**Aboriginal Community Justice Reports**

**Referral Form[[1]](#footnote-1)**

**Please email this form to VALS Community Justice Programs at** **acjrproject@vals.org.au**

To be considered for an Aboriginal Community Justice Report (ACJR), **the following eligibility criteria must be met**:

* The person must be Aboriginal and/or Torres Strait Islander;
* The matter must be listed
	+ for plea hearing;**\***
	+ In the County Koori Court division or in the general list before a Judge who is eligible to sit in the Koori Court division;
	+ at Melbourne or La Trobe Valley.
* The person must voluntarily consent to participating.

Suitability is assessed by ACJR staff, situated in VALS’ Community Justice Programs section. **To enable assessment of suitability** for an Aboriginal Community Justice Report:

* The lawyer must have an initial meeting with ACJR Project staff;
* The client must have an initial meeting with ACJR Project staff;
* There must be sufficient notice provided, to enable ACJR Project staff to draft the report (at least 8 weeks). It is recommended that lawyers make a referral at the committal mention stage. Please advise the committing Magistrate in the Magistrates’ Court that you have an interest in participating in the ACJR Project, so that the County Court can in turn be advised.

Please note that you will not be charged for the production of an Aboriginal Community Justice Report.

**\***Matters that are listed for sentence appeal will not automatically be excluded from eligibility for the Project, but given the pilot will be producing only 20 reports, suitability for a report for a sentence appeal will be assessed on a case-by-case basis.

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| **Referring Lawyer** |
| **Name** |  |
| **Legal Service/Legal Firm/Chambers** |  |
| **Phone** |  |
| **Email Address** |  |
| **Date of Referral**  |  / / |

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| **CLIENT DETAILS** |
| **Given Name(s):** | **Surname:** |
| **Date of Birth:** / / | **Gender:**   Male  Female  Other  Prefer not to say  |

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| **Aboriginality:**  Aboriginal  Torres Strait Islander  Both **\* To be eligible for an Aboriginal Community Justice Report, your client must be Aboriginal and/or Torres Strait Islander.**  |
| **Who is your client’s mob?** |
| **Where is your client’s mob from (State/Territory and city/town)?** |
| **Does your client have confirmation of Aboriginality?**  Yes  No  |
| **Residential Address:** |
| **Postal Address:** □ Same as above  |
| **Phone:**  | **Email Address:**  |
| **Born in Australia:**  Yes  No  Unsure If no, year of arrival: |
| **Disability:**  Acquired Brain Injury  Intellectual  Mental health  Physical  Hearing  Speech   Visual  Other  None |
| **Next of Kin:** |
| **Relationship:**  |  |
| **Address:**  |  |
| **Phone:** |  |
| **Custody/bail details** |
| **Is your client currently in custody?**  Yes  No**If yes, please advise location and contact details:** |
| **Would your client like a referral to VALS Community Justice Programs for a welfare check?**  Yes  No |
| **Is your client currently in another type of facility (eg. rehabilitation)?**  Yes  No**If yes, please advise location and contact details:** |
| **Is your client currently on bail?**  Yes  No**If yes, please list bail conditions:**  |
| **Does your client require a legal health check for non-criminal law matters?**  Yes  No |
| **INTERVENTION AND OTHER RELEVANT ORDERS** |
| **Type of order** | **Conditions (and, where relevant, your client’s relationship with the Protected Person(s))** |
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| **Court details** |
| **\* To be eligible for an Aboriginal Community Justice Report, your client’s matter must be listed*** **For plea hearing;[[2]](#footnote-2)**
* **In the County Koori Court division or in the general list before a Judge who is eligible to sit in the Koori Court division;**
* **At Melbourne or La Trobe Valley.**
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| **Koori County Court?**  Yes  No  Melbourne   La Trobe Valley  |
| **County Court?**  Yes  No  Melbourne   La Trobe Valley  | **Judge** (if known)**:****Is the Judge eligible to sit in Koori County Court?**  Yes  No |
| **Have you advised the committing Magistrate of your interest in participating in the ACJR Project?**  Yes  No**\* Please ensure that you have advised the committing Magistrate that you are seeking an ACJR.** |
| **Matter set down for sentencing?**  Yes  No |
| **Court Date for Sentencing Hearing** |  / / |
| **Details of Offences** |
| **Please list offences to which client is pleading guilty** |
| **How likely is it that your client will receive a custodial sentence?**  Likely  Unlikely  Not sure  |
| **Are you seeking a non-custodial disposition?**  Yes  No |
| **SUITABILITY FOR ABORIGINAL COMMUNITY JUSTICE REPORT** |
| **Please briefly outline the reasons why you are of the view that this matter is suitable for an Aboriginal Community Justice Report:**  |
| **Has your client consented to you referring their matter for an Aboriginal Community Justice Report?**  Yes  No**\* To be eligible for an Aboriginal Community Justice Report, your client must provide voluntary, informed consent.** |
| **next steps** |
| **Do you agree to having an initial meeting with Aboriginal Community Justice Reports Project staff?**  Yes  No* This is an opportunity for staff to further brief you on the process, and to begin assessing the suitability of the matter for an Aboriginal Community Justice Report.
* After this initial meeting, to progress report writing, you will need to consent to Aboriginal Community Justice Reports Project staff meeting with your client to brief them on the process, and obtain their consent to participate.
* VALS will advise you and the County Court registry of the outcome of the assessment, and provide an estimate of when the report will be available.
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| **COMMUNITY JUSTICE PROGRAMS TO FILL OUT** |
| **Conflict of Interest Check completed?**  Yes  No* For former or current clients of CJP (including clients of Baggarrook Transitional Housing and Family Violence CSO)
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1. Please check the VALS website (<https://vals.org.au/>) to ensure that you are using the current version of this form. [↑](#footnote-ref-1)
2. Matters that are listed for sentence appeal will not automatically be excluded from eligibility for the Project, but given the pilot will be producing only 20 reports, suitability for a report for a sentence appeal will be assessed on a case-by-case basis. [↑](#footnote-ref-2)