



Australian Capital Territory

Court Procedures Rules 2006

SL2006-29

(in 3 volumes)

Volume 1—rules 1-1920

Volume 2—rules 2000-4780

Volume 3—rules 5000-7011, schedules 1-6, dictionary and endnotes

Each volume has a table of contents for the rules

made under the

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Australian Capital Territory

Court Procedures Rules 2006

made under the

Court Procedures Act 2004

Outline contents

	Page	
Chapter 1	Preliminary	2
Chapter 2	Civil proceedings generally	10
Part 2.1	Introductory provisions—ch 2	10
Part 2.2	Starting civil proceedings	13
Part 2.3	Notice of intention to respond and defence	39
Part 2.4	Parties and proceedings	53
Part 2.5	Third-party and similar proceedings	87

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Court Procedures Rules 2006
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contents 1

		Page
Part 2.6	Pleadings	101
Part 2.7	Amendment	135
Part 2.8	Disclosure	143
Part 2.9	Preservation of rights and property	179
Part 2.10	Payment into court	210
Part 2.11	Resolving proceedings early	222
Part 2.12	Expert evidence	259
Part 2.13	Pre-trial procedures	274
Part 2.14	Court supervision	291
Part 2.15	Trial	302
Part 2.16	Judgments and other orders	315
Part 2.17	Costs	331
Part 2.18	Enforcement	375
Part 2.19	Interpleader proceedings	521
Part 2.20	Trusts, estates, accounts and inquiries	530
Part 2.21	Representation by solicitors	551
Part 2.22	Miscellaneous—ch 2	558
Chapter 3	Particular civil proceedings	562
Part 3.1	Administration and probate	562
Part 3.2	Adoption	612
Part 3.3	Commercial arbitration	627
Part 3.4	Corporations Act and ASIC Act	634
Part 3.5	Cross-vesting	635

		Page
Part 3.6	Electoral matters	642
Part 3.7	Foreign and interstate confiscation orders— registration	650
Part 3.8	Foreign judgments—reciprocal enforcement	657
Part 3.9	Habeas corpus	665
Part 3.10	Judicial review	670
Part 3.11	Legal profession	687
Part 3.12	Small Claims Court	694
Part 3.13	Workers compensation	734
Chapter 4	Criminal proceedings	776
Part 4.1	Criminal proceedings—general	776
Part 4.2	Magistrates Court criminal proceedings	787
Part 4.3	Supreme Court criminal proceedings	801
Chapter 5	Appellate proceedings	821
Part 5.1	Appellate proceedings—preliminary	821
Part 5.2	Appeals from master or registrar	823
Part 5.3	Appeals to Supreme Court	828
Part 5.4	Appeals to Court of Appeal	876
Part 5.5	Orders to review Magistrates Court decisions	932
Part 5.6	Reference appeals	937
Part 5.7	Special cases	946
Part 5.8	Written cases	955

		Page
Chapter 6	General rules for all proceedings	963
Part 6.1	Introductory provisions—ch 6	963
Part 6.2	Applications in proceedings	964
Part 6.3	Documents	973
Part 6.4	Master	987
Part 6.5	Registrar	990
Part 6.6	Registry	1004
Part 6.7	Time	1008
Part 6.8	Service	1010
Part 6.9	Subpoenas	1063
Part 6.10	Evidence	1076
Part 6.11	Miscellaneous—ch 6	1131
Chapter 7	Transitional	1134
Part 7.1	Transitional—Supreme Court	1134
Part 7.2	Transitional—Magistrates Court	1136
Schedule 1	Expert witness code of conduct	1137
Schedule 2	Interest rates	1140
Part 2.1	Interest up to judgment	1140
Part 2.2	Interest after judgment	1143
Schedule 3	Costs amount—debts, liquidated demands and company windings-up	1145

		Page
Part 3.1	Claim for debt or liquidated demand	1145
Part 3.2	Default judgment	1145
Part 3.3	Company winding-up	1146
Schedule 4	Scale of costs	1147
Part 4.1	Scale of costs—general	1147
Part 4.2	Scale of costs—items	1152
Schedule 5	Jurisdiction of registrar	1166
Part 5.1	Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Supreme Court	1166
Part 5.2	Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court	1177
Part 5.3	Jurisdiction related to ASIC Act exercisable by registrar of Supreme Court	1193
Part 5.4	Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Magistrates Court	1194
Schedule 6	Corporations Rules	1199
Part 6.1	Corporations Rules—preliminary	1199
Part 6.2	Proceedings generally	1204
Part 6.3	Compromises and arrangements in relation to Part 5.1 bodies	1213
Part 6.4	Receivers and other controllers of corporation property (Corporations Act, pt 5.2)	1216
Part 6.5	Winding-up proceedings (including oppression proceedings where winding-up is sought)	1217

Outline contents

	Page
Part 6.6	Provisional liquidators (Corporations Act, pt 5.4B) 1222
Part 6.7	Liquidators 1224
Part 6.8	Special managers (Corporations Act, pt 5.4B) 1232
Part 6.9	Remuneration of office-holders 1234
Part 6.10	Winding-up generally 1250
Part 6.11	Examinations and orders (Corporations Act, pt 5.9, div 1 and div 2) 1251
Part 6.11A	Warrants (Corporations Act, s 486B and pt 5.4B, div 3, subdiv B) 1257
Part 6.12	Takeovers, acquisitions of shares and other matters (Corporations Act, chs 6, 6A, 6B, 6C, 6D and 7) and securities (Corporations Act, ch 7) 1258
Part 6.13	1260
Part 6.14	Powers of courts (Corporations Act, pt 9.5) 1261
Part 6.15	Proceedings under ASIC Act 1263
Part 6.15A	Proceedings under the Cross-Border Insolvency Act 1264
Part 6.16	1271
Dictionary	1272
Endnotes	1298

Contents

Page

Chapter 1 Preliminary

1	Name of rules	2
3	Overview of rules	2
4	Application of rules	3
5	References to <i>court, judicial officer</i> etc	4
6	Dispensing with rules	5
7	Dictionary	7
8	Notes	7

Chapter 2 Civil proceedings generally

Part 2.1 Introductory provisions—ch 2

20	Meaning of <i>plaintiff</i> and <i>defendant</i>	10
21	Purpose of ch 2 etc	11
22	Application—ch 2	12

Part 2.2 Starting civil proceedings

Division 2.2.1 How civil proceedings are started

30	Who may start and carry on a proceeding	13
31	Kinds of originating processes	15
32	When civil proceeding starts	15
33	When originating claim must be used	16
34	When originating application must be used	16
35	When originating application may be used	17
36	When originating application taken to be used	19
37	When oral originating application may be made in Supreme Court	20
38	Proceeding incorrectly started by originating claim	20
39	Proceeding incorrectly started by originating application	21

	Page
40	22
Setting aside originating process etc	
Division 2.2.2 Originating claims	
50	24
Originating claim—content etc	
51	25
Originating claim—additional matters for claims for debt and liquidated demands	
52	26
Originating claim—statement of claim for motor vehicle death and personal injury claims	
53	27
Originating claim—statement of claim for employment death and personal injury claims	
54	28
Originating claim—filing and service	
55	29
Originating claim—abandonment of excess in Magistrates Court	
Division 2.2.3 Originating applications	
60	29
Originating application—content etc	
61	31
Originating application—filing and service	
62	32
When originating application must be served	
63	33
What happens if originating application not served in time	
64	34
Originating application—filing and service of supporting affidavits	
Division 2.2.4 Rules about originating process	
70	34
Originating process to be sealed	
71	34
Numbering etc of proceedings	
72	35
Originating process—solicitor's statement about filing	
73	36
Defendant taken to be served by filing notice of intention to respond or defence	
74	36
Originating process—duration and renewal	
75	37
When proceeding struck out	
76	38
Reinstating struck out proceeding	
Part 2.3 Notice of intention to respond and defence	
Division 2.3.1 Notice of intention to respond and defence—general	
100	39
No step without notice of intention to respond or defence	
101	40
Notice of intention to respond or defence—details to be included	
102	41
Notice of intention to respond or defence—filing and service	
103	42
Notice of intention to respond or defence—late filing or service	

	Page
104	Ground of defence arising after defence filed etc 43
105	Defence—reliance on defence not disclosed 43
106	Defendant may submit to judgment by notice of intention to respond 44
107	Notice of intention to respond or defence—several defendants with same solicitor 46
108	Notice of intention to respond or defence—person sued under partnership name 46
109	Notice of intention to respond or defence—person incorrectly served as partner 47
110	Notice of intention to respond or defence—person sued under business name 48
111	Conditional notice of intention to respond 49
Division 2.3.2 Notice of intention to respond and defence—proceedings in Supreme Court for possession of land	
150	Application—div 2.3.2 50
151	Proceeding for possession of land—leave to file defence etc 50
152	Proceeding for possession of land—filing defence etc 51
153	Proceeding for possession of land—service of defence etc 51
Part 2.4 Parties and proceedings	
Division 2.4.1 Including causes of action	
200	Including causes of action 53
201	Joint and separate claims 53
202	Including causes of action inconveniently etc 53
Division 2.4.2 Including and substituting parties	
210	Necessary parties 54
211	Including parties—common issues of law or fact 55
212	Including parties—defendants may be sued jointly, severally, or in alternative 55
213	Including parties—joint entitlement 56
214	Including parties—joint or several liability 56
215	Including parties—plaintiff in doubt about defendant etc 57
216	Including defendants—identical interest in relief unnecessary 57
217	Including parties inconveniently etc 57

Contents

	Page	
218	Including parties—parties incorrectly included or not included	58
219	Counterclaim or set-off when co-plaintiff wrongly included	58
220	Court may include party if appropriate or necessary	59
221	Plaintiffs may be included or substituted	60
222	Inclusion or substitution as plaintiff requires agreement	60
223	Including parties—procedure	60
224	Including parties—inclusion to recover costs	61
Division 2.4.3 Changing parties		
230	Removing parties	61
231	Party becomes bankrupt, dies or becomes person with mental disability	62
232	Amending or setting aside order for new party made on death etc of party	64
233	Failure to proceed after death of party	64
Division 2.4.4 Included or changed parties—future conduct of proceedings		
240	Application—div 2.4.4	65
241	Included or substituted defendant—filing and service of amended originating process	65
242	Included or substituted parties—date proceeding taken to start	66
243	Included or substituted parties—effect of action previously taken in proceeding	66
244	Included or changed parties—other orders about future conduct of proceeding	67
Division 2.4.5 Proceedings under Civil Law (Wrongs) Act 2002, pt 3.1		
250	One proceeding for benefit of members of deceased person's family	68
251	Orders in proceedings for compensation to relatives in death claims	68
Division 2.4.6 Representation—trustees and personal representatives		
255	Application—div 2.4.6	69
256	Representation—by trustees and personal representatives	69
257	Representation—trustees and personal representatives must be parties	70
258	Representation—beneficiaries and claimants	71

	Page	
259	Representation—proceeding about administration of deceased person's estate or trust property	71
260	Representation—orders bind represented people in estate or trust proceeding	72
261	Representation—interests of deceased person's estate	72
Division 2.4.7 Representation—numerous concurrent interests		
265	Application—div 2.4.7	74
266	Representation—numerous concurrent interests	74
267	Orders in div 2.4.7 proceeding bind represented people	75
Division 2.4.8 Multiple proceedings		
270	Consolidation etc of proceedings	75
Division 2.4.9 People with a legal disability		
275	Person with legal disability—litigation guardian to start proceeding etc	77
276	Who may be litigation guardian	78
277	Litigation guardian—liability for costs	79
278	Becoming a litigation guardian	79
279	Person with legal disability—effect of no notice of intention to respond or defence	80
280	Litigation guardian—appointment and removal by court	81
281	Litigation guardian—accounts	82
282	Person with legal disability—approval of settlement etc	82
Division 2.4.10 Partnerships		
285	Meaning of <i>partnership proceeding</i> —div 2.4.10	83
286	Proceeding in partnership name	83
287	Disclosure of partners' names	84
Division 2.4.11 Business names		
290	Proceeding in registered business name	84
291	Proceeding in business name if unregistered etc	84
292	Business names—amendment about parties	85
Part 2.5 Third-party and similar proceedings		
300	Purpose—pt 2.5	87
301	When a third-party proceeding starts	87

Contents

	Page	
302	Third-party proceeding—when available	87
303	Third-party notice—content etc	88
304	Third-party notice—additional matters for claims for debt and liquidated demands	89
305	Third-party notice—statement of claim for certain personal injury claims	90
306	Third-party notice—filing	90
307	Third-party notice—sealing	91
308	Third-party notice—service	91
309	Third-party notice—effect of service on third party	92
310	Third-party notice—setting aside	93
311	Third-party notice—notice of intention to respond and defence	93
312	Service of pleadings after filing of third-party notice	93
313	Counterclaim by third party	93
314	Third-party notice—default by third party	94
315	Third parties—disclosure	95
316	Third-party notice—hearing	95
317	Third party—extent bound by judgment between plaintiff and defendant	96
318	Third-party notice—judgment between defendant and third party	96
319	Notice claiming contribution or indemnity against another defendant	97
320	Notice claiming contribution or indemnity—filing and service etc	98
321	Contribution under Civil Law (Wrongs) Act, s 21	99
322	Third-party notice—fourth and subsequent parties	100

Part 2.6 Pleadings

Division 2.6.1 Application—pt 2.6

400	Application—pt 2.6	101
-----	--------------------	-----

Division 2.6.2 Rules of pleading

405	Pleadings—formal requirements	101
406	Pleadings—statements in	102
407	Pleadings—matters to be specifically pleaded	103
408	Pleadings—money claims short form	105
409	Pleadings—certain facts need not be pleaded	107

	Page
410	Pleadings—technical objections 107
411	Pleadings—references to spoken words and documents 107
412	Pleadings—conditions precedent 108
413	Pleadings—matters arising after start of proceeding 108
414	Pleadings—inconsistent allegations etc 109
415	Pleadings—notice pleaded as a fact 109
416	Pleadings—implied contracts or relations 109
417	Pleadings—kind of damages etc 110
418	Pleadings—amount of unliquidated damages 110
419	Pleadings—other relief 111
Division 2.6.3 Pleadings—general	
425	Pleadings—striking out 111
426	Pleadings—trial without 112
Division 2.6.4 Particulars	
430	Pleadings—all necessary particulars must be included 113
431	Pleadings—use of ‘Scott schedule’ 113
432	Pleadings—negligence and breach of statutory duty 114
433	Pleadings—how particulars must be given 114
434	Pleadings—application for better particulars 114
435	Pleadings—failure to comply with better particulars order 115
Division 2.6.5 Answering pleadings	
440	Pleadings—answering 116
441	Pleadings—denials and non-admissions 116
442	Pleadings—defence to debt and liquidated demand claims 117
443	Pleadings—defence to motor vehicle and employment personal injuries claims 117
444	Pleadings—defence to proceeding on bill of exchange etc 118
445	Pleadings—denial of representative capacity or partnership constitution 118
446	Pleadings—denial of contract 118
447	Pleadings—allegations admitted unless denied etc 119
448	Pleadings—unreasonable denials and non-admissions 119
449	Pleadings—confession of defence 120

	Page
Division 2.6.6	Special defences
455	Pleadings—defence of tender 120
456	Pleadings—defence of set-off 120
Division 2.6.7	Counterclaims
460	Counterclaim—cause of action arising after start of proceeding 121
461	Counterclaim—against plaintiff 122
462	Counterclaim—against additional party 122
463	Counterclaim—abandonment of excess in Magistrates Court 124
464	Counterclaim—pleading 125
465	Counterclaim—plaintiff may rely on previous pleadings 125
466	Counterclaim—answer to 125
467	Counterclaim—defence arising after answer 126
468	Counterclaim—effect of no answer 126
469	Counterclaim—response to answer 127
470	Counterclaim—conduct and pleading 127
471	Counterclaim—order for separate hearing 128
472	Counterclaim—after judgment etc in original proceeding 129
473	Counterclaim—judgment for balance 129
474	Counterclaim—stay of claim 129
Division 2.6.8	Progress of pleading
480	Pleadings—reply to defence 129
481	Pleadings—after reply 130
482	Pleadings—joinder of issue 131
483	Pleadings—close 131
Division 2.6.9	Admissions
490	Admissions—voluntary admission 132
491	Admissions—notice to admit facts or documents 132
492	Admissions—withdrawal 133
493	Admissions—orders on 133
Part 2.7	Amendment
500	Application—pt 2.7 135
501	Amendment—when must be made 135

	Page
502	Amendment—of documents 135
503	Amendment—after limitation period 136
504	Amendment—of originating process 137
505	Amendment—of pleadings before close of pleadings 137
506	Amendment—of pleadings disallowed 138
507	Amendment—of pleadings after close of pleadings 138
508	Amendment—when leave to amend ceases to have effect 139
509	Amendment—procedure 139
510	Amendment—person required to make 141
511	Amendment—service of amended or revised document etc 141
512	Amendment—pleading to 141
513	Amendment—costs 142
514	Amendment—taking effect 142
 Part 2.8 Disclosure	
Division 2.8.1 Interpretation—pt 2.8	
600	Definitions—pt 2.8 143
601	Meaning of <i>privileged from production</i> —pt 2.8 144
Division 2.8.2 Disclosure of documents	
605	Discoverable documents 145
606	Orders about disclosure 147
607	Notice to disclose discoverable documents 148
608	List of discoverable and privileged documents etc 149
609	Claim for privilege—challenge etc 151
610	Claim for privilege—waiver 152
611	Continuing disclosure 152
Division 2.8.3 Production and inspection	
620	Production of documents for inspection 153
621	Orders about production of documents for inspection 155
622	Effect of inspection of documents disclosed by another party 156
623	Production of documents at hearing of proceeding 157

	Page	
Division 2.8.4	Interrogatories	
630	Service of interrogatories	157
631	Objections to answer interrogatories	158
632	Orders about interrogatories	159
633	Answers to interrogatories	161
634	Answers to interrogatories—belief	161
635	Answers to interrogatories to be verified	162
636	Tendering of answers to interrogatories in evidence	163
Division 2.8.5	Who may verify list of documents or answers to interrogatories?	
640	Answers by governments, corporations etc	163
641	Party cannot swear affidavit personally	164
Division 2.8.6	Preliminary discovery	
650	Discovery to identify potential defendant	165
651	Discovery to identify right to claim relief	167
652	Order under div 2.8.6—privilege	169
653	Order under div 2.8.6—costs	169
Division 2.8.7	Non-party production	
660	Notice for non-party production—issue	170
661	Notice for non-party production—service	171
662	Notice for non-party production—inspection by other parties	171
663	Notice for non-party production—application to set aside	172
664	Notice for non-party production—privilege or objection	172
665	Notice for non-party production—failure to produce documents	173
666	Notice for non-party production—copying produced documents	174
667	Notice for non-party production—costs	174
Division 2.8.8	Discovery—other provisions	
670	Contravention of pt 2.8 order—contempt of court	175
671	Contravention of pt 2.8 order—other action	175
672	Solicitor to notify party of certain matters about pt 2.8	176
673	Improper use of disclosed document	176
674	Failure to disclose document	177

	Page
675	178
Discovery by electronic means—practice notes	
Part 2.9	
Preservation of rights and property	
Division 2.9.1	
Interpretation—pt 2.9	
700	179
Meaning of <i>usual undertaking as to damages</i> —pt 2.9	
Division 2.9.2	
Interim preservation, distribution and payment	
705	179
Application—div 2.9.2	
706	180
Urgent orders before start of proceeding	
707	181
Interim distribution	
708	182
Interim income	
709	182
Payment before finding out everyone interested	
Division 2.9.3	
Inspection, detention, custody and preservation of property	
715	182
Inspection, detention, custody and preservation of property—orders etc	
716	184
Disposal of property other than land	
717	185
Order for inspection, detention, custody or preservation affecting non-party	
718	185
Application for order for inspection, detention, custody or preservation	
719	186
Division 2.9.3—other jurisdiction of court not affected	
Division 2.9.4	
Injunctions and similar orders	
Subdivision 2.9.4.1	
Injunctions and similar orders—generally	
725	186
Meaning of <i>division 2.9.4 order</i>	
726	187
Definitions—div 2.9.4	
727	187
Division 2.9.4—other jurisdiction of court not affected	
728	187
Division 2.9.4 order—procedure	
729	188
Division 2.9.4 order without notice etc	
730	189
Division 2.9.4 order without trial	
731	189
Division 2.9.4 order—expedited trial	
732	190
Division 2.9.4 order—damages and undertaking as to damages	
733	190
Division 2.9.4 order—other undertakings and security to perform undertaking	

	Page
Subdivision 2.9.4.2 Freezing orders	
740	Definitions—sdiv 2.9.4.2 191
741	Freezing orders—general 191
742	Ancillary orders 193
743	Freezing orders—order against enforcement debtor or prospective enforcement debtor or third party 193
744	Freezing orders—service outside Australia of application for freezing order or ancillary order 196
745	Freezing orders—costs 196
Subdivision 2.9.4.3 Search orders	
750	Definitions—sdiv 2.9.4.3 196
751	Search orders—general 197
752	Search orders—requirements for making order 198
753	Search orders—terms of order 199
754	Search orders—independent solicitors 200
755	Search orders—costs 201
Division 2.9.5 Receivers	
765	Application—div 2.9.5 201
766	Receiver—agreement to act as etc 201
767	Receiver—application for order appointing etc 202
768	Receiver—address for service 202
769	Receiver—security 202
770	Receiver—remuneration 203
771	Receiver—accounts 203
772	Receiver—default 204
773	Receiver—powers 205
774	Receiver—duty in relation to property 205
775	Receiver—liability 206
776	Receiver—death of 206
Division 2.9.6 Sales of land by court order	
780	Meaning of <i>land</i> —div 2.9.6 207
781	Application—div 2.9.6 207
782	Sale of land—order 207

	Page
783	Sale of land—conduct of sale 207
784	Sale of land—certificate of sale result 208
785	Mortgage, exchange or partition 209
Part 2.10	Payment into court
1000	Payment into court—amount 210
1001	Payment into court—costs 211
1002	Payment into court—bond 211
1003	Payment into court—security 213
1004	Payment into court—interest up to date of payment 213
1005	Payment into court—defendant who has counterclaimed 213
1006	Payment into court—acceptance by plaintiff 214
1007	Payment into court—costs on acceptance by plaintiff 216
1008	Payment into court—effect on counterclaim of acceptance by plaintiff 217
1009	Payment into court—payment out of remaining amount 217
1010	Payment into court—defendant to counterclaim 218
1011	Payment into court—nondisclosure 218
1012	Payment into court—in discharge of lien 219
1013	Payment into court—payment of amount paid into court under order 219
1014	Payment into court—amount paid into court under order under div 2.11.5 220
1015	Payment into court—amount recovered by person with legal disability 220
1017	Person with legal disability—orders about recovered amounts etc 220
Part 2.11	Resolving proceedings early
Division 2.11.1	Uncontested debts and liquidated demands
1100	Meaning of <i>prescribed costs amount</i> —div 2.11.1 222
1101	Application—div 2.11.1 222
1102	Stay of debt etc proceeding on payment of amount sought 222
1103	Assessment of costs for stayed debt etc proceeding 223
1104	Judgment on acknowledgment of debt or liquidated demand 223
Division 2.11.2	Default by plaintiff
1110	Default by plaintiff—dismissal of proceeding 225

	Page
Division 2.11.3	Default by defendant
1115	Definitions—div 2.11.3 226
1116	Application—div 2.11.3 227
1117	When is a defendant <i>in default</i> —generally 227
1118	Default judgment—generally 230
1119	Default judgment—relevant affidavits 231
1120	Default judgment—debt or liquidated demand 232
1121	Default judgment for debt or liquidated demand—assessment of costs 233
1122	Default judgment—unliquidated damages 234
1123	Default judgment—detention of goods 235
1124	Default judgment—recovery of possession of land 236
1125	Default judgment—mixed claims 238
1126	Default judgment—other claims 238
1127	Default judgment—costs only 239
1128	Default judgment—setting aside etc 239
Division 2.11.4	Default by defendant—partial defence
1135	Definitions—div 2.11.4 240
1136	Application—div 2.11.4 240
1137	When is a defendant <i>in default</i> —partial defence 241
1138	Default judgment—partial defence 242
1139	Default judgment—application of div 2.11.3 243
Division 2.11.5	Summary judgment
1145	Application—div 2.11.5 244
1146	Summary judgment—for plaintiff 244
1147	Summary judgment—for defendant 245
1148	Claims not disposed of by summary disposal 246
1149	Evidence in summary judgment proceedings 246
1150	Summary judgment applications—filing and service 247
1151	Summary judgment applications—directions etc 248
1152	Summary judgment applications—costs 248
1153	Summary judgment—stay of enforcement 249
1154	Summary judgment—relief from forfeiture 249
1155	Summary judgment—setting aside 249

	Page
Division 2.11.6 Discontinuance and withdrawal	
1160	249
1161	250
1162	251
1163	251
1164	251
1165	252
1166	252
1167	253
1168	253
1169	253
Division 2.11.7 Mediation and neutral evaluation	
1175	254
1176	254
1177	254
1178	255
1179	255
1180	256
1181	256
1182	256
1183	257
1184	257
1185	258
Part 2.12 Expert evidence	
Division 2.12.1 Expert evidence generally	
1200	259
1201	259
1202	260
1203	261
Division 2.12.2 Multiple expert witnesses for same issue	
1210	261

	Page
1211 Court may direct experts to meet etc	261
Division 2.12.3 Appointment of medical expert for Civil Law (Wrongs) Act	
1220 Definitions—div 2.12.3	264
1221 Application for appointment of expert—Wrongs Act, s 86	264
1222 Accompanying affidavit for appointment of expert—Wrongs Act, s 86 application	265
1223 Response by other parties—Wrongs Act, s 86 application	266
1224 Selection of expert etc by court—Wrongs Act, s 86 application	267
1225 Appointed experts to be briefed etc	268
1226 Request by appointed expert for directions	268
1227 Appointed expert to report	269
1228 Expert report to be admitted in evidence	269
1229 Attendance of appointed expert	270
Division 2.12.4 Expert reports	
1240 Application—div 2.12.4	270
1241 Service of expert reports	270
1242 Supplementary expert reports	271
1243 Expert evidence to be covered by expert report	272
1244 Expert reports admissible as evidence of opinion etc	272
1245 Requiring attendance of expert for cross-examination etc	272
1246 Tender of expert report	273
Part 2.13 Pre-trial procedures	
1300 Definitions—pt 2.13	274
1301 Application—pt 2.13	274
1302 Pre-trial procedures—classification of proceeding	274
1303 Directions hearing—category C proceedings	275
1304 Statement of particulars before trial—personal injury claims	277
1305 Statement of particulars before trial—compensation to relatives in death claims	280
1306 Certificate of readiness for trial—generally	281
1307 Certificate of readiness for trial—default judgment	283

	Page	
1308	Directions hearing—category A, category B and category D proceedings	284
1309	Listing hearing	286
1310	Special fixture	287
1311	Expedited trial	288
1312	Court book	289
1313	Directions hearings and listing hearings—costs	290
Part 2.14	Court supervision	
Division 2.14.1	Directions	
1400	Directions—application	291
1401	Directions generally	291
1402	Proceeding already being managed by court	294
1403	Decision in proceeding	294
1404	Failure to comply with direction etc	295
Division 2.14.1A	Transfer of proceedings between courts	
1430	Transfer of proceeding from Supreme Court to Magistrates Court—application	296
1431	Transfer of proceeding from Supreme Court to Magistrates Court—procedure	296
1432	Transfer of proceeding from Magistrates Court to Supreme Court—application	297
1433	Transfer of proceeding from Magistrates Court to Supreme Court—stay of proceeding	298
Division 2.14.2	Failure to comply with rules or order	
1450	Effect of failure to comply with rules	298
1451	Application because of failure to comply with rules	299
1452	Failure to comply with order to take step	300
Part 2.15	Trial	
Division 2.15.1	Interpretation—pt 2.15	
1500	Meaning of <i>question</i> —pt 2.15	302

	Page
Division 2.15.2	Proceedings at trial
1505	Trial—defendant or plaintiff not appearing 302
1506	Trial—adjournment etc 303
1507	Trial—third-party proceeding 303
1508	Order of evidence and addresses 303
1509	View by court 304
1510	Associate etc to record hearing times 305
1511	Associate to enter findings etc 305
Division 2.15.3	Separate decisions on questions
1520	Application—div 2.15.3 305
1521	Separate decisions on questions—order 306
1522	Separate decisions on questions—directions 307
1523	Separate decisions on questions—decision 307
Division 2.15.4	Assessors and court-appointed referees
1530	Assessors 307
1531	Referee—referral of question etc 308
1532	Referee—appointment 308
1533	Referee—amendment of order referring question etc 309
1534	Referee—conduct under reference 309
1535	Referee—submission of question to court 310
1536	Referee—report 311
1537	Referee—proceeding on report 311
1538	Assessor and referee—remuneration 312
Division 2.15.5	Assessment of damages
1545	Application—div 2.15.5 312
1546	Assessment of damages 313
1547	Assessment of damages—use of affidavit evidence 313
1548	Partial judgment for damages to be assessed 313
1549	Damages to time of assessment 314
Part 2.16	Judgments and other orders
1600	Orders—required by nature of case 315
1601	Judgment book 315

	Page
1602	Judgments—several claims 316
1603	Orders—set off between enforceable money orders 316
1604	Judgments—detention of goods 317
1605	Orders—making and effect 318
1606	Orders—filing 318
1607	Orders—certified duplicate 320
1608	Orders—reasons 320
1609	Orders—reservation of decision 321
1610	Orders—time for compliance 321
1611	Orders—by consent 322
1612	Orders—by consent in proceeding 323
1613	Orders—setting aside etc 323
1614	Order dismissing proceeding—effect 324
1615	Orders—joint liability 325
1616	Interest up to judgment 326
1617	Interest after judgment 328
1618	Judgment for interest only 328
1619	Interest after judgment—usual order as to interest 329

Part 2.17 Costs

Division 2.17.1 Costs generally

1700	Definitions—pt 2.17 331
1701	Costs—general provisions 332
1702	Costs—agreement about costs 332
1703	Costs—order against non-party 333
1704	Costs—failure to comply with subpoena etc 334
1705	Costs—for issue or part of proceeding 335
1706	Costs—if unnecessary to continue proceeding 335
1707	Costs—proceeding removed to another court 335
1708	Costs—in account 336

Division 2.17.2 Entitlement to costs

1720	Costs—entitlement to recover 336
1721	Costs—general rule 337

Contents

	Page	
1722	Costs—solicitors' costs generally	337
1723	Costs— <i>relevant amount</i> for Magistrates Court proceedings	338
1724	Solicitors' costs—separate judgments against defendants in Magistrates Court	340
1725	Solicitors' costs and determined fees—Supreme Court judgment within Magistrates Court jurisdiction	340
1726	Costs—amendment of documents	342
1727	Costs—party not interested in application	343
1728	Costs—for application reserved	343
1729	Costs—extending or shortening time	343
1730	Costs—inquiry to find person entitled to property	344
1731	Costs—assessment of receiver's costs	344
1732	Costs—trustee	344
1733	Costs—solicitor appointed litigation guardian	345
1734	Costs—assessment costs	345
1735	Costs—counsel's advice and settling documents	345
1736	Costs—evidence	346
1737	Costs—solicitor advocate	346
1738	Costs—retainer for counsel	346
1739	Costs—counsel's fees for applications	347
1740	Costs—fixed costs for winding-up application	347
Division 2.17.3 Costs of party in proceeding		
1750	Application—div 2.17.3	348
1751	Costs—assessed on party and party basis	348
1752	Costs—assessed on solicitor and client etc basis	348
1753	Costs—legal practitioner's delay etc	349
1754	Costs—disallowance of costs for vexatious document etc	350
Division 2.17.4 Costs—registrar's powers and discretion		
1760	Costs—registrar's general powers	352
1761	Costs—registrar's discretion in assessing	353
Division 2.17.5 Procedure for assessing costs		
1800	Costs—when bill of costs to be filed etc	353
1801	Costs—if costs out of fund bill to be sent to clients	354

	Page	
1802	Costs—content of bill of costs	355
1803	Costs—failure to file and serve bill of costs	355
1804	Costs—payment of disbursements	356
1805	Costs—professional charges and disbursements	356
1806	Costs—amendment and withdrawal of bill of costs	357
1807	Costs—notice of objection to bill of costs	358
1808	Costs—assessment must be limited	358
1809	Costs—default assessment if no objection to bill of costs	359
1810	Costs—setting aside default assessment	359
1811	Costs—offer to settle	360
1812	Costs—acceptance of offer to settle	361
1813	Costs—rejection of offer to settle	361
Division 2.17.6 Procedure on costs assessment		
1830	Costs—attendance of parties at assessment	362
1831	Costs—notice of adjournment of assessment	363
1832	Costs—delay before registrar etc	363
1833	Costs—set off of costs	363
1834	Costs—bill of costs reduced by 15% or more	364
1835	Costs—registrar's certificate of assessment	364
1836	Costs—interim certificates of assessment	365
Division 2.17.7 Reconsideration and review of costs assessment		
1850	Application—div 2.17.7	365
1851	Costs—application for reconsideration	365
1852	Costs—procedure for reconsideration	366
1853	Costs—reply to objection on reconsideration	367
1854	Costs—reconsideration of registrar's assessment	367
1855	Costs—review by court	368
Division 2.17.8 Security for costs		
1900	Security for costs—application and order	369
1901	Security for costs—when court may make order	369
1902	Security for costs—discretionary factors	370
1903	Security for costs—way security given	371

	Page
1904	372
1905	372
1906	372
Division 2.17.9	Miscellaneous—pt 2.17
1920	373
Part 2.18	Enforcement
Division 2.18.1	Enforcement—general
2000	375
2001	380
2002	381
2003	381
2004	382
2005	382
2006	382
2007	383
2008	383
2009	384
2010	384
2010A	386
2011	387
2012	388
2013	390
2014	391
2015	391
2016	392
Division 2.18.2	Enforcement orders—general
2050	393
2051	395
contents 28	R17
	30/05/09

	Page	
2052	Enforcement orders—duration and renewal of certain enforcement orders given to enforcement officers	395
2053	Enforcement orders—return by enforcement officer	397
2054	Enforcement orders—priority	398
2055	Enforcement orders—payment under order	398
2056	Enforcement orders—orders about enforcement	398
2057	Enforcement orders—consecutive and concurrent orders	399
2058	Enforcement orders—deceased enforcement debtor	399
Division 2.18.3 Enforcement of money orders—enforcement hearings		
2100	Enforcement hearing—application by enforcement creditor	400
2101	Enforcement hearing—otherwise than on enforcement creditor's application	402
2102	Enforcement hearing—limit on number of applications	402
2103	Enforcement hearing—order for hearing etc	403
2104	Enforcement hearing—who may be directed to attend by enforcement hearing subpoena	404
2105	Enforcement hearing—service of enforcement hearing subpoena	405
2106	Enforcement hearing—statement of enforcement debtor's financial position	405
2107	Enforcement hearing—subpoena to other person	406
2108	Enforcement hearing—meeting of parties	407
2109	Enforcement hearing—examination	408
2110	Enforcement hearing—enforcement hearing warrant issue	410
2111	Enforcement hearing—enforcement hearing warrant contents etc	411
2112	Enforcement hearing—orders	412
Division 2.18.4 Enforcement of money orders—instalment orders		
2150	Instalment order—making	414
2151	Instalment order—application by enforcement debtor	415
2152	Instalment order—when application by enforcement debtor requires leave	416
2153	Instalment order—application by enforcement creditor	417
2154	Instalment order—relevant considerations	418
2155	Instalment order—stay of enforcement	419
2156	Instalment order—content and issue	420

Contents

	Page	
2157	Instalment order—instalment order agreement	421
2158	Instalment order—service	421
2159	Instalment order—no other enforcement while in force	422
2160	Instalment order—amending, suspending or setting aside	422
2161	Instalment order—ceasing to have effect other than for nonpayment	424
2162	Instalment order—ceasing to have effect for nonpayment	424
2163	Instalment order—record of payments	425
Division 2.18.5 Enforcement of money orders—seizure and sale orders		
2200	Seizure and sale order—making	426
2201	Seizure and sale order—application	427
2202	Seizure and sale order—additional exempt property	428
2203	Seizure and sale order—entry, search and seizure powers if no consent	428
2204	Seizure and sale order—assistance to enforcement debtor	430
2205	Seizure and sale order—notice of order	431
2206	Seizure and sale order—notice of property seized	432
2207	Seizure and sale order—removal etc of seized property	433
2208	Seizure and sale order—application for instalment order stays sale of seized property	434
2209	Seizure and sale order—property seized not abandoned	435
2210	Seizure and sale order—seizure of real property	435
2211	Seizure and sale order—enforcement debtor not to deal with real property	435
2212	Seizure and sale order—order of seizing and selling property	436
2213	Seizure and sale order—payment before sale	437
2214	Seizure and sale order—suspension etc of enforcement	437
2215	Seizure and sale order—agreements to withdraw and re-enter	437
2216	Seizure and sale order—nature of sale	438
2217	Seizure and sale order—setting reasonable amount	440
2218	Seizure and sale order—additional provisions relating to land	441
2218A	Seizure and sale order—appointment of real estate agent	442
2219	Seizure and sale order—power of entry for auction of land	443
2220	Seizure and sale order—sale at best price obtainable	444

	Page	
2221	Seizure and sale order—advertisement of sale	445
2222	Seizure and sale order—postponement of sale	446
2223	Seizure and sale order—amounts received	446
2224	Seizure and sale order—terms about payment	447
2225	Seizure and sale order—securities held by enforcement officer	448
2226	Seizure and sale order—personal property subject to conditional bill of sale	448
2227	Seizure and sale order—effect of sale of property	449
2228	Seizure and sale order—effect of ending of order on completion of sale etc	449
2229	Seizure and sale order—appropriation of payments towards order debt	450
2230	Seizure and sale order—documents giving effect to sale	450
2231	Seizure and sale order—payment to enforcement debtor	451
2232	Seizure and sale order—purchase by enforcement officer or auctioneer prohibited	452
2233	Seizure and sale order—account etc	452
2234	Seizure and sale order—report by enforcement officer	453
2235	Seizure and sale order—order for disposal and return of property to enforcement debtor	454
Division 2.18.6	Enforcement of money orders—debt redirection orders generally	
2300	Application—div 2.18.6	455
2301	Debt redirection order—making	455
2302	Debt redirection order—application	456
2303	Debt redirection order—relevant considerations	457
2304	Debt redirection order—joint funds	458
2305	Debt redirection order—partnership debts	459
2306	Debt redirection order—account with financial institution	459
2307	Debt redirection order—claim by someone else	460
2308	Debt redirection order—when debt redirected	461
2309	Debt redirection order—notice by third person to enforcement creditor	461
2310	Debt redirection order—payments by third person	461
2311	Debt redirection order—third person disputes liability	462
2312	Debt redirection order—discharge of third person	463

	Page
2313	Debt redirection order—payment to enforcement debtor despite redirection 463
2314	Debt redirection order—amending, suspending or setting aside 464
2315	Debt redirection order—procedure if order not complied with 465
Division 2.18.7 Enforcement of money orders—regular redirections from financial institutions	
2330	Application—div 2.18.7 466
2331	Regular redirection order—application of div 2.18.6 467
2332	Regular redirection order—making 467
2333	Regular redirection order—content 467
2334	Regular redirection order—service and coming into force 468
2335	Regular redirection order—financial institution to make payments etc 468
2336	Regular redirection order—enforcement debtor not to defeat order 469
2337	Regular redirection order—no other enforcement while in force 470
2338	Regular redirection order—ceasing to have effect 470
2339	Regular redirection order—return of excess 471
2340	Regular redirection order—record of payments 471
Division 2.18.8 Enforcement of money orders—earnings redirection orders	
2350	Earnings redirection order—making 473
2351	Earnings redirection order—application 473
2352	Earnings redirection order—relevant considerations 474
2353	Earnings redirection order—limit 475
2354	Earnings redirection order—information about enforcement debtor's earnings 476
2355	Earnings redirection order—content 476
2356	Earnings redirection order—service and coming into force 477
2357	Earnings redirection order—person served not employer 477
2358	Earnings redirection order—employer to make payments etc 478
2359	Earnings redirection order—no other enforcement while in force 479
2360	Earnings redirection order—amending, suspending or setting aside 479
2361	Earnings redirection order—ceasing to have effect 481
2362	Earnings redirection order—return of excess 482
2363	Earnings redirection order—record of payments 482
<hr/>	
contents 32	R17
	30/05/09
	Court Procedures Rules 2006 Effective: 30/05/09-30/06/09

	Page	
2364	Earnings redirection order—2 or more orders in force	483
2365	Earnings redirection order—person served ceasing to be employer	483
2366	Earnings redirection order—enforcement debtor changes or ceases employment	484
2367	Earnings redirection order—directions	485
2368	Earnings redirection order—employment protection	485
2369	Earnings redirection order—procedure if order not complied with	486
Division 2.18.9 Enforcement of money orders—charging orders		
2400	Application—div 2.18.9	486
2401	Charging order—making	487
2402	Charging order—application	488
2403	Charging order—effect	489
2404	Charging order—enforcement debtor dealing with charged property	490
2405	Charging order—issuer etc dealing with charged property	490
2406	Charging order—application to enforce charge	491
2407	Charging order—procedure against partnership property for partner's separate order debt	491
Division 2.18.10 Enforcement of money orders—amounts in court and stop orders		
2420	Enforcement orders—amounts in court	492
2421	Enforcement orders—stop orders	493
Division 2.18.11 Enforcement of money orders—receivers		
2430	Application—div 2.18.11	494
2431	Receiver—appointment	494
2432	Receiver—application for appointment	494
2433	Receiver—relevant considerations for appointment	495
2434	Receiver—powers	496
2435	Receiver—general provisions apply	496
Division 2.18.12 Enforcement of non-money orders—general		
2440	Enforcement—orders for possession of land	496
2441	Enforcement—orders for return of goods etc	497
2442	Enforcement—orders to do or not do an act	498
2443	Enforcement—undertakings	499

Contents

	Page
2444	Enforcement—failure of individual to comply with subpoena etc 500
2445	Enforcement—failure of corporation to comply with subpoena etc 501
2446	Enforcement by contempt or seizing and detaining property—preconditions 502
Division 2.18.13 Enforcement of non-money orders—orders for delivery of possession of land	
2450	Application—div 2.18.13 503
2451	Order for delivery of possession of land—making 504
2452	Orders for delivery of possession of land—preconditions 505
Division 2.18.14 Enforcement of non-money orders—orders for seizure and delivery of goods	
2460	Order for seizure and delivery of goods—making 505
Division 2.18.15 Enforcement of non-money orders—orders for seizure and detention of property	
2470	Order for seizure and detention of property—making 507
2471	Order for seizure and detention of property—preconditions 507
2472	Order for seizure and detention of property—against officer of corporation 508
2473	Order for seizure and detention of property—return of seized property 508
Division 2.18.16 Enforcement—contempt	
2500	Contempt—application of div 2.18.16 508
2501	Contempt—applications generally 508
2502	Contempt—application by registrar 509
2503	Contempt—arrest warrant if respondent likely to abscond etc 509
2504	Contempt in face or hearing of court—alternative procedure 510
2505	Contempt—arrest warrant 511
2506	Contempt—punishment 511
2507	Contempt—costs 512
Division 2.18.17 Enforcement—arrest warrants for absconding defendants	
2550	Application—div 2.18.17 512
2551	Meaning of <i>plaintiff</i> and <i>defendant</i> —div 2.18.17 512
2552	Arrest warrant for defendant—application 513
<hr/>	
contents 34	Court Procedures Rules 2006 R17
	Effective: 30/05/09-30/06/09 30/05/09

	Page	
2553	Arrest warrant for defendant—issue	513
2554	Arrest warrant for defendant—enforcement	514
2555	Arrest warrant for defendant—costs of enforcement	514
2556	Arrest warrant for defendant—service of warrant and claim	515
2557	Arrest warrant for defendant—record of enforcement	515
2558	Arrest warrant for defendant—procedure after arrest	516
2559	Arrest warrant for defendant—release of defendant	516
2560	Arrest warrant for defendant—court powers	517
2561	Arrest warrant for defendant—failure to comply with conditions	518
2562	Arrest warrant for defendant—review	519
2563	Arrest warrant for defendant—restriction on further applications	520
2564	Arrest warrant for defendant—costs	520
Part 2.19	Interpleader proceedings	
Division 2.19.1	Stakeholder’s interpleader	
2600	Interpleader—application by stakeholder	521
Division 2.19.2	Enforcement officer’s interpleader	
2605	Interpleader—notice of claim to enforcement officer	522
2606	Interpleader—failure to give notice of claim	523
2607	Interpleader—notice to enforcement creditor	523
2608	Interpleader—admission of claim	524
2609	Interpleader—enforcement officer’s interpleader application	525
2610	Interpleader—enforcement debtor’s rights not affected	526
Division 2.19.3	Interpleader orders	
2620	Interpleader—orders	526
2621	Interpleader—summary disposal of proceeding	527
2622	Interpleader—adverse claims	527
2623	Interpleader—default by claimant	527
2624	Interpleader—neutrality of applicant	528
2625	Interpleader order—2 or more proceedings	529
2626	Interpleader—trial	529
2627	Interpleader—disposal of amounts in court	529

	Page
Part 2.20	Trusts, estates, accounts and inquiries
Division 2.20.1	Trusts and estates generally
2700	Trusts and estates—decision without order for administration 530
2701	Trusts and estates—application not to affect powers 530
2702	Trusts and estates—conduct of sale 531
Division 2.20.2	Taking of accounts
2720	Meaning of <i>accounting party</i> —div 2.20.2 531
2721	Account—order for account 532
2722	Account—orders 532
2723	Accounts—service of order etc 533
2724	Accounts—form and verification 534
2725	Accounts—filing and service 535
2726	Accounts—challenging account 535
2727	Accounts—witness 535
2728	Accounts—allowances 535
2729	Accounts—delay 536
2730	Accounts—powers exercisable on taking account 536
2731	Accounts—class interests 536
2732	Accounts—reference to judicial officer 537
2733	Accounts—certificate about taking of account 538
2734	Accounts—further consideration 539
Division 2.20.3	Making of inquiries
2740	Inquiries—procedure for inquiries 539
2741	Inquiries—orders 539
Division 2.20.4	Executors, administrators and trustees—accounts and commission
2745	Definitions—div 2.20.4 540
2746	Estate and trust accounts—order requiring examination and passing of accounts 540
2747	Estate and trust accounts—compliance with order for examination and passing of accounts 541
2748	Estate and trust accounts—application for commission 542
2749	Estate and trust accounts—notice of filing of accounts etc 542
contents 36	Court Procedures Rules 2006 R17 Effective: 30/05/09-30/06/09 30/05/09

	Page
2750	Estate and trust accounts—appearance of beneficiary at examination 544
2751	Estate and trust accounts—examination 545
2752	Estate and trust accounts—conduct of examination 545
2753	Estate and trust accounts—application for passing accounts etc 547
2754	Estate and trust accounts—passing of accounts etc 547
2755	Estate and trust accounts—amended or further accounts 548
2756	Estate and trust accounts—renewal of objection in subsequent proceeding 548
2757	Estate and trust accounts—evidence in subsequent proceeding 549
2758	Estate and trust accounts—general practice to apply 549
2759	Estate and trust accounts—combined executors' and trustees' account 549
2760	Trustees—allowance of commission in proceeding 550
Part 2.21	Representation by solicitors
2800	Power to act by solicitor 551
2801	Appointment of solicitor 551
2802	Change between acting personally and acting by solicitor 551
2803	Change of solicitor 552
2804	Removal of solicitor by court 553
2805	Solicitor removed from roll etc 553
2806	Application for leave to withdraw as solicitor 554
2807	Leave to withdraw as solicitor 555
2808	Effect of removal of, or leave to withdraw as, solicitor 556
2809	Withdrawal of solicitor's agent 556
2810	Solicitor not to act for adverse parties 557
Part 2.22	Miscellaneous—ch 2
2900	Declaratory order 558
2901	Copies of documents from registrar 558
2902	Searches of registers etc 559
2903	Inspection of registry files 559

	Page
Chapter 3	Particular civil proceedings
Part 3.1	Administration and probate
Division 3.1.1	Administration and probate—general
3000	Definitions—pt 3.1 562
3001	Terms used in Administration and Probate Act 562
3002	Application—pt 3.1 563
Division 3.1.2	Application for grant of representation
3005	Grant of representation—application 563
3006	Grant of representation—notice of intention to apply to be published in newspaper etc 565
3007	Grant of administration—notice of intention to apply to be served on non-applicant domestic partner or next of kin 566
3008	Grant of administration—notice of intention of creditor to apply to be served on domestic partner and next of kin 567
3009	Grant of representation—when notice of intention to apply to be served on public trustee 568
3010	Grant of representation—supporting affidavit for application 569
3011	Grant of representation—affidavit of search 574
3012	Grant of representation—proof of identity and death 574
3013	Grant of representation—further evidence, documents and notices 575
3014	Grant of representation—no grant to executor etc who has renounced 575
3015	Grant of representation—when hearing not required 575
Division 3.1.3	Application for reseal of foreign grant
3020	Reseal of foreign grant—application 576
3021	Reseal of foreign grant—notice of intention to apply to be published in newspaper etc 577
3022	Reseal of foreign grant—supporting affidavit for application 578
3023	Reseal of foreign grant—affidavit of search 579
3024	Reseal of foreign grant—when hearing required 580
Division 3.1.4	Validity and form of wills
3030	Grant of representation—evidence of proper attestation of will 580
3031	Grant of representation—will by blind or illiterate person 581
<hr/>	
contents 38	R17
	30/05/09
	Court Procedures Rules 2006 Effective: 30/05/09-30/06/09

	Page
3032	Grant of representation—alterations in will 582
3033	Grant of representation—documents mentioned in or attached to will 583
3034	Grant of representation—evidence of proper execution of will etc 583
3035	Grant of representation—will inoperative or partly inoperative 584
Division 3.1.5 Administration bonds	
3045	Administration bond—requirement for bond 585
3046	Administration bond—dispensing with bond 586
3047	Administration bond—affidavit of justification 586
3048	Administration bond—exempt surety 587
3049	Administration bond—addition or reduction after required but before given 588
3050	Administration bond—addition or reduction after given 589
3051	Administration bond—proceeding on bond 589
3052	Administration bond—application by surety 590
3053	Administration bond—reseal of foreign grant 590
Division 3.1.6 Administration by public trustee	
3055	Administration by public trustee—application 590
3056	Administration by public trustee—renunciation of probate by executors 591
3057	Administration by public trustee—renunciation of letters of administration by entitled people 591
3058	Administration by public trustee—service of documents on public trustee 592
Division 3.1.7 Caveats	
3065	Definitions—div 3.1.7 592
3066	Caveat—filing 593
3067	Caveat—service 594
3068	Caveat—period of operation 595
3069	Caveat—setting aside 595
3070	Caveat—withdrawal if no pending proceeding for grant of representation etc 596
3071	Caveat—leave to withdraw 597
3072	Caveat—effect if filed on day of grant 597

	Page
Division 3.1.8 Revocation of grant	
3080 Revocation of grant—urgent order before start of proceeding	598
3081 Revocation of grant—application	599
3082 Revocation of grant—orders	599
3083 Revocation of grant—return of original grant	599
Division 3.1.9 Other probate proceedings	
3090 Definitions—div 3.1.9	600
3091 Application—div 3.1.9	600
3092 Division 3.1.9 proceeding—starting	601
3093 Division 3.1.9 proceeding—application for revocation	602
3094 Division 3.1.9 proceeding—affidavits	602
3095 Division 3.1.9 proceeding—affidavits of scripts	603
3096 Division 3.1.9 proceeding—directions for notice to people with beneficial interests	604
3097 Division 3.1.9 proceeding—notice of intention to intervene	604
3098 Division 3.1.9 proceeding—filing of grant of representation	604
Division 3.1.10 Administration and probate—other provisions	
3110 Administration and probate—registrar may make inquiries	605
3111 Administration and probate—subpoenas	605
3112 Administration and probate—evidence about domicile	606
3113 Administration and probate—proof in solemn form	606
3114 Failure of executor to prove will—Administration and Probate Act, s 25	607
3115 Failure by executor, administrator or trustee to comply with beneficiary’s request etc	608
3116 Grant of administration—grant to child	609
3117 Order about administration of real estate—Administration and Probate Act, s 51	610
3118 Assessment of costs—Administration and Probate Act, s 71	610
3119 Administration and probate book	610
3120 Proved wills to be kept by court	611

	Page
Part 3.2	Adoption
Division 3.2.1	Adoption—general
3150	Definitions—pt 3.2 612
3151	Terms used in Adoption Act 613
3152	Application—pt 3.2 613
Division 3.2.2	Adoption orders
3155	References to <i>applicants</i> —div 3.2.2 613
3156	Adoption order—application 613
3157	Adoption order—supporting affidavit for application 614
3158	Adoption order—documents accompanying application 616
3159	Adoption order—service of application on chief executive 618
3160	Adoption order—notice of intention to oppose 618
Division 3.2.3	Orders for dispensing with consent to adoption
3170	Dispensing order—application 619
3171	Dispensing order—service of application 620
3172	Dispensing order—notice of intention to oppose 620
Division 3.2.4	Amendment of adoption order
3180	Amendment order—application 621
3181	Amendment order—service of application 621
3182	Amendment order—notice of intention to oppose 622
Division 3.2.5	Discharge of interim orders and adoption orders
3190	Discharging order—application 622
3191	Discharging order—service of application 623
3192	Discharging order—notice of intention to oppose 623
Division 3.2.6	Access to identifying information
3200	Order for access to identifying information—application 623
3201	Order for access to identifying information—service of application 624
3202	Order for access to identifying information—notice of intention to oppose 624
Division 3.2.7	Adoption proceedings—general procedures
3210	Adoption proceedings—service of applications 625

