否需要獲取法律建議或委任一名代表人。律師、家庭成員、朋友或代理人都可以代表你出席聆訊。

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

若委任代表人，你必須填妥一份授權書。

Information about representation and advice is on our website.

瞭解委任代表人以及相關建議的資訊可瀏覽我們的網站。

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.

你會收到 ACAT 的通知或命令，告訴你遞交相關文件的時限。你必須在截止日期之前提供文件，這點至關重要。

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

你若需要準備證詞、事件時間表或書面陳述，我們的網站提供文檔模板，可供參考使用。

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

你若收到 ACAT 或另外一方當事人發送給你的文件，必須確保在聆訊之前審閱。

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

若有證人為你出庭作證，你需要作好相關安排。

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.

聆訊開始時，你應該清楚地陳述自己希望得到什麼樣的結果並解釋理由。此外，你還需要討論和遞交證明文件以及證據。

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.

你或許希望在聆訊舉行之前準備一份書面的講話提要，以便需要時參考。

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

開庭當日，你應該比預定時間提早約 10 分鐘到達 ACAT，並通知接待處的工作人員。

You can also bring a support person to the hearing.

你可以攜帶一名陪同人員出席聆訊。

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 裁判官將會聽取證詞，審理你的案件。取決於案件類型，有時可能會有多名裁判官共同審理，然後作出聯合裁決。

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問題或已有特別法律命令，否則聆訊通常採用公開形式進行。聆訊全程有錄音記錄。若有需要可提供書面轉錄文本。

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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 聆訊一般遵循常規流程進行，但是也可能因審理的案件或負責主審的 ACAT 裁判官不同而有所改變。

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

ACAT 裁判官會要求每一方當事人就案件作出陳述並出示證明文件。

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

ACAT 裁判官和當事人都有機會向另外一方或證人提問。

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

裁判官也可能要求雙方當事人闡述他們認為 ACAT 應該作出怎樣的裁決命令，同時說明理由。

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.

聆訊完畢之後，ACAT 裁判官有可能當場裁決，或是擇期宣佈決定，以便有更多時間考慮。

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

你一定要出席聆訊，這非常重要。你若缺席，裁判官可能作出對你不利的命令，或駁回你的申請。

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.

你參加 ACAT 審理程序期間若有特別要求，如需要口譯員、無障礙設施或助聽設備，請盡量提早聯絡 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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你在開庭前若需要法律指導，我們的網站上有法律服務人員名單，他們或許能夠幫助你。
Every situation is different, and what happens may not occur exactly as shown in the video.
沒有兩個案件是一模一樣的。視頻中所描述的情景可能與實際情況有所不同。