



# 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 1 February 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](mailto: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](mailto:sc.enquiries@justice.nsw.gov.au) for appointments.

#### Duty Judge: (urgent applications only)

- The Duty Judge rostered is published at the top of the [daily court list](#).
- **After hours**, Security Desk on 92308025
- **During business hours:**
- Equity matters contact Chambers directly.
- For Common Law matters contact the Duty Registrar - details as above.
- See 'Contact us' page on the [Supreme Court of NSW website](#), for chamber contact details.

#### 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](mailto:sc.subpoena@justice.nsw.gov.au)

#### File and subpoena inspections and access

- By appointment only.
- Email :[sc.subpoena@justice.nsw.gov.au](mailto:sc.subpoena@justice.nsw.gov.au)
- Email: [sc.fileaccess@justice.nsw.gov.au](mailto: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](mailto: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](http://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](mailto: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](http://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: [courtfofappeal@justice.nsw.gov.au](mailto:courtfofappeal@justice.nsw.gov.au)

#### Criminal cases, Bails & Criminal Appeals

- File using the following email addresses:
- **Bails:** [sc.bails@justice.nsw.gov.au](mailto:sc.bails@justice.nsw.gov.au);
  - **CCA:** [cca@justice.nsw.gov.au](mailto:cca@justice.nsw.gov.au);
  - **Criminal:** [sc.emailfiling@justice.nsw.gov.au](mailto:sc.emailfiling@justice.nsw.gov.au)

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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.