	Page
3211 Adoption proceedings—service of documents containing identifying information	625
Part 3.3 Commercial arbitration	
3250 Meaning of <i>Commercial Arbitration Act</i> —pt 3.3	627
3251 Terms used in Commercial Arbitration Act	627
3252 Commercial arbitration—application	628
3253 Commercial arbitration—leave to appeal under Commercial Arbitration Act, s 38 (4) (b)	628
3254 Commercial arbitration—appeal under Commercial Arbitration Act, s 38	629
3255 Commercial arbitration—application under Commercial Arbitration Act, s 39	629
3256 Commercial arbitration—application for order under Commercial Arbitration Act, s 42 (1) or s 43	630
3257 Commercial arbitration—payment into court	630
3258 Commercial arbitration—examination of witnesses	631
3259 Commercial arbitration—decision to refuse application for order in application in proceeding	632
3260 Commercial arbitration—application for leave to enforce award	632
3261 Commercial arbitration—evidence of award for purposes of enforcement	632
3262 Commercial arbitration—endorsement and service of order for enforcement	633
Part 3.4 Corporations Act and ASIC Act	
3270 Rules for proceedings under Corporations Act or ASIC Act	634
Part 3.5 Cross-vesting	
3300 Definitions—pt 3.5	635
3301 Terms used in Cross-vesting Act	635
3302 Application—pt 3.5	636
3303 Cross-vesting—application for transfer or removal of proceedings	636
3304 Cross-vesting—application by Attorney-General	636
3305 Cross-vesting—removal of proceedings	636
3306 Cross-vesting—relying on jurisdiction under cross-vesting laws	637
contents 42	R17
	30/05/09
	Court Procedures Rules 2006
	Effective: 30/05/09-30/06/09

	Page
3307	Cross-vesting—service 638
3308	Cross-vesting—directions 638
3309	Cross-vesting—procedure following transfer of proceeding from court 639
3310	Cross-vesting—procedure following transfer of proceeding to court 640
3311	Cross-vesting—application of another jurisdiction’s written law 640
3312	Cross-vesting—application of another jurisdiction’s rules of evidence and procedure 641
Part 3.6	Electoral matters
Division 3.6.1	Electoral matters—general
3350	Definitions—pt 3.6 642
3351	Terms used in Electoral Act 642
3352	Application—pt 3.6 643
3353	Election application etc originating application 643
Division 3.6.2	Disputed elections
3355	Disputed election—deposit as security for costs 644
3356	Disputed election—public notice of election application 644
3357	Disputed election—parties to proceeding 644
3358	Disputed election—public notice of intention to make application for leave to withdraw 645
3359	Disputed election—particulars of contested ballot papers 645
3360	Disputed election—countercharges 646
3361	Disputed election—time of trial etc 647
3362	Disputed election—substitution of plaintiff 647
3363	Disputed election—withdrawal of defendant 648
3364	Disputed election—substitution of defendant 648
Division 3.6.3	Questions referred by Legislative Assembly
3400	Question referred—parties to proceeding 648
Division 3.6.4	Electoral matters—general procedure
3405	Electoral matters—better particulars 649

Part 3.7	Foreign and interstate confiscation orders— registration	
Division 3.7.1	Foreign confiscation orders—registration	
3450	Definitions—div 3.7.1	650
3451	Application—div 3.7.1	650
3452	Foreign confiscation orders—register	650
3453	Foreign confiscation orders—registration	651
3454	Foreign confiscation orders—proceedings for registration	652
3455	Foreign confiscation orders—when registration cancelled	653
Division 3.7.2	Interstate confiscation orders—registration	
3460	Definitions—div 3.7.2	653
3461	Interstate confiscation orders—register	653
3462	Interstate confiscation orders—registration	654
3463	Interstate confiscation orders—proceedings for registration	655
3464	Interstate confiscation orders—when registration cancelled	655
3465	Interstate confiscation orders—filing of amendments etc	656
Part 3.8	Foreign judgments—reciprocal enforcement	
3470	Definitions—pt 3.8	657
3471	Terms used in Foreign Judgments Act	657
3472	Application—pt 3.8	657
3473	Foreign judgment—application for registration	658
3474	Foreign judgment—evidence in support of application for registration	658
3475	Foreign judgment—security for costs of application for registration	660
3476	Foreign judgment—order for registration	660
3477	Foreign judgment—register	661
3478	Foreign judgment—registration	661
3479	Foreign judgment—notice of registration	662
3480	Notice of registration—affidavit of service to be filed	662
3481	Registration of judgment—application to set aside	663
3482	Foreign judgment—enforcement	663
3483	Australian judgment—certificate for foreign registration	663

	Page
Part 3.9	Habeas corpus
3500	Definitions—pt 3.9 665
3501	Application—pt 3.9 665
3502	Habeas corpus—writs of habeas corpus abolished 665
3503	Habeas corpus—order instead of writ of habeas corpus 665
3504	Habeas corpus—application and service 666
3505	Habeas corpus—parties 666
3506	Habeas corpus—procedure on application etc 667
3507	Habeas corpus—return of order 668
Part 3.10	Judicial review
3550	Definitions—pt 3.10 670
3551	Terms defined in Judicial Review Act 671
3552	Application—pt 3.10 672
3553	Judicial review—prerogative writs etc abolished 672
3554	Judicial review—relief previously granted by prerogative writ etc 672
3555	Judicial review—other jurisdiction not excluded 673
3556	Judicial review—application etc 673
3557	Judicial review—time for starting proceeding 675
3558	Judicial review—declaration or injunction 676
3559	Judicial review—other prerogative relief etc 677
3560	Judicial review—additional orders 677
3561	Judicial review—application for statutory order of review and prerogative relief etc 678
3562	Judicial review—relief based on application for prerogative relief etc if application made for statutory order of review 679
3563	Judicial review—filing and serving statements 680
3564	Judicial review—stay or dismissal of application for statutory order of review on return date 681
3565	Judicial review—directions on return date 681
3566	Judicial review—power of the court to stay or dismiss applications in certain circumstances 683
3567	Judicial review—additional requirements for certiorari order 684
3568	Judicial review—no proceeding in relation to things done under mandamus order 684

	Page	
3569	Judicial review—disclaimer in relation to quo warranto order	684
3570	Judicial review—proceeding in relation to statement of reasons	685
Part 3.11	Legal profession	
Division 3.11.1	Legal profession—general	
3600	Definitions—pt 3.11	687
3601	Terms used in Legal Profession Act	687
3602	Application—pt 3.11	687
Division 3.11.2	Admission of local lawyers	
3605	Admission—approved academic qualifications (Legal Profession Act, s 21 (5))	688
3606	Admission—approved practical legal training requirements (Legal Profession Act, s 21 (5))	689
3607	Admission—evidence of completion of courses	689
3608	Admission—application for admission	690
3609	Admission—when application must be made	691
3610	Admission—compliance certificate (Legal Profession Act, s 30 (2))	691
3611	Admission—objection by bar council or law society council	691
3612	Admission—appearance by bar council or law society council	692
3613	Admission—applicant's duty of frankness	692
3614	Admission—oath or affirmation	692
3615	Admission—entry on local roll	693
Part 3.12	Small Claims Court	
Division 3.12.1	Small Claims Court—preliminary	
3730	Definitions—pt 3.12	694
3731	Meaning of <i>applicant</i> and <i>respondent</i> —pt 3.12	694
3732	Terms used in Magistrates Court Act	695
3733	Application—pt 3.12	695
3734	Small Claims Court—application of ch 2 generally	695
Division 3.12.2	Small Claims Court—starting proceeding	
3735	Small Claims Court—assistance to members of public	696
3736	Small Claims Court—who may start and carry on a proceeding	696
contents 46	Court Procedures Rules 2006 Effective: 30/05/09-30/06/09	R17 30/05/09

	Page
3737	Small Claims Court—originating application etc 697
3738	Small Claims Court—single application for each matter 698
3739	Small Claims Court—debt declaration 699
3740	Small Claims Court—claim for interest 699
3741	Small Claims Court—service of originating application etc 700
3742	Small Claims Court—response to originating application 701
3743	Small Claims Court—counterclaim and set-off 701
3744	Small Claims Court—response to nuisance application or trespass application 702
3745	Small Claims Court—amendment 702
Division 3.12.3 Small Claims Court—third-party proceeding	
3746	Application of div 3.12.3—common boundary applications 703
3747	Small Claims Court—third-party notice 703
3748	Small Claims Court—service of third-party notice 704
3749	Small Claims Court—response to third-party notice 705
3750	Small Claims Court—counterclaim and set-off by third party 705
3751	Small Claims Court—default by third party 706
3752	Small Claims Court—judgment between respondent and third party 708
Division 3.12.4 Small Claims Court—admission of liability	
3753	Application of div 3.12.4—common boundary applications 708
3754	Small Claims Court—admission of liability 709
3755	Small Claims Court—payment into court 709
3756	Small Claims Court—payment into court by bond 710
Division 3.12.5 Small Claims Court—no response to claim	
3757	Small Claims Court—default judgment 710
3758	Small Claims Court—striking out application 712
Division 3.12.6 Small Claims Court—disputed claim	
3759	Small Claims Court—disputed claim 713
Division 3.12.7 Small Claims Court—conferences	
3760	Application—div 3.12.7 714
3761	Small Claims Court conference—setting conference date 714
3762	Small Claims Court conference—changing time or place of 714

	Page
3763	Small Claims Court conference—representation 715
3764	Small Claims Court conference—who may attend 715
3765	Small Claims Court conference—failure to attend 715
3766	Small Claims Court conference—procedure 717
Division 3.12.8 Small Claims Court—inquiries	
3767	Application—div 3.12.8 718
3768	Small Claims Court inquiry—constitution 719
3769	Small Claims Court inquiry—changing time or place of 719
3770	Small Claims Court inquiry—representation 719
3771	Small Claims Court inquiry—failure to attend 719
3772	Small Claims Court inquiry—procedure 720
3773	Small Claims Court inquiry—investigators 721
Division 3.12.9 Small Claims Court—transfer of proceedings between courts	
3774	Application of div 3.12.9—common boundary applications 721
3775	Small Claims Court—transfer of proceedings from Magistrates Court 722
3776	Small Claims Court—transfer of proceeding to Magistrates Court 722
Division 3.12.10 Small Claims Court—general provisions	
3777	Small Claims Court—applications in proceedings 723
3778	Small Claims Court—discontinuance of proceeding 724
3779	Small Claims Court—dismissal for abuse of process 724
3780	Small Claims Court—restoration of proceeding 725
3781	Small Claims Court—costs 727
Division 3.12.11 Small Claims Court—orders	
3782	Small Claims Court order—consent judgment 728
3783	Small Claims Court order—counterclaim or set-off 728
3784	Small Claims Court order—to perform work etc 729
3785	Small Claims Court order—payment on condition work performed etc 730
3786	Small Claims Court order—detention of goods 730
3787	Small Claims Court order—nuisance application 731
3788	Small Claims Court order—trespass application 731
3789	Small Claims Court order—debt declaration 731

	Page	
3790	Small Claims Court order—joint liability	732
3791	Small Claims Court order—notice	733
3792	Small Claims Court order—payment of amount	733
3793	Small Claims Court order—other orders	733

Part 3.13 Workers compensation

Division 3.13.1 Workers compensation proceedings—general

3900	Definitions—pt 3.13	734
3901	Terms used in Workers Compensation Act	735
3902	Application—pt 3.13	735
3903	Workers compensation proceedings—application of ch 2 generally	736

Division 3.13.2 Workers compensation—applications for arbitration

3904	Application for arbitration—Commercial Arbitration Act not apply	737
3905	Application for arbitration—by worker	737
3906	Application for arbitration—by dependant or estate of deceased worker	737
3907	Application for arbitration—by employer or insurer	738
3908	Application for arbitration—when application may be filed	738
3909	Application for arbitration—injury notice and medical evidence	739
3910	Application for arbitration—copies	739
3911	Application for arbitration—service on respondent	740
3912	Application for arbitration—service on insurer	740
3913	Application for arbitration—answer by respondent or third-party respondent	740
3914	Application for arbitration—liability and particulars subject to answer	741
3915	Application for arbitration—service of answer	742
3916	Application for arbitration—amendment	742
3917	Application for arbitration—minor amendment or amendment by consent	743
3918	Application for arbitration—discontinuance	744

Division 3.13.3 Workers compensation—parties for arbitration

3919	Arbitration—necessary parties	745
3920	Arbitration—including other parties	746
3921	Arbitration—person may apply to be included as party	747

Contents

	Page	
3922	Arbitration—party may apply to be removed as party	747
3923	Arbitration—employer not respondent in certain applications by dependant or personal representative	747
Division 3.13.4 Workers compensation—representation in arbitrations		
3924	Arbitration—party may be represented	748
3925	Arbitration—separate representation of employer for insurer's period on risk	749
Division 3.13.5 Workers compensation—listing procedure for arbitrations		
3926	Arbitration listing procedure—certificate of readiness	749
3927	Arbitration listing procedure—certificate of readiness not signed	750
Division 3.13.6 Workers compensation—medical reports for arbitrations		
3928	Arbitration—service of medical reports	751
3929	Arbitration—supplementary medical reports	752
3930	Arbitration—doctor's evidence to be covered by medical report	753
3931	Arbitration—medical reports admissible as evidence of opinion etc	753
3932	Arbitration—requiring attendance of doctor for cross-examination etc	753
3933	Arbitration—tender of medical report	754
Division 3.13.7 Workers compensation—medical referees for arbitrations		
3934	Arbitration—party may apply for medical referee etc	754
3935	Arbitration—number of medical referees	755
3936	Arbitration—notice of request to medical referee	755
3937	Arbitration—assessment of worker by medical referee	755
3938	Arbitration—medical referee to review medical evidence etc	756
3939	Arbitration—medical referee's report	756
3940	Arbitration—medical referee's report to be given to parties	757
3941	Arbitration—court may decide claim without medical referee report	757
Division 3.13.8 Workers compensation—case management meeting for arbitrations		
3942	Arbitration—case management generally	758
3943	Arbitration—time of case management meeting	758

	Page	
3944	Arbitration—attendance at case management meeting	758
3945	Arbitration—parties must make genuine effort to settle at case management meeting	759
3946	Arbitration—settling of claim at case management meeting	759
3947	Arbitration—settling of claim unlikely at case management meeting	760
3948	Arbitration—record of terms of settlement at case management meeting	760
Division 3.13.9 Workers compensation—conduct of arbitration		
3949	Conduct of arbitration—date	760
3950	Conduct of arbitration—burden of proof on party asserting fact	761
3951	Conduct of arbitration—directions about third-party respondents	761
3952	Conduct of arbitration—directions and orders if remedy against employer and stranger	761
3953	Conduct of arbitration—directions generally	763
Division 3.13.10 Workers compensation—submission to award and payments into court		
3954	Arbitration—payment into court generally	764
3955	Arbitration—admission of liability to claim by worker	764
3956	Arbitration—admission of liability to claim for deceased worker	765
3957	Arbitration—denial and submission to award or payment by employer	765
3958	Arbitration—acceptance of payment by worker	766
3959	Arbitration—acceptance of payment for deceased worker	767
3960	Arbitration—payment on worker's acceptance	767
3961	Arbitration—payment on dependant's etc acceptance	768
3962	Arbitration—no prompt acceptance of submission or payment	768
3963	Arbitration—award not greater than submission or payment	769
Division 3.13.11 Workers compensation—awards		
3964	Arbitration—award	770
3965	Arbitration—setting aside or amending award	771
Division 3.13.12 Workers compensation—registered agreements		
3966	Registered agreement—application for registration	772
3967	Registered agreement—application for amendment or cancellation	773

	Page
Division 3.13.13	Workers compensation—costs
3968	Workers compensation costs—generally 774
3969	Workers compensation costs—claim against arbitration award 774
Division 3.13.14	Workers compensation—appeals
3970	Appeal—order of Supreme Court 775
Chapter 4	Criminal proceedings
Part 4.1	Criminal proceedings—general
Division 4.1.1	Criminal proceedings—application of ch 2
4000	Criminal proceedings—application of expert witness code of conduct 776
Division 4.1.2	Criminal proceedings—service
4005	Meaning of <i>accused person</i> for div 4.1.2—bail applications 776
4006	Criminal proceedings—application of pt 6.8 777
4007	Criminal proceedings—service on accused person by filing if no address for service 777
4008	Criminal proceedings—service if no-one found at accused person's address for service 778
4009	Criminal proceedings—service of documents when unrepresented accused person in custody 778
Division 4.1.3	Criminal proceedings—enforcement
4020	Criminal proceedings—failure of individual to comply with subpoena etc 779
4021	Criminal proceedings—failure of corporation to comply with subpoena etc 780
Division 4.1.4	Criminal proceedings—other provisions
4050	Criminal proceedings—production of person in custody 781
4051	Criminal proceedings—defence response to prosecutor's opening address 782
4052	Criminal proceedings—execution of documents 782
4053	Criminal proceedings—inspection of registry files 783
4054	Criminal proceedings—certificate of conviction 785

	Page
4055 Criminal proceedings—preparation of judgments	785
Part 4.2 Magistrates Court criminal proceedings	
Division 4.2.1 Magistrates Court criminal proceedings—preliminary	
4300 Definitions—pt 4.2	787
4301 Application—pt 4.2	787
Division 4.2.1A Magistrates Court criminal proceedings—prosecution evidence in committal proceedings	
4305 Prosecution evidence to be given to accused etc—Magistrates Court Act, s 90	787
Division 4.2.2 Magistrates Court criminal proceedings—setting aside orders	
4310 Magistrates Court order made in absence of party may be set aside—general	788
4311 Magistrates Court order made in absence of defendant may be set aside—summons for prescribed offence	788
4312 Magistrates Court order made in absence of party may be set aside—other offences	789
4313 Magistrates Court conviction made in absence of party set aside—warrant may be set aside	790
4314 Magistrates Court conviction made in absence of party set aside—hearing	790
4315 Magistrates Court order made in absence of party may be set aside—application by informant	791
Division 4.2.3 Magistrates Court criminal proceedings—witnesses	
4330 Magistrates Court witness—informant may request attendance	792
4331 Magistrates Court witness—expenses	793
Division 4.2.4 Magistrates Court criminal proceedings—enforcement of fines	
4340 Definitions—div 4.2.4	793
4341 Enforcement of fine—enforcement hearing	793
4342 Enforcement of fine—service of enforcement hearing subpoena	794
4343 Enforcement of fine—statement of person's financial position	794
4344 Enforcement of fine—determining capacity to pay fine	795

	Page	
4345	Enforcement of fine—enforcement hearing warrant issue	796
4346	Enforcement of fine—orders	797
4347	Application of pt 2.18	797
4348	Enforcement of fine—security for payment	800
Part 4.3	Supreme Court criminal proceedings	
Division 4.3.1	Supreme Court criminal proceedings—preliminary	
4700	Definitions—pt 4.3	801
4701	Application—pt 4.3	802
Division 4.3.2	Supreme Court criminal proceedings—representation	
4705	Meaning of <i>criminal proceeding</i> —div 4.3.2	802
4706	Supreme Court criminal proceedings—notice of solicitor acting	803
4707	Supreme Court criminal proceedings—change of solicitor	804
4708	Supreme Court criminal proceedings—removal of solicitor by court	804
4709	Supreme Court criminal proceedings—solicitor removed from roll etc	805
4710	Supreme Court criminal proceedings—solicitor’s instructions to act for accused person ended	805
4711	Supreme Court criminal proceedings—withdrawal of solicitor	806
4712	Supreme Court criminal proceedings—handing over depositions	807
Division 4.3.3	Supreme Court criminal proceedings—bail	
4720	Meaning of <i>accused person</i> —div 4.3.3	808
4721	Supreme Court bail application in relation to accused person	808
4722	Supreme Court bail application by informant	811
Division 4.3.4	Supreme Court criminal proceedings—pre-trial procedure	
4730	Application—div 4.3.4	811
4731	Supreme Court criminal proceedings—appearance of accused person	812
4732	Supreme Court criminal proceedings—appearance when committed for sentence	812
4733	Supreme Court criminal proceedings—appearance when committed for trial	813
4734	Supreme Court criminal proceedings—pre-trial questionnaire	814
4735	Supreme Court criminal proceedings—pre-arraignment conference	815

	Page
4736	815
4737	816
Division 4.3.5	Supreme Court criminal proceedings—pre-trial applications
4750	816
4751	817
4752	817
4753	818
Division 4.3.6	Supreme Court criminal proceedings—other provisions
4780	819
Chapter 5	Appellate proceedings
Part 5.1	Appellate proceedings—preliminary
5000	821
5001	822
Part 5.2	Appeals from master or registrar
5010	823
5011	823
5012	824
5013	824
5014	825
5015	826
5016	826
5017	827
Part 5.3	Appeals to Supreme Court
Division 5.3.1	Appeals to Supreme Court—preliminary
5050	828

	Page
5051	Application—pt 5.3 829
5052	Appeals to Supreme Court—general powers 832
5053	Appeals to Supreme Court—non-publication order 833
5054	Appeals to Supreme Court—stay and reinstatement 834
5055	Appeals to Supreme Court—security for costs 836
Division 5.3.2 Appeals to Supreme Court—leave to appeal	
5070	Application—div 5.3.2 836
5071	Appeals to Supreme Court—application for leave to appeal 837
5072	Appeals to Supreme Court—time for filing application for leave to appeal 838
5073	Appeals to Supreme Court—application for leave to appeal to be sealed 838
5074	Appeals to Supreme Court—serving application for leave to appeal 838
5075	Appeals to Supreme Court—notice of intention to respond to application for leave to appeal 839
5076	Appeals to Supreme Court—time for filing etc respondent’s affidavits for leave to appeal 840
Division 5.3.3 Appeals to Supreme Court—leave to appeal out of time	
5080	Meaning of <i>out of time</i> —div 5.3.3 840
5081	Application—div 5.3.3 840
5082	Appeals to Supreme Court—application for leave to appeal out of time 841
5083	Appeals to Supreme Court—filing application for leave to appeal out of time 842
5084	Appeals to Supreme Court—application for leave to appeal out of time to be sealed 842
5085	Appeals to Supreme Court—serving application for leave to appeal out of time 842
5086	Appeals to Supreme Court—notice of intention to respond to application for leave to appeal out of time 843
5087	Appeals to Supreme Court—time for filing etc respondent’s affidavits for leave to appeal out of time 844
Division 5.3.4 Appeals to Supreme Court—procedure generally	
5100	Appeals to Supreme Court—starting appeal 844
5101	Appeals to Supreme Court—requirements for notice of appeal etc 844

	Page	
5102	Appeals to Supreme Court—parties to appeal	846
5103	Appeals to Supreme Court—time for filing notice of appeal	847
5104	Appeals to Supreme Court—notice of appeal to be sealed	848
5105	Appeals to Supreme Court—numbering etc of appeals	848
5106	Appeals to Supreme Court—date for settlement of appeal papers	849
5107	Appeals to Supreme Court—serving notice of appeal	849
5108	Appeals to Supreme Court—notice of intention to respond	850
5109	Appeals to Supreme Court—respondent taken to be served by filing notice of intention to respond	851
5110	Appeals to Supreme Court—documents	851
5111	Appeals to Supreme Court—amending notice of appeal	853
5112	Appeals to Supreme Court—cross-appeal	854
5113	Appeals to Supreme Court—application of certain rules to cross-appeals	856
5114	Appeals to Supreme Court—effect of failure to give notice of cross-appeal	857
5115	Appeals to Supreme Court—notice of contention	857
Division 5.3.5 Appeals to Supreme Court—appeal papers and hearing		
5130	Appeals to Supreme Court—draft index of appeal papers	859
5131	Appeals to Supreme Court—settlement of appeal papers	859
5132	Appeals to Supreme Court—content of appeal papers	860
5133	Appeals to Supreme Court—presentation of appeal papers	861
5134	Appeals to Supreme Court—filing and serving appeal papers	862
5135	Appeals to Supreme Court—setting appeal for hearing	862
5136	Appeals to Supreme Court—changing appeal hearing date	863
5137	Appeals to Supreme Court—written summary and list for appeal hearing	863
5138	Appeals to Supreme Court—summaries of arguments	864
5139	Appeals to Supreme Court—list of authorities, legislation and texts	865
5140	Appeals to Supreme Court—absence of party	865
5141	Appeals to Supreme Court—insufficient material	866
Division 5.3.6 Appeals to Supreme Court—ending all or part of appeal		
5170	Appeals to Supreme Court—abandonment of ground of appeal	867

	Page
5171 Appeals to Supreme Court—discontinuance of appeal	867
5172 Appeals to Supreme Court—competency of appeal	869
5173 Appeals to Supreme Court—costs for failure to apply for appeal to be struck out as incompetent	869
5174 Appeals to Supreme Court—dismissal by consent	870
5175 Appeals to Supreme Court—consent orders	871
Division 5.3.7 Appeals to Supreme Court—miscellaneous	
5190 Appeals to Supreme Court—directions about appeal etc	871
5191 Appeals to Supreme Court—want of prosecution of appeal	872
5192 Appeals to Supreme Court—matter happening in court or tribunal appealed from	874
5193 Further evidence on appeal to Supreme Court—Magistrates Court Act 1930, s 214	874
5194 Appeals to Supreme Court—keeping exhibits	875
Part 5.4 Appeals to Court of Appeal	
Division 5.4.1 Appeals to Court of Appeal—preliminary	
5300 Meaning of <i>court</i> —pt 5.4	876
5301 Appeals to Court of Appeal—stay and reinstatement	876
5302 Appeals to Court of Appeal—security for costs	877
Division 5.4.2 Appeals to Court of Appeal—leave to appeal from interlocutory orders	
5310 Application—div 5.4.2	878
5311 Appeals to Court of Appeal—application for leave to appeal	878
5312 Appeals to Court of Appeal—time for filing application for leave to appeal	879
5313 Appeals to Court of Appeal—application for leave to appeal to be sealed	879
5314 Appeals to Court of Appeal—serving application for leave to appeal	879
5315 Appeals to Court of Appeal—notice of intention to respond to application for leave to appeal	880
5316 Appeals to Court of Appeal—time for filing etc respondent’s affidavits for leave to appeal	881

	Page
Division 5.4.3	Appeals to Court of Appeal—leave to appeal out of time from final judgments
5330	Definitions—div 5.4.3 881
5331	Application—div 5.4.3 881
5332	Appeals to Court of Appeal—application for leave to appeal out of time 882
5333	Appeals to Court of Appeal—filing application for leave to appeal out of time 882
5334	Appeals to Court of Appeal—application for leave to appeal out of time to be sealed 883
5335	Appeals to Court of Appeal—serving application for leave to appeal out of time 883
5336	Appeals to Court of Appeal—notice of intention to respond to application for leave to appeal out of time 884
5337	Appeals to Court of Appeal—time for filing etc respondent's affidavits for leave to appeal out of time 884
Division 5.4.4	Appeals to Court of Appeal—procedure generally
5400	Definitions—divs 5.4.4 to 5.4.6 885
5401	Application—divs 5.4.4 to 5.4.6 886
5402	Appeals to Court of Appeal—starting appeal 886
5403	Appeals to Court of Appeal—requirements for notice of appeal etc 886
5404	Appeals to Court of Appeal—parties to appeal 887
5405	Appeals to Court of Appeal—time for filing notice of appeal 888
5406	Appeals to Court of Appeal—notice of appeal to be sealed 889
5407	Appeals to Court of Appeal—numbering etc of appeals 889
5408	Appeals to Court of Appeal—date for settlement of appeal papers 890
5409	Appeals to Court of Appeal—serving notice of appeal 890
5410	Appeals to Court of Appeal—notice of intention to respond 891
5411	Appeals to Court of Appeal—respondent taken to be served by filing notice of intention to respond 892
5412	Appeals to Court of Appeal—amending notice of appeal 892
5413	Appeals to Court of Appeal—cross-appeal 893
5414	Appeals to Court of Appeal—application of certain rules to cross-appeals 895
5415	Appeals to Court of Appeal—effect of failure to give notice of cross-appeal 896

	Page
5416 Appeals to Court of Appeal—notice of contention	896
Division 5.4.5 Appeals to Court of Appeal—appeal papers and hearing	
5430 Appeals to Court of Appeal—filing of things before settlement of appeal papers	898
5431 Appeals to Court of Appeal—draft index of appeal papers	899
5432 Appeals to Court of Appeal—settlement of appeal papers	899
5433 Appeals to Court of Appeal—content of appeal papers	900
5434 Appeals to Court of Appeal—presentation of appeal papers	902
5435 Appeals to Court of Appeal—filing and serving appeal papers	903
5436 Appeals to Court of Appeal—setting appeal for hearing	903
5437 Appeals to Court of Appeal—changing appeal hearing date	904
5438 Appeals to Court of Appeal—written summary and list for appeal hearing	904
5439 Appeals to Court of Appeal—summaries of arguments	905
5440 Appeals to Court of Appeal—list of authorities, legislation and texts	906
5441 Appeals to Court of Appeal—absence of party	907
5442 Appeals to Court of Appeal—insufficient material	908
Division 5.4.6 Appeals to Court of Appeal—ending all or part of appeal	
5470 Appeals to Court of Appeal—abandonment of ground of appeal	908
5471 Appeals to Court of Appeal—discontinuance of appeal	909
5472 Appeals to Court of Appeal—competency of appeal	910
5473 Appeals to Court of Appeal—costs for failure to apply for appeal to be struck out as incompetent	910
5474 Appeals to Court of Appeal—dismissal by consent	911
5475 Appeals to Court of Appeal—consent orders	912
Division 5.4.7 Appeals to Court of Appeal—convictions and sentences	
Subdivision 5.4.7.1 Appeals to Court of Appeal—convictions and sentences preliminary	
5500 Definitions—div 5.4.7	912

	Page
Subdivision 5.4.7.2 Appeals to Court of Appeal—leave to appeal out of time by convicted person	
5505	913
5506	913
5507	914
5508	914
5509	914
5510	915
Subdivision 5.4.7.3 Appeals to Court of Appeal—leave to appeal out of time by DPP	
5520	916
Subdivision 5.4.7.4 Appeals to Court of Appeal—convictions and sentences generally	
5530	917
5531	917
5532	917
5533	918
5534	919
5535	920
5536	921
5537	922
5538	923
5539	924

	Page
Division 5.4.8 Appeals to Court of Appeal—miscellaneous	
5600 Appeals to Court of Appeal—power to amend proceedings in court below	925
5601 Appeals to Court of Appeal—expediting appeals etc	925
5602 Appeals to Court of Appeal—directions about appeal etc	925
5603 Appeals to Court of Appeal—want of prosecution of appeal	926
5604 When Court of Appeal may be constituted by single judge—Supreme Court Act 1933, s 37J (1) (h)	928
5605 Jurisdiction of Court of Appeal that may be exercised by single judge—Supreme Court Act 1933, s 37J (3)	929
5606 Appeals to Court of Appeal—further evidence on appeal	929
5607 Appeals to Court of Appeal—keeping exhibits	930
Part 5.5 Orders to review Magistrates Court decisions	
5700 Meaning of <i>review order</i> —pt 5.5	932
5701 Review orders—application for order	932
5702 Review orders—affidavits	933
5703 Review orders—service of applications	933
5704 Review orders—parties	933
5705 Review orders—service of review order	933
5706 Review orders—notice of intention to respond to review order	934
5707 Review orders—security for costs	934
5708 Review orders—stay	935
5709 Review orders—non-appearance of applicant	936
5710 Review orders—application to revoke review order	936
Part 5.6 Reference appeals	
Division 5.6.1 Reference appeals—Supreme Court	
5750 Definitions—div 5.6.1	937
5751 Reference appeals to Supreme Court—application for reference appeal	937
5752 Reference appeals to Supreme Court—service of application etc for reference appeal	938
5753 Reference appeals to Supreme Court—notice of intention to respond by interested party	938
contents 62	R17
Court Procedures Rules 2006	30/05/09
Effective: 30/05/09-30/06/09	

	Page	
5754	Reference appeals to Supreme Court—discontinuance of reference appeal	939
5755	Reference appeals to Supreme Court—application of certain rules to reference appeals	940
Division 5.6.2 Reference appeals—Court of Appeal		
5770	Definitions—div 5.6.2	941
5771	Reference appeals to Court of Appeal—application for reference appeal	942
5772	Reference appeals to Court of Appeal—service of application etc for reference appeal	942
5773	Reference appeals to Court of Appeal—notice of intention to respond by interested party	943
5774	Reference appeals to Court of Appeal—discontinuance of reference appeal	943
5775	Reference appeals to Court of Appeal—application of certain rules to reference appeals	944
Part 5.7 Special cases		
Division 5.7.1 Questions referred—Supreme Court		
5800	Application—div 5.7.1	946
5801	Definitions—div 5.7.1	948
5802	Question referred to Supreme Court—form	948
5803	Special case to Supreme Court—preparation and settling	949
5804	Special case to Supreme Court—person with legal disability	949
5805	Special case to Supreme Court—directions hearing	950
5806	Special case to Supreme Court—setting down for hearing	950
5807	Special case to Supreme Court—insufficient statement of case	950
5808	Special case to Supreme Court—court can draw inferences	951
5809	Special case to Supreme Court—agreement about damages and costs	951
Division 5.7.2 Questions referred—Court of Appeal		
5830	Application—div 5.7.2	952
5831	Definitions—div 5.7.2	952
5832	Question referred to Court of Appeal—form	952

	Page	
5833	Special case to Court of Appeal—preparation and settling	953
5834	Special case to Court of Appeal—setting down for hearing	953
5835	Special case to Court of Appeal—court can draw inferences	954
5836	Special case to Court of Appeal—agreement about damages and costs	954
Part 5.8	Written cases	
5850	Definitions—pt 5.8	955
5851	Application of pt 5.8 to div 5.6.1 etc	956
5852	Written cases—when used	957
5853	Written cases—appellant wants written case	957
5854	Written cases—respondent wants written case	958
5855	Written cases—filing etc written case for application	958
5856	Written cases—filing etc written case for appeal	960
5857	Written cases—form	961
5858	Written cases—inspection	962
Chapter 6	General rules for all proceedings	
Part 6.1	Introductory provisions—ch 6	
6000	Application—ch 6	963
Part 6.2	Applications in proceedings	
6005	Definitions—pt 6.2	964
6006	Application—pt 6.2	964
6007	Application in proceeding—contents	965
6008	Application in proceeding—filing and service	967
6009	Application in proceeding—filing and service of supporting material	968
6010	Application in proceeding—absence of party	969
6011	Application in proceeding—dismissal or adjournment if application not served etc	969
6012	Application in proceeding—adjournment generally	969
6013	Application in proceeding—adjournment without attendance	970
6014	Application in proceeding—further hearing	970
contents 64	Court Procedures Rules 2006	R17
	Effective: 30/05/09-30/06/09	30/05/09

	Page
6015	Application in proceeding—application under r 40 971
6016	Application in proceeding—oral application 971
Part 6.3	Documents
Division 6.3.1	General provisions about documents for filing
6100	Application—div 6.3.1 973
6101	Documents—compliance with approved form 973
6102	Documents—general heading style 974
6103	Documents—layout etc 975
6104	Documents—use of copies 976
6105	Documents—use of figures 976
6106	Documents—signing 977
6107	Documents—alterations 977
Division 6.3.2	Filing documents
6120	Filing documents—number of copies 978
6121	How documents may be filed 979
6122	Filing documents personally 979
6123	Filing documents by post 980
6124	Filing documents by document exchange 981
6125	Practice notes about filing 982
6126	Date of filing 982
Division 6.3.3	Rejecting filed documents
6140	Rejecting documents—noncompliance with rules etc 984
6141	Rejecting documents—inconvenient address for service 984
6142	Rejecting documents—abuse of process etc 984
6143	Rejecting document—registrar to give notice etc 985
6144	Rejecting document—costs 986
6145	Filed documents initially rejected 986
Part 6.4	Master
6200	Jurisdiction exercisable by master 987
6201	Order that jurisdiction in proceeding be exercised by judge instead of master 988

	Page
6202 Master referring proceeding or issue to judge	988
Part 6.5 Registrar	
6250 Jurisdiction exercisable by registrar of Supreme Court	990
6251 Jurisdiction exercisable by registrar of Magistrates Court	994
6252 Registrar's powers—postponement of hearing	1000
6253 Registrar's powers—subpoenas	1000
6254 Order that jurisdiction in proceeding be exercised by judicial officer other than registrar	1000
6255 Registrar referring proceeding or issue to judicial officer	1001
6256 Appeals from registrar's orders etc	1002
Part 6.6 Registry	
6300 Office hours	1004
6301 Registrar's duties	1004
6302 Cause book	1004
6303 Registrar to keep seals	1005
6304 Documents—sealing and stamping	1006
6305 Issue of commissions	1006
6306 Duplicate sealed etc documents	1006
6307 Delegation by registrar	1006
Part 6.7 Time	
6350 Time—certain days excluded in working out	1008
6351 Time—extending and shortening by court order	1009
6352 Time—fixing by court order	1009
Part 6.8 Service	
Division 6.8.1 Service—preliminary	
6400 Application—pt 6.8	1010
6401 Service of filed documents	1010
Division 6.8.2 Personal service	
6405 How document is personally served	1011

	Page
Division 6.8.3	Service—Magistrates Court
6410	Application—div 6.8.3 1011
6411	Service on individuals generally—Magistrates Court 1012
6412	Service of originating process by post—Magistrates Court 1012
6413	Doubtful service—Magistrates Court 1014
Division 6.8.4	Ordinary service
6420	Ordinary service—address for service 1015
6421	Service by filing 1016
Division 6.8.5	Service—particular cases
6430	Service in Australia but outside ACT 1016
6431	Service on corporations—generally 1017
6432	Service on corporations—additional ways for all corporations 1018
6433	Service of originating process on partnership 1019
6434	Service on defendant operating under unregistered business name 1020
6435	Service on children 1021
6436	Service on people with mental disabilities 1022
6437	Service on detainees 1022
6438	Service if no-one found at party's address for service 1023
6439	Service of originating application to recover unoccupied land 1023
Division 6.8.6	Time of service
6450	Time of service at address for service 1025
Division 6.8.7	Service—other
6460	Substituted service 1026
6461	Informal service 1027
6462	Service on agent 1027
6463	Service under contract 1028
6464	Acceptance of service by solicitor 1028
6465	Special requirements for service by fax 1029
6466	Email service—other matters 1030
6467	Proof of service 1031
6468	Identity of person served 1033
6469	Change of address for service 1033

	Page
Division 6.8.8	Service of subpoenas and notices instead of subpoenas—general
6480	Subpoena—service on solicitor 1033
6481	Subpoena—service on medical expert 1034
6482	Medical expert—notice instead of subpoena 1035
6483	Medical expert—no shortening of time for service of notice 1035
Division 6.8.9	Service outside Australia—general
6500	Definitions—div 6.8.9 1036
6501	Service outside Australia—service of originating process without leave 1036
6502	Service outside Australia—counterclaim or third-party notice 1040
6503	Service outside Australia—setting aside service of originating process etc 1041
6504	Service outside Australia—service of other documents in proceeding 1042
6505	Service outside Australia—leave for service 1042
6506	Service outside Australia—confirmation of service of other documents in proceeding 1043
6507	Service outside Australia—directions etc 1043
6508	Service outside Australia—leave to proceed against defendant 1044
6509	Service outside Australia—how service is made 1047
6510	Service outside Australia—service in convention countries 1047
6511	Service outside Australia—service in non-convention countries 1050
6512	Service outside Australia—other orders 1054
Division 6.8.10	Service of subpoenas in New Zealand
6520	Application—div 6.8.10 1054
6521	Terms used in Evidence and Procedure (New Zealand) Act 1055
6522	Application for leave to serve subpoena in New Zealand 1055
6523	Supporting affidavit—application for leave to serve subpoena in New Zealand 1055
6524	Application for leave to serve subpoena in New Zealand need not be served etc 1057
6525	Undertaking about paying loss or expense in complying with subpoena served in New Zealand 1057
6526	Setting aside subpoena for service in New Zealand 1058
6527	Noncompliance with subpoena served in New Zealand 1059

	Page
Division 6.8.11 Service of foreign legal process in the ACT	
6540 Letter of request from foreign tribunal—procedure	1060
6541 Orders for substituted service etc for div 6.8.11	1062
6542 Noncompliance with div 6.8.11	1062
Part 6.9 Subpoenas	
6600 Definitions—pt 6.9	1063
6601 Issuing subpoena	1063
6602 Form of subpoena	1064
6603 Subpoena—leave to serve late	1065
6603A Subpoena—change of date for attendance of production	1067
6604 Setting aside subpoena or other relief	1067
6605 Service of subpoena	1068
6606 Compliance with subpoena	1068
6607 Production of subpoenaed document etc otherwise than on attendance	1069
6608 Removal, return, inspection etc of subpoenaed documents and things	1070
6609 Inspection of, and dealing with, subpoenaed documents and things produced otherwise than on attendance	1070
6610 Disposal of subpoenaed documents and things produced	1072
6611 Costs and expenses of compliance with subpoena	1073
6612 Failure to comply with subpoena—contempt of court	1073
6613 Documents and things in custody of court	1074
6614 Application of pt 6.9—subpoena under Commercial Arbitration Act	1075
Part 6.10 Evidence	
Division 6.10.1 General—pt 6.10	
6700 Way evidence given—civil proceedings	1076
6701 Evidence on affidavit by agreement—civil proceedings	1077
6702 Evidence in another civil proceeding etc	1078
6703 Evidence by telephone etc	1078
6704 Plans, photographs, video or audio recordings and models	1079

	Page
Division 6.10.2 Affidavits	
6710 Affidavit—form	1080
6711 Affidavit—contents	1080
6712 Affidavit—annexures and exhibits	1081
6713 Affidavit—document included in	1083
6714 Affidavit—when may be taken	1083
6715 Affidavit—taking of	1083
6716 Affidavit—certificate of reading or signature for person making	1084
6717 Affidavit—alterations in	1086
6718 Affidavit—filing and service	1087
6719 Affidavit—irregular in form	1088
6720 Affidavit—scandalous matter etc	1088
6721 Affidavit—cross-examination of maker	1089
6722 Affidavit—taken before party	1090
Division 6.10.3 Exchange of correspondence before making application in proceeding	
6740 Definitions—div 6.10.3	1090
6741 Application—div 6.10.3	1091
6742 Applicant's letter to respondent	1091
6743 Respondent's reply to applicant's letter	1092
6744 Applicant and respondent—additional correspondence	1093
6745 Div 6.10.3 application—making application	1093
6746 Div 6.10.3 application—hearing	1094
Division 6.10.3A Notice to produce	
6748 Notice to produce	1094
Division 6.10.4 Notices under Commonwealth Evidence Act	
6750 Evidence of previous representation notice	1095
6751 Objection to hearsay evidence notice—civil proceedings	1096
6752 Tendency evidence notice	1096
6753 Coincidence evidence notice	1097
Division 6.10.5 Exhibits, documents and things	
6760 Meaning of <i>subpoenaed document or thing</i> —div 6.10.5	1097

	Page
6761 Registrar to keep record of proceeding	1097
6762 Custody of exhibits after proceeding	1098
6763 Duty of parties to claim exhibits	1098
6764 Return of subpoenaed document or thing	1100
6765 Requirement to give or send exhibit	1101
6766 Disposal of exhibits	1101
6767 Power to allow removal of exhibits etc	1102
Division 6.10.6 Taking evidence at trial from outside ACT but in Australia by audiovisual link or audio link	
6800 Application for direction under Evidence (Miscellaneous Provisions) Act, s 20	1103
6801 Directions for Evidence (Miscellaneous Provisions) Act, s 20	1104
Division 6.10.7 Taking evidence from New Zealand by video link or telephone	
6805 Terms used in Evidence and Procedure (New Zealand) Act	1105
6806 Application for direction under Evidence and Procedure (New Zealand) Act, s 25	1105
6807 Directions for Evidence and Procedure (New Zealand) Act, s 25	1106
Division 6.10.8 Taking evidence otherwise than at trial	
6810 Definitions—div 6.10.8	1107
6811 Effect of court directions for examination order	1107
6812 Application of div 6.10.8 to letter of request	1108
6813 Order for taking evidence otherwise than at trial	1108
6814 When examination order may be made	1110
6815 Application for examination order	1110
6816 Appointment of examiner	1110
6817 Documents for examiner	1111
6818 Time and place of examination etc	1111
6819 Conduct of examination	1112
6820 Examination of additional people	1113
6821 Objections by party or person being examined	1113
6822 Recording evidence of examination	1114
6823 Authentication and filing of deposition of examination etc	1115

Contents

	Page	
6824	Special report on examination	1115
6825	Default of witness at examination	1116
6826	Costs of examination	1116
6827	Witness expenses for witness at examination	1116
6828	Admissibility of deposition of examination	1117
6829	Letter of request	1117
6830	Use of evidence taken in examination	1119
6831	Use of evidence taken in an examination—subsequent proceedings	1120
6832	Amendment and revocation of examination orders	1122
6833	Exclusion of evidence in criminal proceeding	1122
Division 6.10.9 Taking evidence for Australian and foreign courts and tribunals		
6840	Definitions—div 6.10.9	1122
6841	Application—div 6.10.9	1123
6842	Application for div 6.10.9 order	1124
6843	Order relating to taking evidence for Australian or foreign court or tribunal	1125
6844	Div 6.10.9 order for criminal proceeding	1126
6845	Appointment of examiner for div 6.10.9	1126
6846	Attendance by div 6.10.9 order applicant at examination	1127
6847	Procedure for taking evidence under div 6.10.9 order	1127
6848	Keeping of exhibits at div 6.10.9 examination	1128
6849	Certificate of order and depositions—div 6.10.9 examination	1128
6850	Privilege of witnesses—div 6.10.9 examination	1128
6851	Privilege of witnesses—unsupported claim etc for div 6.10.9 examination	1129
Part 6.11 Miscellaneous—ch 6		
6900	Power to make orders	1131
6901	Orders may be made on conditions	1131
6902	Leave may be given on conditions	1131
6903	References to court acting on its own initiative	1131
6904	Mandatory order to registrar etc	1132
6905	Notices must be written	1132

		Page
6906	Mistakes in orders or court certificates	1132
6907	Power to make practice notes	1133
Chapter 7	Transitional	
Part 7.1	Transitional—Supreme Court	
7000	Transitional—existing proceedings in Supreme Court on 1 July 2006	1134
7002	Transitional—construction of outdated references to Supreme Court rules etc	1134
Part 7.2	Transitional—Magistrates Court	
7011	Transitional—existing proceedings in Magistrates Court on 1 January 2007	1136
Schedule 1	Expert witness code of conduct	1137
1.1	Application of code	1137
1.2	General duty to court	1137
1.3	Form of expert reports	1137
1.4	Experts' conference	1138
Schedule 2	Interest rates	1140
Part 2.1	Interest up to judgment	1140
Part 2.2	Interest after judgment	1143
Schedule 3	Costs amount—debts, liquidated demands and company windings-up	1145
Part 3.1	Claim for debt or liquidated demand	1145
Part 3.2	Default judgment	1145
Part 3.3	Company winding-up	1146

	Page
Schedule 4	Scale of costs 1147
Part 4.1	Scale of costs—general 1147
4.1	Costs—general care and conduct 1147
4.2	Costs—registrar’s discretion 1148
4.3	Costs—letters sent by email 1148
4.4	Costs—allowance on affidavits to include attendances 1148
4.5	Costs—affidavit made by 2 or more people etc 1149
4.6	Costs—documents to be served together 1149
4.7	Costs—agency correspondence 1149
4.8	Costs—attendance to instruct counsel 1149
4.9	Costs—parties with same solicitor 1150
4.10	Costs—counsel drawing and settling documents 1151
4.11	Costs—premature brief 1151
4.12	Costs—transitional 1151
Part 4.2	Scale of costs—items 1152
Schedule 5	Jurisdiction of registrar 1166
Part 5.1	Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Supreme Court 1166
Part 5.2	Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court 1177
Part 5.3	Jurisdiction related to ASIC Act exercisable by registrar of Supreme Court 1193
Part 5.4	Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Magistrates Court 1194
Schedule 6	Corporations Rules 1199
Part 6.1	Corporations Rules—preliminary 1199
1.1	Name of rules 1199

	Page
1.2	1199
1.3	Application of sch 6 and provisions of these rules 1199
1.4	Terms used in Corporations Act 1200
1.5	Definitions—sch 6 1201
1.6	References to rules 1202
1.7	Substantial compliance with forms 1202
1.8	Court's power to give directions 1202
1.9	Calculation of time 1202
1.10	Extending and shortening of time 1203
Part 6.2	Proceedings generally 1204
2.1	Title of documents in a proceeding 1204
2.2	Originating process and interlocutory process 1204
2.3	Setting of hearing 1205
2.4	Supporting affidavits 1205
2.4A	Application for order setting aside statutory demand (Corporations Act, s 459G) 1205
2.5	Affidavits made by creditors 1206
2.6	Form of affidavits 1206
2.7	Service of originating process or interlocutory process and supporting affidavit 1207
2.8	Notice of certain applications to be given to ASIC 1207
2.9	Notice of appearance (Corporations Act, s 465C) 1209
2.10	Intervention in proceeding by ASIC (Corporations Act, s 1330) 1210
2.11	Publication of notices 1210
2.12	Proof of publication 1210
2.13	Leave to creditor, contributory or officer to be heard 1211
2.14	Inquiry in relation to corporation's debts etc 1212
2.15	Meetings ordered by the court 1212
Part 6.3	Compromises and arrangements in relation to Part 5.1 bodies 1213
3.1	Application—pt 1.3 1213
3.2	Nomination of chairperson for meeting 1213
3.3	Order for meetings to identify proposed scheme 1214
3.4	Notice of hearing (Corporations Act, s 411 (4) and s 413 (1)) 1214

	Page	
3.5	Copy of order approving compromise or arrangement to be lodged with ASIC	1215
Part 6.4	Receivers and other controllers of corporation property (Corporations Act, pt 5.2)	1216
4.1	Inquiry into conduct of controller (Corporations Act, s 423)	1216
Part 6.5	Winding-up proceedings (including oppression proceedings where winding-up is sought)	1217
5.1	Application—pt 6.5	1217
5.2	Affidavit accompanying statutory demand (Corporations Act, s 459E (3))	1217
5.3	Application for leave to apply for winding-up in insolvency (Corporations Act, s 459P (2))	1218
5.4	Affidavit in support of application for winding-up (Corporations Act, s 459P, s 462, s 464)	1218
5.5	Consent of liquidator (Corporations Act, s 532 (9))	1219
5.6	Notice of application for winding-up	1219
5.7	Applicant to make copies of documents available	1220
5.8	Discontinuance of application for winding-up	1220
5.9	Appearance before registrar	1220
5.10	Order substituting plaintiff in application for winding-up (Corporations Act, s 465B)	1220
5.11	Notice of winding-up order and appointment of liquidator	1221
Part 6.6	Provisional liquidators (Corporations Act, pt 5.4B)	1222
6.1	Appointment of provisional liquidator (Corporations Act, s 472)	1222
6.2	Notice of appointment of provisional liquidator	1222
Part 6.7	Liquidators	1224
7.1	Resignation of liquidator (Corporations Act, s 473 (1))	1224
7.2	Filling vacancy in office of liquidator (Corporations Act, s 473 (7), s 502)	1224
7.3	Report to liquidator as to company's affairs (Corporations Act, s 475)	1224
7.4	Liquidator to file certificate and copy of settled list of contributories (Corporations Act, s 478)	1225
7.5	Release of liquidator and deregistration of company (Corporations Act, s 480 (c) and (d))	1225

	Page	
7.6	Objection to release of liquidator	1228
7.7	Report on accounts of liquidator (Corporations Act, s 481)	1228
7.8	Application for payment of call (Corporations Act, s 483 (3) (b))	1229
7.9	Distribution of surplus by liquidator with special leave of the court (Corporations Act, s 488 (2))	1229
7.10	Powers delegated to liquidator by the court (Corporations Act, s 488)	1230
7.11	Inquiry into conduct of liquidator (Corporations Act, s 536 (1) and (2))	1230
Part 6.8	Special managers (Corporations Act, pt 5.4B)	1232
8.1	Application for appointment of special manager (Corporations Act, s 484)	1232
8.2	Security given by special manager (Corporations Act, s 484)	1232
8.3	Special manager's receipts and payments (Corporations Act, s 484)	1233
Part 6.9	Remuneration of office-holders	1234
9.1	Remuneration of receiver (Corporations Act, s 425 (1))	1234
9.2	Determination by court of remuneration of administrator (Corporations Act, s 449E (1) (c) and (1A) (c))	1236
9.2A	Review of remuneration of administrator (Corporations Act, s 449E (2))	1238
9.3	Remuneration of provisional liquidator (Corporations Act, s 473 (2))	1240
9.4	Determination by court of liquidator's remuneration (Corporations Act, s 473 (3) (b) (ii))	1243
9.4A	Review of remuneration of liquidator (Corporations Act, s 473 (5) and (6) and s 504 (1))	1245
9.5	Remuneration of special manager (Corporations Act, s 484 (2))	1247
Part 6.10	Winding-up generally	1250
10.1	Determination of value of debts or claims (Corporations Act, s 554A (2))	1250
10.2	Disclaimer of contract (Corporations Act, s 568 (1A))	1250
10.3	Winding-up Part 5.7 bodies (Corporations Act s 583, s 585) and registered schemes (Corporations Act, s 601ND)	1250
Part 6.11	Examinations and orders (Corporations Act, pt 5.9, div 1 and div 2)	1251
11.1	Meaning of <i>examination summons</i> in pt 6.11	1251
11.2	Application for examination or investigation under Corporations Act, s 411 (9) (b), s 423 or s 536 (3)	1251

Contents

	Page	
11.3	Application for examination summons (Corporations Act, s 596A, s 596B)	1252
11.4	Service of examination summons	1253
11.5	Discharge of examination summons	1253
11.6	Filing of record of examination (Corporations Act, s 597 (13))	1253
11.7	Authentication of transcript of examination (Corporations Act, s 597 (14))	1254
11.8	Inspection of record or transcript of examination or investigation under Corporations Act, s 411, s 423 or s 536	1254
11.9	Entitlement to record or transcript of examination held in public	1254
11.10	Default in relation to examination	1255
11.11	Service of application for order in relation to breaches etc by person concerned with corporation (Corporations Act, s 598)	1256
Part 6.11A	Warrants (Corporations Act, s 486B and pt 5.4B, div 3, subdiv B)	1257
11A.1	Arrest of person (Corporations Act, s 486B)	1257
Part 6.12	Takeovers, acquisitions of shares and other matters (Corporations Act, chs 6, 6A, 6B, 6C, 6D and 7) and securities (Corporations Act, ch 7)	1258
12.1	Service on ASIC in relation to proceedings under Corporations Act, ch 6, 6A, 6B, 6C, 6D or 7	1258
12.1A	Reference to court of question of law arising in proceeding before Takeovers Panel (Corporations Act, s 659A)	1258
12.1B	Notification to court if proceeding started before end of takeover bid period (Corporations Act, s 659B)	1258
12.2	Application for summons for appearance of person (Corporations Act, s 1071D (4))	1259
12.3	Application for orders relating to refusal to register transfer or transmission of securities (Corporations Act, s 1071F)	1259
Part 6.13		1260
Part 6.14	Powers of courts (Corporations Act, pt 9.5)	1261
14.1	Appeal from act, omission or decision of administrator, receiver or liquidator etc (Corporations Act, s 554A, s 1321)	1261
Part 6.15	Proceedings under ASIC Act	1263

	Page	
15.1	Reference to court of question of law arising at hearing of ASIC (ASIC Act, s 61)	1263
15.2		1263
15.3	Application for inquiry (ASIC Act, s 70, s 201, s 219)	1263
Part 6.15A	Proceedings under the Cross-Border Insolvency Act	1264
15A.1	Application—pt 6.15A and other rules	1264
15A.2	Terms used in Cross-Border Insolvency Act	1264
15A.3	Application for recognition	1265
15A.4	Application for provisional relief under Model Law, art 19	1266
15A.5	Official liquidator's consent to act	1266
15A.6	Notice of filing application for recognition	1267
15A.7	Notice of order for recognition, withdrawal etc	1267
15A.8	Relief after recognition	1268
15A.9	Application to modify or terminate order for recognition or other relief	1269
Part 6.16		1271
Dictionary		1272
Endnotes		
1	About the endnotes	1298
2	Abbreviation key	1298
3	Legislation history	1299
4	Amendment history	1301
5	Earlier republications	1321



Australian Capital Territory

Court Procedures Rules 2006

made under the

Court Procedures Act 2004

Chapter 5 Appellate proceedings

Part 5.1 Appellate proceedings—preliminary

5000 Definitions—ch 5

In this chapter:

conviction means, if a person has been found guilty at a trial on an indictment or pleaded guilty to an offence charged in an indictment—

- (a) a conviction recorded by the Supreme Court for the person; or
- (b) a finding of guilt recorded by the Supreme Court for the person.

sentence means an order, decision or other sentence (however described) imposed by the Supreme Court on a person—

- (a) after the person has been convicted or found guilty; or
- (a) after the person has pleaded guilty to an indictable offence under the *Magistrates Court Act 1930*, section 90A (7) (Plea of guilty in committal proceedings).

