



Supreme Court of New South Wales

Approved Registry Arrangements- Court Vacation Period

21 December to 30 January 2021

Supreme Court
of New South Wales

- The Registry counter remains closed to the public.
- The public counter will reopen on 25 Jan 2021, with QR coding in place.
- The Registry will be closed on all Public Holidays and 29 December 2020.
- During the vacation period the Registry will be operating with reduced staff.
- New Court Terms Commences on Monday 1 February 2021.

Registry Enquiries:

- Email: sc.enquiries@justice.nsw.gov.au; or
- Phone: Courts Service Centre on 1300 679 272
- Counter Hours: 9am to 5pm - Mon-Fri

Duty Registrar Service:

- By appointment 24 hours in advance. Email: sc.enquiries@justice.nsw.gov.au for appointments.

Duty Judge: (urgent applications only)

- After hours, Security Desk on 92308025
- During business hours:
- For Equity matters contact Judge's Chambers directly. See 'Contact us' page on the [Supreme Court of NSW website](#) .
- For Common Law matters contact the Duty Registrar details as above.

Vacation Subpoena List Dates

- 10am 14 January 2021
- 10am 21 January 2021
- 9am 27 January 2021
- 9am 28 January 2021
- 9am 29 January 2021

Subpoena – Production of Documents

- Civil: Upload documents through the [subpoena response portal](#).
- Email Criminal documents and to request adjournments: sc.subpoena@justice.nsw.gov.au

File and subpoena inspections and access

- By appointment only.
- Email :sc.subpoena@justice.nsw.gov.au
- Email: sc.fileaccess@justice.nsw.gov.au

Costs Assessment:

- Online filing is not available for Costs Assessment applications. Use Email filing sc.emailfiling@justice.nsw.gov.au or post in the original documents to the court.

Online filing:

- Documents must be filed via the Online Registry at www.onlineregistry.lawlink.nsw.gov.au or eFile documents through via the [list of available forms](#)

Email Filing

- A document that is **not** available for filing via the online registry can be emailed to the registry for filing at. sc.emailfiling@justice.nsw.gov.au.
- An invoice will be issued for fee attracting documents. Except in some circumstances.
- All documents must be emailed in a PDF format. See footnote for subject line format
- Each type of document (eg: Summons, Affidavit) must be a separate attachment.
- If not feasible to file online or via e-mail filing you must post original documents to the Court.

Probate

- Responses to requisitions can be filed via Online Registry. www.onlineregistry.lawlink.nsw.gov.au
- Online filing is **not available** for Probate grant applications. Post original documents to the Court.
- There will no 'drop off' box facility.

Court of Appeal

- Filing books and Lists of Authorities, See website for special instructions.
- Email: courtofappeal@justice.nsw.gov.au

Criminal cases, Bails & Criminal Appeals

File using the following email addresses:

- Bails: sc.bails@justice.nsw.gov.au;
- CCA: cca@justice.nsw.gov.au;
- Criminal: sc.emailfiling@justice.nsw.gov.au

Large documents (over 10 MB) may be split across multiple emails for filing. Clearly indicate in the subject line, for example, "Case number 20/123456, Name of matter , Part 1 of 2" etc. If this is not feasible, original documents should be posted to the Court.