



# SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY

## NOTICE TO PRACTITIONERS

### Requests for in-chambers orders – Registrar's lists

Practitioners are advised of the following requirements when requesting in-chambers orders for matters in the Registrar's lists.

#### *In general*

1. Emails for the attention of the Registrar seeking in chambers orders must be sent only to [SCRegistrar@courts.act.gov.au](mailto:SCRegistrar@courts.act.gov.au). Unless the Registrar has otherwise directed practitioners should not send email requests to the personal email address of the Registrar or Senior Deputy Registrars as they are likely to be overlooked. Emails sent to personal email addresses will not be responded to.
2. Emails seeking orders in chambers **must** be copied to all parties to the proceeding. Practitioners are reminded of the terms of paragraph 9 of Practice Direction 1 of 2022 (communication with chambers) which expressly applies to in-chambers communications with the Registrar.
3. Any orders sought must be expressly **by consent** of all parties to the proceeding. Orders sought which are said to be "not opposed" will not be made in-chambers.
4. Requests for in chambers orders seeking to vacate an appearance must be sent by the following cut off times:

List name and List day	Cut off time
Registrars Civil Directions for Originating Claims and Originating Applications (Monday)	4pm Thursday
Civil Return of Subpoena List (Monday)	4pm Thursday
Civil Non-Compliance List (Monday)	4pm Thursday
Civil Settlements List (Tuesday)	4pm Friday
Listing Hearings List (Tuesday)	4pm Friday
Appeal Index list (Tuesday)	4pm Friday
Taxation List (Wednesday)	4pm Monday
Criminal Directions List (Thursday)	4pm Tuesday
Criminal Return of Subpoena List (Thursday)	4pm Tuesday
Civil Applications List	4pm Wednesday

*For civil matters*

1. Emails seeking in-chambers orders for matters in the civil jurisdiction of the court should be accompanied by signed short minutes of consent order.
2. For civil claims to which PD 2/2014 applies, practitioners must have filed their first directions hearing questionnaires prior to seeking consent orders in chambers.
3. For matters that have settled, and in which the parties are seeking to vacate future listings and for the matter to be listed in the settlements list, the email must confirm whether the parties consider the settlement to be binding.

Parties who have not complied with all the requirements in the above paragraphs (as applicable to the nature of the matter) should expect their request for in chambers orders to be declined.

Practitioners should not expect the Court to engage in back-and-forth email correspondence about their request for in-chambers orders.

A handwritten signature in blue ink, appearing to read 'Jayne Reece', with a long horizontal flourish extending to the right.

Jayne Reece

Registrar

11 October 2023