



You can write down your appointment information in the space below...

YOUR NAME:

TIME:

DATE:

LOCATION:

FINE MATTER:

What information you need to bring to your appointment



1. Identification information

Information includes - drivers licence and health and/or pension card.



2. Fine information

information includes - copy of fine(s) (obligation number, issuing agency, date of fine incurred, due date, location, etc) and relevant circumstances at time of incurring the fine.

We can assist you to get a report on your fine(s) from Fines Victoria.



3. Contact details of any health practitioners or organisations you are engaged with

If you consent, we may seek further assistance and supporting documentation from health practitioners and service providers you are engaged with to help you with your fine matter.



4. Medical evidence of special circumstances

Medical evidence includes - reports/letters from GP's, psychologists and caseworkers that describe any special circumstances that you are experiencing that may assist you in your fines matter.



5. Any relevant court documentation

Court documentation includes - charge sheet, summons, preliminary brief of evidence and/or intervention orders related to your fine(s) matter(s).

* Please note that we will keep a record of your information for 7 years, if no longer required.