Examples of sentences

- 1 a reparation order under the *Crimes (Sentencing) Act 2005*, section 19 (Reparation orders—losses and expenses generally)
- 2 a good behaviour order under the *Crimes (Sentencing) Act 2005*, section 13 (Good behaviour orders)
- 3 a treatment order under the *Drugs of Dependence Act 1989*, section 123 (Treatment orders)

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see *Legislation Act*, s 126 and s 132).

5001 Appellate proceedings—application of ch 2 generally

(SCR o 1A r 1)

- (1) Except as provided by this rule or another rule in this chapter, chapter 2 (Civil proceedings generally) does not apply to an appellate proceeding.
- (2) The applied civil rules apply, with any necessary changes, to an appellate proceeding that is a civil proceeding.
- (3) In this rule:

applied civil rules means the following:

- rule 30 (Who may start and carry on a proceeding)
- rule 72 (Originating process—solicitor’s statement about filing)
- division 2.4.9 (People with a legal disability)
- part 2.9 (Preservation of rights and property)
- part 2.10 (Payment into court)
- part 2.16 (Judgment and other orders)
- part 2.17 (Costs)
- division 2.20.2 (Taking of accounts)
- division 2.20.3 (Making of inquiries)
- part 2.21 (Representation by solicitors)
- part 2.22 (Miscellaneous—ch 2).

Note Ch 6 has provisions applying to all proceedings (see r 6000 (Application—ch 6)).

Part 5.2 Appeals from master or registrar

Note to pt 5.2

Appeals from non-interlocutory orders of the master are to the Court of Appeal (see *Supreme Court Act 1933*, s 9 (2) (b)). Appeals to the Court of Appeal are dealt with in pt 5.4.

5010 Definitions—pt 5.2

(SCR o 84 r 1)

In this part:

appeal means an appeal to the court from a decision of—

- (a) for the Supreme Court—the master, or the registrar of the Supreme Court; and
- (b) for the Magistrates Court—the registrar of the Magistrates Court.

decision means—

- (a) for the master—an interlocutory order of the master; and
- (b) for the registrar—an order to which rule 6256 (Appeals from registrar’s orders etc) applies.

Note ***Order*** is defined in the dictionary (see also def ***made***).

5011 Application—pt 5.2

(SCR o 84 r 2)

This part applies to an appeal to the court subject to any territory law applying to the appeal.

Note 1 A ***territory law*** includes these rules (see *Legislation Act*, s 98).

Note 2 Appeals may be made from decisions of the master or registrar mentioned in table 5011 to the court.

Table 5011 Master or registrar appealed from

column 1 item	column 2 master/registrar	column 3 court (constituted by)	column 4 law appealed under
1	master, in relation to the master's interlocutory orders	Supreme Court (judge)	<i>Supreme Court Act 1933</i> , s 9 (2) (a)
2	registrar of the Supreme Court	Supreme Court (judge or master)	r 6256 (Appeals from registrar's orders etc)
3	registrar of the Magistrates Court	Magistrates Court (magistrate)	r 6256 (Appeals from registrar's orders etc)

5012 Appeals from master or registrar—starting appeal

(SCR o 61 r 5 (1) (b), (c) and (e), o 61A r 5 (b) and (c))

An appeal may be started in the court by filing a notice of appeal in the court.

Note See approved form 5.1 (Appeal from Master or Registrar—notice of appeal) [AF2006-385](#).

5013 Appeals from master or registrar—requirements for notice of appeal

(SCR o 61 r 5 (1) (f) and o 61A r 5 (e); NSW r 45.21; Qld r 786 (1))

- (1) A notice of appeal to the court must state—
- (a) who made the decision appealed from; and
 - (b) the decision and the date of the decision; and

- (c) whether the appeal is from all or part of the decision; and
 - (d) if the appeal is from part of the decision—the part appealed from; and
 - (e) whether the appellant will seek to put further evidence before the court; and
 - (f) the order sought.
- (2) The notice of appeal need not set out grounds of appeal.

5014 Appeals from master or registrar—time for filing notice of appeal

(SCR o 61 r 4A and 5 (1) (a) and o 61A r 4A and 5 (a))

- (1) A notice of appeal to the court from a decision of the master or registrar must be filed in the court—
- (a) for an appeal from a decision of the master or registrar of the Supreme Court, other than a decision mentioned in paragraph (c)—not later than 5 days after the day the decision is made, or any further time the Supreme Court allows; or
 - (b) for an appeal from a decision of the registrar of the Magistrates Court—not later than 5 days after the day the decision is made, or any further time the Magistrates Court allows; or
 - (c) for an appeal from a decision of the master or registrar of the Supreme Court made under a rule in schedule 6 of these rules—not later than 28 days after the day the decision is made, direction given or act done, or any further time the Supreme Court allows.

Note 1 Pt 6.2 (Applications in proceedings) applies to an application for further time.

Note 2 An application for further time may be made before or after the time mentioned in r (1) (see Legislation Act, s 151C).

- (2) An application for further time must be accompanied by an affidavit showing—
- (a) the nature of the case in summary form; and
 - (b) each question involved; and
 - (c) the reasons why the extension of time should be given.

5015 Appeals from master or registrar—notice of appeal to be sealed

The registrar of the court in which an appeal is brought must seal the original and filed copies of a notice of appeal.

Note The registrar may reject a notice of appeal that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5016 Appeals from master or registrar—serving notice of appeal

(SCR o 61 r 5 (1) (b) and (e), o 61A r 5 (b) and o 84 r 10; MCA s 209 (2); MC(CJ)R s 389 (2); Qld r 752 and r 785)

- (1) The appellant must serve a sealed copy of a notice of appeal on each respondent (if any) to the appeal not later than 3 days after the day the notice is filed.
- (2) However, a notice of appeal from a decision refusing an application made without notice need not be served unless the court otherwise orders on its own initiative.
- (3) The court may order that the notice of appeal be served on anyone else on application by a party to the appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

5017 Appeals from master or registrar—stay and reinstatement

(SCR o 61 r 5 (2), o 61A r 10 and o 84 r 12; MCA s 216; NSW r 45.22 and r 46.7; Qld r 761 and r 785)

- (1) An appeal to the court from a decision of the master or registrar (the *judicial officer*) in a civil proceeding does not operate as a stay of the decision appealed from unless a stay of the decision is ordered by the judicial officer or the court.

Note Pt 6.2 (Applications in proceedings) applies to an application for a stay or for an order under this rule.

- (2) An application for a stay of the decision may be made by a party to the appeal.
- (3) In an urgent case, the application may be made without serving it on anyone.
- (4) If the application is made without serving it on anyone, the application must be accompanied by an affidavit setting out the grounds relied on in support of the claim of urgency.
- (5) If the decision appealed from is stayed by the judicial officer or the court, the judicial officer or the court may make any order that the judicial officer or the court considers necessary or desirable to give effect to the stay.
- (6) The court may, by order, amend or set aside an order for a stay (including an order made by the judicial officer).
- (7) An application for an order of the court under subrule (1) may be made whether or not a similar application has been made to the judicial officer.
- (8) If any step has been taken for the enforcement of a decision and the court amends or sets aside the decision on appeal under this part, the court may make the orders for reinstatement it considers appropriate.

Part 5.3 Appeals to Supreme Court

Note to pt 5.3

For appeals to Court of Appeal, see pt 5.4, for orders to review Magistrates Court decisions, see pt 5.5 and for reference appeals, see pt 5.6.

Division 5.3.1 Appeals to Supreme Court—preliminary

5050 Definitions—pt 5.3

(SCR o 84 r 1 and r 1A)

In this part:

appeal means an appeal to the Supreme Court from an order of a court or tribunal, but does not include—

- (a) an appeal to the Court of Appeal; or

Note See pt 5.4 (Appeals to Court of Appeal).

- (b) an order to review a decision of the Magistrates Court mentioned in the *Magistrates Court Act 1930*, section 219B (Appeals by way of orders to review); or

Note See pt 5.5 (Orders to review Magistrates Court decisions).

- (c) a reference appeal to the Supreme Court mentioned in the *Magistrates Court Act 1930*, section 219AB (2) (Reference appeal following acquittal on indictment); or

Note See div 5.6.1 (Reference appeals—Supreme Court).

- (d) a question referred to the Supreme Court to which division 5.7.1 (Questions referred—Supreme Court) applies.

court or tribunal means a court or tribunal from which an appeal may be made to the Supreme Court, but does not include the master or registrar.

order, of a court or tribunal, includes a decision, conviction, order, sentence or penalty mentioned in the *Magistrates Court Act 1930*, section 208 (Appeals to which div 3.10.2 applies).

Note ***Order*** is defined in the dictionary (see also def *made*).

registrar, of a court or tribunal, means—

- (a) for the Magistrates Court—the registrar of the Magistrates Court; or
- (b) for a tribunal—the registrar or a deputy registrar of the tribunal or, if there is no registrar of the tribunal, the person in charge of the tribunal’s administration.

relevant law, in relation to an appeal, means the law under which the appeal is brought.

tribunal includes any entity (other than a court) from which an appeal may be made to the Supreme Court.

5051 Application—pt 5.3

(SCR o 84 r 2)

- (1) This part applies to an appeal to the Supreme Court from an order of a court or tribunal.
- (2) This part applies subject to any territory law applying to the appeal.

Note 1 A ***territory law*** includes these rules (see Legislation Act, s 98).

Note 2 Appeals may be made from the courts and tribunals mentioned in table 5051 to the Supreme Court.

Note 3 Certain jurisdiction of the Supreme Court under the *Legal Profession Act 2006* must be exercised by a Full Court (see *Supreme Court Act 1933*, s 11).

Table 5051 Courts and tribunals that may be appealed from

column 1 item	column 2 court or tribunal	column 3 constitution of Supreme Court for appeal	column 4 law appealed under
1	administrative appeals tribunal	judge or master	<i>Administrative Appeals Tribunal Act 1989, s 46</i>
2	admissions board	Full Court or judge	<i>Legal Profession Act 2006, s 25</i>
3	consumer and trader tribunal	judge or master	<i>Consumer and Trader Tribunal Act 2003, s 51</i>
4	credit tribunal	judge or master	<i>Consumer Credit (Administration) Act 1996, s 94</i>
5	disciplinary tribunal	Full Court or judge	<i>Legal Profession Act 2006, s 437</i>
6	discrimination tribunal	judge or master	<i>Discrimination Act 1991, s 108DB</i>
7	guardianship tribunal	judge or master	<i>Guardianship and Management of Property Act 1991, s 56</i>
8	health professions tribunal	judge or master	<i>Health Professionals Act 2004, s 67</i>
9	licensing body, bar council or relevant council	Full Court	<i>Legal Profession Act 2006, s 81</i>

column 1 item	column 2 court or tribunal	column 3 constitution of Supreme Court for appeal	column 4 law appealed under
10	licensing body or relevant council	judge	<i>Legal Profession Act 2006</i> , s 207, s 239 (5), s 249 (5), s 514 and s 589 (4)
11	Magistrates Court	judge or master	<i>Community and Health Services Complaints Act 1993</i> , s 39G (1) <i>Consumer Credit (Administration) Act 1996</i> , s 95 <i>Health Records (Privacy and Access) Act 1997</i> , s 32 (1) <i>Leases (Commercial and Retail) Act 2001</i> , s 155 <i>Magistrates Court Act 1930</i> , s 274 <i>Victims of Crime (Financial Assistance) Act 1983</i> , s 61
12	Magistrates Court	judge	<i>Magistrates Court Act 1930</i> , s 207 (1) (a)
13	mental health tribunal	judge or master	<i>Mental Health (Treatment and Care) Act 1994</i> , s 141

column 1 item	column 2 court or tribunal	column 3 constitution of Supreme Court for appeal	column 4 law appealed under
14	occupational health and safety review authority	judge or master	<i>Occupational Health and Safety Act 1989, s 194</i>
15	residential tenancies tribunal	judge or master	<i>Residential Tenancies Act 1997, s 125</i>
16	Small Claims Court	judge or master	<i>Magistrates Court Act 1930, s 275</i>

5052 Appeals to Supreme Court—general powers

(Qld r 766 (1))

- (1) For an appeal to the Supreme Court, the court—
 - (a) has all the powers and duties of the court or tribunal that made the order appealed from; and
 - (b) may draw inferences of fact; and
 - (c) may, on special grounds, receive further evidence about questions of fact, either orally in court, by affidavit or in another way; and
 - (d) may make any of the following orders:
 - (i) an order confirming, amending or setting aside the order of the court or tribunal appealed from;

- (ii) an order remitting the case to be heard and decided again, either with or without the hearing of further evidence, by the court or tribunal in accordance with any direction the court considers appropriate; and
 - (e) may make any other order that it considers appropriate.
- (2) If the Supreme Court orders that it will receive further evidence, and the evidence is to be given by an expert witness, the following rules apply, with necessary changes, to the appeal:
- division 2.12.1 (Expert evidence generally)
 - division 2.12.2 (Multiple expert witnesses for same issue)
 - rule 1242 (Supplementary expert reports)
 - rule 1243 (Expert evidence to be covered by expert report)
 - rule 1244 (Expert reports admissible as evidence of opinion etc)
 - rule 1245 (Requiring attendance of expert for cross-examination etc)
 - rule 1246 (Tender of expert report).
- (3) Subrule (1) (c) is subject to rule 5193 (Further evidence on appeal to Supreme Court—Magistrates Court Act 1930, s 214).

5053 Appeals to Supreme Court—non-publication order

(SCR o 84 r 2A)

- (1) This rule applies if—
- (a) the court or tribunal appealed from made an order prohibiting the publication of a party's name (the *non-publication order*); and
 - (b) the non-publication order has not been discharged by the court or tribunal or by the Supreme Court.

- (2) For the appeal, the non-publication order remains in force as if it were an order of the Supreme Court, subject to any order of the Supreme Court.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) In this rule:

party means a party to the proceeding in which the order appealed from was made.

5054 Appeals to Supreme Court—stay and reinstatement

(SCR o 84 r 12; MCA s 216; NSW r 45.22 and r 46.7; Qld r 761 and r 785)

- (1) An appeal to the Supreme Court in a civil proceeding does not operate as a stay of the order of the court or tribunal appealed from unless—
- (a) the relevant law or these rules otherwise provide; or
 - (b) in any other case—
 - (i) the court or tribunal, under another territory law, orders a stay of the order; or
 - (ii) the Supreme Court orders a stay of the order on application by a party to the appeal.

Note Pt 6.2 (Applications in proceedings) applies to an application for a stay or an order under this rule.

- (2) In an urgent case, an application to the Supreme Court for a stay may be made without serving it on anyone.
- (3) If the application to the Supreme Court for a stay is made without serving it on anyone, the application must be accompanied by an affidavit setting out the grounds relied on in support of the claim of urgency.

- (4) If the order appealed from is stayed by the Supreme Court, the court may make any order that it considers necessary or desirable to give effect to the stay.

Examples

- 1 If the order appealed from is the cancellation or suspension of a licence (however described), the Supreme Court may order that the cancellation or suspension not have effect until the appeal is decided.
- 2 If the order appealed from is the refusal to issue a licence (however described), the Supreme Court may order that the licence be issued pending the deciding of the appeal.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (5) If an appeal mentioned in the *Magistrates Court Act 1930*, section 207 (1) (a) (Jurisdiction of Supreme Court) has been properly started—
- (a) the enforcement of the order appealed from is stayed until the appeal ends, is abandoned or discontinued; and
 - (b) if the appellant is in custody and is not detained for any other reason, the appellant—
 - (i) may be granted bail under the *Bail Act 1992*; or
 - (ii) may be remanded in custody on the order of the Supreme Court or Magistrates Court.
- (6) The Supreme Court may, by order, amend or set aside—
- (a) an order of the court or tribunal staying the order of the court or tribunal appealed from; or
 - (b) an order made by it under this rule.
- (7) An application for an order of the Supreme Court for a stay may be made whether or not a similar application has been made to the court or tribunal.

- (8) If any step has been taken for the enforcement of an order and the Supreme Court amends or sets aside the order on appeal under this part, the court may make the orders for reinstatement it considers appropriate.

5055 Appeals to Supreme Court—security for costs

(SCR o 84 r 11; NSW r 46.8; Qld rr 772-774 and r 785)

- (1) Security for costs of an appeal is not required, unless the Supreme Court otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (2) This rule does not limit division 2.17.8 (Security for costs).

Division 5.3.2 Appeals to Supreme Court—leave to appeal

5070 Application—div 5.3.2

(SCR o 86 r 2)

- (1) This division applies if—
- (a) a person wants to appeal to the Supreme Court from an order of a court or tribunal; and
 - (b) the relevant law requires the Supreme Court’s leave to appeal.
- (2) The person must make an application for leave to appeal under this division.

Note Leave to appeal is required for orders of the following courts and tribunals:

- the AAT
- the consumer and trader tribunal
- the credit tribunal
- the discrimination tribunal
- the guardianship tribunal (for an order of the guardianship tribunal on a question other than a question of law)

- the Magistrates Court (for appeals mentioned in the *Magistrates Court Act 1930*, s 274 (1) (Cases in which appeal may be brought))
- the residential tenancies tribunal
- the small claims court.

5071 Appeals to Supreme Court—application for leave to appeal

(SCR o 84 r 4 (2) and (3) and r 4 and o 86 r 3)

- (1) The application for leave to appeal must comply with this division.

Note 1 See approved form 5.2 (Supreme Court—application for leave to appeal) [AF2006-386](#).

Note 2 The application must be in accordance with pt 6.2 (Applications in proceedings) for matters not dealt with in this division.

- (2) The application must be accompanied by—

(a) an affidavit showing—

(i) the nature of the case; and

(ii) the questions involved; and

(iii) the reasons why leave should be given; and

(b) the draft notice of appeal.

- (3) If the applicant is also applying for leave to appeal out of time under division 5.3.3 (Appeals to Supreme Court—leave to appeal out of time), the application for leave to appeal under this division and for leave to appeal out of time under division 5.3.3 may be made in a single application (supported by a single affidavit).

- (4) If the applicant wants to present the applicant's case in writing under part 5.8 (Written cases), the application must state that the applicant wants to do so.

5072 Appeals to Supreme Court—time for filing application for leave to appeal

(SCR o 86 r 5; MC(CJ)R s 388)

The applicant for leave to appeal must file the application for leave to appeal, accompanying affidavit, and draft notice of appeal, in the Supreme Court not later than 28 days after the day the order appealed from is made, or not later than any further time allowed by the court.

Note 1 See r 5103 (Appeals to Supreme Court—time for filing notice of appeal).

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for further time to apply for leave to appeal.

Note 3 An application for further time may be made before or after the time mentioned in this rule (see Legislation Act, s 151C).

5073 Appeals to Supreme Court—application for leave to appeal to be sealed

The registrar of the Supreme Court must seal the original and filed copies of an application for leave to appeal.

Note The registrar may reject an application for leave to appeal that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5074 Appeals to Supreme Court—serving application for leave to appeal

(SCR o 86 r 6)

- (1) The applicant for leave to appeal must, not later than 3 days after the day the application is filed, serve the following on each person who was a party to, or given leave to intervene in, the proceeding in which the order appealed from was made (the *original proceeding*):
 - (a) a sealed copy of the application;
 - (b) a stamped copy of the accompanying affidavit;

- (c) a stamped copy of the draft notice of appeal.
- (2) The documents mentioned in subrule (1) must be served—
 - (a) personally; or

Note See r 6405 (How document is personally served). A number of rules provide that particular kinds of non-personal service are taken to be personal service eg r 6431 (Service on corporations—generally). Also, service may be done in another way eg by substituted service (see r 6460 (Substituted service)).

- (b) if the person filed a notice of intention to respond or defence (however described) in the court or tribunal that made the order appealed from, or otherwise gave the court or tribunal an address for service (however described)—on the person at the person’s address for service (however described) in the original proceeding.
- (3) Part 6.8 (Service) applies to this rule as if a reference to an address for service were a reference to an address for service mentioned in subrule (2) (b).

Note See in particular r 6420 (Ordinary service—address for service).

5075 Appeals to Supreme Court—notice of intention to respond to application for leave to appeal

(SCR o 86 r 7)

- (1) A respondent to the application for leave to appeal must file in the Supreme Court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—
 - (a) the application were an originating application; and
 - (b) the respondent were a defendant; and
 - (c) the appellant were the plaintiff; and
 - (d) any other necessary changes were made.

- (2) To remove any doubt, if the application for leave to appeal is a single application mentioned in rule 5071 (3) (Appeals to Supreme Court—application for leave to appeal), the respondent need only file a single notice of intention to respond.

5076 Appeals to Supreme Court—time for filing etc respondent’s affidavits for leave to appeal

(SCR o 86 r 8)

If a respondent to the application for leave to appeal wants to present evidence, the respondent must file, and serve a stamped copy of, the respondent’s affidavits not later than 14 days after the day the application is served on the respondent.

Note Rule 6351 (Time—extending and shortening by court order) provides for the extending or shortening of time by the court.

Division 5.3.3 Appeals to Supreme Court—leave to appeal out of time

5080 Meaning of *out of time*—div 5.3.3

(SCR o 86 r 9)

In this division:

out of time, for an appeal from an order of a court or tribunal, means later than the time provided under the relevant law or this part within which the appeal must be started (disregarding any further time allowed by the Supreme Court for starting the appeal).

5081 Application—div 5.3.3

(SCR o 86 r 10)

- (1) This division applies if a person wants to appeal out of time to the Supreme Court from an order of a court or tribunal.
- (2) The person must make an application for leave to appeal out of time under this division.

5082 Appeals to Supreme Court—application for leave to appeal out of time

(SCR o 86 r 11 and r 12)

- (1) The application for leave to appeal out of time must comply with this division.

Note 1 See approved form 5.3 (Supreme Court—application for leave to appeal out of time) [AF2006-387](#).

Note 2 The application must be in accordance with pt 6.2 (Applications in proceedings) for matters not dealt with in this division.

- (2) The application must be accompanied by—
- (a) an affidavit showing—
 - (i) the nature of the case; and
 - (ii) the questions involved; and
 - (iii) the reasons why leave should be given; and
 - (b) the draft notice of appeal.
- (3) If the applicant is also applying for leave to appeal under division 5.3.2 (Appeals to Supreme Court—leave to appeal), the application for leave to appeal out of time under this division and for leave to appeal under division 5.3.2 may be made in a single application (supported by a single affidavit).
- (4) If the applicant wants to present the applicant’s case in writing under part 5.8 (Written cases), the application must state that the applicant wants to do so.

5083 Appeals to Supreme Court—filing application for leave to appeal out of time

(SCR o 86 r 13)

The applicant for leave to appeal out of time must file the application for leave to appeal out of time, accompanying affidavit, and draft notice of appeal, in the Supreme Court.

Note For when the application for leave to appeal out of time must be filed, see r 5103 (d) (Appeals to Supreme Court—time for filing notice of appeal).

5084 Appeals to Supreme Court—application for leave to appeal out of time to be sealed

The registrar of the Supreme Court must seal the original and filed copies of an application for leave to appeal out of time.

Note The registrar may reject an application for leave to appeal out of time that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5085 Appeals to Supreme Court—serving application for leave to appeal out of time

(SCR o 86 r 13)

- (1) The applicant for leave to appeal out of time must, not later than 3 days after the day the application is filed, serve the following on each person who was a party to, or given leave to intervene in, the proceeding in which the order appealed from was made (the *original proceeding*):
 - (a) a sealed copy of the application;
 - (b) a stamped copy of the accompanying affidavit;
 - (c) a stamped copy of the draft notice of appeal.

(2) The documents mentioned in subrule (1) must be served—

(a) personally; or

Note See r 6405 (How document is personally served). A number of rules provide that particular kinds of non-personal service are taken to be personal service eg r 6431 (Service on corporations—generally). Also, service may be done in another way eg by substituted service (see r 6460 (Substituted service)).

(b) if the person filed a notice of intention to respond or defence (however described) in the court or tribunal that made the order appealed from, or otherwise gave the court or tribunal an address for service (however described)—on the person at the person's address for service (however described) in the original proceeding.

(3) Part 6.8 (Service) applies to this rule as if a reference to an address for service were a reference to an address for service mentioned in subrule (2) (b).

Note See in particular r 6420 (Ordinary service—address for service).

5086 Appeals to Supreme Court—notice of intention to respond to application for leave to appeal out of time

(SCR o 86 r 14)

(1) A respondent to the application for leave to appeal out of time must file in the Supreme Court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—

(a) the application were an originating application; and

(b) the respondent were a defendant; and

(c) the appellant were the plaintiff; and

(d) any other necessary changes were made.

(2) To remove any doubt, if the application for leave to appeal is a single application mentioned in rule 5082 (3) (Appeals to Supreme

Court—application for leave to appeal out of time), the respondent need only file a single notice of intention to respond.

5087 Appeals to Supreme Court—time for filing etc respondent’s affidavits for leave to appeal out of time

(SCR o 86 r 15)

If a respondent to the application for leave to appeal out of time wants to present evidence, the respondent must file, and serve a stamped copy of, the respondent’s affidavits not later than 14 days after the day the application is served on the respondent.

Note Rule 6351 (Time—extending and shortening by court order) provides for the extending or shortening of time by the court.

**Division 5.3.4 Appeals to Supreme Court—
procedure generally**

5100 Appeals to Supreme Court—starting appeal

(SCR o 84 r 3; MC(CJ)R s 389 (1); Qld r 784 (1))

An appeal may be started in the Supreme Court by filing a notice of appeal in the Supreme Court.

Note See approved form 5.4 (Supreme Court—notice of appeal) [AF2006-388](#).

5101 Appeals to Supreme Court—requirements for notice of appeal etc

(SCR o 84 r 4 and r 5 (1); NSW r 46.4 (a); Qld r 747, r 785 and r 786 (1) and (5))

- (1) The notice of appeal to the Supreme Court must state—
 - (a) the court or tribunal’s name; and
 - (b) the order of the court or tribunal appealed from and the date of the order; and
 - (c) whether the appeal is from all or part of the order; and

- (d) if the appeal is from part of the order—the part appealed from; and
 - (e) whether the appellant will seek to put further evidence before the court; and
 - (f) if further evidence is to be put before the court—briefly the nature of the evidence and what is sought to be proved; and
 - (g) briefly, but specifically, the grounds relied on in support of the appeal, including, in particular, any grounds on which it is claimed that there is an error of law in the order of the court or tribunal; and
 - (h) the order sought.
- (2) If the appeal is brought by leave of the Supreme Court—
- (a) the notice of appeal must state—
 - (i) that the appeal is brought by leave; and
 - (ii) the date of the court order giving leave; and
 - (b) a sealed copy of the order giving leave to appeal must be attached to the notice of appeal and every copy of the notice of appeal served under rule 5107 (Appeals to Supreme Court—serving notice of appeal).
- (3) If the appellant wants to present the appellant’s case in writing under part 5.8 (Written cases), the notice of appeal must state that the appellant wants to do so.
- (4) If there is a respondent to the appeal, the notice of appeal must include an instruction that before taking any other step in the proceeding the respondent must file in the Supreme Court a notice of intention to respond (unless the respondent filed a notice of intention to respond to an application for leave to appeal, or for leave to appeal out of time, in the proceeding, and the information provided in the notice has not changed).

- (5) On the hearing of the appeal, the appellant must not, without the Supreme Court's leave—
- (a) raise any question that is not stated in the notice of appeal; or
 - (b) rely on any ground in support of the judgment sought that is not stated in the notice of appeal.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

5102 Appeals to Supreme Court—parties to appeal

(SCR o 84 r 6; NSW r 46.5; Qld r 749, r 750 and r 785)

- (1) A person must be included as a respondent to the appeal if the person—
- (a) appeared or was given leave to appear before the court or tribunal in the proceeding in which the order appealed from was made (the *original proceeding*); and
 - (b) would be directly affected by the order sought by the notice of appeal, or is interested in maintaining the order appealed from.
- (2) If the order appealed from is an order of a tribunal, the tribunal must be included as a respondent to the appeal.
- (3) If an unincorporated organisation or association appeared or was given leave to appear before the court or tribunal in the original proceeding—
- (a) a reference in subrule (1) to a person is a reference to someone acting (other than as a legal practitioner) for the organisation or association; and
 - (b) subrule (1) (b) is taken to require that the interests of the organisation or association, found out from its objects or purposes, would be directly affected by the order sought by the notice of appeal or by the maintenance of the order appealed from.
- (4) The Supreme Court may order that—

- (a) a person (whether or not a party to the original proceeding) be included or removed as a party to the appeal; or
- (b) a person directly affected by the appeal be included or substituted as a party.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (5) However, a person may be made an appellant only with the person's consent.
- (6) If the Supreme Court orders the inclusion or substitution of someone as a party to the appeal, it may adjourn the hearing of the appeal and make any order it considers appropriate about the conduct of the appeal.

5103 Appeals to Supreme Court—time for filing notice of appeal

(SCR o 84 r 7 and r 8; MCA s 209 (1); MC(CJ)R s 389 (1); NSW r 46.3; Qld r 748 and r 785)

The notice of appeal must be filed in the Supreme Court—

- (a) not later than the time provided by the relevant law; or
- (b) not later than any further time the Supreme Court allows; or
- (c) if no time is provided by the relevant law and leave to appeal has been given—
 - (i) not later than 7 days after the day leave to appeal is given, or not later than any further time allowed by the Supreme Court on application filed in the court before the end of the 7-day period; or

- (ii) if the Supreme Court sets a time for the filing when giving leave to appeal—not later than the time set, or not later than any further time allowed by the Supreme Court on application filed in the court before the end of the time set; or

Note Pt 6.2 (Applications in proceedings) applies to an application for further time.

- (d) if no time is provided by the relevant law and leave to appeal under division 5.3.2 (Appeals to Supreme Court—leave to appeal) is not necessary—not later than 28 days after the day the order appealed from was made, or not later than any further time the Supreme Court allows on application filed in the court before the end of the 28-day period.

Note Div 5.3.3 (Appeals to Supreme Court—leave to appeal out of time) applies to an application for further time.

5104 Appeals to Supreme Court—notice of appeal to be sealed

The registrar of the Supreme Court must seal the original and filed copies of the notice of appeal.

Note The registrar may reject a notice of appeal that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5105 Appeals to Supreme Court—numbering etc of appeals

(SCR o 2 r 16 (2); Qld r 964)

- (1) When the notice of appeal is sealed, the registrar of the Supreme Court must give a distinguishing number or other unique identifier to the appeal started by the notice.
- (2) The registrar must ensure that the original and each copy sealed under rule 5104 is endorsed with—
 - (a) the distinguishing number or other unique identifier given to the appeal; and

(b) the date when the notice was filed in the court.

5106 Appeals to Supreme Court—date for settlement of appeal papers

(SCR o 84 r 9)

The registrar of the Supreme Court must set a date for settlement of the appeal papers by writing the date on the notice of appeal.

5107 Appeals to Supreme Court—serving notice of appeal

(SCR o 84 r 10; MCA s 209 (2); MC(CJ)R s 389 (2); NSW r 46.6; Qld r 752, r 784 (2) and r 785)

(1) The appellant must serve a sealed copy of the notice of appeal on each respondent.

(2) The notice of appeal must be served—

(a) personally; or

Note See r 6405 (How document is personally served). A number of rules provide that particular kinds of non-personal service are taken to be personal service eg r 6431 (Service on corporations—generally). Also, service may be done in another way eg by substituted service (see r 6460 (Substituted service)).

(b) if a respondent filed a notice of intention to respond or defence (however described) in the court or tribunal that made the order appealed from, or otherwise gave the court or tribunal an address for service (however described)—on the respondent at the respondent's address for service (however described) in the proceeding in which the order appealed from was made; or

(c) for an appeal mentioned in the *Magistrates Court Act 1930*, section 208 (1), other than section 208 (1) (a)—on the informant; or

(d) for an appeal mentioned in the *Magistrates Court Act 1930*, section 208 (1) (a)—on each person mentioned in the paragraph.

- (3) The appellant must also serve a sealed copy of the notice of appeal on the registrar of the court or tribunal.
- (4) On application by a party to the appeal or on its own initiative, the Supreme Court may order the appellant to serve the notice of appeal on anyone else.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (5) The appellant must serve the notice of appeal under subrule (1) not later than 7 days after the day the notice is filed, but no later than 5 days before the day for settling the appeal papers, unless the Supreme Court otherwise orders.
- (6) If the Supreme Court makes an order under subrule (5), the registrar of the Supreme Court must make a note of the order on the notice of appeal.
- (7) Part 6.8 (Service) applies to this rule as if a reference to an address for service were a reference to an address for service mentioned in subrule (2) (b).

Note See in particular r 6420 (Ordinary service—address for service).

5108 Appeals to Supreme Court—notice of intention to respond

(SCR o 84 r 5; Qld r 786 (2) to (4))

- (1) A respondent to the appeal must file in the court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—
 - (a) the notice of appeal were an originating claim; and
 - (b) the respondent were a defendant; and
 - (c) the appellant were the plaintiff; and
 - (d) any other necessary changes were made.

- (2) However, this rule does not apply to a respondent if the respondent filed a notice of intention to respond under rule 5075 (Appeals to Supreme Court—notice of intention to respond to application for leave to appeal) or rule 5085 (Appeals to Supreme Court—notice of intention to respond to application for leave to appeal out of time) in the proceeding, and the information provided in the notice has not changed.

5109 Appeals to Supreme Court—respondent taken to be served by filing notice of intention to respond

(SCR o 2 r 18C; MC(CJ)R s 33)

- (1) This rule applies to a respondent to the appeal if—
- (a) the respondent is represented by a solicitor; and
 - (b) the respondent has not been served with the notice of appeal for the appeal, but files a notice of intention to respond (other than a conditional notice of intention to respond).
- (2) The respondent is taken to have been served with the notice of appeal on the day the respondent files the notice of intention to respond.

5110 Appeals to Supreme Court—documents

(SCR o 84 r 13; NSW r 46.14; Qld r 784 (3))

- (1) Not later than 14 days after the day the notice of appeal is served on the registrar of the court or tribunal appealed from, the registrar of the court or tribunal must—
- (a) give the registrar of the Supreme Court and serve on each appellant—
 - (i) a copy of the order appealed from; and
 - (ii) if the court or tribunal gave written reasons for its order— a copy of the reasons, certified by the registrar of the court or tribunal; and

- (iii) if there is no transcript of the proceeding in which the order appealed from was made—a copy of the notes (if any) of the proceeding, certified by the registrar of the court or tribunal; and
 - (iv) a list of the documents and any other exhibits that were before the court or tribunal, certified by the registrar of the court or tribunal; and
 - (b) give the registrar of the Supreme Court all documents and exhibits that were before the court or tribunal in relation to the proceeding in which the order appealed from was made.
- (2) Not later than 14 days after the day the notice of appeal is filed in the Supreme Court, the appellant must, if there is a transcript of the proceeding in the court or tribunal, file in the Supreme Court a copy of the transcript of—
 - (a) the evidence in the proceeding in the court or tribunal; and
 - (b) the decision made by the court or tribunal.
- (3) If the appeal is from an order of the AAT, the list mentioned in subrule (1) (a) (iv) must—
 - (a) state any documents that were the subject of an order under the *Administrative Appeals Tribunal Act 1989*, section 34 (3) (Hearings to be in public except in special circumstances); and
 - (b) state any documents for which a certificate of the Minister is in force under that Act, section 26 (7) (Person affected by decision may obtain reasons for decision); and
 - (c) state any documents for which a certificate is in force under that Act, section 35 (Certain documents and information not required to be disclosed and questions not required to be answered) and whether an order was made by the tribunal under that Act, section 35 (4) in relation to the document.

- (4) If the appeal is from an order of the AAT and the AAT has not given written reasons for the order, the appellant must, if entitled to do so under the relevant law—
- (a) obtain a statement of written reasons for the order; and
 - (b) give a copy of the statement to the registrar of the AAT, and file a copy of the statement in the Supreme Court, no later than 14 days after the day the appellant receives the statement.

5111 Appeals to Supreme Court—amending notice of appeal

(SCR o 84 r 15; Qld r 751 and r 785)

- (1) Before the appeal papers are settled, the appellant may amend the notice of appeal without the Supreme Court’s leave.
- (2) After the appeal papers are settled, the appellant may amend the notice of appeal only with the Supreme Court’s leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

- (3) The provisions of part 2.7 (Amendment) mentioned in subrule (4) apply to an amendment of the notice of appeal as if—
 - (a) the notice of appeal were a pleading; and
 - (b) the respondent were a defendant; and
 - (c) the appellant were the plaintiff; and
 - (d) any other necessary changes were made.
- (4) The provisions of part 2.7 applying to an amendment of the notice of appeal are the following:
 - rule 502 (Amendment—of documents)
 - rule 508 (Amendment—when leave to amend ceases to have effect)
 - rule 509 (Amendment—procedure)

- rule 510 (Amendment—person required to make)
- rule 511 (Amendment—service of amended or revised document etc)
- for an appeal in a civil proceeding—rule 513 (Amendment—costs).

5112 Appeals to Supreme Court—cross-appeal

(SCR o 84 r 4 (6) and r 16; NSW r 46.10 and r 46.13 (3) (d); Qld r 754, r 755 and r 785)

- (1) If a respondent wants to appeal from all or part of the order appealed from, or wants an amendment of the order, the respondent need not start a substantive appeal.
- (2) However, the respondent must—
 - (a) file a notice of cross-appeal in the Supreme Court not later than 28 days after the day the notice of appeal is served on the respondent, or not later than any further time allowed by the Supreme Court; and
 - (b) serve a sealed copy of the notice of cross-appeal, not later than 7 days after the day the notice of cross-appeal is filed, but no later than 5 days before the day for settling the appeal papers, unless the Supreme Court otherwise orders, on the following:
 - (i) each appellant and any other respondent;
 - (ii) any other party to the proceeding in which the order appealed from was made (the *original proceeding*) who would be directly affected by the order that the respondent seeks.

Note 1 See approved form 5.5 (Supreme Court—notice of cross-appeal) [AF2006-389](#).

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for further time.

Note 3 For the use of a notice of contention instead of a notice of cross-appeal, see r 5115.

- (3) If a party mentioned in subrule (2) (b) (ii) filed a notice of intention to respond or defence (however described) in the court or tribunal that made the order appealed from, or otherwise gave the court or tribunal an address for service (however described), the notice of cross-appeal may be served on the party at the party's address for service (however described) in the original proceeding.
- (4) Part 6.8 (Service) applies to this rule as if a reference to an address for service were a reference to an address for service mentioned in subrule (3).

Note See in particular r 6420 (Ordinary service—address for service).

- (5) The notice of cross-appeal must state—
- (a) whether the appeal is from all or part of the order or seeks an amendment of the order; and
 - (b) if the appeal is from part of the order or seeks an amendment of the order—the part the respondent cross-appeals from; and
 - (c) either—
 - (i) the order that the respondent seeks instead of the order cross-appealed; or
 - (ii) the amendment of the order that the respondent seeks; and
 - (d) whether the respondent will seek to put further evidence before the Supreme Court; and
 - (e) if further evidence is to be put before the Supreme Court—briefly the nature of the evidence and what is sought to be proved; and
 - (f) briefly, but specifically, the grounds relied on in support of the appeal, including, in particular, any grounds on which it is contended that there is an error of law in the order appealed from.

- (6) On the hearing of a cross-appeal, the respondent bringing the cross-appeal must not, without the Supreme Court's leave—
- (a) raise any question that is not stated in the notice of cross-appeal; or
 - (b) rely on any ground in support of—
 - (i) the order sought that is not stated in the notice of cross-appeal; or
 - (ii) the amendment of the order sought that is not stated in the notice of cross-appeal.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

5113 Appeals to Supreme Court—application of certain rules to cross-appeals

(SCR o 86 r 31)

- (1) The provisions mentioned in subrule (2) apply to a cross-appeal as if—
- (a) a reference to an appeal were a reference to a cross-appeal; and
 - (b) a reference to the appellant were a reference to the respondent bringing the cross-appeal; and
 - (c) a reference to the respondent were a reference to the appellant (or an appellant) on whom the cross-appeal is served; and
 - (d) any other necessary changes were made.
- (2) The provisions applying to a cross-appeal are as follows:
- rule 5054 (Appeals to Supreme Court—stay and reinstatement)
 - rule 5055 (Appeals to Supreme Court—security for costs)
 - rule 5102 (Appeals to Supreme Court—parties to appeal)
 - rule 5104 (Appeals to Supreme Court—notice of appeal to be sealed)

- rule 5107 (2) to (5) (Appeals to Supreme Court—serving notice of appeal)
- rule 5111 (Appeals to Supreme Court—amending notice of appeal)
- division 5.3.6 (Appeals to Supreme Court—ending all or part of appeal).

5114 Appeals to Supreme Court—effect of failure to give notice of cross-appeal

(Qld r 756)

A failure to give a notice of cross-appeal does not affect the powers of the Supreme Court on the hearing of the appeal, but the court may adjourn the hearing of the appeal.

5115 Appeals to Supreme Court—notice of contention

(SCR o 84 r 17; NSW r 45.24 and r 46.11; Qld r 757 and r 785)

- (1) A respondent need not file a notice of cross-appeal if the respondent—
 - (a) proposes to contend that a question of fact or law has been incorrectly decided against the respondent but does not seek to have the order appealed from set aside or the order amended; or
 - (b) wants to contend that the order appealed from should be confirmed on a ground other than the ground relied on by the court or tribunal that made the order.
- (2) However, the respondent must—
 - (a) file a notice of contention in the Supreme Court not later than 28 days after the day the notice of appeal is served on the respondent, or not later than any further time allowed by the Supreme Court; and

Note 1 See approved form 5.6 (Supreme Court—notice of contention) [AF2006-390](#).

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for further time.

- (b) serve a stamped copy of the notice of contention, not later than 7 days after the day the notice of contention is filed, but no later than 5 days before the day for settling the appeal papers, unless the Supreme Court otherwise orders, on the following:
 - (i) each appellant and any other respondent;
 - (ii) any other party to the proceeding in which the order appealed from was made who would be directly affected by the order that the respondent seeks; and
 - (c) give notice to the appellant of the record of evidence or documents before the court or tribunal relevant to the respondent's contention, for inclusion in the appellant's draft index of the appeal papers; and
 - (d) when the appeal papers are being settled, ask the Supreme Court to include the record of evidence or documents in the appeal papers.
- (3) If a party mentioned in subrule (2) (b) (ii) filed a notice of intention to respond or defence (however described) in the court or tribunal that made the order appealed from, or otherwise gave the court or tribunal an address for service (however described), the notice of contention may be served on the party at the party's address for service (however described) in the proceeding in which the order appealed from was made.
- (4) Part 6.8 (Service) applies to this rule as if a reference to an address for service were a reference to an address for service mentioned in subrule (3).

Note See in particular r 6420 (Ordinary service—address for service).

- (5) The notice of contention must state—
- (a) the contention; and

- (b) briefly, but specifically, the grounds relied on in support of the contention.
- (6) On the hearing of a contention, the respondent making the contention must not, without the Supreme Court's leave—
 - (a) raise any question that is not stated in the notice of contention; or
 - (b) rely on any ground in support of—
 - (i) the order sought that is not stated in the notice of contention; or
 - (ii) the amendment of the order sought that is not stated in the notice of contention.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

Division 5.3.5 Appeals to Supreme Court—appeal papers and hearing

5130 Appeals to Supreme Court—draft index of appeal papers (SCR o 86 r 35)

- (1) Before the date set for settling the appeal papers, the appellant must prepare and file a draft index of the appeal papers.
- (2) The appellant must serve a copy of the draft index on each respondent not later than 3 days before the date set for settling the appeal papers.

5131 Appeals to Supreme Court—settlement of appeal papers (SCR o 84 r 18; Qld r 789)

- (1) When settling the appeal papers, the registrar of the Supreme Court may give directions about the conduct of the appeal that the registrar considers appropriate.

- (2) Without limiting subrule (1), the registrar may do the following:
- (a) work out what documents were before the court or tribunal;
 - (b) decide what documents are to be included in the appeal papers, and the order of inclusion;
 - (c) settle the index of the documents to be included in the appeal papers;
 - (d) decide the number of copies of the appeal papers required and when they should be served;
 - (e) direct the inclusion, substitution or removal of parties;
 - (f) get an estimate of the length of the hearing from the parties;
 - (g) direct the place, date and kind of hearing.

5132 Appeals to Supreme Court—content of appeal papers

(SCR o 84 r 19 (1) (a) to (c) and o 86 r 36)

- (1) The title page of the appeal papers must give—
- (a) the title of the proceeding; and
 - (b) the name of the court or tribunal appealed from; and
 - (c) the names of each party (and the party’s solicitor (if any)) and the party’s address for service.
- (2) Following the title page of the appeal papers, there must be an index of the documents making up the appeal papers that shows the date and page number of each document.
- (3) The documents must be arranged as directed under rule 5131 (2) (b) or, if no direction is given, in the following order:
- (a) notice of appeal or, if amended, the amended notice of appeal;
 - (b) any notice of cross-appeal or notice of contention;
 - (c) if leave to appeal has been given—the order giving leave;

- (d) the formal order of the court or tribunal from which the appeal is brought;
 - (e) reasons for the order of the court or tribunal;
 - (f) process and pleading;
 - (g) evidence, as follows:
 - (i) the transcript of any oral evidence;
 - (ii) affidavit evidence;
 - (iii) other exhibits that are documents (other than affidavits and documents exhibited or attached to each affidavit) arranged in the order in which they have been numbered as exhibits in the court or tribunal, and any list of the exhibits appearing in the transcript;
 - (iv) a list of exhibits that are not documents;
 - (h) the certificate under rule 5134 (1) (Appeals to Supreme Court—filing and serving appeal papers).
- (4) The requirements of this rule are subject to any direction given by the Supreme Court on application by a party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for a direction under this rule.

5133 Appeals to Supreme Court—presentation of appeal papers

(SCR o 84 r 19 (1) (d) and (e))

- (1) The appeal papers must be—
 - (a) paginated; and
 - (b) clear, legible and securely fastened, but need not be bound or printed.
- (2) The registrar must be satisfied about the presentation of the appeal papers.

- (3) The requirements of this rule are subject to any direction given by the Supreme Court on application by a party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for a direction under this rule.

5134 Appeals to Supreme Court—filing and serving appeal papers

(SCR o 84 r 19 (2) and (3))

- (1) The appellant must file the appeal papers with a certificate, by the parties or their solicitors, stating that the papers have been examined and are correct.

Note See approved form 5.7 (Supreme Court—certificate of examination of appeal papers) [AF2006-391](#).

- (2) The appellant must file the number of copies of the appeal papers, and serve stamped copies of them, as decided under rule 5131 (2) (d) (Appeals to Supreme Court—settlement of appeal papers).

5135 Appeals to Supreme Court—setting appeal for hearing

(SCR o 84 r 20)

- (1) This rule applies if the registrar of the Supreme Court does not set a date for hearing when the appeal papers are settled under rule 5131 (Appeals to Supreme Court—settlement of appeal papers).
- (2) The registrar may set a hearing date for the appeal when the registrar is satisfied that the appeal is ready for hearing.
- (3) The registrar may set the date on application to the registrar by any party to the appeal or on the registrar’s own initiative.
- (4) The registrar must tell the parties the hearing date set for the appeal.

5136 Appeals to Supreme Court—changing appeal hearing date

(SCR o 86 r 41)

- (1) The Supreme Court may, at any time, order that the appeal be heard on a date other than the date set under rule 5131 (Appeals to Supreme Court—settlement of appeal papers) or rule 5135 (Appeals to Supreme Court—setting appeal for hearing).
- (2) The Supreme Court may make an order under subrule (1) on the application of a party to the appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

5137 Appeals to Supreme Court—written summary and list for appeal hearing

(SCR o 84 r 22)

- (1) Each party to the appeal must prepare a written summary of arguments in accordance with rule 5138 (Appeals to Supreme Court—summaries of arguments) and a list of authorities, legislation and texts in accordance with rule 5139 (Appeals to Supreme Court—list of authorities, legislation and texts), unless the Supreme Court otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (2) At least 5 days before the day set for the start of the hearing of the appeal, each appellant must—
 - (a) file in the Supreme Court the appellant’s summary and list, and serve a copy of each on each other party to the appeal; and
 - (b) file in the court a copy of each authority and item of legislation mentioned in the list.
- (3) At least 2 days before the day set for the start of the hearing of the appeal, each respondent must—

- (a) file in the Supreme Court the respondent's summary and list, and serve a copy of each on each other party to the appeal; and
 - (b) file in the court a copy of each authority and item of legislation mentioned in the list.
- (4) At least 1 day before the day set for the start of the hearing of the appeal, each appellant may file in the Supreme Court a written summary of arguments in reply, and serve a copy on each other party to the appeal.

5138 Appeals to Supreme Court—summaries of arguments

(SCR o 84 r 23)

- (1) A party's summary of arguments must state as briefly as possible—
- (a) the issues in the appeal; and
 - (b) an outline of the argument expected to be made on each issue, mentioning the steps in the argument and any legislation, authority or finding of fact to be relied on for each step; and
 - (c) if there is to be a challenge to any of the findings of fact of the court or tribunal—
 - (i) the claimed error (including any failure to make a finding of fact); and
 - (ii) the reasons why the party considers the finding was an error; and
 - (iii) the finding that the party considers should have been made; and
 - (d) for an appellant—a chronology of the facts; and
 - (e) if a respondent disagrees with an appellant's chronology of facts—the respondent's chronology of facts that highlights where the respondent's chronology differs from the appellant's chronology.

- (2) If the summary relies on a matter in another document, the summary must—
 - (a) for a document mentioned in rule 5139 (3) (a) to (c)—identify the document as mentioned in the paragraphs; and
 - (b) for other documents—if relevant, identify the page of the document relied on.

5139 Appeals to Supreme Court—list of authorities, legislation and texts

(SCR o 84 r 24)

- (1) A party's list of authorities, legislation and texts must list any authority, legislation or text that the party expects will be quoted from, or that may be referred to, by the party.
- (2) A party's list of authorities, legislation and texts may be divided into 2 parts (parts A and B) and list any authority, legislation or text—
 - (a) in part A—that the party expects will be quoted from by the party; and
 - (b) in part B—that may be referred to by the party.
- (3) An authority, legislation or text must be identified as follows:
 - (a) for an authority—by case, citation and relevant part;
 - (b) for legislation—by provision;
 - (c) for a text—by edition and page number.

5140 Appeals to Supreme Court—absence of party

(SCR o 86 r 47)

- (1) If a party is not present when the appeal is called on for hearing, the Supreme Court may—

- (a) order that the hearing not proceed unless a hearing date is again set for the appeal or the other steps directed by the court are taken; or
 - (b) adjourn the hearing; or
 - (c) if the absent party is an appellant or cross-appellant—dismiss the appeal or cross-appeal; or
 - (d) proceed with the hearing, either generally or in relation to the order sought in the appeal; or
 - (e) for an appeal against a conviction or sentence mentioned in the *Magistrates Court Act 1930*, section 208 (Appeals to which div 3.10.2 applies), and the absent party is the appellant who is on bail and is not represented by a legal practitioner—make another order the court considers appropriate or issue a warrant for the appellant’s arrest.
- (2) The Supreme Court may make an order, or do anything else, mentioned in subrule (1) on application by a party to the appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application under this rule.

- (3) If the hearing proceeds in the absence of the party and an order is made, the Supreme Court may, on application by the party—
- (a) amend or set aside the order; and
 - (b) give directions for the further conduct of the appeal.

5141 Appeals to Supreme Court—insufficient material

(Qld r 769)

If the Supreme Court considers that it has insufficient material before it to enable it to make a decision on the appeal, it may give all or any of the following directions:

- (a) that the appeal be adjourned for further consideration;

- (b) a direction about the issues to be decided that it considers appropriate;
- (c) a direction about the accounts to be taken, or inquiries made, that it considers appropriate.

