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 **Book a room**

The Land and Environment court will allocate an appropriate venue or forum for your dispute resolution. You can assist by letting us know your requirements.

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| **Return to:** **leclistings@justice.nsw.gov.au** |

**Your details**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Contact no.** |  |
| **Email address**  |  |

**Your details**

|  |  |
| --- | --- |
| **Case Number** |  |
| **Case Name** |  |
| **Party** | Choose an item. |
| **Listing Date(s)** |  |
| **Listing Type**  | Choose an item. |

**Your requirements:**

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| **X** | **Mode of listing** | **Details** |
|  | **Telephone** | Number of participants and names (conference call number required if more than 2 participants and court personnel):Special requests? |
|  | **MS Teams** | Participant email addresses:Witnesses: |
|  | **AVL****(Parties must also follow the Court’s** [**AVL request procedure**](https://justicensw-my.sharepoint.com/personal/liam_nicholas_justice_nsw_gov_au/Documents/Desktop/LEC%20Courtroom%20Booking%20Forms/LEC%20Book%20a%20Courtroom%20Form%2026%20Nov.docx?web=1)**)** | Whole or part listing via AVL?Name of parties/witnesses attending via AVL and their role in proceedings: |
|  | **In Court** | The reason an alternative mode of attendance is not possible e.g. Litigant in person/ No access to stable internet/telephone?Number of participants – specify total and specifically * Legal representatives:
* Number of witnesses – experts and whether concurrent evidence and if so, how many:
* Parties:
* Objectors:
* Total:

Please indicate which (if any) of the above participants wish to appear via AVL or MS Teams: Will interpreter(s) be required?Are there any requirements for disability access?Will AVL be required? Will telephone or MS Teams be required? Are all participants required to attend for the entirety of the Hearing? If for part only identify the participants and the part they need to attend: Any other requests?  |
|  | **Onsite** | What is the reason you require attendance onsite?What is the number of attendees proposed onsite? * Legal practitioners:
* Experts – specify each expertise required and names:
* Objectors – number:

Is social distancing possible onsite? Is an interior view required?Attendance following onsite: Choose an item. **(Please also complete relevant entry for chosen method, unless remaining onsite)** |
|  | **Conference room or mediation room** | Number of people /seats required?Are there any disability access requirements?  |

 **Any further requirements**

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