

USE OF EMAIL IN MATTERS LISTED BEFORE THE DISTRICT COURT OF NSW INCLUDING THE LIST JUDGE AND THE JUDICIAL REGISTRAR

judicialregistrar@justice.nsw.gov.au

SUBMITTING CONSENT ORDERS

1. ONLY ORDERS CONSENTED TO BY ALL PARTIES WILL BE CONSIDERED

Proposed consent orders and consent judgments may be emailed to the above address for matters listed for hearing, pre-trial conference, status conference, case managed directions or otherwise before the court to be considered in chambers. An exception is orders providing for vacation of a hearing date where attendance at court is required.

2. EMAILS MUST BE SENT TWO CLEAR WORKING DAYS BEFORE THE NEXT COURT DATE

Emails sent not sent two clear working days prior are unlikely to be considered in time.

3. ATTENDANCE AT COURT IS REQUIRED IF NO RESPONSE IS RECEIVED

Where orders are made in chambers the parties will be notified by return email and it will not be necessary to attend court, even if it is too late to remove the listing.

If no response to the proposed orders is received attendance at court is required.

If further information is requested by the court, the orders will not be made unless the requested information is provided by return email. If the information is not provided or if there is no further notice from the court, attendance at court will be required.

EMAIL CORRESPONDENCE TO THE COURT

4. ALL PARTIES MUST BE COPIED IN TO ANY EMAIL TO THE COURT

The court will not respond to email correspondence not copied to all other parties when sent to the court.

However correspondence may be sent and considered:

- where the proceedings ex parte;
- where there are exceptional circumstances (identified by the solicitor with conduct) for not notifying the other parties, for example security or medical issues.

5. EMAIL CORRESPONDENCE SHOULD NOT INCLUDE LENGTHY DOCUMENTS OR MATERIAL WHICH IS OBJECTED TO BY THE PARTIES

Emails forwarding documents greater than 10 pages should not be sent.

Where it is known that a party objects to the tender of material, it should not be emailed to the court.

6. EMAIL PROCEDURE

Emails should be sent only by the solicitor with conduct, a solicitor/clerk under his/her supervision or by counsel briefed.

PLEASE DO NOT SEND BY POST OR FACSIMILE HARD COPIES OF CORRESPONDENCE OR OTHER MATERIAL SENT BY EMAIL.

The subject matter field of the email is to contain the case number, case name and listing details:
eg: 2013/000123123 Small v Jones – Pre Trial Conference 1/4/14

Proposed orders should be in pdf and signed by all parties. If not signed by all the parties their consent should be confirmed in the email.

James Howard
Judicial Registrar, District Court of NSW
31 March 2014