Division 5.3.6 Appeals to Supreme Court—ending all or part of appeal

Note to div 5.3.6

See also r 5140 (Appeals to Supreme Court—absence of party).

5170 Appeals to Supreme Court—abandonment of ground of appeal

(SCR o 84 r 25)

- (1) This rule applies if an appellant wants to abandon a ground of appeal.
- (2) The appellant must give notice to each other party to the appeal that the ground of appeal will not be relied on.
- (3) The notice must be given—
 - (a) as soon as possible; but
 - (b) if the appeal is not to be decided by written cases under part 5.8 (Written cases)—within a reasonable time before the day set for the start of the hearing.
- (4) The Supreme Court may make any order the court considers appropriate in an appeal in a civil proceeding in relation to costs incurred because of a failure by the appellant to comply with this rule.

5171 Appeals to Supreme Court—discontinuance of appeal

(SCR o 84 r 14)

- (1) An appellant may discontinue the appeal or a part of the appeal—

- (a) without the Supreme Court’s leave, at any time before the hearing of the appeal; or
- (b) only with the Supreme Court’s leave, at the hearing or after the hearing and before judgment.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave or an order under this rule.

- (2) However, if the appeal is an appeal in a criminal proceeding from an order of the Magistrates Court by an appellant other than the director of public prosecutions, the appeal may be discontinued before the hearing of the appeal only with—

- (a) the agreement of the director of public prosecutions; or
- (b) the leave of the Supreme Court.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave or an order under this rule.

- (3) Also, if the appeal is to be decided by written cases under part 5.8 (Written cases), an appellant may discontinue the appeal or a part of the appeal—

- (a) without the Supreme Court’s leave, at any time before, or on, the last day that the appellant may file written submissions under rule 5856 (3) (Written cases—filing etc written case for appeal); or
- (b) only with the Supreme Court’s leave, at any time after the last day mentioned in paragraph (a), but before judgment.

- (4) The appellant may discontinue the appeal by filing a notice of discontinuance in the Supreme Court, and serving a stamped copy of the notice on each party to the appeal.

Note See approved form 5.8 (Supreme Court—notice of discontinuance of appeal) [AF2006-392](#).

- (5) If the appeal or a part of the appeal is discontinued—

- (a) the appeal or part of the appeal is abandoned by the appellant;
and
 - (b) the discontinuance does not affect any other appellant in the appeal.
- (6) If the appeal or part of the appeal is discontinued in a civil proceeding, the appellant must pay the costs of the other parties caused by the appeal or part of the appeal discontinued, unless the Supreme Court otherwise orders.
- (7) The Supreme Court may make an order under subrule (6) on application by a party to the appeal or on its own initiative.

5172 Appeals to Supreme Court—competency of appeal

(SCR o 86 r 25)

- (1) A respondent to the appeal may apply to the Supreme Court at any time for an order striking out the appeal as incompetent.
- Note* Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.
- (2) The burden of establishing the competency of the appeal is on the appellant.

5173 Appeals to Supreme Court—costs for failure to apply for appeal to be struck out as incompetent

(SCR o 86 r 26)

- (1) This rule applies if a respondent to the appeal does not make an application under rule 5172 (1) and the appeal is struck out by the Supreme Court as incompetent.
- (2) The respondent must not receive any costs of the appeal, unless the Supreme Court otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) The Supreme Court may order that the respondent pay the appellant any costs of the appeal wasted because of the respondent's failure to make an application under rule 5172 (1).
- (4) The Supreme Court may make an order under this rule on application by a party to the appeal or on its own initiative.

5174 Appeals to Supreme Court—dismissal by consent

(Qld r 762)

- (1) The parties to the appeal may agree that the appeal be dismissed by consent.
- (2) Rule 1612 (Orders—by consent in proceeding) applies, with any necessary changes, to an order for the dismissal of the appeal by consent.
- (3) Without limiting subrule (2), the order may provide that—
 - (a) an amount secured for the costs of the appeal be paid to a party stated in the order; or
 - (b) the appellant pay the respondent's costs of the appeal to be assessed; or
 - (c) the appellant pay the respondent's costs of the appeal agreed as a stated amount; or
 - (d) the appellant pay the respondent's costs of the appeal, to be satisfied from an amount secured for the costs of the appeal with any balance to be paid to a stated party or the party's solicitor; or
 - (e) there be no order for the costs of the appeal.

- (4) Unless the Supreme Court otherwise orders in relation to an amount secured for the costs of the appeal, on the dismissal of the appeal, the registrar of the Supreme Court may pay the amount to the successful respondent.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (5) The payment may be made to the solicitor on the record for the respondent.

5175 Appeals to Supreme Court—consent orders

(Qld r 764)

If the parties agree about the substantive orders the Supreme Court will be asked to make by consent, but do not agree about the order for costs, the appeal may be listed for hearing even though the appeal papers have not been settled.

**Division 5.3.7 Appeals to Supreme Court—
miscellaneous**

5190 Appeals to Supreme Court—directions about appeal etc

(SCR o 86 r 89)

- (1) At any time after the filing in the Supreme Court of a notice of appeal or application for leave to appeal (or leave to appeal out of time) under this part, the court may give directions in relation to the conduct of the appeal or application (including, for the application, the appeal if the leave is given), even though the direction may be inconsistent with another provision of these rules.
- (2) A direction under this rule may be made on application by a party to the appeal or application or on the court's own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for directions or to amend or revoke a direction.

- (3) In deciding whether to give a direction under this rule, the interests of justice are paramount.
- (4) If a direction under this rule is inconsistent with another provision of these rules, the direction prevails to the extent of the inconsistency.
- (5) The court may at any time amend or revoke a direction made under this rule on application by a party or on its own initiative.
- (6) The powers of the court under this rule are additional to any other powers of the court under a territory law.

Note A *territory law* includes these rules (see Legislation Act, s 98).

5191 Appeals to Supreme Court—want of prosecution of appeal

(SCR o 86 r 90; Qld r 775)

- (1) In this rule:

appeal means—

- (a) an application for further time to apply for leave to appeal under this part; or
- (b) an appeal or application for leave to appeal (or leave to appeal out of time) under this part.

appellant means—

- (a) a person applying for further time to apply for leave to appeal under this part; or
- (b) an applicant for leave to appeal (or leave to appeal out of time) under this part; or
- (c) a person appealing under this part.

- (2) This rule applies if an appellant—
- (a) has not done anything required to be done under these rules during a period of 3 months after the day the requirement arises; or
 - (b) otherwise has not prosecuted the appellant's appeal with appropriate effort during a period of 3 months after the day the last step in the proceeding was taken.
- (3) The Supreme Court may—
- (a) order that the appeal be dismissed for want of prosecution and confirm the order appealed from; or
 - (b) on its own initiative, set a time for the doing of a thing required to be done in relation to the appeal and—
 - (i) at the same time order that, if the appellant does not do the thing within the time, the appeal will be dismissed for want of prosecution and the order appealed from confirmed; or
 - (ii) if the appellant does not do the thing within the time— order that the appeal be dismissed for want of prosecution and confirm the order appealed from; or
 - (c) make any other order the Supreme Court considers just.
- (4) A respondent may apply to the Supreme Court to require the appellant to show cause why the appeal should not be dismissed for want of prosecution.
- Note* Pt 6.2 (Applications in proceedings) applies to an application under this subrule.
- (5) On the hearing of the application, the Supreme Court may make an order mentioned in subrule (3).

- (6) An order mentioned in subrule (3) (b) may be amended at any time before the appeal is dismissed for want of prosecution and, in special circumstances, may be amended or revoked after that time.

5192 Appeals to Supreme Court—matter happening in court or tribunal appealed from

(Qld r 768)

- (1) In an appeal or application to the Supreme Court under this part, if a question arises about something that happened or may have happened in the court or tribunal that made the order appealed from (or sought to be appealed from), the Supreme Court may have regard to the material it considers appropriate.
- (2) Without limiting subrule (1), the Supreme Court may—
- (a) call for a report from the court or tribunal; and
 - (b) if the contents of the report have been made available to the parties to the appeal—act on the report.

5193 Further evidence on appeal to Supreme Court—Magistrates Court Act 1930, s 214

(SCR o 84 r 21)

- (1) This rule applies to an application to the Supreme Court to receive evidence mentioned in the *Magistrates Court Act 1930*, section 214 (3) and (4) in an appeal mentioned in that section.

Note Pt 6.2 (Applications in proceedings) applies to the application and an application for an order under this rule.

- (2) The application must be supported by an affidavit stating—
- (a) the grounds of the application; and
 - (b) any evidence necessary to establish the grounds of the application; and
 - (c) the evidence that the applicant wants the Supreme Court to receive.

- (3) Not later than 21 days before the day set for the hearing of the appeal, the applicant must file the affidavit in the Supreme Court and serve a stamped copy on the other party to the appeal.
- (4) Unless the Supreme Court otherwise orders, the evidence of the other party to the appeal must be given by affidavit.
- (5) Not later than 14 days before the day set for the hearing of the appeal, the other party to the appeal must file the affidavit in the Supreme Court and serve a stamped copy on the applicant.

5194 Appeals to Supreme Court—keeping exhibits

(SCR o 86 r 32)

- (1) This rule applies in relation to an appeal or application to the Supreme Court under this part.
- (2) Unless the Supreme Court otherwise orders, the registrar of the Supreme Court must keep the exhibits in the proceeding until 28 days after the day the appeal is disposed of.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (3) However, the register may permit a document or thing to be removed from the registry in accordance with rule 6767 (Power to allow removal of documents and things).

Part 5.4 Appeals to Court of Appeal

Division 5.4.1 Appeals to Court of Appeal—preliminary

5300 Meaning of *court*—pt 5.4

(SCR o 86 r 1; Qld r 745)

- (1) In this part, the *court* is the Supreme Court otherwise than when it is the Court of Appeal.
- (2) Also, the *court* includes the master, except in relation to interlocutory orders of the master.
- (3) However, the *court* does not include—
 - (a) a Full Court of the Supreme Court exercising appellate jurisdiction; or
 - (b) the registrar.

5301 Appeals to Court of Appeal—stay and reinstatement

(SCR o 86 r 24; Qld r 761)

- (1) An appeal to the Court of Appeal in a civil proceeding does not operate as a stay of the order appealed from unless—
 - (a) a territory law provides otherwise; or

Note A *territory law* includes these rules (see Legislation Act, s 98).

 - (b) the Court of Appeal or the court otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for a stay or for an order under this rule.
- (2) In an urgent case, an application to the Court of Appeal or the court for a stay may be made without serving it on anyone.

- (3) If the application to the Court of Appeal or the court for a stay is made without serving it on anyone, the application must be accompanied by an affidavit setting out the grounds relied on in support of the claim of urgency.
- (4) If the order appealed from is stayed by the Court of Appeal or the court, the Court of Appeal or the court may make any order that it considers necessary or desirable to give effect to the stay.
- (5) The Court of Appeal may, by order, amend or set aside an order made by the court or it under this rule.
- (6) The court may, by order, amend or set aside an order made by it under this rule.
- (7) An application for an order of the Court of Appeal for a stay may be made whether or not a similar application has been made to the court.
- (8) If any step has been taken for the enforcement of an order and the Court of Appeal amends or sets aside the order on appeal under this part, the Court of Appeal may make the orders for reinstatement it considers appropriate.

5302 Appeals to Court of Appeal—security for costs

(SCR o 86 r 28; Qld rr 772-774)

- (1) Security for costs of an appeal is not required, unless the Court of Appeal otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (2) This rule does not limit division 2.17.8 (Security for costs).

Division 5.4.2 Appeals to Court of Appeal—leave to appeal from interlocutory orders

5310 Application—div 5.4.2

(SCR o 86 r 2)

- (1) This division applies if a person wants to appeal to the Court of Appeal from an interlocutory order of the court constituted by a single judge.

Note Pt 5.2 deals with appeals from interlocutory orders of the master and appeals from all orders of the registrar of the Supreme Court.

- (2) The person must make an application for leave to appeal under this division.

5311 Appeals to Court of Appeal—application for leave to appeal

(SCR o 86 r 3 and r 4)

- (1) The application for leave to appeal must comply with this division.

Note 1 See approved form 5.9 (Court of appeal—application for leave to appeal from interlocutory judgment) [AF2006-393](#).

Note 2 The application must be in accordance with pt 6.2 (Applications in proceedings) for matters not dealt with in this division.

- (2) The application must be accompanied by—
 - (a) an affidavit showing—
 - (i) the nature of the case; and
 - (ii) the questions involved; and
 - (iii) the reasons why leave should be given; and
 - (b) the draft notice of appeal.

- (3) If the applicant wants to present the applicant's case in writing under part 5.8 (Written cases), the application must state that the applicant wants to do so.

5312 Appeals to Court of Appeal—time for filing application for leave to appeal

(SCR o 86 r 5)

The applicant for leave to appeal must file the application for leave to appeal, accompanying affidavit, and draft notice of appeal, in the court not later than 7 days after the day the interlocutory order is given, or not later than any further time allowed by the Court of Appeal or the judge who gave the interlocutory order.

Note 1 See r 5405 (Appeals to Court of Appeal—time for filing notice of appeal).

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for further time to apply for leave to appeal.

Note 3 An application for further time may be made before or after the time mentioned in this rule (see Legislation Act, s 151C).

5313 Appeals to Court of Appeal—application for leave to appeal to be sealed

The registrar must seal the original and filed copies of an application for leave to appeal.

Note The registrar may reject an application for leave to appeal that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5314 Appeals to Court of Appeal—serving application for leave to appeal

(SCR o 86 r 6)

- (1) The applicant for leave to appeal must, not later than 3 days after the day the application is filed, serve the following on each person who was a party to, or given leave to intervene in, the proceeding in which the order appealed from was made:

- (a) a sealed copy of the application;
 - (b) a stamped copy of the accompanying affidavit;
 - (c) a stamped copy of the draft notice of appeal.
- (2) The documents mentioned in subrule (1) must be served—
- (a) personally; or

Note See r 6405 (How document is personally served). A number of rules provide that particular kinds of non-personal service are taken to be personal service eg r 6431 (Service on corporations—generally). Also, service may be done in another way eg by substituted service (see r 6460 (Substituted service)).

- (b) on the person at the person’s address for service in the proceeding in which the interlocutory order appealed from was given.

Note 1 *Address for service* is defined in the dictionary.

Note 2 See r 6420 (Ordinary service—address for service).

5315 Appeals to Court of Appeal—notice of intention to respond to application for leave to appeal

(SCR o 86 r 7)

A respondent to the application for leave to appeal must file in the court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—

- (a) the application were an originating application; and
- (b) the respondent were a defendant; and
- (c) the appellant were the plaintiff; and
- (d) any other necessary changes were made.

**5316 Appeals to Court of Appeal—time for filing etc
respondent’s affidavits for leave to appeal**

(SCR o 86 r 8)

If a respondent to the application for leave to appeal wants to present evidence, the respondent must file, and serve a stamped copy of, the respondent’s affidavits not later than 14 days after the day the application is served on the respondent.

Note Rule 6351 (Time—extending and shortening by court order) provides for the extending or shortening of time by the court.

**Division 5.4.3 Appeals to Court of Appeal—leave to
appeal out of time from final
judgments**

5330 Definitions—div 5.4.3

(SCR o 86 r 9)

In this division:

final judgment, of the court, means a judgment of the court that is not an interlocutory judgment, but does not include a conviction or sentence.

Note *Conviction* and *sentence* are defined in r 5000 (Definitions—ch 5).

out of time, for a final judgment of the court, means more than 28 days after the day the judgment was given by the court.

5331 Application—div 5.4.3

(SCR o 86 r 10)

- (1) This division applies if a person wants to appeal out of time to the Court of Appeal from a final judgment of the court.

Note For leave to appeal out of time from a conviction or sentence, see sdiv 5.4.7.2 (Appeals to Court of Appeal—leave to appeal out of time by convicted person) and sdiv 5.4.7.3 (Appeals to Court of Appeal—leave to appeal out of time by DPP).

- (2) The person must make an application for leave to appeal out of time under this division.

5332 Appeals to Court of Appeal—application for leave to appeal out of time

(SCR o 86 r 11 and r 12)

- (1) The application for leave to appeal out of time must comply with this division.

Note 1 See approved form 5.10 (Court of Appeal—application for leave to appeal out of time from final judgment) [AF2006-394](#).

Note 2 The application must be in accordance with pt 6.2 (Applications in proceedings) for matters not dealt with in this division.

- (2) The application must be accompanied by—
- (a) an affidavit showing—
 - (i) the nature of the case; and
 - (ii) the questions involved; and
 - (iii) the reasons why leave should be given; and
 - (b) the draft notice of appeal.
- (3) If the applicant wants to present the applicant’s case in writing under part 5.8 (Written cases), the application must state that the applicant wants to do so.

5333 Appeals to Court of Appeal—filing application for leave to appeal out of time

(SCR o 86 r 13)

The applicant for leave to appeal out of time must file the application for leave to appeal out of time, accompanying affidavit, and draft notice of appeal, in the court.

Note For when the application for leave to appeal out of time must be filed, see r 5405 (1) (b) (Appeals to Court of Appeal—time for filing notice of appeal).

5334 Appeals to Court of Appeal—application for leave to appeal out of time to be sealed

The registrar must seal the original and filed copies of an application for leave to appeal out of time.

Note The registrar may reject an application for leave to appeal out of time that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5335 Appeals to Court of Appeal—serving application for leave to appeal out of time

(SCR o 86 r 13)

- (1) The applicant for leave to appeal out of time must, not later than 3 days after the day the application is filed, serve the following on each person who was a party to, or given leave to intervene in, the proceeding in which the final judgment appealed from was given:
 - (a) a sealed copy of the application;
 - (b) a stamped copy of the accompanying affidavit;
 - (c) a stamped copy of the draft notice of appeal.

- (2) The documents mentioned in subrule (1) must be served—
 - (a) personally; or

Note See r 6405 (How document is personally served). A number of rules provide that particular kinds of non-personal service are taken to be personal service eg r 6431 (Service on corporations—generally). Also, service may be done in another way eg by substituted service (see r 6460 (Substituted service)).

- (b) on the person at the person's address for service in the proceeding in which the final judgment appealed from was given.

Note 1 **Address for service** is defined in the dictionary.

Note 2 See r 6420 (Ordinary service—address for service).

5336 Appeals to Court of Appeal—notice of intention to respond to application for leave to appeal out of time

(SCR o 86 r 14)

A respondent to the application for leave to appeal out of time must file in the court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—

- (a) the application were an originating application; and
- (b) the respondent were a defendant; and
- (c) the appellant were the plaintiff; and
- (d) any other necessary changes were made.

5337 Appeals to Court of Appeal—time for filing etc respondent’s affidavits for leave to appeal out of time

(SCR o 86 r 15)

If a respondent to the application for leave to appeal out of time wants to present evidence, the respondent must file, and serve a stamped copy of, the respondent’s affidavits not later than 14 days after the day the application is served on the respondent.

Note Rule 6351 (Time—extending and shortening by court order) provides for the extending or shortening of time by the court.

Division 5.4.4 Appeals to Court of Appeal— procedure generally

Note to div 5.4.4

See also sdiv 5.4.7.4 (Appeals to Court of Appeal—convictions and sentences generally).

5400 Definitions—divs 5.4.4 to 5.4.6

(SCR o 86 r 16; Qld r 744)

- (1) In this division, division 5.4.5 (Appeals to Court of Appeal—appeal papers and hearing) and division 5.4.6 (Appeals to Court of Appeal—ending all or part of appeal):

appeal means an appeal from an order of the court.

order includes—

- (a) a conviction of the court; or
- (b) a sentence of the court.

Note 1 ***Order*** is defined in the dictionary.

Note 2 ***Conviction*** and ***sentence*** are defined in r 5000 (Definitions—ch 5).

- (2) However, an ***appeal*** does not include—

- (a) a case stated or question reserved by the court about any matter in relation to which an appeal may be brought to the Court of Appeal; or

Note See div 5.7.2 (Questions referred—Court of Appeal).

- (b) an appeal under the *Supreme Court Act 1933*, section 37S (Reference appeal following acquittal on indictment).

Note See div 5.6.2 (Reference appeals—Court of Appeal).

5401 Application—divs 5.4.4 to 5.4.6

(SCR o 84 r 2)

- (1) This division, division 5.4.5 and division 5.4.6 apply to an appeal to the Court of Appeal.
- (2) The divisions apply subject to any territory law applying to the appeal.

Note A *territory law* includes these rules (see Legislation Act, s 98).

5402 Appeals to Court of Appeal—starting appeal

(SCR o 86 r 18; Qld r 746)

An appeal may be started in the Court of Appeal by filing a notice of appeal in the court.

Note See approved form 5.11 (Court of Appeal—notice of appeal) [AF2006-395](#).

5403 Appeals to Court of Appeal—requirements for notice of appeal etc

(SCR o 86 r 19; Qld r 747)

- (1) The notice of appeal to the Court of Appeal must state—
 - (a) the order appealed from and the date of the order; and
 - (b) whether the appeal is from all or part of the order; and
 - (c) if the appeal is from part of the order—the part appealed from; and
 - (d) whether the appellant will seek to put further evidence before the court; and
 - (e) if further evidence is to be put before the court—briefly the nature of the evidence and what is sought to be proved; and
 - (f) briefly, but specifically, the grounds relied on in support of the appeal, including, in particular, any grounds on which it is claimed that there is an error of law in the order; and

- (g) the order sought.
- (2) If the appeal is brought by leave of the Court of Appeal—
- (a) the notice of appeal must state that the appeal is brought by leave; and
- (b) a sealed copy of the order giving leave to appeal must be attached to the notice of appeal and every copy of the notice of appeal served under rule 5409 (Appeals to Court of Appeal—serving notice of appeal).
- (3) If the appellant wants to present the appellant’s case in writing under part 5.8 (Written cases), the notice of appeal must state that the appellant wants to do so.
- (4) If there is a respondent to the appeal, the notice of appeal must include an instruction that before taking any other step in the proceeding the respondent must file in the court a notice of intention to respond (unless the respondent filed a notice of intention to respond to an application for leave to appeal from an interlocutory order, or for leave to appeal out of time from a final judgment, in the proceeding, and the information provided in the notice has not changed).
- (5) On the hearing of the appeal, the appellant must not, without the Court of Appeal’s leave—
- (a) raise any question that is not stated in the notice of appeal; or
- (b) rely on any ground in support of the order sought that is not stated in the notice of appeal.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

5404 Appeals to Court of Appeal—parties to appeal

(SCR o 86 r 20; Qld r 749 and r 750)

- (1) Each party to the proceeding in which the order appealed from was made (the *original proceeding*) must be joined as an appellant or

respondent to the appeal if the party is directly affected by the order sought by the notice of appeal or is interested in maintaining the order appealed from.

- (2) The Court of Appeal may order that—
- (a) a person (whether or not a party to the original proceeding) be included or removed as a party to the appeal; or
 - (b) a person directly affected by the appeal be included or substituted as a party.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) However, a person may be made an appellant only with the person's consent.
- (4) If the Court of Appeal orders the inclusion or substitution of someone as a party to the appeal, it may adjourn the hearing of the appeal and make any order it considers appropriate about the conduct of the appeal.

5405 Appeals to Court of Appeal—time for filing notice of appeal

(SCR o 86 r 22; Qld r 748)

- (1) The notice of appeal must be filed in the court—
- (a) if leave to appeal has been given—
 - (i) not later than 7 days after the day leave to appeal is given, or not later than any further time allowed by the Court of Appeal on application filed in the court before the end of the 7-day period; or

- (ii) if the Court of Appeal sets a time for the filing when giving leave to appeal—not later than the time set, or not later than any further time allowed by the Court of Appeal on application filed in the court before the end of the time set; or

Note Pt 6.2 (Applications in proceedings) applies to an application for further time.

- (b) in any other case—not later than 28 days after the day the order appealed from was made, or not later than any further time the Supreme Court allows on application filed in the court before the end of the 28-day period.

Note Div 5.4.3 (Appeals to Court of Appeal—leave to appeal out of time from final judgments) applies to an application for further time.

- (2) However, the Court of Appeal may, at any time and for special reasons, give leave to file a notice of appeal.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

5406 Appeals to Court of Appeal—notice of appeal to be sealed

The registrar must seal the original and filed copies of the notice of appeal.

Note The registrar may reject a notice of appeal that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5407 Appeals to Court of Appeal—numbering etc of appeals

(SCR o 2 r 16 (2); Qld r 964)

- (1) When the notice of appeal is sealed, the registrar must give a distinguishing number or other unique identifier to the appeal started by the notice.
- (2) The registrar must ensure that the original and each copy sealed under rule 5406 is endorsed with—

- (a) the distinguishing number or other unique identifier given to the appeal; and
- (b) the date when the notice was filed in the court.

5408 Appeals to Court of Appeal—date for settlement of appeal papers

(SCR o 86 r 33; Qld r 753)

The registrar must set a date for settlement of the appeal papers by writing the date on the notice of appeal.

5409 Appeals to Court of Appeal—serving notice of appeal

(SCR o 86 r 23; Qld r 752)

- (1) The appellant must serve a sealed copy of the notice of appeal on each respondent.
- (2) The notice of appeal must be served—
 - (a) personally; or

Note See r 6405 (How document is personally served). A number of rules provide that particular kinds of non-personal service are taken to be personal service eg r 6431 (Service on corporations—generally). Also, service may be done in another way eg by substituted service (see r 6460 (Substituted service)).

- (b) on a respondent at the respondent’s address for service in the proceeding in which the order appealed from was made.

Note 1 **Address for service** is defined in the dictionary.

Note 2 See r 6420 (Ordinary service—address for service).

- (2) However, if the appeal is from an order refusing an application made without notice, the notice of appeal need not be served on anyone unless the Court of Appeal otherwise orders on application by an interested person or on its own initiative.

- (3) On application by a party to the appeal or on its own initiative, the Court of Appeal may order the appellant to serve the notice of appeal on anyone else.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (4) The appellant must serve the notice of appeal under subrule (1) not later than 7 days after the day the notice is filed, but no later than 5 days before the day for settling the appeal papers, unless the Court of Appeal otherwise orders.
- (5) If the Court of Appeal makes an order under subrule (4), the registrar must make a note of the order on the notice of appeal.

5410 Appeals to Court of Appeal—notice of intention to respond

(SCR o 86 r 21; Qld r 786 (2) to (4))

- (1) A respondent to the appeal must file in the court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—
- (a) the notice of appeal were an originating application; and
 - (b) the respondent were a defendant; and
 - (c) the appellant were the plaintiff; and
 - (d) any other necessary changes were made.
- (2) However, this rule does not apply to a respondent if the respondent filed a notice of intention to respond under rule 5315 (Appeals to Court of Appeal—notice of intention to respond to application for leave to appeal) or rule 5335 (Appeals to Court of Appeal—notice of intention to respond to application for leave to appeal out of time) in the proceeding, and the information provided in the notice has not changed.

5411 Appeals to Court of Appeal—respondent taken to be served by filing notice of intention to respond

(SCR o 2 r 18C; MC(CJ)R s 33)

- (1) This rule applies to a respondent to the appeal if—
 - (a) the respondent is represented by a solicitor; and
 - (b) the respondent has not been served with the notice of appeal for the appeal, but files a notice of intention to respond (other than a conditional notice of intention to respond).
- (2) The respondent is taken to have been served with the notice of appeal on the day the respondent files the notice of intention to respond.

5412 Appeals to Court of Appeal—amending notice of appeal

(SCR o 86 r 29; Qld r 751)

- (1) Before the appeal papers are settled, the appellant may amend the notice of appeal without the Court of Appeal’s leave.
- (2) After the appeal papers are settled, the appellant may amend the notice of appeal only with the Court of Appeal’s leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

- (3) The provisions of part 2.7 (Amendment) mentioned in subrule (4) apply to an amendment of the notice of appeal as if—
 - (a) the notice of appeal were a pleading; and
 - (b) the respondent were a defendant; and
 - (c) the appellant were the plaintiff; and
 - (d) any other necessary changes were made.

- (4) The provisions of part 2.7 applying to an amendment of the notice of appeal are the following:
- rule 502 (Amendment—of documents)
 - rule 508 (Amendment—when leave to amend ceases to have effect)
 - rule 509 (Amendment—procedure)
 - rule 510 (Amendment—person required to make)
 - rule 511 (Amendment—service of amended or revised document etc)
 - for an appeal in a civil proceeding—rule 513 (Amendment—costs).

5413 Appeals to Court of Appeal—cross-appeal

(SCR o 86 r 30; Qld r 754 and r 755)

- (1) If a respondent wants to appeal from all or part of the order appealed from, or wants an amendment of the order, the respondent need not start a substantive appeal.
- (2) However, the respondent must—
- (a) file a notice of cross-appeal in the court not later than 28 days after the day the notice of appeal is served on the respondent, or not later than any further time allowed by the Court of Appeal; and
 - (b) serve a sealed copy of the notice of cross-appeal, not later than 7 days after the day the notice of cross-appeal is filed, but no later than 5 days before the day for settling the appeal papers, unless the Court of Appeal otherwise orders, on the following:
 - (i) each appellant and any other respondent;

- (ii) any other party to the proceeding in which the order appealed from was made who would be directly affected by the order that the respondent seeks.

Note 1 See approved form 5.12 (Court of Appeal—notice of cross-appeal) [AF2006-396](#).

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for further time.

Note 3 For the use of a notice of contention instead of a notice of cross-appeal, see r 5416.

- (3) The notice of cross-appeal must state—
 - (a) whether the appeal is from all or part of the order or seeks an amendment of the order; and
 - (b) if the appeal is from part of the order or seeks an amendment of the order—the part the respondent cross-appeals from; and
 - (c) either—
 - (i) the order that the respondent seeks instead of the order cross-appealed; or
 - (ii) the amendment of the order that the respondent seeks; and
 - (d) whether the respondent will seek to put further evidence before the Court of Appeal; and
 - (e) if further evidence is to be put before the Court of Appeal—briefly the nature of the evidence and what is sought to be proved; and
 - (f) briefly, but specifically, the grounds relied on in support of the appeal, including, in particular, any grounds on which it is contended that there is an error of law in the order appealed from.

- (4) On the hearing of a cross-appeal, the respondent bringing the cross-appeal must not, without the Court of Appeal's leave—
- (a) raise any question that is not stated in the notice of cross-appeal; or
 - (b) rely on any ground in support of—
 - (i) the order sought that is not stated in the notice of cross-appeal; or
 - (ii) the amendment of the order sought that is not stated in the notice of cross-appeal.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

5414 Appeals to Court of Appeal—application of certain rules to cross-appeals

(SCR o 86 r 31)

- (1) The provisions mentioned in subrule (2) apply to a cross-appeal as if—
- (a) a reference to an appeal were a reference to a cross-appeal; and
 - (b) a reference to the appellant were a reference to the respondent bringing the cross-appeal; and
 - (c) a reference to the respondent were a reference to the appellant (or an appellant) on whom the cross-appeal is served; and
 - (d) any other necessary changes were made.
- (2) The provisions applying to a cross-appeal are as follows:
- rule 5301 (Appeals to Court of Appeal—stay and reinstatement)
 - rule 5302 (Appeals to Court of Appeal—security for costs)
 - rule 5404 (Appeals to Court of Appeal—parties to appeal)
 - rule 5406 (Appeals to Court of Appeal—notice of appeal to be sealed)

- rule 5409 (2) to (5) (Appeals to Court of Appeal—serving notice of appeal)
- rule 5412 (Appeals to Court of Appeal—amending notice of appeal)
- division 5.4.6 (Appeals to Court of Appeal—ending all or part of appeal).

5415 Appeals to Court of Appeal—effect of failure to give notice of cross-appeal

(Qld r 756)

A failure to give a notice of cross-appeal does not affect the powers of the Court of Appeal on the hearing of the appeal, but the court may adjourn the hearing of the appeal.

5416 Appeals to Court of Appeal—notice of contention

(SCR o 86 r 30; Qld r 757)

- (1) A respondent need not file a notice of cross-appeal if the respondent—
 - (a) proposes to contend that a question of fact or law has been incorrectly decided against the respondent but does not seek to have the order appealed from set aside or the order amended; or
 - (b) wants to contend that the order appealed from should be confirmed on a ground other than the ground relied on by the court.
- (2) However, the respondent must—
 - (a) file a notice of contention in the court not later than 28 days after the day the notice of appeal is served on the respondent, or not later than any further time allowed by the Court of Appeal; and

Note 1 See approved form 5.13 (Court of Appeal—notice of contention) [AF2006-397](#).

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for further time.

- (b) serve a stamped copy of the notice of contention, not later than 7 days after the day the notice of contention is filed, but no later than 5 days before the day for settling the appeal papers, unless the Court of Appeal otherwise orders, on the following:
 - (i) each appellant and any other respondent;
 - (ii) any other party to the proceeding in which the order appealed from was made who would be directly affected by the order that the respondent seeks; and
 - (c) give notice to the appellant of the record of evidence or documents before the court relevant to the respondent's contention, for inclusion in the appellant's draft index of the appeal papers; and
 - (d) when the appeal papers are being settled, ask the Court of Appeal to include the record of evidence or documents in the appeal papers.
- (3) The notice of contention must state—
- (a) the contention; and
 - (b) briefly, but specifically, the grounds relied on in support of the contention.
- (4) On the hearing of a contention, the respondent making the contention must not, without the Court of Appeal's leave—
- (a) raise any question that is not stated in the notice of contention; or
 - (b) rely on any ground in support of—
 - (i) the order sought that is not stated in the notice of contention; or

- (ii) the amendment of the order sought that is not stated in the notice of contention.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

Division 5.4.5 Appeals to Court of Appeal—appeal papers and hearing

Note to div 5.4.5

Appeal and *order* are defined for this div in r 5400.

5430 Appeals to Court of Appeal—filing of things before settlement of appeal papers

(SCR o 86 r 34 and PD 4/04)

- (1) Before the date set for settling the appeal papers, the appellant must—
 - (a) get and file the reasons for the order or the summing up of the judicial officer of the court who gave the order appealed from, certified by the judicial officer’s associate; and
 - (b) get and file a copy of the transcript of the proceeding in which the order was made, corrected in accordance with subrules (2) and (3) and, if corrected, certified by the registrar; and
 - (c) prepare and file a 1-paragraph (about 250 words) summary (the *case summary*) of—
 - (i) the proceeding in which the order appealed from was made; and
 - (ii) the order appealed from; and
 - (iii) the grounds relied on in support of the appeal.

- (2) If the appellant gets a copy of the transcript of the proceeding, the appellant must—
 - (a) correct any errors in it; and
 - (b) give a list of the corrections to each respondent; and
 - (c) give each respondent a reasonable time to examine the transcript and corrections.
- (3) If the parties disagree on the accuracy of any part of the transcript, or cannot agree on a correction, the disagreement must be submitted to the judicial officer of the court who gave the order appealed from, or to the registrar, for directions.
- (4) The appellant must serve a copy of the case summary on each respondent not later than 3 days before the date set for settling the appeal papers.

5431 Appeals to Court of Appeal—draft index of appeal papers
(SCR o 86 r 35)

- (1) Before the date set for settling the appeal papers, the appellant must prepare and file a draft index of the appeal papers.
- (2) The appellant must serve a copy of the draft index on each respondent not later than 3 days before the date set for settling the appeal papers.

5432 Appeals to Court of Appeal—settlement of appeal papers
(SCR o 86 r 37; Qld r 760)

- (1) When settling the appeal papers, the Court of Appeal may give directions about the conduct of the appeal that the court considers appropriate.

- (2) Without limiting subrule (1), the Court of Appeal may do the following:
- (a) work out what documents were before the judicial officer of the court who gave the order appealed from;
 - (b) decide what documents are to be included in the appeal papers, and the order of inclusion;
 - (c) settle the index of the documents to be included in the appeal papers;
 - (d) decide the number of copies of the appeal papers required and when they should be served;
 - (e) direct the inclusion, substitution or removal of parties;
 - (f) get an estimate of the length of the hearing from the parties;
 - (g) direct the place, date and kind of hearing.

5433 Appeals to Court of Appeal—content of appeal papers

(SCR o 86 r 36; Qld r 758)

- (1) The title page of the appeal papers must give—
- (a) the title of the proceeding; and
 - (b) the names of each party (and the party’s solicitor (if any)) and the party’s address for service.
- (2) Following the title page of the appeal papers, there must be an index of the documents making up the appeal papers that shows the date and page number of each document.
- (3) The documents must be arranged as directed under rule 5432 (2) (b) or, if no direction is given, in the following order:
- (a) notice of appeal or, if amended, the amended notice of appeal;
 - (b) any notice of cross-appeal or notice of contention;
 - (c) if leave to appeal has been given—the order giving leave;

- (d) the formal order of the court from which the appeal is brought;
 - (e) reasons for the order of the court;
 - (f) if the order appealed from was made in an appeal from a court or tribunal to the court, as follows:
 - (i) reasons for decisions of the court or tribunal;
 - (ii) the formal order of the court or tribunal;
 - (iii) any notice of appeal to the Supreme Court;
 - (g) process and pleading;
 - (h) evidence, as follows:
 - (i) the transcript of any oral evidence;
 - (ii) affidavit evidence;
 - (iii) other exhibits that are documents (other than affidavits and documents exhibited or attached to each affidavit) arranged in the order in which they have been numbered as exhibits in the court, and any list of the exhibits appearing in the transcript;
 - (iv) a list of exhibits that are not documents;
 - (i) testimony taken on commission or before an examiner and received in evidence in the proceeding in which the order appealed from was made;
 - (j) the certificate under rule 5435 (1) (Appeals to Court of Appeal—filing and serving appeal papers).
- (4) Interrogatories and answers and affidavits of documents must not be copied except as far as they were put in evidence in the proceeding in which the order appealed from was made.

- (5) If the text of an oral order or summing up of a judicial officer of the court is included in the appeal papers, the text must first be submitted to the judicial officer for correction and must, when included in the appeal papers, be accompanied by a certificate from the judicial officer's associate that this has been done.
- (6) The requirements of this rule are subject to any direction given by the Court of Appeal on application by a party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for a direction under this rule.

- (7) In subrule (3) (f):

appeal includes an application for—

- (a) a prerogative order; or
(b) a review order.

court or tribunal—see rule 5050 (Definitions—pt 5.3).

prerogative order—see rule 3550 (Definitions—pt 3.10).

review order—see rule 5700 (Meaning of *review order*—pt 5.5).

5434 Appeals to Court of Appeal—presentation of appeal papers

(SCR o 86 r 38)

- (1) The appeal papers must be—
- (a) paginated; and
(b) clear, legible and securely fastened, but need not be bound or printed.
- (2) The registrar must be satisfied about the presentation of the appeal papers.

- (3) The requirements of this rule are subject to any direction given by the Court of Appeal on application by a party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for a direction under this rule.

5435 Appeals to Court of Appeal—filing and serving appeal papers

(SCR o 86 r 39)

- (1) The appellant must file the appeal papers with a certificate, by the parties or their solicitors, stating that the papers have been examined and are correct.

Note See approved form 5.14 (Court of Appeal—certificate of examination of appeal papers) [AF2006-398](#).

- (2) The appellant must file the number of copies of the appeal papers, and serve stamped copies of them, as decided under rule 5432 (2) (d) (Appeals to Court of Appeal—settlement of appeal papers).

5436 Appeals to Court of Appeal—setting appeal for hearing

(SCR o 86 r 40)

- (1) This rule applies if the Court of Appeal does not set a date for hearing when the appeal papers are settled under rule 5432 (Appeals to Court of Appeal—settlement of appeal papers).
- (2) The registrar may set a hearing date for the appeal when the registrar is satisfied that the appeal is ready for hearing.
- (3) The registrar may set the date on application by any party to the appeal or on the registrar's own initiative.
- (4) The registrar must tell the parties the hearing date set for the appeal.

5437 Appeals to Court of Appeal—changing appeal hearing date

(SCR o 86 r 41)

- (1) The Court of Appeal may, at any time, order that the appeal be heard on a date other than that set under rule 5432 (Appeals to Court of Appeal—settlement of appeal papers) or rule 5436 (Appeals to Court of Appeal—setting appeal for hearing).
- (2) The Court of Appeal may make an order under subrule (1) on the application of a party to the appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

5438 Appeals to Court of Appeal—written summary and list for appeal hearing

(SCR o 86 r 42; PD 1/03)

- (1) Each party to the appeal must prepare a written summary of arguments in accordance with rule 5439 (Appeals to Court of Appeal—summaries of arguments) and a list of authorities, legislation and texts in accordance with rule 5440 (Appeals to Court of Appeal—list of authorities, legislation and texts), unless the Court of Appeal otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (2) At least 5 days before the day set for the start of the hearing of the appeal, each appellant must—
 - (a) file in the court 4 copies of the appellant’s summary and list, and serve a copy of each on each other party to the appeal; and
 - (b) file in the court 3 copies of each authority and item of legislation mentioned in the list (each attached to a copy of the list being filed).
- (3) At least 2 days before the day set for the start of the hearing of the appeal, each respondent must—

- (a) file in the court 4 copies of the respondent's summary and list, and serve a copy of each on each other party to the appeal; and
 - (b) file in the court 3 copies of each authority and item of legislation mentioned in the list (each attached to a copy of the list being filed).
- (4) At least 1 day before the day set for the start of the hearing of the appeal, each appellant may file in the court 4 copies of a written summary of arguments in reply, and serve a copy on each other party to the appeal.

5439 Appeals to Court of Appeal—summaries of arguments

(SCR o 86 r 43)

- (1) A party's summary of arguments must state as briefly as possible—
- (a) the issues in the appeal; and
 - (b) an outline of the argument expected to be made on each issue, mentioning the steps in the argument and any legislation, authority or finding of fact to be relied on for each step; and
 - (c) if there is to be a challenge to any of the court's findings of fact—
 - (i) the claimed error (including any failure to make a finding of fact); and
 - (ii) the reasons why the party considers the finding was an error; and
 - (iii) the finding that the party considers should have been made; and
 - (d) for an appellant—a chronology of the facts; and
 - (e) if a respondent disagrees with an appellant's chronology of facts—the respondent's chronology of facts that highlights where the respondent's chronology differs from the appellant's chronology.

- (2) If the summary relies on a matter in another document, the summary must—
 - (a) for a document mentioned in rule 5440 (3) (a) to (c)—identify the document as mentioned in the paragraphs; and
 - (b) for other documents—if relevant, identify the page of the document relied on.

5440 Appeals to Court of Appeal—list of authorities, legislation and texts

(SCR o 86 r 44)

- (1) A party’s list of authorities, legislation and texts must list any authority, legislation or text that the party expects will be quoted from, or that may be referred to, by the party.
- (2) A party’s list of authorities, legislation and texts may be divided into 2 parts (parts A and B) and list any authority, legislation or text—
 - (a) in part A—that the party expects will be quoted from by the party; and
 - (b) in part B—that may be referred to by the party.
- (3) An authority, legislation or text must be identified as follows:
 - (a) for an authority—by case, citation and relevant part;
 - (b) for legislation—by provision;
 - (c) for a text—by edition and page number.

5441 Appeals to Court of Appeal—absence of party

(SCR o 86 r 47)

- (1) If a party is not present when the appeal is called on for hearing, the Court of Appeal may—
 - (a) order that the hearing not proceed unless a hearing date is again set for the appeal or the other steps directed by the Court of Appeal are taken; or
 - (b) adjourn the hearing; or
 - (c) if the absent party is an appellant or cross-appellant—dismiss the appeal or cross-appeal; or
 - (d) proceed with the hearing, either generally or in relation to the decision sought in the appeal; or
 - (e) for an appeal against conviction or sentence, and the absent party is the appellant who is on bail and is not represented by a legal practitioner—make another order the court considers appropriate or issue a warrant for the appellant’s arrest.
- (2) The Court of Appeal may make an order, or do anything else, mentioned in subrule (1) on application by a party to the appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application under this rule.
- (3) If the hearing proceeds in the absence of the party and an order is made, the Court of Appeal may, on application by the party—
 - (a) amend or set aside the order; and
 - (b) give directions for the further conduct of the appeal.

5442 Appeals to Court of Appeal—insufficient material

(Qld r 769)

If the Court of Appeal considers that it has insufficient material before it to enable it to make a decision on the appeal, it may give all or any of the following directions:

- (a) that the appeal be adjourned for further consideration;
- (b) a direction about the issues to be decided that it considers appropriate;
- (c) a direction about the accounts to be taken, or inquiries made, that it considers appropriate.

Division 5.4.6 Appeals to Court of Appeal—ending all or part of appeal

Note to div 5.4.6

Appeal and *order* are defined for this div in r 5400. See also r 5441 (Appeals to Court of Appeal—absence of party).

5470 Appeals to Court of Appeal—abandonment of ground of appeal

(SCR o 86 r 45)

- (1) This rule applies if an appellant wants to abandon a ground of appeal.
- (2) The appellant must give notice to each other party to the appeal that the ground of appeal will not be relied on.
- (3) The notice must be given—
 - (a) as soon as possible; but
 - (b) if the appeal is not to be decided by written cases under part 5.8 (Written cases)—within a reasonable time before the day set for the start of the hearing.

- (4) The Court of Appeal may make any order the court considers appropriate in an appeal in a civil proceeding in relation to costs incurred because of a failure by the appellant to comply with this rule.

5471 Appeals to Court of Appeal—discontinuance of appeal

(SCR o 86 r 27)

- (1) An appellant may discontinue the appeal or part of the appeal—
- (a) without the Court of Appeal’s leave, at any time before the hearing of the appeal; or
 - (b) only with the Court of Appeal’s leave, at the hearing, or after the hearing and before judgment.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave or an order under this rule.

- (2) However, if the appeal is to be decided by written cases under part 5.8 (Written cases), an appellant may discontinue the appeal or a part of the appeal—
- (a) without the Court of Appeal’s leave, at any time before, or on, the last day that the appellant may file written submissions under rule 5856 (3) (Written cases—filing etc written case for appeal); or
 - (b) only with the Court of Appeal’s leave, at any time after the last day mentioned in paragraph (a), but before judgment.
- (3) The appellant may discontinue the appeal by filing a notice of discontinuance in the court, and serving a stamped copy of the notice on each party to the appeal.

Note See approved form 5.15 (Court of Appeal—notice of discontinuance) [AF2006-399](#).

- (4) If the appeal or a part of the appeal is discontinued—
 - (a) the appeal or part of the appeal is abandoned by the appellant; and
 - (b) the discontinuance does not affect any other appellant in the appeal.
- (5) If the appeal or a part of the appeal is discontinued in a civil proceeding, the appellant must pay the costs of the other parties caused by the appeal or part of the appeal discontinued, unless the Court of Appeal otherwise orders.
- (6) The Court of Appeal may make an order under subrule (5) on application by a party to the appeal or on its own initiative.

5472 Appeals to Court of Appeal—competency of appeal

(SCR o 86 r 25)

- (1) A respondent to the appeal may apply to the Court of Appeal at any time for an order striking out the appeal as incompetent.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (2) The burden of establishing the competency of the appeal is on the appellant.

5473 Appeals to Court of Appeal—costs for failure to apply for appeal to be struck out as incompetent

(SCR o 86 r 26)

- (1) This rule applies if a respondent to the appeal does not make an application under rule 5472 (1) and the appeal is struck out by the Court of Appeal as incompetent.
- (2) The respondent must not receive any costs of the appeal, unless the Court of Appeal otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) The Court of Appeal may order that the respondent pay the appellant any costs of the appeal wasted because of the respondent's failure to make an application under rule 5472 (1).
- (4) The Court of Appeal may make an order under this rule on application by a party to the appeal or on its own initiative.

5474 Appeals to Court of Appeal—dismissal by consent

(Qld r 762)

- (1) The parties to the appeal may agree that the appeal be dismissed by consent.
- (2) Rule 1612 (Orders—by consent in proceeding) applies, with any necessary changes, to an order for the dismissal of the appeal by consent.
- (3) Without limiting subrule (2), the order may provide that—
 - (a) an amount secured for the costs of the appeal be paid to a party stated in the order; or
 - (b) the appellant pay the respondent's costs of the appeal to be assessed; or
 - (c) the appellant pay the respondent's costs of the appeal agreed as a stated amount; or
 - (d) the appellant pay the respondent's costs of the appeal, to be satisfied from an amount secured for the costs of the appeal with any balance to be paid to a stated party or the party's solicitor; or
 - (e) there be no order for the costs of the appeal.
- (4) Unless the Court of Appeal otherwise orders in relation to an amount secured for the costs of the appeal, on the dismissal of the appeal, the registrar may pay the amount to the successful respondent.

- (5) The payment may be made to the solicitor on the record for the respondent.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

5475 Appeals to Court of Appeal—consent orders
(Qld r 764)

If the parties agree about the substantive orders the Court of Appeal will be asked to make by consent, but do not agree about the order for costs, the appeal may be listed for hearing even though the appeal papers have not been settled.

Division 5.4.7 Appeals to Court of Appeal—convictions and sentences

Subdivision 5.4.7.1 Appeals to Court of Appeal—convictions and sentences preliminary

5500 Definitions—div 5.4.7
(SCR o 86 r 48)

In this division:

appeal means an appeal against a conviction recorded, or sentence imposed, by the court.

Note *Conviction* and *sentence* are defined in r 5000 (Definitions—ch 5).

convicted person means—

- (a) for a conviction—the person against whom the conviction was recorded; or
- (b) for a sentence—the person on whom the sentence was imposed.

out of time, for a conviction or sentence, means more than 28 days after the day the conviction was recorded or sentence was imposed.

Subdivision 5.4.7.2 Appeals to Court of Appeal—leave to appeal out of time by convicted person

5505 Application—sdiv 5.4.7.2

(SCR o 86 r 49)

This subdivision applies to an application by the convicted person for a conviction or sentence for leave to appeal to the Court of Appeal out of time against the conviction or sentence.

5506 Appeals to Court of Appeal—application for leave to appeal out of time against conviction or sentence

(SCR o 86 r 50 and r 51)

- (1) The application must be made to the registrar in the first instance.

Note See approved form 5.16 (Court of Appeal—application to registrar for leave to appeal out of time against conviction or sentence) [AF2006-400](#).

- (2) Part 6.2 (Applications in proceedings) applies to the application as if—
 - (a) a reference to an application in a proceeding were a reference to the application; and
 - (b) any other necessary changes were made.
- (3) The application must be accompanied by—
 - (a) an affidavit showing—
 - (i) the nature of the case; and
 - (ii) the questions involved; and
 - (iii) the reasons why leave should be given; and
 - (b) the draft notice of appeal.
- (4) If the convicted person wants to present the person's case in writing under part 5.8 (Written cases) the application must state that the person wants to do so.

5507 Appeals to Court of Appeal—application for leave to appeal out of time against conviction or sentence to be sealed

The registrar must seal the original and filed copies of the application.

Note The registrar may reject an application that is filed (see r 6140 (Rejecting documents—noncompliance with rules etc) and r 6142 (Rejecting documents—abuse of process etc)).

5508 Appeals to Court of Appeal—serving application for leave to appeal out of time against conviction or sentence

(SCR o 86 r 52)

The convicted person must serve the following on the director of public prosecutions not later than 5 days after the day the application is filed:

- (a) a sealed copy of the application;
- (b) a stamped copy of the accompanying affidavit;
- (c) a stamped copy of the draft notice of appeal.

Note Rule 5533 (Appeals to Court of Appeal—service if convicted person in custody and unrepresented) deals with the service of documents if the convicted person is in custody and not represented by a lawyer.

5509 Appeals to Court of Appeal—response by DPP to application for leave to appeal out of time against conviction or sentence

(SCR o 86 r 53 and r 54)

- (1) The director of public prosecutions must file a response to the application.

Note See approved form 5.17 (Court of Appeal—response by Director of Public Prosecutions) [AF2006-401](#).

- (2) The response must state—
- (a) whether the director opposes, consents to, or does not oppose, the application; and
 - (b) whether the director proposes to file any affidavits in response to the application; and
 - (c) an address for service.

Note **Address for service** is defined in the dictionary.

- (3) The director of public prosecutions must file the response, and serve a stamped copy on the convicted person, not later than 7 days after the day the application is served on the director.
- (4) If the director of public prosecutions wants to present evidence, the director must file the director's affidavits, and serve them on the convicted person, not later than 14 days after the day the application is served on the director.

5510 Appeals to Court of Appeal—registrar's decision on application for leave to appeal out of time against conviction or sentence

(SCR o 86 r 55)

- (1) The registrar must tell the convicted person, and the director of public prosecutions, of the registrar's decision to give or refuse leave to appeal out of time.
- (2) If the registrar gives leave, the director of public prosecutions may apply to the Court of Appeal for an order that the application mentioned in rule 5505 (Application—sdiv 5.4.7.2) be refused.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order.

- (3) If the registrar refuses leave—
- (a) the registrar must give the convicted person a copy of the form to be used for applying to the Court of Appeal when telling the person about the refusal; and
 - (b) the convicted person may apply to the Court of Appeal to have the application mentioned in rule 5505 decided by the Court of Appeal.

Note 1 Pt 6.2 (Applications in proceedings) applies to the application to the Court of Appeal.

Note 2 See approved form 5.18 (Court of Appeal—application for leave to appeal out of time against conviction or sentence) [AF2006-402](#).

- (4) The application to the Court of Appeal must be filed not later than 14 days after the day the convicted person is told about the registrar's decision.

Subdivision 5.4.7.3 Appeals to Court of Appeal—leave to appeal out of time by DPP

5520 Application of div 5.4.3 to certain appeals by DPP

(SCR o 86 r 56)

For these rules, division 5.4.3 (Appeals to Court of Appeal—leave to appeal out of time from final judgments) applies to an application for leave to appeal out of time against sentence by the director of public prosecutions as if—

- (a) a reference to a final judgment were a reference to a sentence; and
- (b) any other necessary changes were made.

Subdivision 5.4.7.4 Appeals to Court of Appeal—convictions and sentences generally

5530 Appeals to Court of Appeal—treating application for leave to appeal out of time against conviction or sentence as appeal

(SCR o 86 r 57)

If an application for leave to appeal out of time against conviction or sentence is made by the convicted person to the Court of Appeal, the court may treat the hearing of the application as the hearing of the appeal.

