



SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY

NOTICE TO PRACTITIONERS

Appearances via AVL or Telephone in the Registrar's lists – Leave and short minutes of order

Practitioners are reminded of the need to obtain leave to appear via AVL or by telephone in the Registrar's lists in the ACT Supreme Court.

The process to request leave is as follows:

1. Leave must be requested by sending an email to SCRegistrar@courts.act.gov.au **and** to SCListing@courts.act.gov.au no less than 1 clear business day in advance of the listing (see cut off times at [7] below).
2. The email must include:
 - a. The name of the matter and the matter file number.
 - b. The name of the person seeking leave to appear.
 - c. Contact details for that person (both email and telephone).
 - d. The basis on which leave is sought.
3. Practitioners must copy in all parties to the proceeding to the email requesting leave.
4. If leave is granted, AVL or dial-in details will be sent to the practitioner by 4pm on the business day before the listing.
5. Any enquires about AVL or dial-in details not being received should be directed **only** to SCListing@courts.act.gov.au.
6. Other than in exceptional circumstances, requests made with less than 1 clear business day notice will not be responded to and practitioners will be required to either appear in person or instruct an agent to appear on their behalf.

7. Cut off times for requests for leave to appear via AVL or by telephone in the Registrar's lists are as follows:

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

8. Practitioners appearing via AVL or telephone who wish to propose short minutes of order must email those short minutes to SCRegistrar@courts.act.gov.au by 4pm on the business day before the listing.



Jayne Reece
Registrar

11 October 2023