

Seeking an adjournment of a court listing

The below information is of a general nature only and does not constitute legal advice. Please seek legal assistance if you require further information.

Requirement to attend Court

If you:

- have filed a civil application with the court registry (eg. originating application, application in proceedings or an application for a family violence or personal protection order);
- are a defendant or respondent to a civil application;
- are a defendant in a criminal proceeding;
- are a party to an application for a care and protection order

you will receive written notice that you are required to attend court on a specific date and time.

Serious consequences may apply if you do not attend a court listing. For example, the matter may proceed in your absence or a warrant could issue for your arrest. This will depend on the nature of the court listing.

Applying for an adjournment

If you seek to change the date of a court listing you must make an application for an adjournment as soon as possible and provide evidence to support your application. For example, if the adjournment is sought because of a medical reason a medical certificate from a registered medical practitioner should be provided and address the criteria found on the court website: [Unable to attend the Magistrates Court due to illness or injury? - ACT Magistrates Court](#).

Applications for an adjournment should be made at least **two business days** before the court listing unless there are exceptional unforeseen circumstances. For civil applications (**not including** protection order proceedings) and criminal matters parties should seek consent of other parties prior to contacting the court where possible. All parties should familiarise themselves with the requirements in the Practice Directions found here: [ACT Magistrates Court Practice Directions](#)

For Family and personal violence and workplace protection matters, applications for adjournments of preliminary conferences or directions hearings must be made using the application form available here: [Application to Adjourn Protection Order Preliminary Conference or Directions Hearing Listing](#). Once you have completed the application form, you must attach any supporting evidence, and send the application form and evidence to protection@courts.act.gov.au

Applications to adjourn a court date must be made by emailing the following addresses:

- MCCriminal@courts.act.gov.au for criminal matters;
- protection@courts.act.gov.au for family and personal violence matters;
- MCRegistrar@courts.act.gov.au for civil matters;
- childrens@courts.act.gov.au for care and protection matters.

The application will be considered by the registrar or magistrate hearing your matter. The outcome of the application will be provided to you in writing as soon as practicable.

Unless you receive written confirmation from the court that an adjournment has been granted, attendance at the court listing is required. The court may proceed in your absence if you do not attend.

If you seek to attend a court listing remotely instead of making an application for an adjournment, a request should be made in accordance with [Practice-Direction-3-of-2024-Remote-Appearances.pdf](#). See also: [Factsheet – Request to appear remotely at a court listing found on the court website.](#)

Help and Support

If you need help or advice, you can contact:

Legal Aid ACT	For legal advice, contact Legal Aid on 1300 654 314. The Legal Aid Domestic Violence Unit can be contacted on (02) 6207 1874 and has an office located within the ACT Magistrates Court. The main Legal Aid ACT office is located at 2 Allsop Street, Canberra ACT 2601
Women’s Legal Centre ACT	Women seeking legal advice can contact the Women’s Legal Centre ACT on (02) 6257 4377.
ACT Magistrates Court	The ACT Magistrates Court is located at 4-6 Knowles Place, Canberra ACT 2601 (see map below). Visit the court website for more information: https://www.courts.act.gov.au/magistrates/home Contact details of the court registry can be found here: https://www.courts.act.gov.au/contact/administration . For general enquiries contact (02) 6205 0000.