5531 Appeals to Court of Appeal—grounds of appeal against conviction or sentence

(SCR o 86 r 58)

Unless the Court of Appeal otherwise orders, the following must not be allowed as a ground for appeal against conviction or sentence unless objection was taken at the trial by the party appealing:

- (a) a direction given by the trial judge;
- (b) the trial judge's failure to give a direction;
- (c) the trial judge's decision about the admission or rejection of evidence.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

5532 Appeals to Court of Appeal—trial judge's report for appeal against conviction or sentence

(SCR o 86 r 59)

- (1) During the hearing of an appeal against conviction or sentence, the Court of Appeal may ask the trial judge to give the court (through the registrar) a report on any aspect of the case.

- (2) The report is not available for inspection by the parties or anyone else unless the Court of Appeal otherwise orders on application by a party to the appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

5533 Appeals to Court of Appeal—service if convicted person in custody and unrepresented

(SCR o 86 r 60)

- (1) This rule applies to an application or appeal under this part in relation to a conviction or sentence if the convicted person—
- (a) is in custody; and
 - (b) is not represented by a solicitor.
- (2) A document required or allowed under these rules to be served by the convicted person for the application or appeal may be served on the registrar for service by the registrar on another party.
- (3) A document required or allowed under these rules to be served on the convicted person for the application or appeal may be served by leaving the document with the person in charge of the place where the person is in custody.
- (4) If a document mentioned in subrule (3) is served by the registrar, the document may be served—
- (a) by sending a copy by prepaid post to the place where the convicted person is in custody, addressed to the person in charge of the place; or
 - (b) if the place has a postbox at a post office—by sending a copy by prepaid post to the postbox, addressed to the person in charge of the place; or
 - (c) if the place has a fax machine—by sending a copy by fax to the place, addressed to the person in charge of the place; or

- (d) if the person in charge of the place has an email address—by sending a copy by electronic communication to the email address.

5534 Appeals to Court of Appeal—written case and presence if convicted person appellant

(SCR o 86 r 61)

- (1) This rule applies to an application or appeal under this part in relation to a conviction or sentence if the convicted person is the applicant or appellant.
- (2) The convicted person may present the person's case to the Court of Appeal in writing if the person wants to, whether or not the respondent director of public prosecutions presents his or her case in writing.

Note The convicted person must state that the person wants to present his or her case in writing. See, eg, r 5506 (4) (Appeals to Court of Appeal—application for leave to appeal out of time against conviction or sentence).

- (3) If the convicted person presents his or her case in writing, the person need not appear or be present at the hearing of the application or appeal unless the Court of Appeal otherwise orders.
- (4) If the convicted person is in custody, is not represented by a legal practitioner and does not present his or her case in writing, the person is entitled to be present at the hearing of the application or appeal in the way that the Court of Appeal orders.
- (5) The Court of Appeal may order that the convicted person be present—
- (a) in person; or
- (b) by audiovisual link or audio link.

- (6) The Court of Appeal may make an order under this rule on application by a party to the application or appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

5535 Appeals to Court of Appeal—order for production of offender

(SCR o 86 r 62)

- (1) The Court of Appeal may make the following orders in relation to the hearing of an application or appeal under this part in relation to a conviction or sentence:

- (a) an order requiring the production of a person who is in custody;
- (b) an order about the continuing custody of a person who is in custody.

Note See approved form 5.19 (Court of Appeal—order for production of offender) [AF2006-403](#).

- (2) The Court of Appeal may order that the person in custody be produced—

- (a) in person; or
- (b) by audiovisual link or audio link.

- (3) The Court of Appeal may make an order under this rule on application by a party to the application or appeal or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

5536 Appeals to Court of Appeal—fine paid to be kept pending appeal

(SCR o 86 r 63)

- (1) This rule applies if the convicted person for a conviction or sentence is sentenced to pay a fine.
- (2) If the convicted person appeals against the conviction or sentence, any amount paid by the person as the fine, or part of the fine, must be kept by the person authorised to receive the fine until the appeal is finally decided.
- (3) If the convicted person has paid an amount mentioned in subrule (2), and the person's appeal is upheld, the person is entitled to a refund, unless the Court of Appeal otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (4) Without limiting rule 6016 (Application in proceeding—oral application), an application for an order otherwise ordering under subrule (3) may be made orally, unless the Court of Appeal otherwise orders on application by a party to the appeal or on its own initiative.
- (5) In this rule:

fine includes an amount for costs or any other amount ordered to be paid by the convicted person in relation to an offence.

Examples

- 1 a financial penalty imposed by a court for an offence
- 2 a fee or charge payable to the Territory that is imposed by a court in a proceeding for an offence
- 3 costs payable to the Territory under a court order in a proceeding for an offence
- 4 a levy imposed under the *Victims of Crime (Financial Assistance) Act 1983*

5 an amount payable under a reparation order under the *Crimes (Sentencing) Act 2005*, section 19 (Reparation orders—losses and expenses generally)

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

5537 Appeals to Court of Appeal—solicitor’s instructions to act for convicted person ended

(SCR o 86 r 64)

- (1) This rule applies to a solicitor if—
 - (a) the solicitor is acting for the convicted person for a conviction or sentence in relation to an application or appeal under this part in relation to the conviction or sentence; and
 - (b) the solicitor’s instructions to act for the convicted person are ended before—
 - (i) for an application—the application is decided; or
 - (ii) for an appeal—judgment is given in the appeal.
- (2) The solicitor must—
 - (a) file a notice stating that the solicitor is no longer acting for the convicted person; and
 - (b) serve a stamped copy of the notice on each party to the application or appeal (including the convicted person).

Note See approved form 5.20 (Court of Appeal—notice of solicitor no longer acting) [AF2006-404](#).
- (3) The solicitor must file and serve the notice as soon as practicable, but not later than 14 days after the day the solicitor’s instructions are ended.

5538 Appeals to Court of Appeal—solicitor wants to withdraw from acting for convicted person

(SCR o 86 r 65)

- (1) This rule applies to a solicitor if—
 - (a) the solicitor is acting for the convicted person for a conviction or sentence in relation to an application or appeal under this part in relation to the conviction or sentence; and
 - (b) the solicitor no longer wants to act for the convicted person in relation to the application or appeal.
 - (2) The solicitor must—
 - (a) file a notice stating that the solicitor intends to ask the Court of Appeal for leave to withdraw; and
 - (b) serve a stamped copy of the notice on each party other than the convicted person; and
 - (c) serve a stamped copy of the notice on the convicted person personally, or by registered letter addressed to the person's last-known address.
 - (3) The copies of the notice must be served as soon as possible after the notice is filed.
 - (4) The solicitor may withdraw from acting for the convicted person only with the Court of Appeal's leave.
- Note* Pt 6.2 (Applications in proceedings) applies to an application for leave.
- (5) If the Court of Appeal gives the solicitor leave to withdraw, the solicitor must—
 - (a) file a notice of withdrawal; and

Note See approved form 5.21 (Court of Appeal—notice of withdrawal of solicitor) [AF2006-405](#).

- (b) serve a stamped copy of the notice on the convicted person personally, or by registered letter addressed to the person's last-known address; and
- (c) serve a stamped copy of the notice on the director of public prosecutions.

5539 Appeals to Court of Appeal—notification of result of appeal against conviction etc

(SCR o 86 r 66)

- (1) For an application or appeal under this part in relation to a conviction or sentence, the registrar must give notice—
 - (a) to each relevant person about the final decision made on the application or appeal; and
 - (b) to each party to the application or appeal, or anyone else the registrar considers appropriate, about an order made in relation to the application or appeal.
- (2) However, the registrar need only give notice to a person mentioned in subrule (1) if the person was not present when the application or appeal was decided, or the order made.
- (3) In this rule:
 - present** means—
 - (a) present in person; or
 - (b) present by audiovisual link or audio link.
 - relevant person** means—
 - (a) a party to the application or appeal; or
 - (b) the judge who gave the order appealed from; or
 - (c) anyone else the registrar considers appropriate.

Division 5.4.8 Appeals to Court of Appeal— miscellaneous

5600 Appeals to Court of Appeal—power to amend proceedings in court below

(SCR o 86 r 87)

The Court of Appeal may amend the proceeding in which the order appealed from under this part was made.

5601 Appeals to Court of Appeal—expediting appeals etc

(SCR o 86 r 88)

- (1) The Court of Appeal may, at any time, make any order the Court of Appeal considers just to expedite an appeal or application under this part.
- (2) A party wanting leave to appeal under this part may apply to the Court of Appeal for an order that the application for leave to appeal be heard with, or immediately before, the hearing of the appeal, and for any consequential orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order.

5602 Appeals to Court of Appeal—directions about appeal etc

(SCR o 86 r 89)

- (1) At any time after the filing in the court of a notice of appeal or application for leave to appeal (or leave to appeal out of time) under this part, the Court of Appeal may give directions in relation to the conduct of the appeal or application (including, for the application, the appeal if leave is given), even though the direction may be inconsistent with another provision of these rules.

- (2) The Court of Appeal may give a direction under this rule on application by a party to the appeal or application or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for directions or to amend or revoke a direction.

- (3) In deciding whether to give a direction under this rule, the interests of justice are paramount.
- (4) If a direction under this rule is inconsistent with another provision of these rules, the direction prevails to the extent of the inconsistency.
- (5) The Court of Appeal may at any time amend or revoke a direction made under this rule on application by a party or on its own initiative.
- (6) The powers of the Court of Appeal under this rule are additional to any other powers of the Court of Appeal under a territory law.

Note A *territory law* includes these rules (see Legislation Act, s 98).

5603 Appeals to Court of Appeal—want of prosecution of appeal

(SCR o 86 r 90; Qld r 775)

- (1) In this rule:
- appeal* means—
- (a) an application for further time to apply for leave to appeal under this part; or
- (b) an appeal or application for leave to appeal (or leave to appeal out of time) under this part, and includes a convicted person’s application; or
- (c) an application for leave to file a notice of appeal under rule 5405 (2) (Appeals to Court of Appeal—time for filing notice of appeal).

appellant means—

- (a) a person applying for further time to apply for leave to appeal under this part; or
- (b) an applicant for leave to appeal (or leave to appeal out of time) under this part; or
- (c) the convicted person for a conviction or sentence applying for leave to appeal under subdivision 5.4.7.2 (Appeals to Court of Appeal—leave to appeal out of time by convicted person); or
- (d) an applicant for leave to file a notice of appeal under rule 5405 (2); or
- (e) a person appealing under this part.

convicted person's application means an application under subdivision 5.4.7.2 (Appeals to Court of Appeal—leave to appeal out of time by convicted person) by the convicted person for a conviction or sentence.

- (2) This rule applies if an appellant—
 - (a) has not done anything required to be done under these rules during a period of 3 months after the day the requirement arises; or
 - (b) otherwise has not prosecuted the appellant's appeal with appropriate effort during a period of 3 months after the day the last step in the proceeding was taken.
- (3) The Court of Appeal may—
 - (a) order that the appeal be dismissed for want of prosecution and confirm the order appealed from; or
 - (b) on its own initiative, set a time for the doing of a thing required to be done in relation to the appeal and—
 - (i) at the same time order that, if the appellant does not do the thing within the time, the appeal will be dismissed for

want of prosecution and the order appealed from confirmed; or

(ii) if the appellant does not do the thing within the time—order that the appeal be dismissed for want of prosecution and confirm the order appealed from; or

(c) make any other order the Court of Appeal considers just.

(4) A respondent may apply to the Court of Appeal to require the appellant to show cause why the appeal should not be dismissed for want of prosecution.

Note Pt 6.2 (Applications in proceedings) applies to the application.

(5) On the hearing of the application, the Court of Appeal may make an order mentioned in subrule (3).

(6) An order mentioned in subrule (3) (b) may be amended at any time before the appeal is dismissed for want of prosecution and, in special circumstances, may be amended or revoked after that time.

5604 When Court of Appeal may be constituted by single judge—Supreme Court Act 1933, s 37J (1) (h)

(SCR o 86 r 90A; Qld r 767)

The Court of Appeal may be constituted by a single judge in relation to hearing and deciding the dismissal of an appeal under this part for any of the following reasons:

- (a) the appeal is incompetent;
- (b) the notice of appeal does not contain any coherent or arguable ground of appeal;
- (c) the appellant has failed to comply with any relevant rules of court or practice note;
- (d) the appellant has failed to comply with a direction of the Court of Appeal;

- (e) the appellant has failed to provide security for costs in accordance with an order of the Court of Appeal.

5605 Jurisdiction of Court of Appeal that may be exercised by single judge—Supreme Court Act 1933, s 37J (3)

(SCR o 86 r 90B)

The jurisdiction and powers of the Court of Appeal may be exercised by a single judge in the following proceedings:

- (a) an application by the director of public prosecutions under rule 5510 (2) (Appeals to Court of Appeal—registrar’s decision on application for leave to appeal out of time against conviction or sentence);
- (b) an application by the applicant under rule 5510 (3) (b).

5606 Appeals to Court of Appeal—further evidence on appeal

(SCR o 86 r 46)

- (1) This rule applies—
- (a) to an application to the Court of Appeal to receive evidence on a hearing of an appeal under this part in addition to evidence in the proceeding appealed from; and
- (b) unless the Court of Appeal otherwise orders.
- (2) The application must be made on the hearing of the appeal.
- Note* Pt 6.2 (Applications in proceedings) applies to the application.
- (3) Not later than 28 days before the day set for the start of the hearing of the appeal, the applicant must file 1 or more affidavits stating—
- (a) the grounds of the application; and
- (b) any evidence necessary to establish the grounds of the application; and
- (c) any evidence that the applicant wants the Court of Appeal to receive.

- (4) The evidence of any other party to the appeal must be given by affidavit filed in the court not later than 7 days before the day set for the start of the hearing of the appeal.
- (5) A party to the appeal must, not later than the time for the party to file an affidavit under this rule—
 - (a) file the number of copies of the affidavit that the registrar directs; and
 - (b) serve 3 stamped copies of the affidavit on each other party to the appeal.
- (6) If the Court of Appeal orders that it will receive the evidence in the appeal, and the evidence is to be given by an expert witness, the following rules apply, with necessary changes, to the appeal:
 - division 2.12.1 (Expert evidence generally)
 - division 2.12.2 (Multiple expert witnesses for same issue)
 - rule 1242 (Supplementary expert reports)
 - rule 1243 (Expert evidence to be covered by expert report)
 - rule 1244 (Expert reports admissible as evidence of opinion etc)
 - rule 1245 (Requiring attendance of expert for cross-examination etc)
 - rule 1246 (Tender of expert report).

5607 Appeals to Court of Appeal—keeping exhibits

(SCR o 86 r 32)

- (1) This rule applies in relation to an appeal or application to the Court of Appeal under this part.
- (2) Unless the Court of Appeal or the court otherwise orders, the registrar must keep the exhibits in the proceeding until 28 days after the day the appeal is disposed of.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (3) However, the register may permit a document or thing to be removed from the registry in accordance with rule 6767 (Power to allow removal of exhibits etc).

Part 5.5 Orders to review Magistrates Court decisions

5700 Meaning of *review order*—pt 5.5

(SCR o 85 r 1)

In this part:

review order means an order nisi to review a decision of the Magistrates Court mentioned in the *Magistrates Court Act 1930*, section 219B (Appeals by way of orders to review).

5701 Review orders—application for order

(SCR o 85 r 2)

- (1) An application for a review order must be—
 - (a) made to the Supreme Court not later than the time mentioned in the *Magistrates Court Act 1930*, section 219C (1) (Grant of order nisi to review); and
 - (b) made without notice to another party; and
 - (c) supported by an affidavit under rule 5702.
- (2) Part 6.2 (Applications in proceedings) applies to an application for a review order as if—
 - (a) a reference to an application in a proceeding were a reference to an application for a review order; and
 - (b) any other necessary changes were made.
- (3) Without limiting rule 6016 (Application in proceeding—oral application), an application under this rule may be made orally, unless the court otherwise orders on application by a party or on its own initiative.

5702 Review orders—affidavits

(SCR o 85 r 3)

The affidavit must set out—

- (a) the material circumstances; and
- (b) each statutory ground relied on; and
- (c) a brief statement of the matter relied on for each ground.

5703 Review orders—service of applications

(SCR o 85 r 4)

The Supreme Court may, on its own initiative, order that notice of an application for a review order be given to anyone interested in maintaining the relevant decision of the Magistrates Court.

5704 Review orders—parties

(SCR o 85 r 5)

A party served with an application for a review order is entitled to be heard on the application.

5705 Review orders—service of review order

(SCR o 85 r 7)

- (1) Not later than 7 days after the day a review order is made or not later than any further time allowed by the Supreme Court, the order, and affidavit mentioned in rule 5702 (Review orders—affidavits), must be—
 - (a) served on each person called on by the order to show cause; and
 - (b) if the court orders service under rule 5703 (Review orders—service of applications) on anyone else—served on the person; and
 - (c) given to the registrar of the Magistrates Court.

- (2) The Supreme Court may allow further time under subrule (1) on application by a party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for further time.

5706 Review orders—notice of intention to respond to review order

(SCR o 85 r 8)

- (1) This rule applies if a person served with a review order wants to oppose the making absolute of the order, or be heard in that proceeding.
- (2) The person must file in the court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—
- (a) the order were an originating application; and
 - (b) the person were a defendant; and
 - (c) the applicant for the order were the plaintiff; and
 - (d) any other necessary changes were made.

5707 Review orders—security for costs

(MCA s 219D (1) (a) and (3) and s 230)

- (1) This rule applies if the Supreme Court makes a review order under the *Magistrates Court Act 1930*, section 219C (2) (Grant of order nisi to review).
- (2) The Supreme Court may order that the person on whose application the review order is made give the security it considers appropriate for the costs of the proceeding.
- (3) The security must be given not later than the time stated in the order or not later than any further time allowed by the Supreme Court.

Note Pt 6.2 (Applications in proceedings) applies to an application for further time.

- (4) If the security is not given under the order, the Supreme Court may, on application by the person called on to show cause by the review order, revoke the review order.
- (5) Rule 1903 (Security for costs—way security given) and rule 1906 (Security for costs—finalising security) apply to security ordered to be given under this rule as if—
 - (a) the applicant for the review order were the plaintiff; and
 - (b) the person called on to show cause by the review order were the defendant; and
 - (c) any other necessary changes were made.
- (6) If the security is given by bond, and the appellant is ordered to pay the costs of the proceeding to the respondent, the registrar must assign the bond to the respondent so the respondent may enforce it.

5708 Review orders—stay

(MCA s 219D (1) (b)-(d) and (2))

- (1) This rule applies if the Supreme Court makes a review order under the *Magistrates Court Act 1930*, section 219C (2) (Grant of order nisi to review).
- (2) The Supreme Court may—
 - (a) order that the enforcement of the decision of the Magistrates Court be stayed pending the hearing of the review order; and
 - (b) if the appellant is in custody and is not detained for any other reason—grant the appellant bail in accordance with the *Bail Act 1992*; and
 - (c) if the review order is made in relation to a decision of a kind mentioned in the *Magistrates Court Act 1930*, section 219B (1) (d) or (e) and, after making that decision, the Magistrates Court has, under the *Crimes Act 1900*, section 375 (Summary disposal of certain cases), heard and decided a case and

sentenced or otherwise dealt with the defendant according to law—order that the enforcement of any further decision made by the Magistrates Court in relation to the case be stayed.

Note Pt 6.2 (Applications in proceedings) applies to an application for a stay under this rule.

- (3) If the Supreme Court makes a review order in relation to an application by the informant in relation to a decision of the Magistrates Court of a kind mentioned in the *Magistrates Court Act 1930*, section 219B (1) (d) or (e), the proceeding in the Magistrates Court is stayed until the proceeding in the Supreme Court is finished, abandoned or discontinued.

5709 Review orders—non-appearance of applicant

(MCA s 219E)

If the person on whose application the review order has been made under the *Magistrates Court Act 1930*, section 219C (2) (Grant of order nisi to review) fails to appear on the date stated in the order or on any date to which the hearing is adjourned, the Supreme Court may revoke the order on its own initiative.

5710 Review orders—application to revoke review order

(SCR o 85 r 9)

- (1) An application to revoke a review order must be supported by affidavit.

Note Pt 6.2 (Applications in proceedings) applies to the application.

- (2) An application to revoke a review order, together with any supporting affidavit, must be served on—
 - (a) the applicant for the order; and
 - (b) anyone the court orders to be served under rule 5703 (Review orders—service of applications).

Part 5.6 Reference appeals

Division 5.6.1 Reference appeals—Supreme Court

5750 Definitions—div 5.6.1

(SCR o 86 r 71)

In this division:

applicant—see the *Magistrates Court Act 1930*, section 219AB (2) (Reference appeal following acquittal on indictment).

Note The **applicant** for a reference appeal is the Attorney-General or director of public prosecutions.

interested party—see the *Magistrates Court Act 1930*, section 219AC (1).

Note An **interested party**, for a reference appeal arising from a trial, is a person charged at the trial, or a person who seeks to be heard if the Supreme Court is satisfied that the person has a sufficient interest in the appeal to be heard.

reference appeal means an appeal under the *Magistrates Court Act 1930*, section 219AB (2).

5751 Reference appeals to Supreme Court—application for reference appeal

(SCR o 86 r 72 and MCA s 219AB (3))

- (1) An application for a reference appeal must—
 - (a) state the grounds of the application; and
 - (b) state the question of law to be decided.

Note See approved form 5.22 (Supreme Court—application for reference appeal) [AF2006-406](#).

- (2) An application for a reference appeal must be filed in the Supreme Court not later than 6 weeks after the day the trial ends, or not later than any further time the court allows.
- (3) Part 6.2 (Applications in proceedings) applies to an application for further time as if—
 - (a) a reference to an application in a proceeding were a reference to an application for further time; and
 - (b) any other necessary changes were made.
- (4) If the applicant wants to present the applicant’s case in writing under part 5.8 (Written cases), the application must state that the applicant wants to do so.

5752 Reference appeals to Supreme Court—service of application etc for reference appeal

(SCR o 86 r 73)

A sealed copy of the application must be served on each interested party within 7 days after the day the application is filed in the Supreme Court.

5753 Reference appeals to Supreme Court—notice of intention to respond by interested party

(SCR o 86 r 74 and MCA s 219C (2))

- (1) An interested party may file in the Supreme Court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—
 - (a) the application were an originating application; and
 - (b) the party were a defendant; and
 - (c) the applicant were the plaintiff; and
 - (d) any other necessary changes were made.

- (2) If an interested party is not represented in the appeal, the applicant must instruct counsel to represent the party and file the notice of intention to respond as mentioned in subrule (1).

5754 Reference appeals to Supreme Court—discontinuance of reference appeal

(SCR o 86 r 75)

- (1) The applicant may discontinue the reference appeal or a part of the reference appeal—
- (a) without the Supreme Court’s leave, at any time before the hearing of the reference appeal; or
 - (b) only with the Supreme Court’s leave, at the hearing, or after the hearing and before the decision is made on the reference appeal.
- Note* Pt 6.2 (Applications in proceedings) applies to an application for leave under this rule.
- (2) However, if the reference appeal is to be decided by written cases under part 5.8 (Written cases), the applicant may discontinue the reference appeal or a part of the reference appeal—
- (a) without the Supreme Court’s leave, at any time before, or on, the last day that the applicant may file written submissions under rule 5856 (3) (Written cases—filing etc written case for appeal); or
 - (b) only with the Supreme Court’s leave, at any time after the last day mentioned in paragraph (a), but before the decision is made on the reference appeal.
- (3) The applicant may discontinue the reference appeal by filing a notice of discontinuance in the Supreme Court, and serving a stamped copy of the notice on each interested party.

- (4) If the reference appeal or a part of the reference appeal is discontinued, the appeal or part of the appeal is abandoned by the applicant.

5755 Reference appeals to Supreme Court—application of certain rules to reference appeals

(SCR o 86 r 76)

- (1) The provisions mentioned in subrule (2) apply to a reference appeal as if—
- (a) a reference to an appeal were a reference to the reference appeal; and
 - (b) a reference to the appellant were a reference to the applicant; and
 - (c) a reference to the respondent were a reference to each interested party; and
 - (d) a reference to a notice of appeal were a reference to the application for a reference appeal; and
 - (e) any other necessary changes were made to those provisions or any other provisions of these rules.
- (2) The provisions applying to reference appeals are as follows:
- rule 5104 (Appeals to Supreme Court—notice of appeal to be sealed)
 - rule 5106 (Appeals to Supreme Court—date for settlement of appeal papers)
 - rule 5111 (Appeals to Supreme Court—amending notice of appeal)
 - rule 5130 (Appeals to Supreme Court—draft index of appeal papers)
 - rule 5131 (Appeals to Supreme Court—settlement of appeal papers)

- rule 5132 (Appeals to Supreme Court—content of appeal papers)
- rule 5133 (Appeals to Supreme Court—presentation of appeal papers)
- rule 5134 (Appeals to Supreme Court—filing and serving appeal papers)
- rule 5135 (Appeals to Supreme Court—setting appeal for hearing)
- rule 5136 (Appeals to Supreme Court—changing appeal hearing date)
- rule 5137 (Appeals to Supreme Court—written summary and list for appeal hearing)
- rule 5138 (Appeals to Supreme Court—summaries of arguments), other than subrule (1) (c)
- rule 5139 (Appeals to Supreme Court—list of authorities, legislation and texts)
- rule 5140 (Appeals to Supreme Court—absence of party)
- rule 5170 (Appeals to Supreme Court—abandonment of ground of appeal)
- rule 5194 (Appeals to Supreme Court—keeping exhibits).

Division 5.6.2 Reference appeals—Court of Appeal

5770 Definitions—div 5.6.2

(SCR o 86 r 71)

In this division:

applicant—see the *Supreme Court Act 1933*, section 37S (2) (Reference appeal following acquittal on indictment).

Note The ***applicant*** for a reference appeal is the Attorney-General or director of public prosecutions.

interested party—see the *Supreme Court Act 1933*, section 37S (4).

Note An *interested party*, for a reference appeal arising from a trial, is a person charged at the trial or a person affected by any decision in the trial.

reference appeal means an appeal under the *Supreme Court Act 1933*, section 37S.

5771 Reference appeals to Court of Appeal—application for reference appeal

(SCR o 86 r 72)

- (1) An application for a reference appeal must—
 - (a) state the grounds of the application; and
 - (b) state the question of law to be decided.

Note See approved form 5.23 (Court of Appeal—application for reference appeal) [AF2006-407](#).

- (2) If the applicant wants to present the applicant's case in writing under part 5.8 (Written cases), the application must state that the applicant wants to do so.

5772 Reference appeals to Court of Appeal—service of application etc for reference appeal

(SCR o 86 r 73)

A sealed copy of the application must be served on each interested party within 7 days after the day the application is filed in the court.

5773 Reference appeals to Court of Appeal—notice of intention to respond by interested party

(SCR o 86 r 74)

- (1) An interested party may file in the court a notice of intention to respond in accordance with division 2.3.1 (Notice of intention to respond and defence—general) as if—
 - (a) the application were an originating application; and
 - (b) the party were a defendant; and
 - (c) the applicant were the plaintiff; and
 - (d) any other necessary changes were made.
- (2) If an interested party is not represented in the appeal, counsel instructed by the applicant under the *Supreme Court Act 1933*, section 37S (5) represents the party and must file the notice of intention to respond as mentioned in subrule (1).

5774 Reference appeals to Court of Appeal—discontinuance of reference appeal

(SCR o 86 r 75)

- (1) The applicant may discontinue the reference appeal or a part of the reference appeal—
 - (a) without the Court of Appeal’s leave, at any time before the hearing of the reference appeal; or
 - (b) only with the Court of Appeal’s leave, at the hearing, or after the hearing and before the decision is made on the reference appeal.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave under this rule.
- (2) However, if the reference appeal is to be decided by written cases under part 5.8 (Written cases), the applicant may discontinue the reference appeal or a part of the reference appeal—

- (a) without the Court of Appeal's leave, at any time before, or on, the last day that the applicant may file written submissions under rule 5856 (3) (Written cases—filing etc written case for appeal); or
 - (b) only with the Court of Appeal's leave, at any time after the last day mentioned in paragraph (a), but before the decision is made on the reference appeal.
- (3) The applicant may discontinue the reference appeal by filing a notice of discontinuance in the court, and serving a stamped copy of the notice on each interested party.
- (4) If the reference appeal or a part of the reference appeal is discontinued, the appeal or part of the appeal is abandoned by the applicant.

5775 Reference appeals to Court of Appeal—application of certain rules to reference appeals

(SCR o 86 r 76)

- (1) The rules mentioned in subrule (2) apply to a reference appeal as if—
- (a) a reference to an appeal were a reference to the reference appeal; and
 - (b) a reference to the appellant were a reference to the applicant; and
 - (c) a reference to the respondent were a reference to each interested party; and
 - (d) a reference to a notice of appeal were a reference to the application for a reference appeal; and
 - (e) any other necessary changes were made to those provisions or any other provisions of these rules.

- (2) The rules applying to reference appeals are as follows:
- rule 5406 (Appeals to Court of Appeal—notice of appeal to be sealed)
 - rule 5408 (Appeals to Court of Appeal—date for settlement of appeal papers)
 - rule 5412 (Appeals to Court of Appeal—amending notice of appeal)
 - rule 5430 (Appeals to Court of Appeal—filing of things before settlement of appeal papers)
 - rule 5431 (Appeals to Court of Appeal—draft index of appeal papers)
 - rule 5432 (Appeals to Court of Appeal—settlement of appeal papers)
 - rule 5433 (Appeals to Court of Appeal—content of appeal papers)
 - rule 5434 (Appeals to Court of Appeal—presentation of appeal papers)
 - rule 5435 (Appeals to Court of Appeal—filing and serving appeal papers)
 - rule 5436 (Appeals to Court of Appeal—setting appeal for hearing)
 - rule 5437 (Appeals to Court of Appeal—changing appeal hearing date)
 - rule 5438 (Appeals to Court of Appeal—written summary and list for appeal hearing)
 - rule 5439 (Appeals to Court of Appeal—summaries of arguments), other than subrule (1) (c)
 - rule 5440 (Appeals to Court of Appeal—list of authorities, legislation and texts)
 - rule 5441 (Appeals to Court of Appeal—absence of party)
 - rule 5470 (Appeals to Court of Appeal—abandonment of ground of appeal)
 - rule 5607 (Appeals to Court of Appeal—keeping exhibits).

Part 5.7 Special cases

Division 5.7.1 Questions referred—Supreme Court

5800 Application—div 5.7.1

This division applies to a question referred to the Supreme Court from a proceeding in another court or a tribunal (the *referring court or tribunal*), other than a reference appeal to which division 5.6.1 (Reference appeals—Supreme Court) applies.

Note 1 Div 2.15.3 (Separate decisions on questions) deals with questions for decision of the Supreme Court from a proceeding in the Supreme Court.

Note 2 Div 5.7.2 deals with a case stated or question reserved by the Supreme Court for decision by the Court of Appeal.

Note 3 Referring courts and tribunals are mentioned in table 5800.

Table 5800 Referring courts and tribunals

column 1 item	column 2 referring court or tribunal	column 3 constitution of Supreme Court for special case	column 4 law under which question referred
1	administrative appeals tribunal	judge or master	<i>Administrative Appeals Tribunal Act 1989, s 48</i>
2	consumer and trader tribunal	judge or master	<i>Consumer and Trader Tribunal Act 2003, s 50</i>
3	credit tribunal	judge or master	<i>Consumer Credit (Administration) Act 1996, s 78</i>

column 1 item	column 2 referring court or tribunal	column 3 constitution of Supreme Court for special case	column 4 law under which question referred
4	disciplinary tribunal	judge	<i>Legal Profession Act 2006</i> , s 436 (Referral of questions of law to Supreme Court)
5	discrimination tribunal	judge or master	<i>Discrimination Act 1991</i> , s 108DA
6	health professions tribunal	judge or master	<i>Health Professionals Act 2004</i> , s 66
7	Magistrates Court	judge or master	<i>Magistrates Court Act 1930</i> , s 267
8	occupational health and safety review authority	judge or master	<i>Occupational Health and Safety Act 1989</i> , s 193
9	residential tenancies tribunal	judge or master	<i>Residential Tenancies Act 1997</i> , s 124
10	energy and water consumer council	judge or master	<i>Utilities Act 2000</i> , section 205

5801 Definitions—div 5.7.1

(SCR o 37 r 1A; NSW r 28.1; Qld r 482)

In this division:

initiating party means—

- (a) the party who requested that the question be referred; or
- (b) if the question was referred by the referring court or tribunal on its own initiative and the court or tribunal is a party to the proceeding—the court or tribunal; or
- (c) if the question was referred by the referring court or tribunal on its own initiative and the court or tribunal is not a party to the proceeding—the entity that made the decision to which the proceeding before the referring court or tribunal relates.

question referred, to the Supreme Court—a reference to a *question referred* to the Supreme Court is a reference to a case stated to, or question reserved for, (however described) the Supreme Court.

referring court or tribunal—see rule 5800.

Supreme Court means the Supreme Court otherwise than when it is the Court of Appeal.

tribunal includes any entity (other than a court) that may refer a question to the Supreme Court.

5802 Question referred to Supreme Court—form

(SCR o 86 r 67)

- (1) A question referred to the Supreme Court must be in the form of a special case.

Note See approved form 5.24 (Supreme Court—special case) [AF2006-408](#).

- (2) The special case must—
 - (a) state the questions to be decided; and

- (b) briefly state the facts, and have attached all documents, necessary to allow the Supreme Court to decide the questions raised by the special case; and
 - (c) be divided into paragraphs numbered consecutively.
- (3) If the special case is to be presented in writing under part 5.8 (Written cases), the special case must state that it is to be presented in that way.

5803 Special case to Supreme Court—preparation and settling

(SCR o 37 r 1A and r 3)

Unless the referring court or tribunal otherwise directs, the special case must—

- (a) be prepared in draft by the initiating party after consultation with each other active party; and

Note **Active party** is defined in the dictionary.

- (b) contain an address for service for each active party; and

Note **Address for service** is defined in the dictionary.

- (c) be settled by the referring court or tribunal; and
- (d) be served on each active party; and
- (e) be filed in the Supreme Court by the initiating party on behalf of the referring court or tribunal.

5804 Special case to Supreme Court—person with legal disability

(SCR o 37 r 5)

- (1) If a person with a legal disability is a party to the special case, the special case must not be set down for hearing without the Supreme Court's leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

- (2) The application for leave must be supported by sufficient evidence that the statements contained in the special case are true, as far as they affect the interests of the person with a legal disability.

5805 Special case to Supreme Court—directions hearing

(SCR o 37 r 6)

After the special case is filed under rule 5803, the registrar must—

- (a) set a date for a directions hearing; and
(b) tell the parties the date set for the directions hearing.

5806 Special case to Supreme Court—setting down for hearing

(SCR o 86 r 69)

At the directions hearing, the registrar must—

- (a) if satisfied that all the active parties have been served with the special case, and the special case is ready for hearing—
(i) set a date for the hearing of the special case; and
(ii) tell the parties the date set for the hearing; or
(b) adjourn the directions hearing.

5807 Special case to Supreme Court—insufficient statement of case

(SCR o 37 r 6A)

- (1) This rule applies if it appears to the Supreme Court that the special case does not state the facts, and have attached the documents, necessary to allow the Supreme Court to decide the questions raised by the special case or otherwise to hear and decide the proceeding on the special case.
- (2) The Supreme Court may—
(a) with each active party's agreement, amend the special case; or

- (b) send the special case back to the initiating party for the party to amend the special case in the way stated by the court; or
- (c) for a proceeding that is a civil proceeding—receive evidence, make findings of fact, and amend the special case accordingly.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

5808 Special case to Supreme Court—court can draw inferences

(SCR o 86 r 70)

For a special case under this division, the Supreme Court may draw from the facts stated in, and the documents attached to, the special case any inference (of fact or law) that might have been drawn from them if proved at a trial.

5809 Special case to Supreme Court—agreement about damages and costs

(SCR o 37 r 7)

- (1) The parties to a special case may enter into a written agreement that, on the Supreme Court's decision in the affirmative or negative on the questions raised by the special case, a stated amount must be paid by a party to another party, either with or without costs of the proceeding.
- (2) Judgment may be given for the stated amount with or without costs, and the judgment may be enforced immediately unless otherwise agreed or stayed on appeal.
- (3) In this rule:
stated amount means—
 - (a) an amount agreed by the parties; or
 - (b) an amount set by the Supreme Court; or

- (c) an amount set in the way agreed by the parties or as the Supreme Court orders.

Division 5.7.2 Questions referred—Court of Appeal

5830 Application—div 5.7.2

This division applies to a question referred to the Court of Appeal from the Supreme Court, other than a reference appeal to which division 5.6.2 (Reference appeals—Court of Appeal) applies.

5831 Definitions—div 5.7.2

(SCR o 86 r 1)

In this division:

question referred, to the Court of Appeal—a reference to a *question referred* to the Court of Appeal is a reference to a case stated, or question reserved, by the Supreme Court to the Court of Appeal.

Supreme Court—

- (a) means the Supreme Court otherwise than when it is the Court of Appeal; but
- (b) does not include—
- (i) a Full Court exercising appellate jurisdiction; or
 - (ii) the registrar.

5832 Question referred to Court of Appeal—form

(SCR o 86 r 67; Qld r 781 (1))

- (1) A question referred to the Court of Appeal must be in the form of a special case.

Note See approved form 5.25 (Court of Appeal—special case) [AF2006-409](#).

- (2) The special case must—
- (a) state the questions to be decided; and

- (b) briefly state the facts, and have attached all documents, necessary to allow the Court of Appeal to decide the questions raised by the special case; and
 - (c) be divided into paragraphs numbered consecutively.
- (3) If the special case is to be presented in writing under part 5.8 (Written cases), the special case must state that it is to be presented in that way.

5833 Special case to Court of Appeal—preparation and settling

(SCR o 86 r 68)

Unless the Supreme Court otherwise orders, the special case must be—

- (a) prepared in draft by the party having conduct of the special case after consultation with each other active party; and

Note *Active party* is defined in the dictionary.

- (b) settled by the Supreme Court; and
- (c) served on each active party; and
- (d) filed in the Supreme Court.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

5834 Special case to Court of Appeal—setting down for hearing

(SCR o 86 r 69; Qld r 781 (2))

On filing of the special case in the Supreme Court, the registrar, if satisfied that all the active parties have been served with the special case, must—

- (a) set a date for the hearing of the special case; and
- (b) tell the parties the date set for the hearing.

5835 Special case to Court of Appeal—court can draw inferences

(SCR o 86 r 70; Qld r 781 (3) (b))

For a special case under this division, the Court of Appeal may draw from the facts stated in, and the documents attached to, the special case any inference (of fact or law) that might have been drawn from them if proved at trial.

5836 Special case to Court of Appeal—agreement about damages and costs

(SCR o 37 r 7)

- (1) The parties to a special case may enter into a written agreement that, on the Court of Appeal's decision in the affirmative or negative on the questions raised by the special case, a stated amount must be paid by a party to another party, either with or without costs of the proceeding.
- (2) Judgment may be given for the stated amount with or without costs, and the judgment may be enforced immediately unless otherwise agreed or stayed on appeal.
- (3) In this rule:
stated amount means—
 - (a) an amount agreed by the parties; or
 - (b) an amount set by the Court of Appeal; or
 - (c) an amount set in the way agreed by the parties or as the Court of Appeal orders.

Part 5.8 Written cases

5850 Definitions—pt 5.8

(SCR o 86 r 77)

In this part:

appeal means—

- (a) an application for further time to apply for leave to appeal under part 5.3 (Appeals to Supreme Court) or part 5.4 (Appeals to Court of Appeal); or
- (b) an appeal or application for leave to appeal (or leave to appeal out of time) to the Supreme Court under part 5.3; or
- (c) an appeal or application for leave to appeal (or leave to appeal out of time) to the Court of Appeal under part 5.4, and includes a convicted person's application; or

Note For the application of div 5.4.3 to an application under sdiv 5.4.7.3 (Appeals to Court of Appeal—leave to appeal out of time by DPP), see r 5520.

- (d) an application for leave to file a notice of appeal under rule 5405 (2) (Appeals to Court of Appeal—time for filing notice of appeal).

appellant means—

- (a) for an appeal to the Supreme Court—
 - (i) a person applying for further time to apply for leave to appeal under part 5.3; or
 - (ii) an applicant for leave to appeal under division 5.3.2 (Appeals to Supreme Court—leave to appeal) or division 5.3.3 (Appeals to Supreme Court—leave to appeal out of time); or

- (iii) a person appealing under part 5.3; and
- (b) for an appeal to the Court of Appeal—
 - (i) a person applying for further time to apply for leave to appeal under part 5.4; or
 - (ii) an applicant for leave to appeal under division 5.4.2 (Appeals to Court of Appeal—leave to appeal from interlocutory orders) or division 5.4.3 (Appeals to Court of Appeal—leave to appeal out of time from final judgments); or
 - (iii) the convicted person for a conviction or sentence applying for leave to appeal under subdivision 5.4.7.2 (Appeals to Court of Appeal—leave to appeal out of time by convicted person); or
 - (iv) an applicant for leave to file a notice of appeal under rule 5405 (2); or
 - (v) a person appealing under part 5.4.

convicted person's application means an application under subdivision 5.4.7.2 (Appeals to Court of Appeal—leave to appeal out of time by convicted person) by the convicted person for a conviction or sentence.

5851 Application of pt 5.8 to div 5.6.1 etc

(SCR o 86 r 78)

This part applies, with necessary changes, to—

- (a) division 5.6.1 (Reference appeals—Supreme Court); and
- (b) division 5.6.2 (Reference appeals—Court of Appeal); and
- (c) division 5.7.1 (Questions referred—Supreme Court); and
- (d) division 5.7.2 (Questions referred—Court of Appeal).

5852 Written cases—when used

(SCR o 86 r 79)

- (1) If all the parties to an appeal indicate, in accordance with this chapter, that they want to present their cases in writing, the appeal may be dealt with by written cases.
- (2) If any of the parties to an appeal does not indicate, in accordance with this chapter, that the party wants to present his or her case in writing, the appeal must be dealt with by oral hearing.
- (3) Subrule (2) is subject to rule 5534 (2) (Appeals to Court of Appeal—written case and presence if convicted person appellant).

Note Rule 5534 (2) provides that a convicted person who is the applicant or appellant may present the person's case to the Court of Appeal in writing if the person wants to, whether or not the respondent director of public prosecutions presents his or her case in writing.

- (4) This rule does not prevent the Court of Appeal or Supreme Court requiring the parties or a party to present oral argument.

5853 Written cases—appellant wants written case

(SCR o 86 r 80)

An appellant may indicate, in accordance with this chapter, that the appellant wants to present his or her case in writing.

Note See the following provisions:

- r 5071 (4) (Appeals to Supreme Court—application for leave to appeal)
- r 5082 (4) (Appeals to Supreme Court—application for leave to appeal out of time)
- r 5101 (3) (Appeals to Supreme Court—requirements for notice of appeal etc)
- r 5311 (3) (Appeals to Court of Appeal—application for leave to appeal)
- r 5332 (3) (Appeals to Court of Appeal—application for leave to appeal out of time)

- r 5403 (3) (Appeals to Court of Appeal—requirements for notice of appeal etc)
- r 5506 (4) (Appeals to Court of Appeal—application for leave to appeal out of time against conviction or sentence)
- r 5751 (4) (Reference appeals to Supreme Court—application for reference appeal)
- r 5771 (2) (Reference appeals to Court of Appeal—application for reference appeal)
- r 5802 (3) (Question referred to Supreme Court—form)
- r 5832 (3) (Question referred to Court of Appeal—form).

5854 Written cases—respondent wants written case

(SCR o 86 r 81)

- (1) This rule applies if—
 - (a) an appellant indicates, in accordance with this chapter, that the appellant wants to present the appellant’s case in writing; and
 - (b) a respondent also wants to present his or her case in writing.
- (2) The respondent must file a notice stating that the respondent wants to present the respondent’s case in writing.
- (3) The notice must be filed, and a stamped copy served on each other party, not later than 7 days after the day the appellant’s application or notice of appeal is served on the respondent.
- (4) If all the parties to an appeal indicate, in accordance with this chapter, that they want to present their cases in writing, the hearing date for the appeal is vacated on the filing of the respondent’s notice under subrule (2) (or, if there are 2 or more respondents, on the filing of the last notice under subrule (2)).

5855 Written cases—filing etc written case for application

(SCR o 86 r 82)

- (1) This rule applies if an application is to be dealt with by written case.
- (2) The appellant (or each appellant) must—

- (a) if there is only 1 respondent—file the required number of copies of the appellant’s written case in the court, and serve a copy on the respondent not later than 28 days after the day the notice mentioned in rule 5854 (2) is served on the appellant; or
 - (b) if there are 2 or more respondents and the notice mentioned in rule 5854 (2) is served by them on different days—file the required number of copies of the appellant’s written case in the court, and serve a copy on each respondent not later than 28 days after the earliest of the days.
- (3) The respondent (or each respondent) must file the required number of copies of the respondent’s written case in the court, and serve a copy on each other party not later than 28 days after the day the appellant’s written case is served on the respondent (or, if there are 2 or more appellants, the day the last of the appellants’ written cases are served on the respondent).
- (4) An appellant may file the required number of copies of written submissions in reply to a respondent’s written case in the court, and serve a copy on the respondent (or each respondent) not later than 14 days after the day the respondent’s written case is served on the appellant.
- (5) In this rule:

application means an application mentioned in rule 5850 (Definitions—pt 5.8), definition of **appeal**.

appellant means a person mentioned in rule 5850, definition of **appellant**, other than subparagraphs (a) (iii) and (b) (iv).

required number means—

- (a) for an application to the Court of Appeal—4; or
- (b) for an application to the Supreme Court—1.

5856 Written cases—filing etc written case for appeal

(SCR o 86 r 83)

- (1) This rule applies if an appeal is to be dealt with by written case.
- (2) The appellant (or each appellant) must file the required number of copies of the appellant's written case in the court, and serve a copy on the respondent (or each respondent) not later than 28 days after the day the appeal papers are filed.
- (3) The respondent (or each respondent) must file the required number of copies of the respondent's written case in the court, and serve a copy on each other party not later than 35 days after the day the appellant's written case is served on the respondent (or, if there are 2 or more appellants, the day the last of the appellants' written cases are served on the respondent).
- (4) An appellant may file the required number of copies of written submissions in reply to the respondent's written case in the court, and serve a copy on the respondent (or each respondent) not later than 14 days after the day the respondent's written case is served on the appellant.
- (5) In this rule:

appeal means—

- (a) an appeal to the Supreme Court under part 5.3 (Appeals to Supreme Court); or
- (b) an appeal to the Court of Appeal under part 5.4 (Appeals to Court of Appeal).

appellant means a person appealing under part 5.3 or part 5.4.

required number means—

- (a) for an appeal to the Court of Appeal—4; or
- (b) for an appeal to the Supreme Court—1.

5857 Written cases—form

(SCR o 86 r 84)

- (1) The written case of a party must—
 - (a) have a title that includes the title of the proceeding; and
 - (b) identify the party; and
 - (c) have consecutively numbered paragraphs; and
 - (d) state the issues; and
 - (e) state the argument to be made on each issue, mentioning the steps in the argument and any authority, legislation or finding of fact to be relied on for each step; and
 - (f) if there is to be a challenge to any of the findings of fact of the entity appealed from, state—
 - (i) the claimed error (including any failure to make a finding of fact); and
 - (ii) the reasons why the party considers the finding was an error; and
 - (iii) the finding that the party considers should have been made; and
 - (g) include a chronology of the facts; and
 - (h) include a list of authorities, legislation and texts relied on by the party that identifies them in accordance with rule 5139 (3) (Appeals to Supreme Court—list of authorities, legislation and texts) or rule 5440 (3) (Appeals to Court of Appeal—list of authorities, legislation and texts).
- (2) If the written case relies on a matter in another document, a copy of the document must be attached to the case and the case must—
 - (a) for a document mentioned in subrule (1) (h)—identify the document as mentioned in that paragraph; and

- (b) for a transcript—identify the relevant parts by page and line; and
 - (c) for other documents—if relevant, identify the page of the document relied on.
- (3) A written case need not be printed or in bound form, but must be clear, legible and securely fastened.

5858 Written cases—inspection

(SCR o 86 r 85)

A written case cannot be inspected at the registry unless—

- (a) all parties have filed their cases; or
- (b) the appeal or application in which the written case is used has been decided.

Chapter 6 General rules for all proceedings

Part 6.1 Introductory provisions—ch 6

6000 Application—ch 6

- (1) This chapter applies to every proceeding in the Supreme Court or Magistrates Court to which these rules apply.

Note 1 Rule 4 (Application of rules) deals with the proceedings to which these rules apply.

Note 2 The Magistrates Court includes the Childrens Court (see *Magistrates Court Act 1930*, s 287) and the Small Claims Court (see *Magistrates Court Act 1930*, s 279).

- (2) However, this chapter does not apply to a proceeding as far as—
- (a) this chapter provides that it does not apply to the proceeding;
or
 - (b) another chapter makes provision for the proceeding or provides that this chapter does not apply to the proceeding; or
 - (c) another territory law provides that this chapter does not apply to the proceeding.

Part 6.2 Applications in proceedings

6005 Definitions—pt 6.2

(SCR o 54 r 1 and r 4 (6) and o 80 r 3)

In this part:

application in a proceeding—see rule 6006.

schedule of correspondence—a *schedule of correspondence* may include a copy of any of the following:

- (a) an email;
- (b) a fax;
- (c) a legible, contemporaneous diary or file note of a conversation.

supporting material, for an application in a proceeding, means an affidavit, schedule of correspondence or anything else required by these rules to be, or otherwise properly, filed in the court in support of the application.

6006 Application—pt 6.2

- (1) This part applies to an application in a proceeding in the court.
- (2) An *application* in a proceeding includes—
 - (a) an application to the court about the proceeding, whether made during the proceeding or after judgment is given in the proceeding; or
 - (b) an application that a territory law requires be made in accordance with this part (however expressed).

Examples for par (a)

- 1 an application under part 2.18 (Enforcement) for an order appointing a receiver, or an order for seizure and detention of property

- 2 an application under rule 1603 (Orders—set off between enforceable money orders) for an order that a money order be set off against another money order of the same court
- 3 an application for leave to appeal to the Court of Appeal under rule 5311 (Appeals to Court of Appeal—application for leave to appeal)
- 4 an application for leave to appeal to the Court of Appeal under rule 5332 (Appeals to Court of Appeal—application for leave to appeal out of time)

Example for par (b)

an application for leave to start a proceeding in the Supreme Court by oral originating application under rule 37 (When oral originating application may be made in Supreme Court)

Note 1 For the making of orders before a proceeding starts, see r 706 (Urgent orders before start of proceeding).

Note 2 A *territory law* includes these rules (see Legislation Act, s 98).

Note 3 An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (3) However, an *application* in a proceeding does not include—
 - (a) an application that is required under a territory law to be made to the registrar unless a territory law provides that this part applies to the application; or
 - (b) an application if these rules provide that this part does not apply to the application.

6007 Application in proceeding—contents

(SCR o 54 r 3 and o 80 r 3; MC(CJ)R s 123; NSW r 18.3; Qld r 31)

- (1) An application in a proceeding must identify the person making the application—
 - (a) if the person is already a party to the proceeding—as the party (for example, as plaintiff or defendant); or

- (b) if the person is not yet a party to the proceeding—as the applicant.

Note 1 See approved form 6.2 (Application in proceeding) [AF2006-410](#).

Note 2 An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (2) An application in a proceeding must name as a person against whom relief is sought anyone whose interests may be affected by the granting of the relief.
- (3) An application in a proceeding must identify each person against whom relief is sought—
 - (a) if the person is already a party to the proceeding—as the party (for example, as plaintiff or defendant); or
 - (b) if the person is not yet a party to the proceeding—as the respondent.
- (4) If the person making the application is not already an active party, the application must state an address for service for the person.

Note **Address for service** is defined in the dictionary.

- (5) The application—
 - (a) may be supported by—
 - (i) an affidavit setting out the facts relied on; or
 - (ii) a schedule of correspondence; or
 - (iii) anything else properly filed in support of the application; and
 - (b) must be supported by anything required by these rules to be filed in the court in support of the application; and

(c) must be accompanied by anything required by these rules to accompany the application.

Note Rule 6746 (Div 6.10.3 application—hearing) provides that the court may receive affidavit evidence in relation to a div 6.10.3 application only if the court directs.

(6) If the court considers that the supporting material (if any) is insufficient to support the application, it may—

(a) adjourn the hearing of the application; and

(b) make any other orders it considers appropriate, including an order that supporting material or further supporting material be prepared.

(7) If the court orders that supporting material or further supporting material be prepared, the material must be filed in the court and served at least 2 days before the return date for the application.

Note See example to r 6008 (1).

6008 Application in proceeding—filing and service

(SCR o 54 r 4 and r 9 and o 80 r 3; MC(CJ)R s 123; NSW r 18.2 (1), r 18.4 and r 18.5)

(1) An application in a proceeding must be filed in the court, and, unless these rules otherwise provide, a stamped copy served on each other party, not later than 2 days before the return date for the application.

Example

If the return date is Friday, that day and the day the application is served are not counted in working out the 2 days. For service to be valid, the application must be served on or before the Tuesday before the return date.

Note 1 See r 6015 (Application in proceeding—applications under r 40).

Note 2 See the Legislation Act, s 151 (Working out periods of time generally) and these rules, pt 6.7 (Time).

Note 3 An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (2) However, a party to the proceeding who is not an active party need not be served with the application unless the application seeks an order requiring the party to do, or not to do, something.
- (3) If the application is to be served on a person who is not an active party, the application must be served—
 - (a) personally unless the court otherwise orders; and
 - (b) not later than 2 days before the return date.

Note This part applies to an application for an order otherwise ordering.

- (4) The court may order service of the application on anyone it considers appropriate.

Note This part applies to an application for an order under r (4).

6009 Application in proceeding—filing and service of supporting material

(SCR o 54 r 2 and o 80 r 3)

- (1) If an application in a proceeding is to be filed in the court, the supporting material (if any) for the application must be filed with the application.
- (2) If an application in a proceeding is to be served, the supporting material (if any) for the application must be served with the application.

