



During the court vacation:

- The Registry counter will operate from 10:00am – 4:00pm.
- The Registry will be closed on all Public Holidays.
- The Registry will be closed on 28, 29 and 30 December 2022.
- The Registry will reopen Tuesday, 3 Jan 2023.
- New Court Term commences Monday, 30 January 2023.

Registry Enquiries:

- Email: sc.enquiries@justice.nsw.gov.au; or
- Phone: Courts Service Centre on 1300 679 272
- Registry Hours: 10:00am to 4:00pm - Mon-Fri

Duty Registrar Service:

- Email: sc.enquiries@justice.nsw.gov.au for a telephone appointment.

Duty Judge: (urgent applications only)

- The Duty Judge roster is published at the top of the [daily court list](#).
- After hours: Security Desk on 9230 8025
- During business hours: Equity matters contact Chambers directly. See 'Contact us' page on the [Supreme Court of NSW website](#), for chamber contact details.
- Common Law matters contact the Duty Registrar - details as above.

Subpoena - Early return List Dates

- 10:00am 11 January 2023
- 10:00am 17 and 19 January 2023
- 10:00am 23, 24, 25 and 27 January 2023

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

Subpoena inspections and access

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

File inspections and access

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

Online filing:

Documents must be filed via the Online Registry at www.onlineregistry.lawlink.nsw.gov.au or using [list of available forms](#). 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 or filed in person.

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.

Email Filing

- A document that is **not** available for filing via the Online Registry can be emailed to sc.emailfiling@justice.nsw.gov.au for filing.
- 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 it is 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. Please post or DX original documents to the Court.

Court of Appeal

- Filing books during registry open hours. No appointment necessary.
- Email: courtofappeal@justice.nsw.gov.au

Criminal ,Bail & Criminal Appeal cases

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