



**Supreme Court**  
of New South Wales

**ENDING OF COVID-19 PROTOCOLS: OPERATION OF REGISTRAR LISTS**

The [Chief Justice announced](#) that the Court’s current Covid-19 protocols would cease to operate from 1 October 2022. The following information is provided to assist practitioners in navigating requirements when appearing in registrar lists.

From 17 October 2022 all directions hearings, call overs, mentions, special fixtures, examinations and mediations before a registrar will be held in-person. The Court’s audio-visual links (video and telephone) will continue to operate and remain available for use in appropriate circumstances, to be approved by the registrar. If approval has not been received, an in-person appearance is expected.

**Requests to appear by AVL**

Requests to appear using audio visual links must be submitted by 12 noon the working day prior to the listing by sending an email to:

- Court of Appeal Registrar List: [courtofappeal@justice.nsw.gov.au](mailto:courtofappeal@justice.nsw.gov.au)
- Court of Criminal Appeal Registrar Call-Over: [cca@justice.nsw.gov.au](mailto:cca@justice.nsw.gov.au)
- Bail Registrar Call-Over: [sc.bails@justice.nsw.gov.au](mailto:sc.bails@justice.nsw.gov.au)
- Common Law/Equity/Corporations/Return of Subpoena Registrar List: [sc.listings@justice.nsw.gov.au](mailto:sc.listings@justice.nsw.gov.au)

With the following information:

Subject line: Request to appear by AVL for [date of listing] in [list type]

Body of email:

|   |   |
|---|---|
| Case number:                                |   |
| Case name:                                  |   |
| Party:                                      | <i>Plaintiff/Defendant/Cross-Claimant/Cross-Defendant/<br/>Applicant/Respondent</i>   |
| Listing date:                               |   |
| List Type:                                  | <i>Court of Appeal/Court of Criminal Appeal/Bails/<br/>Common Law/Equity/Corporations/<br/>Return of Subpoena</i>   |
| Reason for request (legally represented):   | <input type="checkbox"/> <i>My firm is located at [insert suburb] which is more than 20km away from the Supreme Court registry</i><br><input type="checkbox"/> <i>I am unwell</i><br><input type="checkbox"/> <i>Other:</i> |
| Reason for request (self- represented):     | <input type="checkbox"/> <i>I reside at [insert suburb] which is more than 20km away from the Supreme Court registry</i><br><input type="checkbox"/> <i>I am unwell</i><br><input type="checkbox"/> <i>Other:</i>           |
| All active parties are copied to this email | <i>Yes/No</i>   |

To ensure the efficient running of lists, matters where audio visual link attendance has been granted will appear at the end of the list.

## SPECIFIC REQUIREMENTS FOR REGISTRAR LISTS

### Court of Appeal

Practitioners are to continue to send agreed and proposed Short Minutes of Order to [coa.registrar@justice.nsw.gov.au](mailto:coa.registrar@justice.nsw.gov.au).

### Court of Criminal Appeal & Bails

Any self-represented party who is in custody will continue to appear by audio visual link and will appear at the end of the list.

### Common Law

All parties are to send proposed Consent Orders to [sc.commonlawregistrar@justice.nsw.gov.au](mailto:sc.commonlawregistrar@justice.nsw.gov.au) by no later than 12 noon the working day prior to the listing. Anything received after this time will not be considered.

For all in-person appearances, parties are expected to hand up:

- proposed Consent Orders to the Court Officer at the beginning of the listing; or
- competing Short Minutes or Order to the Registrar when a contested proceeding is called.

All parties approved to appear by audio visual link are expected to send proposed Consent Orders or competing Short Minutes of Order to [sc.commonlawregistrar@justice.nsw.gov.au](mailto:sc.commonlawregistrar@justice.nsw.gov.au) by no later than 2.30pm the working day prior to the listing.

### Equity & Corporations

All parties are to send proposed Short Minutes of Order to [sc.equityregistrar@justice.nsw.gov.au](mailto:sc.equityregistrar@justice.nsw.gov.au) by no later than 12 noon the working day prior to the listing, failure to do so will result in the matter being moved to the end of the list.

### Return of Subpoena

The registrar will no longer be calling through the entire list and parties are reminded of the requirements and operation of this list as set out in [Practice Note SC Gen 19](#).

*Confirmation of proposed access order and default access orders:*

Parties should not attend Court to confirm a proposed access order or a default access order. The proposed access orders for the Subpoena packets appearing in the published spreadsheet in the daily Court list will be confirmed at the conclusion of the list. Parties wanting to view or listen to this order being made are required to use the passive virtual court link published on the Court list.

*Applications for an adjournment by an issuing party:*

The “return date folder” referred to in Practice Note SC Gen 19 will change to an email application to relist/adjourn. The form may be obtained from [here](#). The form is required to be submitted by no later than 12 noon before the next return of subpoena listing. If your request is received prior to this time, an appearance is not required, and the registrar will make orders at the conclusion of the list. If your request is not submitted in time, an appearance will be required to request an adjournment.

*Other orders (e.g. variation to proposed access order, objecting to access, access to notice to produce, orders for production, comity files, access in Criminal and Probate matters):*

For any other order, parties are required to attend in-person unless you have been approved to attend using audio visual links.

## **Mediations**

Mediations are held in-person in the mediation suites in the King Street Court Building. Virtual mediations will be accommodated where all parties consent to the mediation taking place virtually. Requests for a virtual mediation may be made at the time the mediation date is allocated or can be sent to [sc.listings@justice.nsw.gov.au](mailto:sc.listings@justice.nsw.gov.au) no later than two working days prior to the listing. Virtual mediations will be conducted using MS Teams with links being sent by the registrar assigned to the mediation.

**R. H. Kenna**  
Director & Prothonotary  
Supreme Court of New South Wales  
10 October 2022