6010 Application in proceeding—absence of party

(SCR o 54 r 10 and o 80 r 3; NSW r 18.7)

The court may hear and decide an application in a proceeding in the absence of a party to the proceeding if—

- (a) service of the application on the absent party is not required under these rules or by an order of the court; or
- (b) the application has been served on the absent party in accordance with these rules; or
- (c) these rules provide that the application may be heard in the absence of the party.

6011 Application in proceeding—dismissal or adjournment if application not served etc

(SCR o 54 r 11 and o 80 r 3)

- (1) This rule applies if—
 - (a) a person has not been served with an application in a proceeding; and
 - (b) on the hearing of the application, the court considers that the person should have been served.
- (2) The court may—
 - (a) dismiss the application; or
 - (b) adjourn the hearing of the application so that the application can be served on the person.

6012 Application in proceeding—adjournment generally

(SCR o 54 r 13, o 56A r 2 and o 80 r 3)

- (1) The court may adjourn the hearing of an application in a proceeding.

Note Rule 6901 (Orders may be made on conditions) provides that the court may make an order under these rules on any conditions it considers appropriate.

- (2) Without limiting subrule (1), the court may adjourn the hearing of an application in a proceeding if, at the hearing—
- (a) a party to the application who is represented by a solicitor does not appear either personally or by the solicitor; and
 - (b) the applicant produces to the court a copy of the application endorsed with the agreement of the party's solicitor to the adjournment of the hearing.

6013 Application in proceeding—adjournment without attendance

(SCR o 54 r 12, o 56A r 3 and o 80 r 3)

- (1) This rule applies if, at least 2 days before the return date for an application in a proceeding or a later date set by the court for hearing the application, a document is filed in the court that—
- (a) states that each party to the application agrees to the adjournment of the application; and
 - (b) is signed by each party's solicitor.

Note See approved form 6.3 (Agreement to adjournment of application) [AF2006-411](#).

- (2) The court may—
- (a) adjourn the hearing without any of the parties attending before the court; or
 - (b) direct the parties to attend before the court on a stated date.
- (3) If the court adjourns the hearing in the absence of the parties, the registrar must tell the parties the adjourned date for the hearing.

6014 Application in proceeding—further hearing

(SCR o 54 r 14 and o 80 r 3; NSW r 18.8)

- (1) This rule applies if—

- (a) an application in a proceeding (the *original application*) has been filed in the court and served; and
 - (b) the application is not dealt with on the return date for the application.
- (2) The court may adjourn the application.
- (3) A further application must be filed if the court orders it to be filed.
- Note* This part applies to an application for an order under this rule.
- (4) The further application must be served on a party if—
- (a) the court orders service on the party; or
 - (b) the party was not served with the original application.

6015 Application in proceeding—application under r 40

(SCR o 13 r 17 (3) (a))

An application for an order under rule 40 (Setting aside originating process etc) in relation to an originating process must be filed within the time mentioned in rule 102 (Notice of intention to respond or defence—filing and service) for filing a notice of intention to respond to the originating process or, if the application is for an order in relation to an originating claim and no notice of intention to respond is filed, a defence.

6016 Application in proceeding—oral application

(SCR o 54 r 4 (3) and o 80 r 3; MC(CJ)R s 123; Qld r 32)

A person may make an application in a proceeding to the court orally if—

- (a) the preparation of a written application, or the filing in the court or service of a written application, would cause unreasonable delay or other prejudice to the person; or

- (b) each active party to the proceeding, and, if the respondent to the application is not an active party, the respondent, agrees to the application being made orally; or
- (c) an application may be made under these rules without filing or serving the application; or
- (d) the court orders that the person does not have to file or serve a written application; or
- (e) these rules otherwise allow the application to be made orally.

Part 6.3 Documents

Division 6.3.1 General provisions about documents for filing

6100 Application—div 6.3.1

(SCR o 66 r 1 and o 80 r 3; NSW r 4.1; Qld r 960)

- (1) This division applies to a document that is prepared by a party to a proceeding for use by or in the court, and includes an originating process or other document starting a proceeding.
- (2) However, this division does not apply to an annexure or exhibit except to the extent otherwise expressly provided.

6101 Documents—compliance with approved form

- (1) If an approved form for a document requires particular information to be included in the document or a particular document (including an annexure or exhibit) to be attached to, or filed with the document, the document is properly completed only if the requirement is complied with.

Note 1 Substantial compliance with an approved form is otherwise sufficient (see Legislation Act, s 255 (4)), unless the Legislation Act, s 255 (5) applies (see note to r (3)).

Note 2 The court may, by order, dispense with compliance with these rules (see r 6 (Dispensing with rules)).

- (2) Subrule (1) has effect despite the Legislation Act, section 255 (6).
- (3) To remove any doubt, this rule does not affect the Legislation Act, section 255 (5).

Note Under the Legislation Act, s 255 (5), if a form requires any of the following, substantial compliance with the form is not sufficient and the form is properly completed only if the requirement is complied with:

- (a) the form to be signed;

- (b) the form to be prepared in a particular way (for example, on paper of a particular size or quality or in a particular electronic form);
- (c) the form to be completed in a particular way;
- (d) particular information to be included in the form, or a particular document to be attached to or given with the form;
- (e) the form, information in the form, or a document attached to or given with the form, to be verified in a particular way (for example, by statutory declaration).

6102 Documents—general heading style

(SCR o 66 r 2 and o 80 r 3; MC(CJ)R s 472; NSW r 4.2; Qld r 6)

- (1) A document for use in relation to a proceeding, and for which there is an approved form, must be headed in the way set out in the form.
- (2) However, a document in a civil proceeding may be headed using an abbreviation of title sufficient to identify the proceeding.

Example

AB and others

Defendants

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (3) Subrule (2) does not apply to—
 - (a) an originating process; or
 - (b) a document to be served on a person not a party to the proceeding; or
 - (c) an order.
- (4) If the parties to a proceeding change, the names of the parties on each document filed after the change must reflect the state of the parties after the change.

6103 Documents—layout etc

(SCR o 66 r 3 to r 5 and r 7 and o 80 r 3; MC(CJ)R s 473 (1); NSW r 4.3; Qld r 961)

- (1) A document—
- (a) must be on A4 size paper that—
 - (i) is white; and
 - (ii) is durable; and
 - (iii) is free from discolouration or blemishes; and
 - (b) may be single-sided (that is, with writing on 1 side of each sheet) or double-sided (that is, with writing on both sides of each sheet), but not partly single-sided and partly double-sided); and
 - (c) must have all its pages and all attachments securely bound together in a way satisfactory to the registrar; and
 - (d) must have pages (that is, the sides of the sheets that have writing) that are numbered consecutively after the first page (if any); and
 - (e) must have clear margins no smaller than 20mm on the top, bottom and right sides; and
 - (f) must have a clear margin on the left side no smaller than 25mm; and
 - (g) must be written—
 - (i) if handwritten—in legible writing; and
 - (ii) if typewritten—with type no smaller than 1.8mm (10 point); and
 - (iii) with each line of writing separated from any previous line of writing by a space no smaller than 3mm; and
 - (iv) in a way that is permanent and can be photocopied to produce a copy satisfactory to the registrar.

- (2) Subrule (1) (a) and (b) apply to an annexure or exhibit to a document if the annexure or exhibit is a copy of a document.
- (3) Subrule (1) (c) and (d) apply to an annexure to a document as if the annexure formed part of the document.

Example

The pages of a document and its annexure must be numbered consecutively through the document and annexure (after the first page).

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (4) Subrule (1) (c) and (d) apply to an exhibit to a document.
- (5) This rule does not apply to a document to the extent to which the nature of the document makes compliance impracticable.
- (6) The registrar may dispense with compliance with any requirement of this rule.

6104 Documents—use of copies

On application by a party to a proceeding or on its own initiative, the court may give leave for a fax or other copy of a document to be used.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

6105 Documents—use of figures

(SCR o 66 r 6 and o 80 r 3; MC(CJ)R s 473 (2); NSW r 4.7; Qld r 962)

Amounts, dates, mathematical expressions and numbers in a document must, as far as practicable, be expressed using figures and not words.

6106 Documents—signing

(SCR o 66 r 10 and o 80 r 3; MC(CJ)R s 16 and s 476; NSW r 4.4; Qld r 19)

- (1) If a party is represented by a solicitor in a proceeding, a document filed in the proceeding for the party that is required to be signed must be signed by—
 - (a) the solicitor; or
 - (b) a solicitor who is the solicitor's agent for the proceeding; or
 - (c) another solicitor belonging to the same firm or other entity (whether as partner or employee) as the solicitor or agent.
- (2) If a party is not represented by a solicitor in a proceeding, a document filed in the proceeding for the party that is required to be signed must be signed by—
 - (a) the party; or
 - (b) someone else allowed under these rules to start, defend or carry on the proceeding for the party.

Note If the party is a person with a legal disability, anything required or allowed to be done in the proceeding may be done only by the party's litigation guardian (see r 275 (3) (Person with legal disability—litigation guardian to start proceeding etc)).

- (3) A person signing a document under subrule (1) or (2) (b) must state the capacity in which the person signs the document.

6107 Documents—alterations

(SCR o 66 r 4 and o 80 r 3; MC(CJ)R s 473 (1) (d); Qld r 963)

- (1) An alteration on a document must be made by—
 - (a) striking through the writing intended to be altered so that the original writing is still legible; and
 - (b) having the alteration signed or initialled by—

- (i) if the document is signed—everyone who signed the document; or
 - (ii) if the document is signed and witnessed—everyone who signed and witnessed the document; or
 - (iii) if the document is not signed, or signed and witnessed—the party filing the document.
- (2) The alteration may be handwritten.
- (3) However, if the alteration is handwritten, it must be—
- (a) legible; and
 - (b) made in a way that is—
 - (i) permanent; and
 - (ii) can be photocopied to produce a copy satisfactory to the registrar.
- (4) A document cannot be filed if it contains an alteration that causes a material disfigurement.
- (5) In this rule:

alteration includes an alteration by omission, substitution or addition.

Note Pt 2.7 (Amendment) deals with the amendment of filed documents.

Division 6.3.2 Filing documents

6120 Filing documents—number of copies

(SCR o 2 r 16 (1) and o 80 r 3; MC(CJ)R s 13 (1); NSW r 4.12(1); Qld r 20)

When filing a document in the court, a person must file—

- (a) the original; and

- (b) enough copies for service and proof of service, if required by a territory law or an order of the court.

Note A *territory law* includes these rules (see Legislation Act, s 98).

6121 How documents may be filed

(NSW r 4.10 (1); Qld r 967 (1))

A document may be filed in the court by—

- (a) delivering it to the registry personally; or
- (b) sending it to the registry by post in accordance with rule 6123 (Filing documents by post); or
- (c) delivering or sending it to the registry's document exchange box in accordance with rule 6124 (Filing documents by document exchange); or
- (d) faxing it to the registry's fax number for the filing of documents; or
- (e) if filing by electronic communication is allowed under a practice note—complying with the practice note.

6122 Filing documents personally

(NSW r 4.10; Qld r 968)

- (1) This rule applies to a document filed in the court by personal delivery to the registry.
- (2) However, this rule does not apply to an exhibit or another document that does not require sealing or stamping.
- (3) The registrar may—
 - (a) record the filing of the document and, if appropriate, seal or stamp the document; or
 - (b) reject the document under division 6.3.3 (Rejecting filed documents).

- (4) If the registrar records the filing of the document, the registrar must return any copies of the document filed with the document for sealing or stamping.

6123 Filing documents by post

(Qld r 969)

- (1) This rule applies to a document filed in the court by post.
- (2) The person filing the document must send the document to the registry by prepaid post, addressed to the registrar, in an envelope marked with a note to the effect that it contains court documents.
- (3) The person filing the document must also ensure the document is accompanied by the following:
- (a) any copies of the document for sealing or stamping;
 - (b) a stamped envelope addressed to the person filing the document or the person's solicitor;
 - (c) if a fee is determined under the *Court Procedures Act 2004*, section 13 for filing the document—the fee in a form satisfactory to the registrar.

Note The Legislation Act, s 54 requires a filing fee to be paid before filing.

- (4) The registrar may—
- (a) record the filing of the document and, if appropriate, seal or stamp the document; or
 - (b) reject the document under division 6.3.3 (Rejecting filed documents).
- (5) If the registrar records the filing of the document, the registrar must return any copies of the document filed with the document for sealing or stamping in the envelope provided by the person filing the document.

- (6) If the court enters a default judgment after a request for the judgment is filed by post, the registrar must return the default judgment in the envelope provided by the person filing the request.
- (7) A person files a document by post at the person's risk.

6124 Filing documents by document exchange

- (1) This rule applies to a document filed in the court by delivering or sending the document to the registry's document exchange box.
- (2) The person filing the document must ensure the document is delivered or sent to the registry's document exchange box, addressed to the registrar, in an envelope marked with a note to the effect that it contains court documents.
- (3) The person filing the document must also ensure the document is accompanied by the following:
 - (a) any copies of the document for sealing or stamping;
 - (b) an envelope addressed to the document exchange box number of the person filing the document or the person's solicitor;
 - (c) if a fee is determined under the *Court Procedures Act 2004*, section 13 for filing the document—the fee in a form satisfactory to the registrar.

Note The Legislation Act, s 54 requires a filing fee to be paid before filing.

- (4) The registrar may—
 - (a) record the filing of the document and, if appropriate, seal or stamp the document; or
 - (b) reject the document under division 6.3.3 (Rejecting filed documents).
- (5) If the registrar records the filing of the document, the registrar must return any copies of the document filed with the document for

sealing or stamping in the envelope provided by the person filing the document.

- (6) If the court enters a default judgment after a request for the judgment is filed by document exchange, the registrar must return the default judgment in the envelope provided by the person filing the request.
- (7) A person files a document by document exchange at the person's risk.

6125 Practice notes about filing

(SCR o 34 r 27, Qld r 967 (2))

- (1) A practice note may make provision in relation to—
 - (a) the documents that must be filed in the court by being delivered to a registry personally; or
 - (b) the documents that must not be filed in the court using a particular method of filing; or
 - (c) filing documents in the court by electronic communication.
- (2) A practice note must be complied with despite anything in these rules.

6126 Date of filing

(SCR o 62 r 4 and r 5)

- (1) The registrar must record the date of filing in the court of each filed document.
- (2) For these rules, the *date of filing* is the date of—
 - (a) for a document filed in the court by personal delivery to the registry—the day it is delivered to the registry; or
 - (b) for a document filed in the court by post—the day it is received at the registry; or

- (c) for a document filed in the court by delivery or sending it to the registry's document exchange box—the day it is received at the registry; or
- (d) for a document filed in the court by being faxed to the registry's fax number before 4 pm on a day the registry is open—that day; or
- (e) for a document filed in the court by being faxed to the registry's fax number on a day the registry is not open or after 4 pm on a day the registry is open—the next day the registry is open; or
- (f) for a document filed in the court by electronic communication under a practice note—in accordance with the practice note.

Note See also r 6145 (Filed documents initially rejected).

- (3) However, if the registrar opens the registry for a document to be filed in the court under subrule (2) (e), the date of filing for the document is the date the document is faxed to the registry's fax number.
- (4) For this rule, a document is taken to have been faxed to the registry's fax number only if it is received at that number.
- (5) For this rule, it does not matter when the registrar records the date of filing.
- (6) The date of filing must be written on the filed document.

Division 6.3.3 Rejecting filed documents

6140 **Rejecting documents—noncompliance with rules etc**

(SCR o 66 r 10A (1) and o 80 r 3; MC(CJ)R s 475)

The registrar may reject a document that is filed in the court if—

- (a) the document does not comply with division 6.3.1 (General provisions about documents for filing) as far as the document can comply; or
- (b) there is an approved form for the document and the document is not properly completed; or

Note See r 6101 (Documents—compliance with approved form).

- (c) a fee determined under the *Court Procedures Act 2004*, section 13 is payable for filing the document and the fee has not been paid; or

Note The Legislation Act, s 54 requires a filing fee to be paid before filing.

- (d) the document does not otherwise comply with these rules.

6141 **Rejecting documents—inconvenient address for service**

(SCR o 10 r 14)

The registrar may reject a document that is filed in the court if the address for service stated in the document is manifestly inconvenient for a party or the court.

Note *Address for service* is defined in the dictionary.

6142 **Rejecting documents—abuse of process etc**

(SCR o 66 r 10B and o 80 r 3; MC(CJ)R s 474; NSW r 5.15; Qld r 15 and r 973)

- (1) This rule applies if a document that is filed in the court appears to the registrar on its face to be an abuse of the court's process or to be frivolous or vexatious.
- (2) The registrar may—

- (a) reject the document; or
 - (b) refer the document to a judicial officer for directions about how to deal with it.
- (3) If the registrar refers the document to a judicial officer, the judicial officer may direct the registrar—
- (a) to accept the document; or
 - (b) to reject the document; or
 - (c) to reject the document unless the court gives leave to accept the document.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

- (4) This rule applies to a written notification under rule 6613 (Documents and things in custody of court) as if it were a document filed in the court.
- (5) In this rule:

judicial officer means—

- (a) for the Supreme Court—a judge or the master; or
- (b) for the Magistrates Court—a magistrate.

6143 Rejected document—registrar to give notice etc

(MC(CJ)R s 475)

- (1) If the registrar rejects a document under this division—
- (a) the registrar must give notice of the rejection, and of the grounds of the rejection, to the person who filed the document in the court; and
 - (b) the registrar must return the document and copies of the document filed with the document; and
 - (c) the document is taken not to have been filed.

- (2) Subrule (1) (c) is subject to rule 6145 (Filed documents initially rejected).

Note See r 6144 in relation to costs incurred by a party in relation to a rejected document.

6144 Rejecting document—costs

(SCR o 66 r 10A (2) and o 80 r 3)

Costs incurred by a party in relation to a document rejected under this division may be disallowed on assessment of the party's costs.

6145 Filed documents initially rejected

- (1) This rule applies to a document if—
- (a) the registrar rejects the document under this division; but
 - (b) either—
 - (i) the registrar subsequently accepts the document; or
 - (ii) the court or a judicial officer subsequently directs the registrar to accept the document.
- (2) The registrar must record the filing of the document in the court and, if appropriate, seal or stamp the document.
- (3) If the registrar records the filing of the document, the registrar must return any copies of the document filed with the document for sealing or stamping.
- (4) The document is taken to have been filed in the court on the day it would have been filed if the registrar had not rejected the document.

Note Rule 6126 (2) (Date of filing) deals with the date of filing.

- (5) If the document is rejected by the registrar (whether or not more than once), the document is taken to have been filed in the court on the day it was first filed.

Part 6.4 Master

6200 Jurisdiction exercisable by master

(SCR o 61A r 1 and r 4)

- (1) The civil jurisdiction (including the inherent jurisdiction) of the Supreme Court that is exercisable by a single judge may be exercised by the master.

Examples

- 1 certain appeals to the Supreme Court mentioned in pt 5.3 (Appeals to Supreme Court) (see r 5051, table 5051)
- 2 certain questions referred to the Supreme Court mentioned in div 5.7.1 (Questions referred—Supreme Court) (see r 5800, table 5800).

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (2) The master may exercise the jurisdiction of the Supreme Court—
- (a) in hearing and deciding applications for further time under the *Magistrates Court Act 1930*, section 209 (1) to file a notice of appeal; and
 - (b) in hearing and deciding applications for an order under the *Magistrates Court Act 1930*, section 210 about serving a notice of appeal.
- (3) However, the master may not exercise the jurisdiction of the Supreme Court to hear or decide an appeal from an interlocutory order of the master.

Note Appeals from non-interlocutory orders of the master are to the Court of Appeal (see *Supreme Court Act 1933*, s 9 (2) (b)).

6201 Order that jurisdiction in proceeding be exercised by judge instead of master

(SCA s 15)

- (1) If the jurisdiction of the court is to be, or is being, exercised in a proceeding by the master, a judge may order that the jurisdiction of the court in the proceeding be exercised by a judge.
 - (2) A judge may make an order under this rule—
 - (a) on application by a party to the proceeding; and
 - (b) at any time before the end of the proceeding before the master.
- Note* Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.
- (3) If a judge makes an order under this rule, the judge may—
 - (a) hear and decide the proceeding; or
 - (b) decide an issue in the proceeding and refer the proceeding back to the master and give the directions (if any) the judge considers appropriate in relation to the proceeding.

6202 Master referring proceeding or issue to judge

(SCA s 15; SCR o 61A r 4B)

- (1) If the jurisdiction of the court is to be, or is being, exercised in a proceeding by the master, the master may refer the proceeding or an issue in the proceeding to a judge if the master considers that it would be appropriate for the proceeding or issue to be decided by a judge.
- (2) If the master refers the proceeding to a judge, the judge may—
 - (a) hear and decide the proceeding; or
 - (b) refer the proceeding back to the master and give the directions (if any) the judge considers appropriate in relation to the proceeding.

- (3) If the master refers an issue in the proceeding to a judge, the judge may decide the issue or refer the issue back to the master and give the directions (if any) the judge considers appropriate in relation to the proceeding.

Part 6.5 Registrar

6250 Jurisdiction exercisable by registrar of Supreme Court

(SCR o 61 r 3; NSW s 12; Qld r 451 and r 452)

- (1) This rule applies only to the registrar of the Supreme Court.
- (2) The registrar may exercise the following jurisdiction of the court:
 - (a) to hear and decide an application in a proceeding, other than an application under a provision of these rules mentioned in schedule 5, part 5.1;

Note **Application** in a proceeding is defined in r 6006 (Application—pt 6.2).
 - (b) to hear and decide an originating application mentioned in any of the following provisions of these rules:
 - rule 6 (4) (Dispensing with rules)
 - rule 30 (6) (Who may start and carry on a proceeding)
 - rule 211 (4) (Including parties—common issues of law or fact)
 - rule 280 (10) (Litigation guardian—appointment and removal by court)
 - rule 650 (2) (Discovery to identify potential defendant)
 - rule 651 (2) (Discovery to identify right to claim relief);
 - (c) in relation to an application for default judgment under rule 1118 (3) (Default judgment—generally) or rule 1138 (3) (Default judgment—partial defence);
 - (d) in relation to a directions hearing under rule 1303 (Directions hearing—category C proceedings) or rule 1308 (Directions hearing—category A, category B and category D proceedings);
 - (e) in relation to a listing hearing under rule 1309 (Listing hearing);

- (f) in relation to the setting down under rule 1310 (Special fixture) of a proceeding for trial as a special fixture;
- (g) to hear and decide a proceeding on an application for directions under rule 1403 (Decision in proceeding);
- (h) the setting of a date for a directions hearing under rule 1522 (Separate decisions on questions—directions);
- (i) in relation to an application mentioned in any of the following rules:
 - rule 2010 (Enforcement—enforcement of Magistrates Court order in Supreme Court)
 - rule 2010A (Enforcement—certificate of registration of enforceable order under Service and Execution of Process Act)
 - rule 2052 (Enforcement orders—duration and renewal of certain enforcement orders given to enforcement officers)
 - rule 2100 (Enforcement hearing—application by enforcement creditor)
 - rule 2101 (Enforcement hearing—otherwise than on enforcement creditor’s application)
 - rule 2151 (Instalment order—application by enforcement debtor)
 - rule 2201 (Seizure and sale order—application)
 - rule 2218 (Seizure and sale order—additional provisions relating to land)
 - rule 2219 (Seizure and sale order—power of entry for auction of land)
 - rule 2302 (Debt redirection order—application)
 - rule 2351 (Earnings redirection order—application)
 - rule 2402 (Charging order—application)
 - rule 2451 (Order for delivery of possession of land—making)

- rule 2460 (Order for seizure and delivery of goods—making);
- (j) in relation to an enforcement hearing under division 2.18.3 (Enforcement of money orders—enforcement hearings);
- (k) in relation to an instalment order agreement under rule 2157 (Instalment order—instalment order agreement);
- (l) in relation to the giving of directions under rule 2307 (Debt redirection order—claim by someone else);
- (m) in relation to a notice of objection under rule 2311 (Debt redirection order—third person disputes liability);
- (n) under division 2.20.2 (Taking of accounts), division 2.20.3 (Making of inquiries) and division 2.20.4 (Executors, administrators and trustees—accounts and commission);
- (o) in relation to an application for grant of representation of the estate of a deceased person under part 3.1 (Administration and probate) (including an application under the *Administration and Probate Act 1929*, section 80 (Reseal of grant made in reciprocating jurisdiction)), other than an application in relation to which a caveat is in force or to which division 3.1.9 (Other probate proceedings) applies;
- (p) in relation to an application mentioned in rule 3080 (3) (Revocation of grant—urgent order before start of proceeding);
- (q) in relation to an application under part 3.8 (Foreign judgments—reciprocal enforcement);
- (r) in relation to the giving of directions under rule 3565 (Judicial review—directions on return date);
- (s) in relation to an application under rule 6439 (Service of originating application to recover unoccupied land);
- (t) in relation to an application for leave under rule 6481 (Subpoena—service on medical expert);

- (u) in relation to the making of an order under rule 6510 (9) (Service outside Australia—service in convention countries) or rule 6511 (14) (Service outside Australia—service in non-convention countries);
 - (v) in relation to an application for leave under rule 6603 (Subpoena to produce—leave to serve late).
- (3) The registrar may also exercise the following jurisdiction of the court:
- (a) under a provision of the *Australian Securities and Investments Commission Act 2001* (Cwlth) mentioned in column 2 of an item in schedule 5, part 5.3;
 - (b) under the *Civil Law (Wrongs) Act 2002*, chapter 6 (Expert medical evidence);
 - (c) under the following provisions of the *Commercial Arbitration Act 1986*:
 - section 17 (Subpoenas to attend etc)
 - section 34 (2) (Costs);
 - (d) under a provision of the Corporations Act mentioned in column 2, or a provision of schedule 6 mentioned in column 3, of an item in schedule 5, part 5.2;
 - (e) under the *Legal Profession Act 2006*, division 3.2.7 (Costs assessment);
 - (f) under the following provisions of the *Service and Execution of Process Act 1992* (Cwlth):
 - section 11 (8) (Proof of service)
 - section 17 (1) (b) (Time for appearance)
 - section 30 (1) (b) (Time for service)
 - section 35 (3) (Entitlement to expenses)
 - section 45 (3) (Entitlement to expenses)

- section 105 (4) (Enforcement of judgments).

Note The court may order the registrar to do, or not do, an act relating to the registrar's duties (see r 6904 (Mandatory order to registrar etc)).

- (4) The registrar may exercise the jurisdiction of the Court of Appeal under the following provisions:
- rule 5416 (2) (d) (Appeals to Court of Appeal—notice of contention)
 - rule 5432 (Appeals to Court of Appeal—settlement of appeal papers)
 - rule 5535 (1) (a) and (2) (Appeals to Court of Appeal—order for production of prisoner).
- (5) If the registrar may exercise the jurisdiction of the court to hear and decide an application in a proceeding about a matter under subrule (2) (a), the registrar may, on the registrar's own initiative, exercise the jurisdiction of the court in relation to the matter even if there is no application.
- (6) If, under this rule, the registrar may exercise the jurisdiction of the court in relation to a matter, the registrar may exercise the jurisdiction of the court to make any order the court could make, and do anything else the court could do, in relation to the matter, including making any order that the court could make, or doing anything the court could do, on its own initiative in relation to the matter.

Example of thing court could do

issue warrant

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

6251 Jurisdiction exercisable by registrar of Magistrates Court

- (1) This rule applies only to the registrar of the Magistrates Court.
- (2) The registrar may exercise the following jurisdiction of the court:

- (a) to hear and decide an application in a proceeding, other than an application under a provision of these rules mentioned in schedule 5, part 5.4;

Note **Application** in a proceeding is defined in r 6006 (Application—pt 6.2).

- (b) to hear and decide an originating application mentioned in any of the following provisions of these rules:
- rule 650 (2) (Discovery to identify potential defendant);
 - rule 651 (2) (Discovery to identify right to claim relief);
- (c) in relation to an application for default judgment under rule 1118 (3) (Default judgment—generally) or rule 1138 (3) (Default judgment—partial defence);
- (d) in relation to a directions hearing under rule 1303 (Directions hearing—category C proceedings) or rule 1308 (Directions hearing—category A, category B and category D proceedings);
- (e) in relation to a listing hearing under rule 1309 (Listing hearing);
- (f) in relation to the setting down under rule 1310 (Special fixture) of a proceeding for trial as a special fixture;
- (g) to hear and decide a proceeding on an application for directions under rule 1403 (Decision in proceeding);
- (h) the setting of a date for a directions hearing under rule 1522 (Separate decisions on questions—directions);
- (i) in relation to an application mentioned in any of the following rules:
- rule 2010 (Enforcement—enforcement of Magistrates Court order in Supreme Court)
 - rule 2010A (Enforcement—certificate of registration of enforceable order under Service and Execution of Process Act)

- rule 2052 (Enforcement orders—duration and renewal of certain enforcement orders given to enforcement officers)
 - rule 2100 (Enforcement hearing—application by enforcement creditor)
 - rule 2101 (Enforcement hearing—otherwise than on enforcement creditor’s application)
 - rule 2151 (Instalment order—application by enforcement debtor)
 - rule 2201 (Seizure and sale order—application)
 - rule 2302 (Debt redirection order—application)
 - rule 2351 (Earnings redirection order—application)
 - rule 2460 (Order for seizure and delivery of goods—making);
- (j) in relation to an enforcement hearing under division 2.18.3 (Enforcement of money orders—enforcement hearings);
- (k) in relation to an instalment order agreement under rule 2157 (Instalment order—instalment order agreement);
- (l) in relation to the giving of directions under rule 2307 (Debt redirection order—claim by someone else);
- (m) in relation to a notice of objection under rule 2311 (Debt redirection order—third person disputes liability);
- (n) in relation to an application for default judgment under rule 3751 (3) (Small Claims Court—default by third party);
- (o) in relation to an application for default judgment under rule 3757 (4) (Small Claims Court—default judgment);
- (p) in relation to changing the time or place of, or adjourning, a conference under rule 3762 (Small Claims Court conference—changing time or place of);
- (q) in relation to a party’s failure to attend a conference under rule 3765 (Small Claims Court conference—failure to attend);

- (r) in relation to a conference under rule 3766 (Small Claims Court conference—procedure);
- (s) in relation to changing the time or place of, or adjourning, an inquiry under rule 3769 (Small Claims Court inquiry—changing time or place of);
- (t) in relation to the appointment of an investigator under rule 3773 (1) (Small Claims Court inquiry—investigators) and the remuneration of the investigator under rule 3773 (5);
- (u) to make an order under rule 3793 (Small Claims Court order—other orders);
- (v) to make an order under rule 3920 (4) (Arbitration—including other parties);
- (w) in relation to holding a case management meeting under rule 3942 (Arbitration—case management generally);
- (x) in relation to the settlement of a claim at a case management meeting under rule 3946 (Arbitration—settling of claim at case management meeting);
- (y) to make directions under rule 3947 (Arbitration—settling of claim unlikely at case management meeting);
- (z) to make directions under rule 3967 (2) (Registered agreement—application for amendment or cancellation);
- (za) in relation to an application under rule 6439 (Service of originating application to recover unoccupied land);
- (zb) in relation to an application for leave under rule 6481 (Subpoena—service on medical expert);
- (zc) in relation to the making of an order under rule 6510 (9) (Service outside Australia—service in convention countries) or rule 6511 (14) (Service outside Australia—service in non-convention countries);

- (zd) in relation to an application for leave under rule 6603 (Subpoena to produce—leave to serve late).
- (3) The registrar may also exercise the following jurisdiction of the court:
- (a) under the *Bail Act 1992*, section 19;
 - (b) under the *Civil Law (Wrongs) Act 2002*, chapter 6 (Expert medical evidence);
 - (c) under the following provisions of the *Commercial Arbitration Act 1986*:
 - section 17 (Subpoenas to attend etc)
 - section 34 (2) (Costs);
 - (d) under the *Domestic Violence and Protection Orders Act 2008*, part 5 (Consent orders);
 - (e) under the following provisions of the *Magistrates Court Act 1930*:
 - section 84 (1) (Particular cases may be adjourned) in relation to a proceeding in which the defendant is not in custody and the informant does not oppose bail
 - section 85 (2) (b) (Proceeding if either party not present at adjourned hearing)
 - section 109 (Dismissal or adjournment in absence of informant);
 - section 154D (Fine defaulters—imprisonment);
 - (f) under the following provisions of the *Service and Execution of Process Act 1992* (Cwlth):
 - section 11 (8) (Proof of service)
 - section 17 (1) (b) (Time for appearance)
 - section 30 (1) (b) (Time for service)
 - section 35 (3) (Entitlement to expenses)
 - section 45 (3) (Entitlement to expenses)

- section 105 (4) (Enforcement of judgments).

Note The court may order the registrar to do, or not do, an act relating to the registrar's duties (see r 6904 (Mandatory order to registrar etc)).

- (4) Subrule (3) (d) has effect despite rule 4 (Application of rules).

Note Subrule (3) (d) applies to proceedings under the *Domestic Violence and Protection Orders Act 2008*.

- (5) If the registrar may exercise the jurisdiction of the court to hear and decide an application in a proceeding about a matter under subrule (2) (a), the registrar may, on the registrar's own initiative, exercise the jurisdiction of the court in relation to the matter even if there is no application.
- (6) If, under this rule, the registrar may exercise the jurisdiction of the court in relation to a matter, the registrar may exercise the jurisdiction of the court to make any order the court could make, and do anything else the court could do, in relation to the matter, including making any order that the court could make, or doing anything the court could do, on its own initiative in relation to the matter.

Example of thing court could do

issue warrant

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (7) A deputy registrar may exercise the jurisdiction of the court under this rule only if authorised in writing by the Chief Magistrate.
- (8) An authorisation under subrule (7) is a notifiable instrument.

Note A notifiable instrument must be notified under the Legislation Act.

6252 Registrar's powers—postponement of hearing

(MC(CJ)R s 193)

- (1) This rule applies if a judicial officer—
 - (a) is not available to exercise the jurisdiction of the court at the time set for the hearing of a proceeding; and
 - (b) is unlikely to become available within a reasonable time.
- (2) The registrar may, if asked by a party to the proceeding, postpone the hearing to another date or time set by the registrar.
- (3) In this rule:
judicial officer means—
 - (a) for the Supreme Court—a judge or the master; or
 - (b) for the Magistrates Court—a magistrate.

6253 Registrar's powers—subpoenas

(SCR o 61 r 3AA)

- (1) This rule applies to a subpoena issued in a proceeding if the jurisdiction of the court in the proceeding is to be, or is being exercised, by the registrar.
- (2) The registrar may hear and decide an objection under rule 6609 (Inspection of, and dealing with, subpoenaed documents and things produced otherwise than on attendance) in relation to the subpoena instead of referring the objection to the court.

6254 Order that jurisdiction in proceeding be exercised by judicial officer other than registrar

(SCR o 61 r 3A; NSW r 45.17 and r 45.18; Qld r 453, r 456 and r 457)

- (1) If the jurisdiction of the court is to be, or is being, exercised in a proceeding by the registrar, a judicial officer of the court may order that the jurisdiction of the court in the proceeding be exercised by a judicial officer of the court.

- (2) A judicial officer may make an order under this rule—
- (a) on application by a party to the proceeding; and
 - (b) at any time before the end of the proceeding before the registrar.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) If a judicial officer makes an order under this rule, the judicial officer exercising the jurisdiction of the court in the proceeding may—
- (a) hear and decide the proceeding; or
 - (b) decide an issue in the proceeding and refer the proceeding back to the registrar and give the directions (if any) the judicial officer considers appropriate in relation to the proceeding.

- (4) In this rule:

judicial officer means—

- (a) for the Supreme Court—a judge or the master; or
- (b) for the Magistrates Court—a magistrate.

6255 Registrar referring proceeding or issue to judicial officer

(SCR o 61 r 4; NSW r 45.16 and r 45.18; Qld r 455, r 457 and r 982)

- (1) If the jurisdiction of the court is to be, or is being, exercised in a proceeding by the registrar, the registrar may refer the proceeding or an issue in the proceeding to a judicial officer of the court if the registrar considers that it would be appropriate for the proceeding or issue to be decided by a judicial officer.
- (2) If the registrar refers the proceeding to a judicial officer, the judicial officer may—
 - (a) hear and decide the proceeding; or

- (b) refer the proceeding back to the registrar and give the directions (if any) the judicial officer considers appropriate in relation to the proceeding.
- (3) If the registrar refers an issue in the proceeding to a judicial officer, the judicial officer may decide the issue or refer the issue back to the registrar and give the directions (if any) the judicial officer considers appropriate in relation to the proceeding.
- (4) In this rule:
- judicial officer* means—
- (a) for the Supreme Court—a judge or the master; or
- (b) for the Magistrates Court—a magistrate.

6256 Appeals from registrar's orders etc

(CPA s 133; SCR o 61 r 5 (1) (h) and (i); MC(CJ)R s 483; NSW r 45.19; Qld r 791)

- (1) This rule applies to the following orders:
- (a) an order made by the registrar of the Supreme Court in the exercise of jurisdiction given under rule 6250 (Jurisdiction exercisable by registrar of Supreme Court);
- (b) an order made by the registrar of the Magistrates Court in a civil proceeding;
- (c) an order made by the registrar under rule 6253 (Registrar's powers—subpoenas).

Note **Order** is defined in the dictionary (see also def *made*).

- (2) If the order is made by the registrar of the Supreme Court, and a party to the proceeding is dissatisfied with the order, the party may appeal, in accordance with these rules, to the Supreme Court constituted by a judge or the master.

Note See the *Supreme Court Act 1933*, s 8 (Exercise of jurisdiction) and r 6200 (Jurisdiction exercisable by master).

- (3) If the order is made by the registrar of the Magistrates Court, and a party to the proceeding is dissatisfied with the order, the party may appeal, in accordance with these rules, to the Magistrates Court constituted by a magistrate.
- (4) The appeal is a rehearing of the matter anew.
- (5) However, each party to the appeal may, subject to subrule (6) and any proper objections about admissibility, rely on any affidavit used, and any evidence given orally, before the registrar.
- (6) If a party to the appeal requires the attendance of someone for examination at the hearing of the appeal, an affidavit made, or evidence given, by the person must not be used unless the person attends for examination or the court gives leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

- (7) The court may—
 - (a) confirm, amend or set aside the registrar's order; and
 - (b) make any other order the court considers appropriate.

Note See pt 5.2 for the procedure to be followed for an appeal against an order of the registrar.

Part 6.6 Registry

6300 Office hours

(SCR o 63 r 1 and r 2 and o 80 r 3; MCR s 5; Qld r 976)

- (1) The registry must be open between 9.15 am and 4.15 pm on each day other than a Saturday, Sunday or public holiday in the ACT under the *Holidays Act 1958*.
- (2) The registrar may open or close the registry at other times.
- (3) The registrar may direct that the registry is to be closed between 1.00 pm and 2.00 pm.

6301 Registrar's duties

(MCR s 6 (1) (a)-(c))

The registrar must—

- (a) register all records, orders and convictions of the court; and
- (b) keep an account of all proceedings of the court; and
- (c) take charge, and keep an account, of all court fees, fines, penalties and costs and other amounts payable or paid into court, and of all amounts paid out of court.

6302 Cause book

(SCR o 2 r 19)

- (1) The registrar may keep a cause book.
- (2) The cause book—
 - (a) must be kept in accordance with the directions of the court; and
 - (b) may be kept in electronic form.
- (3) The registrar must record in the cause book, for each originating process filed—

- (a) the distinguishing number or other unique identifier given to the proceeding under rule 71 (Numbering etc of proceedings); and
- (b) the date when—
 - (i) the process was filed in the court; or
 - (ii) if the proceeding was started by oral originating application—the application was made; and
- (c) the other information that the court directs; and
- (d) any other information required under a territory law.

Note A *territory law* includes these rules (see Legislation Act, s 98).

- (4) The registrar must also include in the cause book any other information required under a territory law.

Note Rule 3310 (Cross-vesting—procedure following transfer of proceeding to court) requires certain information to be included in the cause book.

- (5) The registrar may record any other information in the cause book.
- (6) This rule applies only to the Supreme Court.

6303 Registrar to keep seals

(SCA s 64; MC(CJ)R s 478; MCR s 101; Qld r 978)

- (1) The registrar of the Supreme Court must keep the following seals:
 - (a) the seal of the Court of Appeal;
 - (b) the seal of the Supreme Court.
- (2) The registrar of the Magistrates Court must keep the following seals:
 - (a) the seal of the Magistrates Court;
 - (b) the seal of the Coroner's Court;
 - (c) the seal of the Childrens Court;

(d) the seal of the Small Claims Court.

6304 Documents—sealing and stamping

(SCR o 1 r 8, o 62 r 1 and r 1A and o 80 r 3; MC(CJ)R s 478 (3); MCR s 101; Qld r 978)

- (1) A document must be sealed if the document is—
 - (a) issued by the court; and
 - (b) required to be sealed under these rules.
- (2) The registrar may stamp a copy of a document to indicate that it is a copy of a filed document if—
 - (a) the document has been filed by a party; and
 - (b) a copy of the document must or may be served on another party.

6305 Issue of commissions

(Qld r 979)

If a territory law requires the court to issue a commission, the registrar must issue the commission.

Note A *territory law* includes these rules (see Legislation Act, s 98).

6306 Duplicate sealed etc documents

(MC(CJ)R s 477)

- (1) This rule applies if the registrar is satisfied, by affidavit or otherwise, that a sealed or stamped document has been lost or destroyed.
- (2) The registrar may issue a duplicate copy of the document.

6307 Delegation by registrar

(SCR o 61 r 2; SCQA s 930)

- (1) The registrar of the court may delegate the registrar's functions under a territory law to a public servant.

(2) This rule does not apply to functions in the exercise of the court's jurisdiction.

Note 1 For the making of delegations and the exercise of delegated functions, see the Legislation Act, pt 19.4.

Note 2 A **territory law** includes these rules (see Legislation Act, s 98).

Part 6.7 Time

Note to pt 6.7

The Legislation Act contains provisions that apply in working out periods of time, including the following:

- s 151 (Working out periods of time generally)
- s 151A (Periods of time ending on non-working days)
- s 151B (Doing things for which no time is fixed).

6350 Time—certain days excluded in working out

(SCR o 64 r 1 and r 3 and o 80 r 3; MC(CJ)R s 489; NSW r 1.11 (3); FCR o 3 r 2 (3) and (4A))

- (1) This rule applies if, under these rules or an order of the court, something must or may be done within a particular period of time.
- (2) If the period is 5 days or less, any day when the registry is closed is excluded in working out when the thing must or may be done.

Example

An application must be served at least 2 days before the return date for the application under rule 6008 (Application in proceeding—filing and service). If the return date is a Monday, the weekend before the return date is excluded in working out the 2-day period, and the application must be served no later than Wednesday before the return date.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (3) Any day in the period beginning on 25 December and ending on 1 January is excluded in working out when the thing must or may be, or is, done.

6351 Time—extending and shortening by court order

(SCR o 64 r 5; MC(CJ)R s 490 (1); NSW r 1.12; FCR o 3 r 3)

- (1) This rule applies if, under these rules or an order of the court, something must or may be done in a proceeding within a particular period of time (however expressed).
- (2) On application by a party to the proceeding, the court may, by order, extend or shorten the period.

Note 1 The Legislation Act, s 151C (Power to extend time) applies to this power.

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

Note 3 Rule 6901 (Orders may be made on conditions) provides that the court may make an order under these rules on any conditions it considers appropriate.

6352 Time—fixing by court order

(MC(CJ)R s 491; FCR o 3 r 4; NSW r 1.13)

- (1) This rule applies if—
 - (a) under these rules or an order of the court, something must or may be done in or in relation to a proceeding; but
 - (b) no time is provided for doing the thing.
- (2) On application by a party to the proceeding, the court may, by order, fix the period within which the thing may or must be done.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

Part 6.8 Service

Division 6.8.1 Service—preliminary

6400 Application—pt 6.8

(SCR o 10 r 1)

This part applies to a document that is required or allowed under these rules to be served, whether the word ‘serve’, ‘give’, ‘notify’, ‘send’, ‘tell’ or any other word is used.

Note The following rules do not apply to a criminal proceeding:

- r 6421 (Service by filing)
- r 6437 (Service on detainees)
- r 6438 (Service if no-one found at party’s address for service)
- r 6461 (Informal service)
- r 6469 (Change of address for service).

6401 Service of filed documents

(NSW r 10.1 (1))

- (1) If a party files a document in a proceeding, the party must serve sealed or stamped copies of the document on each other active party.
- (2) This rule does not apply to an application allowed under a territory law to be filed in the court without being served on another party.

Note A *territory law* includes these rules (see Legislation Act, s 98).

Division 6.8.2 Personal service

6405 How document is personally served

(SCR o 1 r 4 def *personal service*; MC(CJ)R s 23 (a) and s 32; NSW r 10.21; Qld r 106)

- (1) To serve a document personally on a person, the person serving the document must give the person—
 - (a) if the original of the document is sealed—a sealed copy of the document; or
 - (b) in any other case—a stamped copy of the document.
- (2) However, if the person does not accept the copy, the person serving the document may serve it by putting the copy down in the person's presence and telling the person in general terms what it is.
- (3) Also, if the person serving the document is prevented from approaching the person by violence or threat of violence, the person serving the document may serve it by putting the copy down as near as practicable to, but in the sight of, the person being served.
- (4) For this rule, it is not necessary to show that the original of the document was served.

Division 6.8.3 Service—Magistrates Court

6410 Application—div 6.8.3

(Qld r 111)

All documents in a proceeding in the Magistrates Court, including a document required by these rules to be served on a person personally, may be served in accordance with this division, unless a territory law expressly provides otherwise.

Note A *territory law* includes these rules (see Legislation Act, s 98).

6411 Service on individuals generally—Magistrates Court

(MC(CJ)R s 23; Qld r 112)

- (1) A document in a proceeding, other than a subpoena, may be served on an individual—
- (a) by serving the document personally on the individual; or
 - (b) by serving the document on the individual in accordance with rule 6420 (Ordinary service—address for service); or
 - (c) if the individual does not have an address for service—by leaving a sealed or stamped copy of the document at the last-known home or business address of the individual with someone who appears to be at least 16 years old and to live or be employed at the address.

Note 1 Rule 6431 (Service on corporations—generally) and r 6432 (Service on corporations—additional ways for all corporations) deal with service on corporations.

Note 2 A subpoena must be served personally on the addressee (see r 6605 (Service of subpoena)).

- (2) To remove any doubt, subrule (1) (b) and (c) apply to the document whether or not the document is required by these rules to be served personally.

6412 Service of originating process by post—Magistrates Court

(MC(CJ)R s 24; NSW r 10.20 (2) (b) (iii) and (3))

- (1) The plaintiff may serve an originating process by post by sending a sealed copy by prepaid post in accordance with subrule (2) if the defendant's address stated in the process is an address in the ACT.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

- (2) The copy must be sent in an envelope—

- (a) addressed to the defendant at the defendant's address stated in the originating process; and
 - (b) marked with a return address.
- (3) The return address must be the registry's address, but must not be identified as such.
- (4) If the plaintiff serves an originating process under this rule, the plaintiff must complete and file a certificate of postal service for the process.

Note See approved form 6.4 (Certificate of postal service) [AF2006-412](#).

- (5) If the plaintiff completes and files a certificate of postal service for the originating process, the plaintiff is taken to have served the process personally on the defendant.
- (6) However, if the envelope containing the originating process is returned to the registry by the postal authority as not having been delivered to the defendant—
- (a) the plaintiff is not taken to have served the process on the defendant; and
 - (b) the registrar must—
 - (i) if judgment has been entered on the basis of the postal service—
 - (A) set aside the judgment; and
 - (B) if an enforcement proceeding has been issued—withdraw the proceeding; and
 - (ii) tell the plaintiff—
 - (A) that the process has not been served; and
 - (B) if judgment has been set aside—that judgment has been set aside.

6413 Doubtful service—Magistrates Court

(MC(CJ)R s 31 (1))

- (1) This rule applies if—
- (a) an originating process or other document in a proceeding has been served on a person under rule 6411 (1) (c) (Service on individuals generally—Magistrates Court) or rule 6412 (Service of originating process by post—Magistrates Court); and
 - (b) the court is satisfied that—
 - (i) the document did not come to the knowledge of the person within a reasonable time; or
 - (ii) there is doubt about whether the document came to the knowledge of the person within a reasonable time.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

- (2) The court must not allow any further step in the proceeding to be taken against the person.
- (3) On application by the person or a party to the proceeding, or on its own initiative, the court must—
- (a) strike out or adjourn the proceeding; or
 - (b) order that the document be re-served on the person in the way (if any) stated in the order; or
 - (c) if judgment has been entered because the document was taken to be served—set aside the judgment; or
 - (d) make any other order it considers appropriate.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

Division 6.8.4 Ordinary service

6420 Ordinary service—address for service

(SCR o 10 r 4; MC(CJ)R s 26 (2), s 27 and s 29; NSW r 10.5; Qld s 112)

If a document is not required by these rules to be served personally on a person, the document may be served on the person—

- (a) by serving it personally on the person; or
- (b) by leaving a sealed or stamped copy at the person's address for service; or
- (c) by sending a sealed or stamped copy by prepaid post, addressed to the person, at the person's address for service; or
- (d) if the person's address for service includes a postbox at a post office in the ACT—by sending a sealed or stamped copy by prepaid post, addressed to the person, at the person's postbox; or
- (e) if the person's address for service includes a document exchange box number—by leaving a sealed or stamped copy, addressed to the person, in the exchange box or at a collection point of the document exchange for delivery to the exchange box; or
- (f) if the person's address for service includes a fax number—by faxing a sealed or stamped copy to the fax number; or
- (g) if the person's address for service includes an email address—by sending a copy by electronic communication to the email address; or
- (h) if the document to be served is from the registrar's office, the person has a solicitor, and the solicitor has a collection box in the office—by leaving a copy of the document in the solicitor's collection box.

6421 Service by filing

(SCR o 10 r 5; NSW r 10.16)

- (1) This rule—
 - (a) applies if a defendant—
 - (i) has not filed in the court a notice of intention to respond or defence; or
 - (ii) has not given an address for service; and
 - (b) does not apply to a document that must be served personally.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8) and see also r 4007 (Criminal proceedings—service on accused person by filing if no address for service)).

- (2) A document may be served on the defendant by—
 - (a) filing it in the court; and
 - (b) sending a sealed or stamped copy by prepaid post, addressed to the defendant, at the defendant's last-known address.
- (3) A document filed under this rule must state on its first page that it is filed under this rule.

Division 6.8.5 Service—particular cases

Note to div 6.8.5

This division does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

6430 Service in Australia but outside ACT

- (1) This rule applies only to service of an originating process outside the ACT but in Australia.
- (2) The originating process must be served in accordance with the *Service and Execution of Process Act 1992* (Cwlth).

(3) In this rule:

Australia includes the external territories.

6431 Service on corporations—generally

(SCR o 10 r 11; NSW r 10.22; Qld r 107)

- (1) A document may be served on a corporation under these rules in a way provided—
- (a) for the service of documents on the corporation under the Corporations Act or another applicable law; or
 - (b) by rule 6432 (Service on corporations—additional ways for all corporations).

Note 1 **Meaning of corporation**

Corporation includes a body politic or corporate (see Legislation Act, dict, pt 1).

Note 2 **Corporations Act**

- the Corporations Act, s 109X provides non-exhaustively for the service of documents on a company registered under that Act. The section does not apply to a document that may be served under the *Service and Execution of Process Act 1992* (Cwlth) (*SEPA*), s 9 (see s 9 (9))
- the Corporations Act, s 601CX provides for service of documents on a body corporate registered under that Act, pt 5B.1 (Registering a body corporate as a company). The section does not apply to a document that may be served under *SEPA*, s 9 (see s 9 (9)).

Note 3 **Service and Execution of Process Act**

SEPA, s 9 provides exhaustively for service of documents under that Act on a company or registered body corporate (see also s 15 (3)). *SEPA*, s 10 provides non-exhaustively for service of documents under that Act on any other body corporate (but see s 15 (4) for an originating process). *SEPA*, s 15 (5) provides for service of an originating process under that Act on a body politic.

Note 4 **ACT legislation—general**

The Legislation Act, pt 19.5 provides non-exhaustively for the service of documents on corporations generally (including territory agencies).

Note 5 **ACT legislation—specific**

- the *Associations Incorporation Act 1991*, s 122 provides non-exhaustively for the service of documents and process on an incorporated association under that Act
- the *Business Names Act 1963*, s 31 provides non-exhaustively for the personal service of documents on a person (including a corporation) who carries on business under a business name registered under that Act
- the *Community Title Act 2001*, s 59 provides for an address for service for a body corporate under that Act (see also *Legislation Act*, s 246, def *business address*)
- the *Cooperatives Act 2002*, s 461 provides non-exhaustively for the service of documents on a foreign cooperative by post
- the *Unit Titles Act 2001*, s 79 provides non-exhaustively for the service of documents on an owners corporation under that Act.

Note 6 **Service on governments**

The *Judiciary Act 1903* (Cwlth), s 63 provides for service of process on the Commonwealth or a State. The *Court Procedures Act 2004*, s 33 and s 34 provide for service on the Territory and its Ministers.

- (2) For any provision of these rules requiring personal service of a document, service of the document on a corporation in a way mentioned in subrule (1) is taken to be personal service of the document on the corporation.

6432 Service on corporations—additional ways for all corporations

- (1) A document may be served on a corporation under these rules by leaving it at, or sending it by post to, the corporation's registered office.
- (2) This rule does not affect the operation of any other law that authorises or requires service of a document otherwise than as provided under this rule.

Note The note to r 6431 (1) sets out other applicable laws.

(3) In this rule:

registered office, for a corporation, includes—

- (a) if the corporation has a registered office under the Corporations Act—that office; and
- (b) if under a territory law or a law of the Commonwealth a document may be served on the corporation by leaving it at, or sending it by post to, a place—that place; and
- (c) if paragraphs (a) and (b) do not apply in relation to the corporation but it has an office or place of business in the ACT—that office or place.

