

Registrar's Guidelines for Electronic Filing under Practice Direction 1 of 2020 Special Arrangements in response to COVID 19

Electronic Filing Guidelines:

Firms are required to register for e-lodgement registration and other services are accessible at:

- eServices → <https://www.courts.act.gov.au/eservices>
- eLodgment → <https://www.courts.act.gov.au/eservices/elodgment>
- eLodgment Registration → <https://www.courts.act.gov.au/eservices/eLodgmentRegistration>
- eLodgment Help and Support → <https://www.courts.act.gov.au/forms/elodgment/help-and-support>

Once a firm's e-lodgement registration is approved, all documents that are available on the e-lodgement platform must be filed through that platform.

Where a document is not available to be lodged by e-lodgement, the document must be lodged by email at SCListing@courts.act.gov.au.

The document will be sealed or stamped as the case requires and be returned by email to the firm's central email address (see below). The sealed or stamped copy of the document is to be served by email to all other parties.

If a document is too large to be filed by email, the lodging party must contact the Registrar on SCRegistrar@courts.act.gov.au to arrange alternative filing processes.

Information to be provided to the Court

Each Legal Firm is to provide by email to the Court at SCListing@courts.act.gov.au a central email address for the firm (the central email address). The Court will use the central email address for facilitating correspondence with the firm where the firm is on the record. The responsibility for forwarding any correspondence from the Court to the practitioner with carriage of the matter will be with the individual firm.

Each firm is to provide to the Court the following:

Practitioner Contact Form:

Central email address

Firm telephone number

Litigant Contact Form:

Email address

Mobile number

Landline (if available)

Appearing by Video link or Phone

The Court will send out a Webex meeting invite to the central email address for each listing that the firm has in the Court. The responsibility for forwarding the Webex meeting invite to the solicitor with carriage of the matter will rest with the individual firm. For parties who are represented, the firm will be responsible for forwarding the Webex link to their client to facilitate their client's appearance.



Amanda Nuttall
Registrar
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