6433 Service of originating process on partnership

(SCR o 2 r 18D; NSW r 10.11; Qld r 114)

- (1) An originating process against a partnership must be served in accordance with these rules—
 - (a) on at least 1 of the partners; or
 - (b) on someone at the partnership's main place of business in the ACT who appears to have control or management of the partnership's business at the place; or
 - (c) for an incorporated limited partnership—at the partnership's registered office.
- (2) If the originating process is served under subrule (1), each of the partners who were partners in the partnership when the originating process was issued, including a partner who was outside the ACT at the time, is taken to have been served.
- (3) However, if the plaintiff knows that the partnership has been dissolved before the proceeding is started, the originating process must be served on everyone sought to be made liable.
- (4) To remove any doubt, if the partnership has been dissolved before the proceeding is started, but the plaintiff does not know it has been

dissolved, subrules (1) and (2) apply as if the partnership had not been dissolved.

- (5) The originating process must also be served on anyone the plaintiff seeks to make liable as a partner but who was not a partner when the originating process was issued.
- (6) In this rule:

registered office, of an incorporated limited partnership, means the registered office kept under the *Partnership Act 1963*, section 90.

6434 Service on defendant operating under unregistered business name

(NSW r 10.9; Qld r 113)

- (1) This rule applies in relation to a person if—
- (a) the person (the *defendant*) is carrying on business under a business name that is not registered under the *Business Names Act 1963* (the *unregistered name*); and
- (b) a proceeding is started against the defendant under the unregistered name.

Note For service on a defendant carrying on a business under a registered business name, see the *Business Names Act 1963*, s 31 (2).

- (2) The originating process for the proceeding may be served on the defendant by serving it personally on someone at the place of business who appears—
- (a) to have control or management of the business at the place; and
- (b) to be at least 16 years old.
- (3) Any other document for the proceeding may be served on the defendant—
- (a) as mentioned in subrule (2); or

- (b) by sending it by prepaid post, addressed to the defendant, to any place where business is carried on under the unregistered name, whether or not the place is in the ACT.
- (4) For any provision of these rules requiring personal service of a document on the defendant, service of the document in accordance with subrule (2) or (3) is taken to be personal service of the document on the defendant.

6435 Service on children

(SCR o 10 r 7; MC(CJ)R s 98; NSW r 10.12; Qld r 108)

- (1) A document otherwise required or allowed under these rules to be served on a child for a proceeding must be served instead on the person who is the child's litigation guardian for the proceeding.

Note The Legislation Act, dict, pt 1 defines **child** as an individual who is under 18 years old.

- (2) If the child does not have a litigation guardian for the proceeding, the document must be served instead on—
- (a) if the child is at least 16 years old—the child; or
 - (b) the child's parent or guardian; or
 - (c) if there is no parent or guardian—
 - (i) an adult who has parental responsibility for the child under the *Children and Young People Act 2008*; or
 - (ii) if there is no-one under subparagraph (i)—an adult who otherwise has care of the child or with whom the child lives.
- (3) For any provision of these rules requiring personal service of a document, personal service of the document on a person (including the child) under subrule (1) or (2) is taken to be personal service on the child.

6436 Service on people with mental disabilities

(SCR o 10 r 8; MC(CJ)R s 98; NSW r 10.12; Qld r 109)

- (1) A document otherwise required or allowed under these rules to be served on a person for a proceeding with a mental disability who is an adult (the *relevant person*) must be served instead on—
 - (a) the person who is the relevant person’s litigation guardian for the proceeding; or
 - (b) if there is no-one under paragraph (a)—a person who is entitled under rule 276 (2) (Who may be litigation guardian) to be the relevant person’s litigation guardian for the proceeding; or
 - (c) if there is no-one under paragraph (a) or (b)—
 - (i) an adult who has the care of the relevant person; or
 - (ii) an adult with whom the relevant person lives.

Note *Person with a mental disability* is defined in the dictionary.

- (2) For any provision of these rules requiring personal service of a document, personal service of the document on a person under subrule (1) is taken to be personal service on the relevant person.

6437 Service on detainees

(SCR o 80 r 8; NSW r 10.25; Qld r 110)

- (1) A document otherwise required or allowed under these rules to be served on a detainee must be served on the person in charge of the place where the detainee is being detained.
- (2) For any provision of these rules requiring personal service of a document, personal service of the document on a person under subrule (1) is taken to be personal service on the detainee.

- (3) In this rule:

detainee means a person who is a full-time detainee under the *Crimes (Sentence Administration) Act 2005*.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8) and see also r 4009 (Criminal proceedings—service of documents when unrepresented accused person in custody)).

6438 Service if no-one found at party's address for service

(SCR o 10 r 6; Qld r 112 (1) (b))

- (1) This rule applies to a party to a proceeding if the party does not have a solicitor, and no-one can be found at the party's address for service.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8) and see also r 4008 (Criminal proceedings—service if no-one found at accused person's address for service)).

- (2) Any document in the proceeding may be served on the party by leaving a copy at the party's address for service in a position where it is reasonably likely to come to the party's attention.
- (3) This rule does not apply to a document that is required under a territory law to be served personally on the party.

Note A *territory law* includes these rules (see Legislation Act, s 98).

6439 Service of originating application to recover unoccupied land

(SCR o 2 r 18B; NSW r 10.15)

- (1) This rule applies if an originating application in a proceeding to recover unoccupied land cannot be served on the defendant without unreasonable delay or expense.

- (2) The court may order that the application may be served by attaching a stamped copy of the application to a door of a house, or to something else at another conspicuous place, on the land.
- (3) An order under subrule (2) may direct that the application be taken to be served on the defendant at the end of a stated time.
- (4) If an application has been served by attaching a stamped copy of the application to something at a conspicuous place on the land other than under an order under subrule (2), the court may order that the application be taken to be served on the defendant on a date stated in the order.
- (5) Service under this rule is taken to be personal service.
- (6) Part 6.2 (Applications in proceedings) does not apply to an application under this rule.
- (7) An application under this rule is made by filing in the court—
 - (a) a draft of the order sought; and
 - (b) an affidavit in support of the order.
- (8) The draft order and supporting affidavit need not be served on anyone unless the court otherwise orders on its own initiative.
- (9) Unless the court otherwise orders on its own initiative, an application under this rule may be dealt with without a hearing and in the absence of the parties.

Note For the jurisdiction of the Magistrates Court in relation to title to land, see the *Magistrates Court Act 1930*, s 264 (Proceedings affecting title to land).

Division 6.8.6 Time of service

6450 Time of service at address for service

(SCR o 10 r 4; MC(CJ)R s 29; NSW r 10.5 (3); Qld s 112)

Service of a document at an address for service is taken to have been made—

- (a) if the document is left with someone or at a place in accordance with these rules—
 - (i) if the document is left before 4 pm on a day—on that day; or
 - (ii) if the document is left at or after 4 pm on a day—on the next day; or
- (b) if the document is served by post in Australia or an external territory in accordance with these rules—4 days after the day it is posted, unless the contrary is proved; or
- (c) if the document is left in a document exchange box or at a collection point of an authorised DX system in accordance with these rules—2 days after the day it is left; or
- (d) if the document is faxed in accordance with these rules—1 day after the day it is faxed; or
- (e) if the document is sent by electronic communication to an email address in accordance with these rules—
 - (i) if the document is sent before 4 pm on a day—on that day; or
 - (ii) if the document is sent at or after 4 pm on a day—on the next day.

Division 6.8.7 Service—other

6460 Substituted service

(SCR o 10 r 12; MC(CJ)R s 25; NSW r 10.14; Qld r 116)

- (1) This rule applies if these rules require or allow a document in a proceeding to be served in a particular way (the *authorised way*).

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

- (2) A party to the proceeding may apply to the court for an order allowing the document to be served in another way (the *alternative way*).

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) The court may make the order if satisfied that—

- (a) it is impracticable, for any reason, for the document to be served in the authorised way; and
(b) the alternative way is reasonably likely to bring the document to the attention of the person to be served.

- (4) If the court makes the order, it may, in the order, provide that the document is taken to have been served on the happening of a stated event, at a stated time or at the end of a stated period.

- (5) The court may make an order under this rule even though the person to be served is not in the ACT or Australia or was not in the ACT or Australia when the proceeding started.

- (6) For any provision of these rules requiring personal service of a document on a person, service of the document on the person in accordance with an order under subrule (3) is taken to be personal service of the document on the person.

6461 Informal service

(Qld r 117)

- (1) This rule applies if—
 - (a) a document is not served on a person as required or allowed by this part but the document or a copy of it comes to the notice of the person; and
 - (b) the court is satisfied that the document came to the person's notice on or before a particular day.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

- (2) The court may, by order, decide that the document was served on the person on the day stated in the order.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) For any provision of these rules requiring personal service of a document on a person, the document is taken to have been personally served on the person on that day.

6462 Service on agent

(Qld r 118)

- (1) This rule applies if a person living or carrying on a business outside the ACT (the *principal*) enters into a contract in the ACT through an agent living or carrying on business in the ACT.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

- (2) The court may, without deciding the agent's authority or business relationship with the principal, give leave to a person to serve an originating process or notice of appeal relating to a proceeding arising out of the contract on the agent.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave.

- (3) If the court gives leave under subrule (2), the court must state the time within which the principal must file a notice of intention to respond or defence.
- (4) If the person serves the originating process or notice of appeal on the agent under this rule, the person must immediately send to the principal by prepaid post, addressed to the principal, at the principal's address outside the ACT a copy—
 - (a) of the originating process or notice of appeal; and
 - (b) of the order giving leave under subrule (2).

6463 Service under contract

(Qld r 119)

- (1) This rule applies if, before or after a proceeding starts, parties to the proceeding agree that a document relating to the proceeding may be served on 1 or more of the parties, or someone else for 1 or more of the parties, in a way or at a place, in the ACT or somewhere else, stated in the agreement.

Note This rule does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

- (2) The document may be served in accordance with the agreement.
- (3) For any provision of these rules requiring personal service of a document on a party to the agreement, service of the document on the party in accordance with the agreement is taken to be personal service on the party.

6464 Acceptance of service by solicitor

(SCR o 10 r 3; MC(CJ)R s 26 (1); NSW r 10.13; Qld r 115)

- (1) A solicitor may accept service of a document for a person (the *relevant person*).
- (2) The solicitor must—

- (a) make a note on a copy of the document to the effect that the solicitor accepts service for the relevant person; and
 - (b) give the copy to the person serving the document.
- (3) The relevant person is taken to have been served with the document on the day the solicitor accepts service of the document, unless the relevant person proves the solicitor did not have authority to accept service for the relevant person.
- (4) For any provision of these rules requiring personal service of a document, service of the document on the solicitor under this rule is taken to be personal service on the relevant person.

6465 Special requirements for service by fax

(Qld r 122)

- (1) A document served by fax must include a cover page stating the following:
- (a) the sender's name and address;
 - (b) the name of the person to be served;
 - (c) the date and time of transmission;
 - (d) the total number of pages, including the cover page, transmitted;
 - (e) the phone number from which the document is transmitted;
 - (f) the name and phone number of a person to contact if there is a problem with the transmission;
 - (g) that the transmission is for service under these rules.
- (2) An affidavit of service of a document by fax must include, as an annexure, the transmission advice, generated by the sender's fax machine, indicating the transmission was successful.

6466 Email service—other matters

(SCR o 10 r 16)

- (1) This rule applies if a document (the *emailed document*) is served by electronic communication under these rules.
 - (2) The emailed document must be capable of being printed by the recipient with the content and in the form in which it was created.
 - (3) The electronic communication for the emailed document must include the following:
 - (a) the name and phone number of a person to contact if there is a problem with the electronic communication;
 - (b) that the electronic communication is for service under these rules.
 - (4) If these rules require or allow the emailed document to be signed, it is sufficient compliance if the person who serves the emailed document—
 - (a) identifies himself or herself in the electronic communication by stating his or her name and business address; and
 - (b) states in the electronic communication that the original of the emailed document was signed and by whom.
- Note* *These rules* is defined in the dictionary.
- (5) If these rules require or allow service of a sealed or stamped copy of a document, it is sufficient compliance if—
 - (a) the emailed document is a copy of a document that was sealed or stamped; and
 - (b) the person who serves the emailed document states in the electronic communication that the original of the emailed document was sealed or stamped.
 - (6) If the emailed document is a copy of an affidavit, the original affidavit is taken to have been sworn if—

- (a) the original affidavit was properly sworn; and
- (b) the person who serves the copy of the affidavit states in the email that the original was properly sworn.

6467 Proof of service

(SCR o 10 r 13; MC(CJ)R s 30; NSW r 35.8; Qld r 120)

- (1) Service of a document may be proved—
 - (a) by affidavit of service made by the person who served the document; or
 - (b) by the person who served the document giving sworn evidence about the service; or
 - (c) if the document was served under rule 6412 (Service of originating process by post—Magistrates Court)—by production of the certificate of postal service; or
 - (d) in another way that the court directs is to be treated as appropriate.

Note Pt 6.2 (Applications in proceedings) applies to an application for a direction.

- (2) If an affidavit of service of a document is required or allowed under a territory law, the affidavit—
 - (a) for service in accordance with rule 6405 (How document is personally served)—must be made by the person who served the document and include the following:
 - (i) the person's full name;
 - (ii) the time, day and date the document was served;
 - (iii) the place of service;
 - (iv) the name of the person served and how the person was identified; or
 - (b) for any other kind of service—

- (i) must state how the document was served; and
- (ii) must state the relevant dates and the facts showing service; and
- (iii) if service was made in a way that required the person served to be identified—how the person was identified; and
- (iv) may be made on information given to, or the belief of, the person causing the service; and
- (v) if made on information given to the person causing the service—must state the source of the information.

Note A *territory law* includes these rules (see Legislation Act, s 98).

- (3) For subrule (2) (b) (ii), if the document was served by post, the affidavit must state the following:
 - (a) that it was sent by prepaid post to a stated address;
 - (b) that it was addressed to the person or, if it was sent to an address for service that is the office of a solicitor, to that solicitor;
 - (c) the date the document was posted.
- (4) Subrules (2) and (3) do not limit the matters to be stated in the affidavit.
- (5) If the court gives leave to serve a document—
 - (a) a sealed copy of the order giving leave must be served with the document; and
 - (b) any affidavit of service for the document must deal with the service of the order as well as the service of the document.
- (6) An affidavit of service of a document must—
 - (a) have the document filed with it as an annexure or exhibit or be written on the document; or

- (b) if the document has been filed in the court—mention the document in a way sufficient to enable the document to be identified.

6468 Identity of person served

(NSW r 10.27; Qld r 121; SEPA s 11 (7))

For proving service, a statement by the person served of his or her identity or that the person holds a particular position is evidence of the identity or that the person holds the position.

6469 Change of address for service

(SCR o 10 r 15; MC(CJ)R s 28 (4); Qld r 17 (5))

- (1) This rule applies if a person has given the court an address for service in a proceeding and the person's address for service changes in any way before the proceeding is finally disposed of.
- (2) The person must—
- (a) file in the court a notice stating the new address (the *new address notice*); and
- (b) serve a sealed or stamped copy of the new address notice on every other active party to the proceeding.

Note See approved form 6.15 (Notice of change of address for service) [AF2006-423](#).

**Division 6.8.8 Service of subpoenas and notices
instead of subpoenas—general**

6480 Subpoena—service on solicitor

(SCR o 10 r 17; NP 03.03.93)

If the addressee for a subpoena in a proceeding is a party and is represented by a solicitor in the proceeding, the subpoena may, with the solicitor's agreement, be served on the addressee by leaving it at the addressee's address for service.

6481 Subpoena—service on medical expert

(SCR o 10 r 17; NP 03.03.93)

- (1) A subpoena is taken to be served personally on a medical expert if, at a place where the expert’s practice is carried on—
 - (a) it is given to a person apparently engaged (whether as employee or otherwise) in relation to the practice and apparently at least 16 years old; or
 - (b) if a person mentioned in paragraph (a) does not accept the subpoena—the subpoena is put down in the person’s presence and the person is told in general terms what it is.
- (2) A subpoena requiring a medical expert to give evidence in a proceeding must be served at least 6 weeks before the date set by the court for the hearing of the proceeding (the *hearing date*) unless the subpoena is served in accordance with leave given under subrule (3) or (8).
- (3) The court may give leave for a subpoena to be served on a medical expert requiring the expert to attend to give evidence later than 6 weeks before the hearing date.
- (4) An application for leave under subrule (3) is made by filing—
 - (a) the subpoena with a statement on its first page that leave is granted to serve the subpoena later than 6 weeks before the hearing date; and
 - (b) an affidavit in support of the application.
- (5) The affidavit in support of the application must state—
 - (a) the need for the medical expert to give evidence in the proceeding; and
 - (b) the reason the subpoena was not issued in enough time to enable it to be served at least 6 weeks before the hearing date; and

- (c) whether the expert has been told about the hearing and, if so, whether the expert is able to attend the hearing; and
 - (d) the earliest date when the subpoena can be served.
- (6) Part 6.2 (Applications in proceedings) does not apply to an application for leave under subrule (3).
 - (7) If the court gives leave under subrule (3), it must set a date for the last date of service for the subpoena.
 - (8) If a medical expert to whom a notice has been given in accordance with rule 6482 fails to attend the court on the date and at the time stated in the notice, the court may give leave for the service of a subpoena on the expert requiring the attendance of the expert.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave under r (8).

6482 Medical expert—notice instead of subpoena

(SCR o 10 r 18)

- (1) In a proceeding, a notice stating the date and time set for the hearing for the proceeding and requesting a medical expert's attendance may be given to the expert instead of a subpoena.
- (2) The notice may be given in the same way as a subpoena may be served on a medical expert.
- (3) However, the notice must not be given later than 6 weeks before the date set for the hearing.

6483 Medical expert—no shortening of time for service of notice

(SCR o 10 r 19)

The parties to a proceeding cannot, by agreement, shorten the time for service of a subpoena on, or the giving of a notice under rule 6482 to, a medical expert.

Division 6.8.9 Service outside Australia—general

Note to div 6.8.9

This division does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

6500 Definitions—div 6.8.9

(NSW r 11.1 (2) and r 11.9; Qld r 100)

In this division:

Australia includes the external territories.

convention means an agreement, arrangement, treaty or convention, relating to legal proceedings in civil matters, made between Australia and another country.

convention country means a country other than Australia to which a convention applies.

non-convention country means a country other than Australia to which a convention does not apply.

6501 Service outside Australia—service of originating process without leave

(SCR o 12 r 2; FCR o 8 r 1; NSW r 11.2 and sch 6; Qld r 124)

- (1) An originating process for any of the following may be served on a person outside Australia without the court's leave:
 - (a) a proceeding based on a cause of action arising in the ACT;
 - (b) a proceeding in relation to—
 - (i) property in the ACT; or
 - (ii) obtaining evidence for a future claim about property in the ACT;

- (c) a proceeding for the interpretation, rectification, setting aside or enforcement of a law, deed, will, contract, obligation or liability affecting property in the ACT;
- (d) a proceeding for relief against—
 - (i) a person domiciled or ordinarily resident in the ACT; or
 - (ii) a corporation incorporated in the ACT or under a territory law; or
 - (iii) a company taken to be registered in the ACT; or
 - (iv) a company or other corporation carrying on business in the ACT;
- (e) a proceeding for—
 - (i) the administration of the estate of a person who died domiciled in the ACT; or
 - (ii) relief that might be obtained in a proceeding for the administration of the estate of a person who died domiciled in the ACT;
- (f) a proceeding for the execution of a trust if—
 - (i) the trust is created or declared by an instrument; and
 - (ii) the person is a trustee or beneficiary; and
 - (iii) the execution relates to trust property in the ACT; and
 - (iv) the trust ought to be executed under ACT law;
- (g) a proceeding in relation to a contract—
 - (i) made in the ACT; or
 - (ii) made by 1 or more parties carrying on business or living in the ACT; or

- (iii) made by or through an agent carrying on business or living in the ACT on behalf of a principal carrying on business or living outside the ACT; or
- (iv) governed by ACT law;
- (h) a proceeding based on a breach in the ACT of a contract (wherever made), whether or not the breach was preceded or accompanied by a breach (wherever happening), that makes impossible the performance of a part of the contract that ought to be performed in the ACT;
- (i) a proceeding based on a contract containing a condition by which the parties agree to submit to the jurisdiction of the court;
- (j) a proceeding for the recovery of an amount payable under a law to an entity in the ACT;
- (k) a proceeding based on a tort committed in the ACT;
- (l) a proceeding for damage—
 - (i) all or part of which was suffered in the ACT; and
 - (ii) caused by a tortious act or omission (wherever happening);
- (m) a proceeding affecting a person in relation to—
 - (i) membership of, or office holding in, a corporation incorporated in the ACT or under a territory law; or
 - (ii) membership of, or office holding in, a company taken to be registered in the ACT; or
 - (iii) membership of, or office holding in, a company or other corporation carrying on business in the ACT; or
 - (iv) membership of, or office holding in, an unincorporated partnership, association or other entity formed, or carrying on any part of its affairs, in the ACT; or

- (v) the person's conduct as a member or officer of such a company, other corporation, or unincorporated partnership, association or other entity;
- (n) a proceeding for a contribution or indemnity for a liability enforceable in the court;
- (o) a proceeding in which a division 2.9.4 order in relation to anything to be done, or not done, in the ACT is the principal relief claimed (whether or not damages are also claimed);
- (p) a proceeding properly brought in the ACT against a person in which someone else outside the ACT is a necessary or proper party to the proceeding;
- (q) a proceeding brought under the *Civil Aviation (Carrier's Liability) Act 1959* (Cwlth)—
 - (i) by a resident of the ACT; or
 - (ii) in relation to damage that happened in the ACT;
- (r) a proceeding in which a person has submitted or agreed to submit to the jurisdiction of the court;
- (s) a proceeding in which the subject matter of the proceeding, as far as it concerns the person, is property in the ACT;
- (t) a proceeding about the interpretation, effect or enforcement of—
 - (i) an ACT law; or
 - (ii) a law of the Commonwealth (including an Imperial Act applying as a law of the Commonwealth) affecting property in the ACT;
- (u) a proceeding in relation to the effect or enforcement of an executive, ministerial or administrative act done, or purported to have been done, under a law;
- (v) a proceeding—

- (i) in relation to an arbitration held in the ACT or governed by ACT law; or
- (ii) to enforce in the ACT an arbitral award wherever made; or
- (iii) for orders to carry into effect in the ACT all or part of an arbitral award wherever made;
- (w) a proceeding to enforce in the ACT a judgment wherever given;
- (x) a proceeding in relation to a person with a legal disability who is domiciled or present in, or a resident of, the ACT;
- (y) a proceeding, as far as it relates to the person to be served, falling partly within 1 or more of paragraphs (a) to (x).

Note Rule 6505 (Service outside Australia—leave for service) provides for the giving of leave for service of an originating process that is not allowed under r (1).

- (2) Any other originating process must not be served outside Australia without the court’s leave.

Note Rule 6505 (Service outside Australia—leave for service) provides for the giving of leave for service of an originating process that is not mentioned in r (1).

- (3) Each paragraph of subrule (1) is a separate ground for deciding whether an originating process may be served outside Australia under that subrule.
- (4) This rule does not limit or extend the jurisdiction the court has apart from this rule.

6502 Service outside Australia—counterclaim or third-party notice

(Qld r 125)

- (1) This rule applies to—

- (a) a counterclaim against a plaintiff and someone else if the other person is not already a party to the proceeding; or
 - (b) a third-party notice.
- (2) If the claim made by the defendant in the counterclaim or third-party notice is of a kind that, if the claim were made by originating process, the process could be served outside Australia under rule 6501 (Service outside Australia—service of originating process without leave), the counterclaim or third-party notice may be served outside Australia without the court’s leave.
- (3) If subrule (2) does not apply to the counterclaim or third-party notice, the counterclaim or third-party notice must not be served outside Australia without the court’s leave.

Note Rule 6505 (Service outside Australia—leave for service) provides for the giving of leave for service of a counterclaim or third-party notice that is not mentioned in r (1).

6503 Service outside Australia—setting aside service of originating process etc

(SCR o 13 r 17 (2); NSW r 11.7; Qld r 126)

- (1) This rule applies to an originating process, counterclaim or third-party notice that has been served on a defendant outside Australia without the court’s leave.
- (2) On application by the defendant, the court may make an order of the kind mentioned in rule 40 (Setting aside originating process etc).

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) Without limiting subrule (2), the court may make an order under this rule on the ground that—
- (a) for an originating process—service of the originating process was not allowed under rule 6501 (Service outside Australia—service of originating process without leave); or

- (b) for a counterclaim or third-party notice—service of the counterclaim or third-party notice was not allowed under rule 6502 (Service outside Australia—counterclaim or third-party notice); or
- (c) the court is an inappropriate forum for the proceeding.

6504 Service outside Australia—service of other documents in proceeding

(NSW r 11.5)

A document in a proceeding (other than an originating process, counterclaim or third-party notice) may be served outside Australia only with the court's leave, unless these rules otherwise provide.

Note 1 Pt 6.2 (Applications in proceedings) applies to an application for leave.

Note 2 Service may subsequently be confirmed under r 6506 (Service outside Australia—confirmation of service of other process).

Note 3 See also r 744 (Freezing orders—service outside Australia of application for freezing order or ancillary order).

Note 4 See also div 6.8.10 (Service of subpoenas in New Zealand).

6505 Service outside Australia—leave for service

(SCR o 12 r 4 and r 9; NSW r 11.5; Qld r 127)

- (1) The court may give leave for service outside Australia of—
 - (a) an originating process if service outside Australia is not allowed under rule 6501 (Service outside Australia—service of originating process without leave); or
 - (b) a counterclaim or third-party notice if service outside Australia is not allowed under rule 6502 (Service outside Australia—counterclaim or third-party notice); or

- (c) a document in a proceeding other than an originating process, counterclaim or third-party notice.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave under this rule.

- (2) An application for leave under this rule must be supported by affidavit or other evidence—
- (a) for an originating process mentioned in subrule (1) (a)—establishing the plaintiff's belief that the plaintiff has a good cause of action; and
- (b) showing in what place or country the person on whom the document is to be served is, or probably may be found; and
- (c) stating the grounds on which the application is made.

6506 Service outside Australia—confirmation of service of other documents in proceeding

(NSW r 11.5)

The court may confirm the service of a document in a proceeding other than an originating process, counterclaim or third-party notice if the document was served outside Australia without leave being sought under rule 6505.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

6507 Service outside Australia—directions etc

(SCR o 12 r 6; Qld r 128)

- (1) If the court gives leave for a document to be served outside Australia, it may give directions about the time for filing a notice of intention to respond or defence or anything else.

Note Pt 6.2 (Applications in proceedings) applies to an application for directions under this rule.

- (2) If a document is served outside Australia with the court's leave, a copy of each of the following must be served with the document:
- (a) a sealed copy of the order giving leave;
 - (b) each affidavit filed in the court in support of the application for the leave;
 - (c) an exhibit mentioned in the affidavit.

6508 Service outside Australia—leave to proceed against defendant

(NSW r 11.4)

- (1) A plaintiff in a proceeding may, with the court's leave, proceed against a defendant if—
- (a) the originating process, counterclaim or third-party notice in the proceeding was served on a defendant outside Australia; and
 - (b) for a proceeding started by originating claim—
 - (i) the defendant does not file a notice of intention to respond or defence within the time required by rule 102 (Notice of intention to respond or defence—filing and service) or any further period agreed between the relevant parties or allowed by the court; or
 - (ii) the defendant files a notice of intention to respond within the time required by rule 102 or any further period agreed between the relevant parties or allowed by the court, but does not file a defence within the time required by rule 102 or any further period agreed between the relevant parties or allowed by the court; or
 - (iii) the defendant files a conditional notice of intention to respond that becomes an unconditional notice of intention to respond but does not file a defence within the time required by rule 111 (Conditional notice of intention to

respond) or any further period agreed between the relevant parties or allowed by the court; or

- (iv) the defendant files a defence but the court orders the defence to be struck out; and

Note In this rule, ‘defendant’ includes a person not a party to the original proceeding who is included as a party by a counterclaim (see r 462 (4) (c)).

- (c) for a counterclaim—

(i) the defendant to the counterclaim does not file an answer to the counterclaim within the time required by rule 466 (3) (Counterclaim—answer to) or any further period agreed between the relevant parties or allowed by the court; or

(ii) the defendant to the counterclaim files an answer to the counterclaim but the court orders the answer to be struck out; and

- (d) for a third-party notice—

(i) the third party does not file a notice of intention to respond or defence within the time required by rule 102 or any further period agreed between the relevant parties or allowed by the court; or

(ii) the third party files a notice of intention to respond within the time required by rule 102 or any further period agreed between the relevant parties or allowed by the court, but does not file a defence within the time required by rule 102 or any further period agreed between the relevant parties or allowed by the court; or

- (iii) the third party files a conditional notice of intention to respond that becomes an unconditional notice of intention to respond but does not file a defence within the time required by rule 111 or any further period agreed between the relevant parties or allowed by the court; or
- (iv) the third party files a defence but the court orders the defence to be struck out.

Note 1 Pt 6.2 (Applications in proceedings) applies to an application for leave under this rule.

Note 2 Pt 2.3 (Notice of intention to respond and defence) applies to a third-party notice (see r 311 (Third-party notice—notice of intention to respond and defence)).

Note 3 Rule 425 (Pleadings—striking out) deals with striking out of defences and answers.

Note 4 Rule 6351 (Time—extending and shortening by court order) provides for the extending of time by the court.

(2) However, the plaintiff may not proceed against a defendant under subrule (1) if—

- (a) for a proceeding started by originating claim—
 - (i) the proceeding is stayed under rule 1102 (Stay of debt etc proceeding on payment of amount sought); or
 - (ii) the defendant files a statement under rule 1104 (Judgment on acknowledgment of debt or liquidated demand); or
 - (iii) the defendant files a defence after the time required by rule 102 or any further period agreed between the relevant parties or allowed by the court, but before a default judgment is entered against the defendant; or

- (b) for a counterclaim—the defendant to the counterclaim files an answer to the counterclaim after the time required by rule 466 (3) or any further period agreed between the relevant parties or allowed by the court, but before a default judgment is entered against the defendant to the counterclaim; or
- (c) for a third-party notice—the third party files a defence after the time required by rule 102 or any further period agreed between the relevant parties or allowed by the court, but before a default judgment is entered against the third party.

6509 Service outside Australia—how service is made

(NSW r 11.6; Qld r 129)

- (1) If service outside Australia of an originating process, counterclaim or a third-party notice is authorised under this division, divisions 6.8.1 to 6.8.7 apply to the service.
- (2) However, these rules do not require or allow the doing of anything in a country in which service is to be made that is contrary to the law of the country.

6510 Service outside Australia—service in convention countries

(SCR o 12 r 10; FCR o 8 rr 6-12; NSW rr 11.9-11.12; Qld r 130)

- (1) This rule applies if a person (the *relevant person*)—
 - (a) is required by a convention to serve a document in a convention country in accordance with the convention; or
 - (b) otherwise wants to serve a document in a convention country in accordance with a convention.
- (2) The relevant person must give the registrar—
 - (a) the document to be served; and
 - (b) if a particular way of service is required—a request for service in that way; and

- (c) if English is not an official language of the convention country—a written translation of the documents mentioned in paragraphs (a) and (b) in an official language of the country; and
 - (d) the further copies of each of the documents mentioned in paragraphs (a) to (c) that the registrar directs; and
 - (e) a request in accordance with subrule (5).
- (3) The translation of a document mentioned in subrule (2) (c) must be certified, in writing, by the person making it to be a correct translation of the document.
- (4) The certificate of the person making the translation must also state the person’s full name and address and qualifications for making the translation.
- (5) The request given to the registrar under subrule (2) (e) must—
- (a) ask the registrar to send a sealed copy of the document to be served to the convention country for service on a stated person; and
 - (b) refer to the relevant convention; and
 - (c) include an undertaking by the relevant person, or the relevant person’s solicitor, to be responsible for all expenses incurred by the court, or by anyone at the court’s request, in complying with the request (the *incurred expenses*) and to pay the registrar the amount of the incurred expenses on being given an account of them by the registrar.
- (6) The registrar must give the Attorney-General for transmission for service—
- (a) a sealed copy of the documents given to the registrar; and
 - (b) if the judicial authority of the convention country requires a letter of request—the request.

- (7) If—
- (a) a certificate of service, attempted service or non-service is filed; and
 - (b) the certificate purports to be a certificate—
 - (i) in relation to the document to be served; and
 - (ii) from—
 - (A) a judicial authority or other responsible person in the convention country; or
 - (B) an Australian consular authority in the convention country;
- the certificate is evidence of the matters stated in the certificate.
- (8) The person giving the undertaking mentioned in subrule (5) (c) must pay the amount of the incurred expenses to the registrar not later than 7 days after the day the person is given an account of them by the registrar.
- (9) If the amount of the incurred expenses is not paid in accordance with subrule (8), the court may, on its own initiative—
- (a) order the party who obtained the order to pay the unpaid amount of the incurred expenses; and
 - (b) if the party is a plaintiff—stay the proceeding, until the unpaid amount is paid, to the extent that it relates to all or part of a claim for relief by that party; and
 - (c) if the party is a defendant—make any order it considers appropriate, including an order that, until the unpaid amount is paid, the defendant be taken not to have filed a notice of intention to respond or defence.
- (10) Despite subrules (2) (e) and (6), the registrar may—

- (a) require the person giving the undertaking to provide security, in a form satisfactory to the registrar, for the anticipated incurred expenses; and
- (b) refuse to give documents to the Attorney-General under subrule (6) until security is provided.

6511 Service outside Australia—service in non-convention countries

(FCR o 8 rr 13-16)

- (1) This rule applies if a person (the *relevant person*) wants to serve a document in a non-convention country.
- (2) The relevant person must give the registrar—
 - (a) the document to be served; and
 - (b) if English is not an official language of the non-convention country—a written translation of the document in an official language of the country; and
 - (c) the further copies of the documents mentioned in paragraphs (a) and (b) that the registrar directs; and
 - (d) a request in accordance with subrule (3); and
 - (e) a request addressed to the Attorney-General under subrule (4).
- (3) The request given to the registrar under subrule (2) (d) must—
 - (a) ask the registrar to send the document through the diplomatic channel to the non-convention country for service or, if substituted service is allowed under subrule (8), for substituted service on a stated person at a stated address or somewhere else in the country; and
 - (b) include an undertaking by the relevant person, or the relevant person’s solicitor, to be responsible for all expenses incurred by the court, or by anyone at the court’s request, in complying with the request (the *incurred expenses*) and to pay the

registrar the amount of the incurred expenses on being given an account of them by the registrar.

Note See approved form 6.5 (Request to Registrar for service in non-convention country) [AF2006-413](#).

- (4) The request given to the registrar under subrule (2) (e) must—
- (a) be made by the head of jurisdiction to the Attorney-General; and
 - (b) ask that the Attorney-General transmit the document to the government of the non-convention country with the following requests:
 - (i) that the document be served personally, or, if substituted service is allowed under subrule (8), by substituted service, on a stated person;
 - (ii) that evidence of service of the document be officially certified or declared (on oath or otherwise) to the court in a way that is consistent with usage or practice of courts in the non-convention country in proving service of legal process;
 - (iii) if the document is to be served personally—that, if efforts to serve the document personally prove ineffective, the government or a court of the non-convention country certify or declare (on oath or otherwise) that fact to the court.

Note See approved form 6.6 (Request to Attorney-General for transmission of document to non-convention country) [AF2006-414](#).

- (5) The registrar must give the Attorney-General for transmission to the government of the non-convention country a sealed copy of the documents given to the registrar.
- (6) An official certificate or declaration (on oath or otherwise) transmitted to the court through the diplomatic channel by the government or a court of the non-convention country is sufficient

proof of the service of the document if it certifies or declares that (or to the effect that) the document has been—

- (a) served personally or, if substituted service was allowed under subrule (8), by substituted service; and
 - (b) served in accordance with the law of the non-convention country.
- (7) An official certificate or declaration mentioned in subrule (6), when filed in the court, is taken to be a record of the service of the document and equivalent to an affidavit of service under these rules.
- (8) If an official certificate or declaration mentioned in subrule (6) certifies or declares that efforts to serve the document have been without effect, the court may, on application, order that the relevant person be allowed to request substituted service of the document.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (9) A request for substituted service must be made by giving the registrar—
- (a) the document to be served; and
 - (b) if English is not an official language of the non-convention country—a written translation of the document in an official language of the country; and
 - (c) the further copies of the documents mentioned in paragraphs (a) and (b) that the registrar directs; and
 - (d) a request that complies with subrule (3) (as if it were a request under subrule (2) (d)); and
 - (e) a request addressed to the Attorney-General that complies with subrule (4) (as if it were a request under subrule (2) (e)).

- (10) The translation of a document mentioned in subrule (2) (b) or (9) (b) must be certified, in writing, by the person making it to be a correct translation of the document.
- (11) The certificate of the person making the translation must also state the person's full name and address and qualifications for making the translation.
- (12) The registrar must give to the Attorney-General for transmission to the government of the non-convention country a sealed copy of—
 - (a) the order made by the court allowing substituted service; and
 - (b) the documents given to the registrar.
- (13) The person giving the undertaking mentioned in subrule (3) (b) must pay the amount of the incurred expenses to the registrar not later than 7 days after the day the person is given an account of them by the registrar.
- (14) If the amount of the incurred expenses is not paid in accordance with subrule (13), the court may, on its own initiative—
 - (a) order the party who obtained the order to pay the unpaid amount of the incurred expenses; and
 - (b) if the party is a plaintiff—stay the proceeding, until the unpaid amount is paid, to the extent that it relates to all or part of a claim for relief by that party; and
 - (c) if the party is a defendant—make any order it considers appropriate, including an order that, until the unpaid amount is paid, the defendant be taken not to have filed a notice of intention to respond or defence.
- (15) Despite subrules (2) (d) and (5), the registrar may—
 - (a) require the person giving the undertaking to provide security, in a form satisfactory to the registrar, for the anticipated incurred expenses; and

- (b) refuse to give documents to the Attorney-General under subrule (5) until security is provided.

6512 Service outside Australia—other orders

(SCR o 12 r 12)

The court may, with the Attorney-General's agreement, make any order for service (including substituted service) necessary to give effect to this division.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

Division 6.8.10 Service of subpoenas in New Zealand

Note to div 6.8.10

This division does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

6520 Application—div 6.8.10

- (1) This division applies to the service in New Zealand under the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), part 2 of a subpoena issued in any proceeding in the Supreme Court, Magistrates Court or Coroner's Court.

Note 1 The *Evidence and Procedure (New Zealand) Act 1994* (Cwlth) does not apply to a subpoena issued in a criminal proceeding or family proceeding. **Family proceeding** is defined in that Act, s 3 (1).

Note 2 The *Evidence and Procedure (New Zealand) Regulations 1995* (Cwlth), reg 4 and sch 1, pt 1, item 1 prescribe the Supreme Court and Magistrates Court for the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s 7 (b).

- (2) This rule has effect despite rule 4 (Application of rules).

Note This division applies to proceedings under the *Domestic Violence and Protection Orders Act 2001* and the *Domestic Violence and Protection Orders Act 2008*.

6521 Terms used in Evidence and Procedure (New Zealand) Act

(SCR o 83 r 2; NSW r 32.1 (2))

A term used in the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth) has the same meaning in this division.

Note For example, the following terms are defined in the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s 3 (1):

- expenses
- person named
- subpoena.

6522 Application for leave to serve subpoena in New Zealand

(SCR o 83 r 3; NSW r 32.2 (1))

An application for leave to serve a subpoena in New Zealand must be made—

- (a) if the subpoena was issued in a proceeding in the Supreme Court—by application in the proceeding; or

Note Pt 6.2 (Applications in proceedings) applies to the application.

- (b) if the subpoena was issued in a proceeding in the Magistrates Court or Coroner's Court—by originating application filed in the Supreme Court.

Note Under the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s 9 leave must be given by a judge of the Supreme Court.

6523 Supporting affidavit—application for leave to serve subpoena in New Zealand

(SCR o 83 r 4; NSW r 32.2 (2))

- (1) An application for leave to serve a subpoena in New Zealand must be supported by an affidavit.
- (2) A sealed copy of the subpoena must be annexed to the affidavit.

- (3) The affidavit must state the following:
- (a) the name, occupation and address of the addressee for the subpoena and whether the addressee is at least 18 years old;
 - (b) the nature and significance of the evidence required from, or of the document or thing required to be produced by, the addressee;
 - (c) details of the steps taken to find out whether the evidence, document or thing could be obtained by other means without significantly greater expense, and with less inconvenience, to the addressee;
 - (d) the date by which it is intended to serve the subpoena;

Note The *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s 9 (4) (a) requires any leave to be given on condition that the subpoena not be served after a specified day.

- (e) details of—
 - (i) the calculation of the amount sufficient to compensate the addressee for expense or loss reasonably incurred in complying with the subpoena; and
 - (ii) how the amount is proposed to be given to the addressee;

Note 1 **Expenses**, for a subpoena, is defined in the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s 3 (1).

Note 2 Service of the subpoena is effective only if allowances and travelling expenses for the addressee's reasonable expenses of complying with the subpoena are given to the addressee before the addressee is to comply with the subpoena (see the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s11).

Note 3 The *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s 15 provides that the addressee is entitled to payment of a reasonable amount for expenses incurred in complying with the subpoena.

- (f) if the subpoena is a subpoena to attend to give evidence—an estimate of the time that will be required for the addressee to attend to give evidence;
- (g) details of any facts or circumstances known to the person making the affidavit that may give cause for the subpoena to be set aside under the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), section 14 (2) or (3) (Setting aside subpoenas).

6524 Application for leave to serve subpoena in New Zealand need not be served etc

(SCR o 83 r 5; NSW r 32.2 (3))

- (1) Unless the Supreme Court otherwise orders, an application for leave to serve a subpoena in New Zealand need not be served on the addressee for the subpoena or anyone else.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering under this rule.

- (2) Unless the Supreme Court otherwise orders on its own initiative, the application may be heard and decided in the absence of the addressee.

6525 Undertaking about paying loss or expense in complying with subpoena served in New Zealand

(SCR o 83 r 6; NSW r 32.2 (4))

- (1) This rule applies to an application for leave to serve a subpoena in New Zealand if the addressee for the subpoena is not a party to the proceeding in which the subpoena was issued.
- (2) Before giving leave to serve the subpoena, the judge may require the applicant to undertake to pay the addressee the amount of any reasonable loss or expense incurred in complying with the subpoena.

6526 Setting aside subpoena for service in New Zealand

(SCR o 83 rr 11-15; NSW r 32.5)

- (1) This rule applies in relation to a subpoena issued by the Supreme Court, Magistrates Court or Coroner's Court if leave to serve the subpoena in New Zealand has been given under the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth) (the *Commonwealth Act*), section 9.
- (2) The person named in the subpoena may apply to the Supreme Court under the Commonwealth Act, section 13 for the subpoena to be set aside.

Note Pt 6.2 (Applications in proceedings) applies to the application.

- (3) The application must be supported by an affidavit stating the facts and grounds on which the application is based.

Note The *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), s 13 (5) requires the registrar of the Supreme Court to serve a copy of the application and any supporting affidavit on the solicitor on the record for the person who obtained leave to serve the subpoena in New Zealand or, if there is no solicitor on the record, the person who obtained leave.

- (4) An objection under the Commonwealth Act, section 14 (4) to the application being determined without a hearing must be made by filing a notice of objection not later than 7 days after—
 - (a) if the objection is by the applicant for the subpoena to be set aside—the day the application is filed; or
 - (b) if the objection is by the person who obtained leave to serve the subpoena in New Zealand—the day the application and its supporting affidavit are served on the person.

Note See approved form 6.7 (Objection to determination of application for setting aside subpoena for service in New Zealand without hearing) [AF2006-415](#).

- (5) A request under the Commonwealth Act, section 14 (6) that the Supreme Court exercise its powers to hold a hearing on the

application by video link or telephone must be made by filing a notice of request if the request is not made in the application.

Note See approved form 6.8 (Request for hearing by video link or telephone-application for setting aside subpoena for service in New Zealand) [AF2006-416](#).

6527 Noncompliance with subpoena served in New Zealand

(SCR o 83 rr 8-10; NSW r 32.4)

- (1) This rule applies in relation to a subpoena issued by the Supreme Court, Magistrates Court or Coroner's Court (the *issuing court*) if leave to serve the subpoena in New Zealand has been given under the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth) (the *Commonwealth Act*), section 9.
- (2) The issuing court may issue a sealed certificate under the Commonwealth Act, section 16 (Noncompliance with subpoenas) on its own initiative or on the application of a party to the proceeding in which the subpoena was issued.

Note 1 See approved form 6.9 (Certificate of noncompliance with subpoena served in New Zealand) [AF2006-417](#).

Note 2 Pt 6.2 (Applications in proceedings) applies to the application.

- (3) The application must—
 - (a) be accompanied by—
 - (i) a draft of the certificate; and
 - (ii) an affidavit of service of the subpoena, the order giving leave to serve the subpoena in New Zealand and any other document required under the Commonwealth Act, section 10 (3); and
 - (b) be supported by an affidavit.

- (4) The supporting affidavit must state the following:
- (a) particulars of the order giving leave to serve the subpoena in New Zealand;
 - (b) whether an application was made for the subpoena to be set aside and, if so, particulars of the application and any consequential orders made;
 - (c) that the subpoena was not complied with.
- (5) Unless the issuing court otherwise orders, the application and documents required under subrule (3) need not be served on the addressee for the subpoena or anyone else.
- Note* Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering under this rule.
- (6) Unless the issuing court otherwise orders, the application may be heard and decided in the absence of the addressee.
- Note* The court may give leave for a fax or other copy of a document to be used (see r 6104 (Documents—use of copies)).

Division 6.8.11 Service of foreign legal process in the ACT

Note to div 6.8.11

This division does not apply to a criminal proceeding (see r 4006 (Criminal proceedings—application of pt 6.8)).

6540 Letter of request from foreign tribunal—procedure

(SCR o 12 r 11; MCR r 97A; Qld r 131)

- (1) This rule applies if, in a civil or commercial matter before a court or tribunal of a foreign country (the *foreign court*)—
- (a) the foreign court, by letter of request, requests service on a person in the ACT of any process or citation (the *process*) in the matter; and

- (b) the Attorney-General files the request in the court and indicates that the process should be served.
- (2) The following procedures apply:
- (a) the letter of request must be accompanied by the following:
- (i) if the letter is not in English—a translation of the letter in English;
 - (ii) 2 copies of the process to be served;
 - (iii) either—
 - (A) 2 copies of the process in English; or
 - (B) 2 copies of the process each having a notation on it in English stating as precisely as possible the name and address of the person on whom the document is to be served, the nature of the document, and the names of the parties;
- (b) if paragraph (a) (iii) (B) is complied with, it is not necessary to give the person served a translated copy of the process;
- (c) an enforcement officer must serve the process personally under these rules;
- (d) after serving the process, the enforcement officer must return to the registrar 1 copy of the process, an affidavit of service of the process, and particulars of charges for the cost of service of the process;
- (e) the registrar must certify the charges, or another amount properly payable for service of the process;
- (f) the registrar must send the following to the Attorney-General:
- (i) the letter of request for service received from the foreign court;

- (ii) the affidavit of service of the process, with a sealed certificate on it;
- (iii) a certificate establishing the fact and the date of service or indicating why it has not been possible to serve the process;
- (iv) a certificate stating the amount of the charges properly payable for the cost of serving the process.

6541 Orders for substituted service etc for div 6.8.11

(SCR o 12 r 12; Qld r 132)

With the Attorney-General's agreement, the court may, in relation to the service of process of a court or tribunal of a foreign country, make an order for substituted service or any other order.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

6542 Noncompliance with div 6.8.11

(Qld r 133)

The court may order that effect is to be given to a letter of request for the service of process of a court or tribunal of a foreign country, even though rule 6540 (Letter of request from foreign tribunal—procedure) has not been complied with.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

Part 6.9 Subpoenas

6600 Definitions—pt 6.9

(SCR o 1AA r 1)

- (1) In this part:

issuing officer means the registrar.

issuing party, for a subpoena, means the party at whose request the subpoena is issued.

- (2) To the extent that a subpoena requires the addressee to attend to give evidence, it is a *subpoena to attend to give evidence*.
- (3) To the extent that a subpoena requires the addressee to produce the subpoena or a copy of it and a document or thing, it is a *subpoena to produce*.

6601 Issuing subpoena

(SCR o 1AA r 2)

- (1) In any proceeding, the court may by subpoena order the addressee to do either or both of the following:
- (a) to attend to give evidence as directed by the subpoena;
 - (b) to produce the subpoena or a copy of it and any document or thing as directed by the subpoena.
- (2) An issuing officer must not issue a subpoena—
- (a) without the court's leave if it appears to the issuing officer that the subpoena—
 - (i) is not substantially complete; or

(ii) does not substantially comply in form with these rules; or

Note The registrar may refuse to accept a subpoena for filing under r 6142 (Rejecting documents—abuse of process etc).

(b) if the court has made an order, or there is a provision of these rules, having the effect of requiring that the proposed subpoena—

(i) not be issued; or

(ii) not be issued without the court's leave and the leave has not been given; or

(c) requiring the production of a document or thing in the custody of the court or another court.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave for this subrule.

(3) The issuing officer must seal, or otherwise authenticate, a sufficient number of copies of the subpoena for service and proof of service.

(4) A subpoena is taken to be issued on its being sealed or otherwise authenticated under subrule (3).

6602 Form of subpoena

(SCR o 1AA r 3)

(1) A subpoena must not be addressed to more than 1 person.

Note See approved form 6.10 (Subpoena) [AF2008-147](#).

(2) A subpoena must identify the addressee by name or by description of position.

Note The Legislation Act, dict, pt 1 defines *position* to include office.

(3) A subpoena to attend to give evidence must state the date, time and place for attendance.

(4) A subpoena to produce must—

(a) identify the document or thing to be produced; and

- (b) state the date, time and place for production.
- (5) The date stated in a subpoena must be the date of trial or any other date allowed by the court.
- (6) The place stated for production may be the court or the address of anyone authorised to take evidence in the proceeding.
- (7) A subpoena must state the last date for service of the subpoena.
- (8) The last date for service must be—
 - (a) 5 days before the date stated in the subpoena for compliance with it; or
 - (b) if the court sets a different date under rule 6603 (Subpoena to produce—leave to serve late)—the date set.
- (9) Subrule (8) is subject to rule 6481 (Subpoena—service on medical expert).

Note Rule 6481 (2) provides that a subpoena requiring a medical expert to give evidence in a proceeding must be served at least 6 weeks before the date set by the court for the hearing of the proceeding unless the subpoena is served in accordance with leave under the rule.
- (10) If the addressee is a corporation, the corporation must comply with the subpoena by its appropriate or proper officer.

6603 Subpoena—leave to serve late

- (1) The court may give leave for a subpoena to be served later than 5 days before the date stated in the subpoena for compliance with it (the *compliance date*).
- (2) An application for leave is made by filing—
 - (a) a draft of the subpoena with a statement on its first page that leave is granted to serve the subpoena later than 5 days before the compliance date; and
 - (b) an affidavit in support of the application.

- (3) The affidavit in support of the application must state—
- (a) for a subpoena to attend to give evidence—
 - (i) the need for the addressee for the subpoena to give evidence in the proceeding; and
 - (ii) the reason the subpoena was not issued in enough time to enable it to be served at least 5 days before the compliance date; and
 - (iii) whether the addressee for the subpoena has been told about the hearing and, if so, whether the addressee is able to attend the hearing; and
 - (iv) the earliest date when the subpoena can be served; and
 - (b) for a subpoena to produce—
 - (i) the need for production of the document or thing required to be produced by the subpoena; and
 - (ii) the reason the subpoena was not issued in enough time to enable it to be served at least 5 days before the compliance date; and
 - (iii) whether the addressee for the subpoena has been told about the subpoena and, if so, whether the addressee is able to produce the document or thing before the compliance date; and
 - (iv) the earliest date when the subpoena can be served.
- (4) If the court gives leave, it must set a date for the last date of service for the subpoena.
- (5) Part 6.2 (Applications in proceedings) does not apply to an application under this rule.
- (6) The draft subpoena and supporting affidavit need not be served on anyone unless the court otherwise orders on its own initiative.

- (7) Unless the court otherwise orders on its own initiative, an application under this rule may be dealt with without a hearing and in the absence of the parties.
- (8) This rule is subject to rule 6481 (Subpoena—service on medical expert).

Note 1 Rule 6481 (2) provides that a subpoena requiring a medical expert to give evidence in a proceeding must be served at least 6 weeks before the date set by the court for the hearing of the proceeding unless the subpoena is served in accordance with leave under the rule.

Note 2 The *Service and Execution of Process Act 1992* (Cwlth), s 30 deals with applications for a shorter period to serve subpoenas under that Act.

6603A Subpoena—change of date for attendance of production

- (1) The issuing party may give the addressee notice of a date or time later than the date or time stated in a subpoena as the date or time for attendance or production or both.
- (2) If notice is given under subrule (1), the subpoena applies as if the date or time for attendance or production under the subpoena were the date or time stated in the notice.

6604 Setting aside subpoena or other relief

(SCR o 1AA r 4)

- (1) On the application of a party or someone else having a sufficient interest, the court may set aside a subpoena completely or partly, or grant other relief in relation to it.

Note Pt 6.2 (Applications in proceedings) applies to an application under this rule.

- (2) A copy of the application must be served on the issuing party.
- (3) The court may order that the applicant give notice of the application to any other party or anyone else who has a sufficient interest.

6605 Service of subpoena

(SCR o 1AA r 5)

- (1) A subpoena must be served personally on the addressee.
- (2) Subrule (1) is subject to rule 6480 (Subpoena—service on solicitor) and rule 6481 (Subpoena—service of medical expert).

Note See also div 6.8.10 (Service of subpoenas in New Zealand).

- (3) The issuing party must serve a copy of a subpoena to produce on each other active party as soon as practicable after the subpoena has been served on the addressee.

6606 Compliance with subpoena

(SCR o 1AA r 6)

- (1) An addressee need not comply with the requirements of a subpoena to attend to give evidence unless conduct money has been handed or tendered to the addressee a reasonable time before the date when attendance is required.
- (2) An addressee need not comply with the requirements of a subpoena unless it is served on or before the date stated in the subpoena as the last date for service of the subpoena.
- (3) Despite rule 6605 (1), an addressee must comply with the requirements of a subpoena even if it has not been served personally on the addressee (or, if the court orders service in another way, it has not been served in that way) if the addressee has, by the last date for service of the subpoena, actual knowledge of the subpoena and its requirements.
- (4) The addressee must comply with a subpoena to produce—
 - (a) by attending at the date, time and place stated for production or, if the addressee has received a notice under rule 6603A, at the later date or time, and producing the subpoena or a copy of it and the document or thing to the court or the person authorised to take evidence in the proceeding; or

- (b) by delivering or sending the subpoena or a copy of it and the document or thing to the registrar at the address stated for the purpose in the subpoena, so that they are received not later than 2 days before the date stated in the subpoena for attendance and production or, if the addressee has received notice under rule 6603A, before the later date.
- (5) For a subpoena that is both a subpoena to attend to give evidence and a subpoena to produce, production of the subpoena or a copy of it and the document or thing in any of the ways allowed by subrule (4) does not discharge the addressee from the obligation to attend to give evidence.

6607 Production of subpoenaed document etc otherwise than on attendance

(SCR o 1AA r 7)

- (1) This rule applies if an addressee produces a document or thing under rule 6606 (4) (b).
- (2) The registrar must, if asked by the addressee, give a receipt for the document or thing to the addressee.
- (3) If the addressee produces more than 1 document or thing, the addressee must, if asked by the registrar, provide a list of the documents or things produced.
- (4) The addressee may, with the issuing party's agreement, produce a copy, instead of the original, of any document required to be produced.
- (5) The addressee may, in the subpoena or at the time of production, tell the registrar in writing that any document or copy of a document produced need not be returned and may be destroyed.

6608 Removal, return, inspection etc of subpoenaed documents and things

(SCR o 1AA r 8)

The court may give directions, on application or its own initiative, in relation to the removal from and return to the court, and the inspection, copying and disposal, of any document or thing that has been produced to the court in response to a subpoena.

Note Pt 6.2 (Applications in proceedings) applies to an application for directions under this rule.

6609 Inspection of, and dealing with, subpoenaed documents and things produced otherwise than on attendance

(SCR o 1AA r 9)

- (1) This rule applies if an addressee produces a document or thing under rule 6606 (4) (b).
- (2) On the request of a party, the registrar must tell the party whether production in response to a subpoena has happened and, if so, include a description, in general terms, of the documents and things produced.
- (3) The request mentioned in subrule (2) must be made orally on the return date for the subpoena or in writing after the return date.
- (4) A person may inspect a document or thing produced in response to a subpoena only—
 - (a) in accordance with the usual order or otherwise in accordance with this rule; or
 - (b) if the court has given leave and the inspection is in accordance with the leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave or an order under this rule.

- (5) Unless the court otherwise orders, the registrar may allow the parties to inspect at the registry any document or thing produced unless the

addressee, a party or someone else having sufficient interest objects to the inspection under this rule.

- (6) If the addressee objects to a document or thing being inspected by any party to the proceeding, the addressee must tell the court about the objection and the grounds of the objection.
 - (7) The objection mentioned in subrule (6) must be made orally to the court on the return date for the subpoena or in writing to the court before or after the return date.
 - (8) If a party or person having a sufficient interest objects to a document or thing being inspected by a party to the proceeding, the objector may tell the court on the return date for the subpoena or in writing about the objection and the grounds of the objection.
 - (9) If the court receives an objection under this rule, the registrar—
 - (a) must not allow any, or any further, inspection of the document or thing the subject of the objection; and
 - (b) must refer the objection to the court for hearing and decision.
- Note* The registrar may hear and decide the objection in some circumstances (see r 6253 (Registrar's powers—subpoenas)).
- (10) The registrar must tell the issuing party in writing about—
 - (a) the objection; and
 - (b) the date, time and place the objection will be heard.
 - (11) The issuing party must, a reasonable time before the date the objection will be heard, tell the addressee, the objector and each other active party in writing about—
 - (a) the objection; and
 - (b) the date, time and place the objection will be heard.
 - (12) In this rule:

usual order, in relation to a document or thing, means an order that the party given 1st access to inspect the document or thing has exclusive access to the document or thing for 5 days after the day the order is made, then any other party to the proceeding has access to inspect the document or thing.

Note See r 6767 (Power to allow removal of exhibits etc) for the procedure for the removal of documents and things from the registry.

6610 Disposal of subpoenaed documents and things produced
(SCR o 1AA r 10)

- (1) This rule applies in relation to a proceeding before the end of the hearing of the proceeding.

Note See r 6764 (Return of subpoenaed document or thing) for the return of documents or things produced on subpoena at the end of the hearing of a proceeding.

- (2) Unless the court otherwise orders, the registrar may return to the addressee any document or thing produced in the proceeding in response to the subpoena.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering under this rule.

- (3) The registrar must not return any document or thing under subrule (2) unless the registrar has given the issuing party at least 14 days notice of the registrar's intention to do so and that period has ended.

- (4) If the addressee has told the court that a document or copy of a document produced need not be returned and may be destroyed, the registrar may, unless the court otherwise orders, destroy the document or copy instead of returning it.

- (5) The registrar must not destroy a document or copy of a document unless the registrar has first given the issuing party and the addressee at least 14 days notice of the registrar's intention to destroy the document or copy.

6611 Costs and expenses of compliance with subpoena

(SCR o 1AA r 11)

- (1) This rule applies if the addressee for a subpoena in a proceeding is not a party to the proceeding.
- (2) The court may order the issuing party to pay the amount of any reasonable loss or expense incurred in complying with the subpoena.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) If an order is made under subrule (2), the court must fix the amount or direct that it be fixed according to the court's usual procedure in relation to costs.
- (4) An amount fixed under this rule is separate from and additional to—
 - (a) any conduct money paid to the addressee; and
 - (b) any witness expenses payable to the addressee; and
 - (c) any amount that the addressee is entitled to under rule 1722 (Costs—solicitors' costs generally).

6612 Failure to comply with subpoena—contempt of court

(SCR o 1AA r 12)

- (1) Failure to comply with a subpoena without lawful excuse is a contempt of court and the addressee may be dealt with accordingly.
- (2) Despite rule 6605 (1), if a subpoena has not been served personally on the addressee, the addressee may be dealt with for contempt of court as if the addressee had been personally served if it is proved that the addressee had, by the last date for service of the subpoena, actual knowledge of the subpoena and of its requirements.

- (3) This rule does not affect any power of the court to enforce compliance with a subpoena, including power to issue a warrant for the arrest of an addressee who does not comply with a subpoena.

Note 1 Failure to comply with a subpoena may also be a criminal offence (see Criminal Code, s 719 (Failing to attend) and s 720 (Failing to produce document or other thing)).

Note 2 See also r 2444 (Enforcement—failure of individual to comply with subpoena etc) and r 2445 (Enforcement—failure of corporation to comply with subpoena etc).

6613 Documents and things in custody of court

(SCR o 1AA r 13)

- (1) A party who seeks production of a document or thing in the custody of the court or another court may tell the registrar in writing accordingly, identifying the document or thing.
- (2) If the document or thing is in the custody of the court, the registrar must produce the document or thing—
- (a) in court or to anyone authorised to take evidence in the proceeding, as required by the party; or
 - (b) as the court directs.
- Note* Pt 6.2 (Applications in proceedings) applies to an application for a direction or order under this rule.
- (3) If the document or thing is in the custody of another court, the registrar must, unless the court has otherwise ordered—
- (a) ask the other court to send the document or thing to the registrar; and
 - (b) after receiving it, produce the document or thing—
 - (i) in court or to anyone authorised to take evidence in the proceeding, as required by the party; or
 - (ii) as the court directs.

- (4) Subrules (2) and (3) do not apply if rule 6142 (Rejecting documents—abuse of process etc) applies.

6614 Application of pt 6.9—subpoena under Commercial Arbitration Act

(SCR o 1AA r 15)

- (1) This part applies, with necessary changes, in relation to a subpoena issued under the Commercial Arbitration Act for an arbitration as if—
- (a) a reference to a subpoena were a reference to a subpoena issued under the Commercial Arbitration Act; and
 - (b) a reference to a proceeding were a reference to the arbitration; and
 - (c) a reference to the registrar in rule 6606 (4) (b), rule 6607, rule 6609 and rule 6610 were a reference to the arbitrator or umpire for the arbitration; and
 - (d) a reference to the court in rule 6608, rule 6609, rule 6610 and rule 6611 were a reference to the arbitrator or umpire for the arbitration.

- (2) In this rule:

arbitrator, for a subpoena, means the arbitrator for the arbitration in relation to which the subpoena was issued.

Commercial Arbitration Act means the *Commercial Arbitration Act 1986*.

umpire, for a subpoena, means the umpire for the arbitration in relation to which the subpoena was issued.

Note The court has wide powers to issue subpoenas under the Arbitration Act (see s 17).

Part 6.10 Evidence

Note to pt 6.10

Pt 2.12 contains provisions about expert evidence in civil proceedings.

Division 6.10.1 General—pt 6.10

6700 Way evidence given—civil proceedings

(SCR o 39 r 1; MC(CJ)R s 195 and s 196; NSW r 31.1; Qld r 390)

- (1) Evidence at the trial of a proceeding started by originating claim must be given orally in open court.

Note A proceeding incorrectly started by originating application is taken to be a proceeding started by originating claim if the court orders that the proceeding continue as if started by originating claim (see r 39 (Proceeding incorrectly started by originating application)).

- (2) Evidence in a proceeding started by originating application must be given by affidavit.

Note 1 A proceeding incorrectly started by originating claim is taken to be a proceeding started by originating application if the court orders that the proceeding continue as if started by originating application (see r 38 (Proceeding incorrectly started by originating claim)).

Note 2 See also r 36 (When originating application taken to be used).

- (3) This rule applies—
- (a) unless the court otherwise orders; or
 - (b) subject to the Commonwealth Evidence Act, these rules or any other territory law.

Note 1 Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

Note 2 The following provisions set out other ways in which evidence may be given in particular circumstances or proceedings:

- div 2.8.4 (Interrogatories)

- div 2.12.4 (Expert reports)
- r 1547 (Assessment of damages—use of affidavit evidence)
- r 6701 (Evidence on affidavit by agreement—civil proceedings)
- r 6702 (Evidence in another civil proceeding etc)
- r 6703 (Evidence by telephone etc)
- div 6.10.3 (Exchange of correspondence before making application in proceeding)
- div 6.10.6 (Taking evidence at trial from outside ACT but in Australia by audiovisual link or audio link)
- div 6.10.7 (Taking evidence from New Zealand by video link or telephone)
- div 6.10.8 (Taking evidence otherwise than at trial).

6701 Evidence on affidavit by agreement—civil proceedings

(SCR o 40 r 24; MC(CJ)R s 196 (2))

- (1) Unless the court otherwise orders, the parties to a proceeding started by originating claim may agree that evidence at the trial of the proceeding be given by affidavit.

Note 1 Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

Note 2 A proceeding incorrectly started by originating application is taken to be a proceeding started by originating claim if the court orders that the proceeding continue as if started by originating claim (see r 39 (Proceeding incorrectly started by originating application)).

- (2) The agreement must be made before the proceeding is set down for trial.
- (3) The parties must tell the court about the agreement before the proceeding is set down for trial.

6702 Evidence in another civil proceeding etc

(SCR o 39 r 2; NSW r 31.8 and r 31.9; Qld r 395)

- (1) A party to a civil proceeding may rely on evidence given or an affidavit filed in another proceeding or in an earlier stage of the same proceeding.
- (2) The party must give all other active parties to the proceeding 2 days notice of the party's intention to rely on the evidence.
- (3) However, if the notice is not given to any other active party, the party may only rely on the evidence or the affidavit with the court's leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave under this rule.

6703 Evidence by telephone etc

(SCR o 39 r 2A and o 80 r 3; NSW r 31.3; Qld r 392)

- (1) The court may receive evidence or submissions by telephone, video link or another form of communication in a proceeding.
- (2) The court may, by order, impose conditions for subrule (1).

Note 1 The following provisions also apply to receipt of evidence or submissions by the court by audiovisual or audio link:

- from within the ACT—the *Evidence (Miscellaneous Provisions) Act 1991*, div 3.4
- from elsewhere in Australia—the *Evidence (Miscellaneous Provisions) Act 1991*, div 3.2 and these rules, div 6.10.6 (Taking evidence at trial from outside ACT but in Australia by audiovisual link or audio link)
- from New Zealand—the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), pt 4 and these rules, div 6.10.7 (Taking evidence from New Zealand by video link or telephone).

Note 2 The provisions of the *Evidence (Miscellaneous Provisions) Act 1991* mentioned in note 1 do not exclude or limit the operation of any territory law (including these rules) that makes provision for the taking of evidence or the making of a submission outside the ACT for a proceeding in the ACT (see that Act, s 18).

Note 3 Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

6704 Plans, photographs, video or audio recordings and models

(Qld r 393)

- (1) This rule applies if a party intends to tender a plan, photograph, video or audio recording, or model at a trial.
- (2) Unless the court otherwise orders, at least 7 days before the day the trial starts, the party must give all other parties an opportunity to—
 - (a) inspect anything mentioned in subrule (1) the party intends to tender; and
 - (b) agree to its admission without proof.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (3) An application for an order under subrule (2) need not be served on another party and the court may direct that the application and any supporting evidence be placed in a sealed container, for example, an envelope.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (4) The container may be opened only if the court orders it to be opened.
- (5) Noncompliance with subrule (2) does not affect the admissibility of a plan, photograph, video or audio recording, or model.
- (6) Compliance or noncompliance with subrule (2) may be taken into account on the question of costs.
- (7) In this rule:

model includes a model or image generated by a computer.

Division 6.10.2 Affidavits

6710 Affidavit—form

(SCR o 40 r 2 and o 80 r 3; MC(CJ)R s 204; NSW r 35.4; Qld r 431)

- (1) An affidavit must be—
 - (a) made in the first person; and
 - (b) divided into paragraphs numbered consecutively; and
 - (c) limited, as far as possible, to 1 subject matter in each paragraph.

Note 1 See approved form 6.11 (Affidavit—general) [AF2007-72](#).

Note 2 See also div 6.3.1 (General provisions about documents for filing), esp r 6103 (Documents—layout etc).

- (2) If the person making an affidavit is, or is employed by, a party to the proceeding in which the affidavit is to be used, the affidavit must state that fact.

6711 Affidavit—contents

(SCR o 40 r 3 and o 80 r 3; MC(CJ)R s 208; NSW r 35.3 (3); Qld r 430)

- (1) An affidavit must be confined to facts within the knowledge of the person making the affidavit.
- (2) However, an affidavit to be used in an application in a proceeding may contain statements based on information and belief if the person making it states the sources of the information and the grounds for the belief.

Note 1 **Application** in a proceeding is defined in r 6006.

Note 2 The hearsay rule does not apply to evidence in an application in a proceeding if the party adducing the evidence also adduces evidence of its source (see Commonwealth Evidence Act, s 75 (Exception: interlocutory proceedings)).

- (3) This rule does not apply to an affidavit made under division 2.11.3 (Default by defendant).

Note An affidavit in support of an application for default judgment must comply with r 1119 (Default judgments—relevant affidavits).

6712 Affidavit—annexures and exhibits

(SCR o 40 r 4 and o 80 r 3; MC(CJ)R s 212; NSW r 35.6; Qld r 435)

- (1) A document to be used with an affidavit must, if convenient, be annexed to the affidavit.
- (2) However, an annexure to an affidavit must not be longer than 50 pages and, if there is more than 1 annexure to an affidavit, the annexures must not total more than 50 pages.
- (3) Each annexure must be identified sequentially on its 1st page by a letter, starting at 'A' for the 1st annexure.
- (4) Each annexure must include on its 1st page a statement—
- (a) identifying the annexure as the annexure mentioned in the affidavit of the person making the affidavit, and
 - (b) signed by the person before whom the affidavit is taken.

Note See approved form 6.12 (Annexure to affidavit) [AF2007-73](#).

- (5) A group of different documents may form a single annexure.
- (6) If it is not practicable to annex a document to be used with an affidavit, a copy of the document may be annexed to the affidavit.
- (7) If it is not convenient to annex a document (or a copy of the document) to an affidavit, the document may be made an exhibit to the affidavit.

- (8) Each exhibit to the affidavit must be identified by a separate certificate.

Note See approved form 6.13 (Certificate identifying exhibit) [AF2006-421](#).

- (9) The certificate is the title page for the exhibit, and must be securely attached to the front of it.

- (10) The certificate—

- (a) must be signed by the person before whom the affidavit is taken; and
- (b) must include the initials of the person making the affidavit, followed by an identifying number corresponding to the number of the exhibit.

Examples for r (10) (b)

- 1 for the 1st exhibit, the identifying number is 1
- 2 for the 4th exhibit, the identifying number is 4

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (11) An exhibit to an affidavit must be filed at the same time as the affidavit.

- (12) Subrules (13) and (14) apply if—

- (a) an exhibit to an affidavit contains a group of documents; or
- (b) there is more than 1 documentary exhibit to an affidavit.

- (13) The documents must be presented in a way that will facilitate the court's efficient and quick reference to them.

- (14) As far as practicable—

- (a) the documents must be bound in 1 or more books, with the pages numbered; and
- (b) a certificate must be bound—

- (i) if there is 1 book—at the front of the book; or
 - (ii) if there is more than 1 book—at the front of each book dealing with the exhibits in the book; and
 - (c) an index to each book must be bound immediately after the certificate.
- (15) If a document or thing has been filed in a proceeding, whether or not as an annexure or exhibit to an affidavit, in a subsequent affidavit filed in the proceeding—
- (a) the document or thing must not be made an annexure or exhibit to the affidavit; and
 - (b) the document or thing may be referred to in the affidavit in a way sufficient to enable the document or thing to be identified.

6713 Affidavit—document included in

(SCR o 40 r 4 (5) and o 80 r 3)

- (1) A person making an affidavit may include the relevant part of a document in the affidavit instead of making the document an annexure or exhibit to the affidavit.
- (2) The party filing the affidavit must produce the document whenever the affidavit is used.

6714 Affidavit—when may be taken

(SCR o 40 r 6 and o 80 r 3; MC(CJ)R s 203 (1))

An affidavit to be used in a proceeding may be taken before or after the proceeding starts.

6715 Affidavit—taking of

(SCR o 40 r 5 and r 7 and o 80 r 3; MC(CJ)R s 204 (2) (d); NSW r 35.7B; Qld r 432)

- (1) The person (or each person) making an affidavit and the person taking the affidavit must sign or initial each page of the affidavit.

- (2) For each person making the affidavit, a statement (a *jurat*) must be placed at the end of the body of the affidavit and must—
- (a) state whether the affidavit was sworn or affirmed; and
 - (b) state the place the person made the affidavit; and
 - (c) be signed by the person making the affidavit in the presence of the person taking the affidavit; and
 - (d) then be signed by the person taking the affidavit, above a statement of the person's full name, address and capacity to take the affidavit.

Example of capacity for r (2) (d)

solicitor

Note 1 An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

Note 2 See the Commonwealth Evidence Act, s 186 (Swearing of affidavits before justices of the peace, notaries public and lawyers) and the *Oaths and Affirmations Act 1984*, s 11 (Authority to administer oath etc).

- (3) However, a single jurat may be used for 2 or more people making the affidavit if—
- (a) they all swear or affirm the affidavit at the same time before the same person; and
 - (b) the jurat includes their names in addition to the details required for each of them under subrule (2).

6716 Affidavit—certificate of reading or signature for person making

(SCR o 40 r 8 and r 9 and o 80 r 3; MC(CJ)R s 210 and s 211; NSW r 35.7; Qld r 433)

- (1) If the person taking an affidavit considers that the person making it is incapable of reading the affidavit, the person taking the affidavit must certify in or below the jurat that—

- (a) the affidavit was read or otherwise communicated in the person's presence to the person making it; and
 - (b) the person making it seemed to understand the affidavit; and
 - (c) either—
 - (i) the person making the affidavit made his or her mark or signature in the presence of the person taking the affidavit; or
 - (ii) if the person taking the affidavit considers that the person making it is not capable of marking or signing the affidavit—the person making it signified in another way that the person made the affidavit.
- (2) If the person taking an affidavit considers that the person making it cannot understand the affidavit when the affidavit is read or otherwise communicated to the person in English, the person taking the affidavit must certify in or below the jurat that an interpreter, whose name and address is stated in the certificate, swore before the person taking the affidavit that—
- (a) the interpreter had, in the presence of the person taking the affidavit, interpreted the contents of the affidavit to the person making the affidavit; and
 - (b) the person making the affidavit seemed to understand it; and
 - (c) the interpreter had interpreted the oath to the person; and
 - (d) the person swore that the contents of the affidavit interpreted to the person were true.
- (3) If the person taking an affidavit considers that the person making it is physically incapable of signing the affidavit, but is capable of reading it, the person taking the affidavit must certify in or below the jurat that the person signified that the person made the affidavit.

- (4) If an affidavit is made by a person who is incapable of reading the affidavit, and a certificate under subrule (1) or (2) does not appear on the affidavit, the affidavit may be used in a proceeding only if the court is satisfied that—
- (a) the affidavit was read or otherwise communicated to the person making it; and
 - (b) the person seemed to understand it; and
 - (c) the person signified that the person made the affidavit.
- (5) If an affidavit is made by a person who is physically incapable of signing the affidavit, but is capable of reading it, and a certificate under subrule (3) does not appear on the affidavit, the affidavit may be used in a proceeding only if the court is satisfied that the person signified that the person made the affidavit.
- (6) In this rule:
- jurat*—see rule 6715 (2) (Affidavit—taking of).

6717 Affidavit—alterations in

(SCR o 40 r 10 and o 80 r 3; MC(CJ)R s 213; NSW r 35.5; Qld r 434)

- (1) This rule applies to an affidavit if—
- (a) the body or jurat of the affidavit has been altered; or
 - (b) the affidavit verifies an account or other document that has been altered.
- (2) Unless the court otherwise orders, the affidavit may be filed and served.
- Note* Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering or leave under this rule.
- (3) However, the affidavit may only be used in a proceeding—
- (a) with the court’s leave; or

- (b) if the alteration was made in accordance with rule 6107 (Documents—alterations); or
 - (c) if the affidavit is taken before the registrar or another officer of the court and the registrar or other officer signs, initials or seals the alteration.
- (4) This rule applies to an account or document verified by affidavit as if the account or document were part of the affidavit.
- (5) In this rule:
alter includes alter by omission, substitution or addition.
jurat—see rule 6715 (2) (Affidavit—taking of).

6718 Affidavit—filing and service

(SCR o 40 r 11 and r 12 and o 80 r 3; MC(CJ)R s 206; NSW r 35.9; Qld r 437 and r 438)

- (1) An affidavit to be used in a proceeding must be filed.
- (2) A copy of an affidavit intended to be used by a party in a proceeding must be served on each other active party—
 - (a) if these rules or the court sets a time for service—not later than that time; or
 - (b) if these rules or the court does not set a time for service—within a reasonable time before the hearing of the proceeding.
- (3) If an affidavit—
 - (a) has not been filed; or
 - (b) has not been served in accordance with this rule;

the affidavit may only be used in a proceeding with the court's leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave under this rule.

- (4) Subrule (2) and subrule (3) (b) do not apply to an application made without being served on another party.

6719 Affidavit—irregular in form

(SCR o 40 r 13 and o 80 r 3; MC(CJ)R s 205; NSW r 35.1; Qld r 436)

- (1) An affidavit that is irregular in form (including an affidavit that does not comply with any approved form for the affidavit)—
- (a) may be filed and served; and
 - (b) may be used in a proceeding only with the court's leave.

Note Pt 6.2 (Applications in proceedings) applies to an application for leave under this rule.

- (2) If the court gives leave, the court must note on the affidavit that it was used by leave.
- (3) An affidavit used under subrule (2) is afterwards taken to be a regular affidavit.

6720 Affidavit—scandalous matter etc

(SCR o 40 r 14 and o 80 r 3; MC(CJ)R s 214; Qld r 440)

- (1) If an affidavit contains irrelevant, offensive, oppressive, scandalous, or vexatious matter, the court may order that—
- (a) the matter be struck out; or
 - (b) the affidavit be removed from the file; or
 - (c) the affidavit be removed from the file and destroyed.
- (2) The court may make an order under this rule on the application of an interested party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

6721 Affidavit—cross-examination of maker

(SCR o 40 r 15 and o 80 r 3; MC(CJ)R s 207; NSW r 35.2; Qld r 439)

- (1) If an affidavit is to be relied on at a hearing, the court may, by order—
 - (a) direct the person making it to be examined and cross-examined before the court and may order the person to attend the court for the purpose; or
 - (b) dispense with the attendance for cross-examination of the person making it, and direct that the affidavit be used without the person making it being cross-examined in relation to it.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order or leave under this rule.
- (2) If an affidavit to be relied on at a hearing is served on a party more than 1 day before the day set for the hearing, and the party wishes the person who made the affidavit to attend the court for cross-examination, the party may, by notice served on the party filing or proposing to use an affidavit in the proceeding, require the attendance for cross-examination of the person who made the affidavit.
- (3) The notice must be served—
 - (a) if the court, by order, sets a time for service—within that time; or
 - (b) if the court does not set a time for service—not later than a reasonable time before the attendance is required.
- (4) If an affidavit to be relied on at a hearing is served on a party less than 2 days before the day set for the hearing, the person who made the affidavit must attend the court to be available for cross-examination unless the party otherwise agrees or the court dispenses with the attendance of the person under subrule (1).
- (5) If the person who made the affidavit does not attend for cross-examination as required by a notice under subrule (2), the

affidavit must not be used without the court's leave unless the court has dispensed with the attendance of the person under subrule (1).

- (6) If the person who made the affidavit is cross-examined, the party using the affidavit may re-examine the person.
- (7) Unless the court otherwise orders, a party who serves a notice under subrule (2) for the person who made an affidavit to attend the court is not liable to pay the expenses of the attendance.

6722 Affidavit—taken before party

(Qld r 441)

The court may not receive, and a party may not file, an affidavit taken before a party personally.

Division 6.10.3 Exchange of correspondence before making application in proceeding

6740 Definitions—div 6.10.3

(Qld r 442)

In this division:

applicant means a party seeking, or proposing to seek, an order in relation to an application to which this division applies.

nominated time—see rule 6742 (2) (e) (Applicant's letter to respondent).

respondent means a party against whom an order in relation to an application to which this division applies is, or is proposed to be, sought.

6741 Application—div 6.10.3

(Qld r 443)

This division applies to the following applications:

- (a) an application under rule 434 (Pleadings—application for better particulars);
- (b) an application under division 2.14.1 (Directions);
- (c) an application under division 2.14.2 (Failure to comply with rules or order);
- (d) any other application relating to a failure to comply with an order of the court.

6742 Applicant's letter to respondent

(SCR o 23 r 8; MC(CJ)R s 122 (1) and (2); Qld r 444)

- (1) For an application under rule 434 (Pleadings—application for better particulars), this rule applies only if a certificate of readiness for hearing—
 - (a) has not been filed; or
 - (b) has been withdrawn or struck out.
- (2) Before making an application mentioned in rule 6741, the applicant must write to the respondent stating—
 - (a) the applicant's complaint; and
 - (b) a brief statement of the relevant facts; and
 - (c) the relief sought by the applicant; and
 - (d) why the applicant should have the relief; and
 - (e) a time (at least 3 days after the day the letter is sent to the respondent) within which the respondent must reply to the letter (the *nominated time*); and
 - (f) that the letter is written under this rule.

- (3) The applicant—
 - (a) need not serve the letter on the respondent under part 6.8 (Service); and
 - (b) may send the letter to the respondent by fax or email.
- (4) The applicant must send a copy of the letter to everyone the applicant would be required to serve if the applicant was making an application to the court for the relief sought.
- (5) The letter must list the people to whom a copy of the letter is sent.
- (6) The applicant need not comply with subrule (4) if complying would—
 - (a) cause the applicant unnecessary delay, expense or inconvenience; or
 - (b) unfairly prejudice the applicant if a person mentioned in that subrule saw the contents of the letter.

6743 Respondent's reply to applicant's letter

(Qld r 445)

- (1) If the respondent receives a letter from the applicant under rule 6742, the respondent must write to the applicant, stating—
 - (a) that the letter is a reply to the applicant's letter under this rule; and
 - (b) what, if anything, the respondent proposes to do in response to the applicant's letter; and
 - (c) if applicable, why the applicant should not have the relief sought.
- (2) The respondent's letter of reply must be sent to the applicant within the nominated time.

- (3) The respondent must send a copy of the letter of reply to everyone the respondent would be required to serve if the applicant was making an application to the court for the relief sought.
- (4) The letter of reply must list the people to whom a copy of the letter is sent.
- (5) The respondent need not comply with subrule (3) if complying would—
 - (a) cause the respondent unnecessary delay, expense or inconvenience; or
 - (b) unfairly prejudice the respondent if a person mentioned in that subrule saw the contents of the letter in reply.

6744 Applicant and respondent—additional correspondence

(Qld r 446)

Rule 6742 (Applicant's letter to respondent) and rule 6743 (Respondent's reply to applicant's letter) do not prevent the applicant and respondent from writing to each other in addition to the correspondence required under this division.

6745 Div 6.10.3 application—making application

(Qld r 447)

- (1) The applicant may apply to the court only after—
 - (a) the applicant receives a letter of reply from the respondent under rule 6743 (Respondent's reply to applicant's letter); or
 - (b) the nominated time for replying has passed.
- (2) The following documents must be filed with the application:
 - (a) the applicant's letter to the respondent mentioned in rule 6742 (Applicant's letter to respondent);
 - (b) the letter of reply (if any);

- (c) other relevant correspondence between the applicant and the respondent exchanged after—
 - (i) the applicant receives the respondent’s letter of reply; or
 - (ii) the nominated time for replying has passed;
- (d) relevant responses from anyone mentioned in rule 6742 (4) or rule 6743 (3);
- (e) a list of the affidavits (if any) on which the applicant wishes to rely.

6746 Div 6.10.3 application—hearing

(Qld r 448)

- (1) The court may hear an application to which this division applies that does not comply with this division if the court directs.

Note Pt 6.2 (Applications in proceedings) applies to an application for a direction under this rule.

- (2) The court may decide an application to which this division applies on the basis of, or partly on the basis of, the contents of the letters between the applicant and the respondent.
- (3) The court may receive affidavit evidence in relation to the application only if the court directs.
- (4) Subrule (3) applies despite rule 6700 (Way evidence given—civil proceedings).

Division 6.10.3A Notice to produce

6748 Notice to produce

- (1) A party to a proceeding may serve a notice on another party to the proceeding requiring the other party to produce to the court at the hearing of the proceeding a document or thing mentioned in the notice for the purpose of evidence in the proceeding.

Note See approved form 6.20 (Notice to produce) [AF2008-121](#).

- (2) The notice must be served on the other party not later than 14 days before the date set for the hearing of the proceeding unless the court otherwise orders.
- (3) The other party must produce the document or thing mentioned in the notice to the court at the hearing if—
 - (a) the notice is served on the party in accordance with subrule (2); and
 - (b) the document or thing is in the party's possession.
- (4) If the party required to produce the document or thing does not produce the document or thing to the court in accordance with the notice, the party requesting the production may—
 - (a) give secondary evidence of the contents or nature of the document or thing; or
 - (b) apply to the court for an order—
 - (i) that the other party produce the document or thing; or
 - (ii) adjourning the hearing.
- (5) The court may order the other party to pay any costs caused by the party's failure to comply with the notice.
- (6) The court may order the party requesting the production of the document or thing to pay any costs caused by the other party's compliance with the notice, if the court considers the production of the document or thing to be unnecessary.

Division 6.10.4 Notices under Commonwealth Evidence Act

6750 Evidence of previous representation notice

(SCR o 1AB r 1; NSW r 31.5)

- (1) A notice of intention to adduce evidence of a previous representation under the Commonwealth Evidence Act,

section 67 (1) must be in accordance with the form approved under the *Court Procedures Act 2004*, section 8 for section 67.

- (2) The notice may be accompanied by an affidavit setting out the evidence of the previous representation.

Note 1 The Commonwealth Evidence Act, s 67 (4) provides that the court may, on the application of a party, direct that 1 or more of s 63 (2), s 64 (2) or s 65 (2), (3) or (8) is to apply despite the party's failure to give notice.

Note 2 Noncompliance with this rule does not make any proceeding void (see r 1450 (Effect of failure to comply with rules)).

6751 Objection to hearsay evidence notice—civil proceedings
(SCR o 1AB r 2)

A notice of objection to the tender of hearsay evidence under the Commonwealth Evidence Act, section 68 (2) must be in accordance with the form approved under the *Court Procedures Act 2004*, section 8 for that subsection.

6752 Tendency evidence notice
(SCR o 1AB r 3; NSW r 31.5)

A notice of intention to adduce tendency evidence under the Commonwealth Evidence Act, section 97 must be in accordance with the form approved under the *Court Procedures Act 2004*, section 8 for section 97.

Note The Commonwealth Evidence Act, s 100 (1) provides that the court may, on the application of a party, direct that the tendency rule is not to apply to particular tendency evidence despite the party's failure to give notice under s 97.

6753 Coincidence evidence notice

(SCR o 1AB r 4)

A notice of intention to adduce coincidence evidence under the Commonwealth Evidence Act, section 98 must be in accordance with the form approved under the *Court Procedures Act 2004*, section 8 for section 98.

Note The Commonwealth Evidence Act, s 100 (2) provides that the court may, on the application of a party, direct that the coincidence rule is not to apply to particular coincidence evidence despite the party's failure to give notice under s 98.

Division 6.10.5 Exhibits, documents and things

6760 Meaning of *subpoenaed document or thing*—div 6.10.5

(SCR o 39A r 1 and o 80 r 3)

In this division:

subpoenaed document or thing means a document or thing, produced in a proceeding because of a subpoena, by someone who is not a party to the proceeding.

6761 Registrar to keep record of proceeding

(SCR o 39A r 3 and o 80 r 3)

- (1) The registrar must keep a record of each proceeding.
- (2) The registrar must—
 - (a) take charge of a document or thing that is an exhibit in the proceeding; and
 - (b) mark or otherwise label each exhibit so the exhibit has a unique identifier in a sequence of consecutive identifiers allocated to the exhibits of the party that put it into evidence; and

- (c) prepare a list of the exhibits for the proceeding that shows—
 - (i) the party that put the exhibit into evidence; and
 - (ii) if the exhibit was produced because of a subpoena—the name of the addressee for the subpoena.
- (3) The list of exhibits forms part of the record of the proceeding.
- (4) The registrar may treat 2 or more documents as a single exhibit.

6762 Custody of exhibits after proceeding

(SCR o 39A r 4 and o 80 r 3)

Unless the court otherwise orders, the registrar must keep exhibits in a proceeding in the court for at least—

- (a) 28 days after the day judgment is given in the proceeding; or
- (b) if leave to appeal from the judgment is given within that time—28 days after the day leave is given.

Note 1 Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

Note 2 Rule 5194 (Appeals to Court of Appeal—keeping exhibits) deals with the keeping of the exhibits if an appeal is started in the Court of Appeal from a judgment given in the proceeding.

6763 Duty of parties to claim exhibits

(SCR o 39A r 5 and o 80 r 3; Qld r 984A (2))

- (1) The party that put an exhibit into evidence in a proceeding must apply to the registrar for the return of the exhibit as soon as practicable after—
 - (a) if an appeal is started in relation to the proceeding within the appeal period—the appeal is disposed of; or
 - (b) if an appeal is not started in relation to the proceeding within the appeal period—the appeal period ends.
- (2) If the registrar has the exhibit, the registrar must give it to—

- (a) the applicant; or
 - (b) if the exhibit belongs to someone who is not a party, and the application asks for it to be given to the person—the person.
- (3) If the registrar does not have the exhibit, the registrar must get the exhibit and give it to—
- (a) the applicant; or
 - (b) if the exhibit is a subpoenaed document or thing produced by someone who is not a party, and the application asks for it to be given to the person—the person.
- (4) If a party does not apply for the return of an exhibit (other than a subpoenaed document or thing) put into evidence by the party, the registrar must—
- (a) give the exhibit to the party; or
 - (b) if it is not practicable for the registrar to give the exhibit to the party—give notice to the party, the party’s solicitor, or anyone else who appears to the registrar to be the owner or person entitled to possession of the exhibit, to collect the exhibit from the registry not later than 28 days after the day the notice is given.
- (5) If a party is given a subpoenaed document or thing, the party must return the document or thing to the addressee for the subpoena.
- (6) This rule does not require a party to apply for the return of a subpoenaed document or thing.
- (7) This rule applies subject to any direction of the court under rule 6608 (Removal, return, inspection etc of subpoenaed documents and things).
- (8) In this rule:
- appeal period***, in relation to a proceeding, means 28 days after the day judgment is given in the proceeding.

6764 Return of subpoenaed document or thing

(SCR o 39A r 6 and o 80 r 3; Qld r 984A (2))

- (1) This rule applies to a subpoenaed document or thing produced in a proceeding.

Note See r 6610 (Disposal of subpoenaed documents and things produced) for the return or disposal of documents or things produced on subpoena before the end of the hearing of a proceeding.

- (2) The registrar must—
- (a) return, or arrange for the return of, the document or thing to the addressee for the subpoena; or
 - (b) if it is not practicable for the registrar to return, or arrange for the return of, the document or thing to the addressee for the subpoena—give notice to the addressee, or anyone else who appears to the registrar to be the owner or person entitled to possession of the document or thing, to collect the document of thing from the registry not later than 28 days after the day the notice is given.
- (3) If the document or thing was not put into evidence as an exhibit in the proceeding (whether or not it was marked for identification) and subrule (2) (a) applies, it must be returned as soon as practicable after the hearing of the proceeding.
- (4) If the document or thing was put into evidence as an exhibit in the proceeding and subrule (2) (a) applies, it must be returned as soon as practicable after—
- (a) if an appeal is started in relation to the proceeding within the appeal period—the appeal is disposed of; or
 - (b) if an appeal is not started in relation to the proceeding within the appeal period—the appeal period ends.
- (5) This rule applies subject to any direction of the court under rule 6608 (Removal, return, inspection etc of subpoenaed documents and things).

6765 Requirement to give or send exhibit

(SCR o 39A r 7 and o 80 r 3)

- (1) If the registrar is required to give an exhibit (including a subpoenaed document or thing) to a person under rule 6763 (Duty of parties to claim exhibits) or rule 6764 (Return of subpoenaed document or thing), the registrar must give or send the exhibit to the person in a way that seems reasonable to the registrar.
- (2) This rule applies subject to any direction of the court under rule 6608.

6766 Disposal of exhibits

(Qld r 984A)

- (1) This rule applies if—
 - (a) the registrar has given notice to someone under rule 6763 (4) (b) in relation to an exhibit other than a subpoenaed document or thing or rule 6764 (2) (b) in relation to an exhibit that is a subpoenaed document or thing; and
 - (b) at the end of 3 months after the day the notice is given, the exhibit has not been collected from the registry.

Note For the disposal of a document or thing produced on subpoena by a party that is not an exhibit, see r 6608 (Removal, return, inspection etc of subpoenaed documents and things).

- (2) The registrar may destroy or otherwise dispose of the exhibit in the way the registrar considers appropriate.
- (3) The registrar may apply to the court at any time for an order about the return, destruction or other disposal of an exhibit.
- (4) If the registrar returns, destroys or otherwise disposes of an exhibit under rule 6763 (Duty of parties to claim exhibits), rule 6764 (Return of subpoenaed document or thing) or this rule, the registrar must ensure a note is placed on the court file specifying the exhibit

and details of the person to whom it was returned or the way in which it was destroyed or otherwise disposed of.

- (5) This rule applies subject to any direction of the court under rule 6608.

6767 Power to allow removal of exhibits etc

(SCR o 39A r 8 and o 80 r 3)

- (1) This rule applies to a document or thing that the registrar has in relation to a proceeding, whether or not the document or thing—
- (a) is an exhibit; or
 - (b) was produced on subpoena.
- (2) The registrar must not permit the document or thing to be removed from the registry except on application signed by the solicitor for a party to the proceeding.
- (3) The registrar may—
- (a) permit the document or thing to be removed from the registry on any conditions the registrar considers appropriate; or
 - (b) refuse to permit the document or thing to be removed.
- (4) If a solicitor removes the document or thing from the registry with the registrar's permission, the solicitor is taken to undertake to the court that—
- (a) the document or thing will be kept in the personal custody of the solicitor or counsel briefed by the solicitor in the proceeding; and
 - (b) the document or thing will be returned to the registry in the same condition, order and packaging in which it was removed, when directed by the registrar; and
 - (c) the solicitor will comply with the conditions (if any) to which the permission is subject.

- (5) This rule applies subject to any direction of the court under rule 6608 (Removal, return, inspection etc of subpoenaed documents and things).

Division 6.10.6 Taking evidence at trial from outside ACT but in Australia by audiovisual link or audio link

6800 Application for direction under Evidence (Miscellaneous Provisions) Act, s 20

(SCR o 39 rr 3-5 and o 80 r 3)

- (1) An application for a direction under the *Evidence (Miscellaneous Provisions) Act 1991*, section 20 (Territory courts may take evidence and submissions from outside ACT) may be made in a civil or criminal proceeding.

Note Pt 6.2 (Applications in proceedings) applies to an application or a direction under this rule.

- (2) The application may be made orally.
- (3) The application must be supported by an affidavit stating—
- (a) why the evidence should be taken or submissions made by audiovisual link or audio link; and
 - (b) the nature of any evidence to be taken; and
 - (c) the number of witnesses to be examined; and
 - (d) whether issues of character are likely to be raised; and
 - (e) the expected duration of the evidence or submissions; and
 - (f) a description of the facilities that are available, or that can reasonably be made available, for the evidence to be taken or submissions to be made; and
 - (g) that the requirements of the *Evidence (Miscellaneous Provisions) Act 1991*, section 20 (2) can be met.

- (4) In deciding whether to make the direction, the court may have regard to the following matters:
- (a) the matters included in the applicant's affidavit;
 - (b) the cost and convenience to the witnesses and parties.
- (5) Subrule (4) does not limit the matters to which the court may have regard.

6801 Directions for Evidence (Miscellaneous Provisions) Act, s 20

(SCR o 39 r 6 and o 80 r 3)

- (1) If the court gives a direction under the *Evidence (Miscellaneous Provisions) Act 1991*, section 20 (Territory courts may take evidence and submissions from outside ACT), it may, on application or its own initiative, direct the registrar to arrange for and coordinate the use of appropriate facilities in the ACT and the other jurisdiction.
- (2) Without limiting subrule (1), the court may direct that—
- (a) the registrar arrange for the evidence to be given, or the submissions to be made, at a court of the other jurisdiction or at another place approved by that court for the purpose; and
 - (b) an officer of the court of the other jurisdiction, or anyone else approved by that court for the purpose, be asked to be present to assist in the transmission of the evidence or submissions and, in particular, to—
 - (i) introduce witnesses and legal representatives; and
 - (ii) assist with the administration of oaths, if necessary; and
 - (iii) assist in carrying out any direction given or request made by the judicial officer hearing the evidence or submissions.

Division 6.10.7 Taking evidence from New Zealand by video link or telephone

6805 Terms used in Evidence and Procedure (New Zealand) Act

(SCR o 83 r 2; NSW r 32.1 (2))

A term used in the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth) has the same meaning in this division.

6806 Application for direction under Evidence and Procedure (New Zealand) Act, s 25

(SCR o 83 rr 16-18; NSW r 32.6 (1)-(2))

- (1) An application for a direction under the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), section 25 (Australian courts may take evidence etc from New Zealand) may be made in a civil or criminal proceeding.

Note Pt 6.2 (Applications in proceedings) applies to an application for a direction under this rule.

- (2) The application may be made orally.
- (3) The application must be supported by an affidavit stating—
 - (a) why the evidence should be taken or submissions made by video link or telephone from New Zealand; and
 - (b) the nature of any evidence to be taken; and
 - (c) the number of witnesses to be examined; and
 - (d) whether issues of character are likely to be raised; and
 - (e) the expected duration of the evidence or submissions; and
 - (f) a description of the facilities that are available, or that can reasonably be made available, for the evidence to be taken or submissions to be made; and

- (g) that the requirements of the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), section 25 and section 26 (Taking evidence by video link), or section 27 (Taking evidence by telephone), can be met.
- (4) In deciding whether to make the direction, the court may have regard to the following matters:
 - (a) the matters included in the applicant’s affidavit;
 - (b) the cost and convenience to the witnesses and parties.
- (5) Subrule (4) does not limit the matters to which the court may have regard.

6807 Directions for Evidence and Procedure (New Zealand) Act, s 25

(SCR o 83 r 19; NSW r 32.6 (3)-(4))

- (1) If the court gives a direction under the *Evidence and Procedure (New Zealand) Act 1994* (Cwlth), section 25 (Australian courts may take evidence etc from New Zealand), it may, on application or its own initiative, direct the registrar to arrange for and coordinate the use of appropriate facilities in the ACT and New Zealand.
- (2) Without limiting subrule (1), the court may direct that—
 - (a) the registrar arrange for the evidence to be given, or the submissions to be made, at the High Court of New Zealand or at another place approved by that court for the purpose; and
 - (b) an officer of the High Court of New Zealand, or anyone else approved by that court for the purpose, be asked to be present to assist in the transmission of the evidence or submissions and, in particular, to—
 - (i) introduce witnesses and legal representatives; and
 - (ii) assist with the administration of oaths, if necessary; and

- (iii) assist in carrying out any direction given or request made by the judicial officer hearing the evidence or submissions.

Division 6.10.8 Taking evidence otherwise than at trial

6810 Definitions—div 6.10.8

(CPA s 57; FEA s 3)

In this division:

examination—

- (a) means an examination of a person under an examination order; and
- (b) includes a proceeding for the taking of evidence of a person conducted by a judicial authority of a place outside the ACT (including outside Australia) under a letter of request issued under an examination order.

examination order means an order—

- (a) under rule 6813 (Order for taking evidence otherwise than at trial); or
- (b) under the *Foreign Evidence Act 1994* (Cwlth), section 7 (Orders for taking evidence abroad) or section 10 (Orders for taking evidence abroad—inferior courts).

examiner, in relation to an examination, means the person before whom the examination is to be conducted under the examination order for the examination.

6811 Effect of court directions for examination order

(SCR o 39 r 24E (2))

The provisions of this division about the examination of a person under an examination order apply subject to—

- (a) for an examination order under rule 6813—any directions of the court under rule 6813 (4); or
- (b) for an examination order under the *Foreign Evidence Act 1994* (Cwlth)—any directions of the Supreme Court under that Act, section 8 (1).

6812 Application of div 6.10.8 to letter of request

(SCR o 39 r 24F (2))

The provisions of this division about the examination of a person under an examination order apply, with any necessary changes, to a proceeding for the taking of evidence of a person under a letter of request issued under an examination order—

- (a) as if the court or tribunal taking the evidence were an examiner appointed under this division; but
- (b) subject to—
 - (i) the terms of the letter of request; and
 - (ii) if the court or tribunal is a court or tribunal of a foreign country—any convention dealing with the examination of witnesses to which Australia and the foreign country are parties.

6813 Order for taking evidence otherwise than at trial

(SCA s 57; CPA s 58; FEA s 7 and s 8; MC(CJ)R s 202 (1); MCR s 7; NSWCA s 6 and s 20; Qld r 396)

- (1) In any civil or criminal proceeding in the court, the court may, on the application of a party to the proceeding, make an order—
 - (a) for the examination of a person on oath at a place in or outside the ACT (including outside Australia) before a person appointed by the court; or

Note **Oath** includes affirmation (see Legislation Act, dict, pt 1).

- (b) for the issue of a commission for the examination of a person on oath at a place in or outside the ACT (including outside Australia); or
- (c) for the issue of a letter of request to a judicial authority of a place outside the ACT (including outside Australia) to take the evidence of a person (or cause it to be taken).

Note Pt 6.2 (Applications in proceedings) applies to an application for an order or direction under this rule.

- (2) The court may make an order under subrule (1) only if it appears in the interests of justice to make the order.
- (3) In deciding whether it is in the interests of justice to make the order, the court must have regard to—
 - (a) whether the person to be examined is willing or able to come to the ACT to give evidence in the proceeding; and
 - (b) whether the person will be able to give evidence material to any issue to be tried in the proceeding; and
 - (c) whether, having regard to the interests of the parties to the proceeding, justice will be better served by making or refusing to make the order.
- (4) If the court makes an order under subrule (1) (a) or (b), it may, when it makes the order or subsequently, give any direction it considers just in relation to the examination.
- (5) If the court makes an order under subrule (1) (c), it may include in the order a request about anything relating to the taking of the evidence, including, for example—
 - (a) the examination, cross-examination or re-examination of the person, whether the evidence is to be given orally, by affidavit or in another way; and

- (b) the attendance of the legal representative of each party to the proceeding and the participation of the legal representatives in the examination.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

6814 When examination order may be made

(SCA s 57; SCR o 39 r 9)

The court may make an examination order at any stage of the proceeding.

6815 Application for examination order

(SCR o 39 r 10)

- (1) Any party to a proceeding may apply for an examination order.

Note 1 An application for an order under the *Foreign Evidence Act 1994* (Cwlth) can only be made to the Supreme Court (see that Act, s 7 and s 10).

Note 2 Pt 6.2 (Applications in proceedings) applies to an application for an examination order.

- (2) The application must be supported by an affidavit.

6816 Appointment of examiner

(SCR o 39 r 11; NSW r 24.4; Qld r 396)

- (1) The court may appoint any of the following as an examiner:
- (a) a judicial officer or other officer of the court;
 - (b) anyone else it considers appropriate.
- (2) A judicial officer or other officer of the Supreme Court may only be appointed with the agreement of the Chief Justice.
- (3) A judicial officer or other officer of the Magistrates Court may only be appointed with the agreement of the Chief Magistrate.

- (4) The Legislation Act, part 19.3 (Appointments) does not apply to an appointment under this rule.

6817 Documents for examiner

(SCR o 39 r 13; NSW r 24.7; Qld r 397)

- (1) A party who obtains an examination order must give the examiner copies of the documents in the proceeding necessary to inform the examiner of the relevant questions for the examination.
- (2) If the documents in the proceeding are not sufficient to inform the examiner of the questions, the court must state the questions in the examination order or a later order.

Note Pt 6.2 (Applications in proceedings) applies to an application for a later order.

- (3) Subrule (1) does not apply if the examiner is a judicial officer or other officer of the court.

6818 Time and place of examination etc

(SCA s 57 (c); CPA s 58 (3); SCR o 39 r 14; NSW r 24.8; Qld r 398)

- (1) The examiner must set the time and place for the examination, unless the court otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (2) The time set must be as soon as practicable after the making of the examination order.
- (3) The examiner must tell the party who obtained the examination order of the time and place set for the examination at least 7 days before the day set for the examination.
- (4) The party who obtained the examination order must give notice of the time and place set for the examination to the person to be examined and each other active party at least 3 days before the day set for the examination.

- (5) Also, if the person to be examined is not a party to the proceeding, the party who obtained the examination order must serve the person with a subpoena under part 6.9 (Subpoenas) at least 3 days before the day set for the examination.

6819 Conduct of examination

(SCR o 39 r 15; NSW r 24.9; Qld r 399)

- (1) Subject to this division, an examination must be conducted in accordance with the procedure of the court.

Note The examination is an examination on oath (see r 6813 (1) (a) and (b) (Order for taking evidence otherwise than at trial)).

- (2) Each party to the proceeding and each party's counsel and solicitor may attend the examination.
- (3) The person examined may be cross-examined and re-examined, unless the court otherwise orders.
- (4) The examination, cross-examination and re-examination of the person examined is to be conducted in the same way as at a trial, unless the court otherwise orders.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order otherwise ordering.

- (5) The examiner may put any question to the person being examined about—
- (a) the meaning of an answer given by the person; or
- (b) anything arising during the examination, cross-examination or re-examination.
- (6) The examiner may adjourn the examination from time to time or from place to place.

6820 Examination of additional people

(SCR o 39 r 16; NSW r 24.10; Qld r 400)

- (1) If the examiner is a judicial officer of a court, the examiner may, on the application of a party, examine a person not named or provided for in the examination order.

Note Pt 6.2 (Applications in proceedings) applies to an application under r (1).

- (2) If the examiner is not a judicial officer of a court, the examiner may, with the written agreement of every active party to the proceeding, examine a person not named or provided for in the examination order.
- (3) The examiner must attach the agreements of the parties to the deposition under rule 6822 (Recording evidence of examination) of a person examined under subrule (2).

6821 Objections by party or person being examined

(SCR o 39 r 17; NSW r 24.11; Qld r 401)

- (1) This rule applies if—
 - (a) the examiner is not a judicial officer of a court; and
 - (b) either—
 - (i) a party to the proceeding objects to a question put to a person being examined; or
 - (ii) a person being examined objects to answering a question or producing a document or thing.
- (2) The examiner must state to the parties the examiner's opinion, but must not decide, on the validity of the objection.
- (3) The following matters must be set out in the deposition under rule 6822 (Recording evidence of examination) of the person examined, or in a statement attached to the deposition:
 - (a) the question;

- (b) the ground for the objection;
 - (c) the examiner's opinion;
 - (d) except if the objection is based on privilege, the answer.
- (4) On application by a party, the court may decide the validity of the objection.

Note Pt 6.2 (Applications in proceedings) applies to an application under r (4).

- (5) If the court disallows the objection, it may—
- (a) remit the examination back to the examiner with any necessary direction about the conduct of the examination; and
 - (b) make an order for the costs caused by the objection, including an order for costs against the person being examined.

6822 Recording evidence of examination

(SCR o 39 r 18 and r 19; NSW r 24.12 and r 24.14; Qld r 402)

- (1) The examiner must ensure evidence given at the examination is recorded, in writing or in another way, and authenticated by the examiner.
- (2) The court or the examiner may give directions for making an audiovisual recording of the evidence at the examination.
- (3) If a transcript of the evidence is prepared, the person who prepares the transcript must certify that it is a correct transcript of the evidence recorded.
- (4) The examiner must authenticate and sign any deposition or other recording.
- (5) If evidence given at an examination is recorded in a deposition, it must—
 - (a) contain, in question and answer form, the evidence of the person examined; and

- (b) be transcribed and read over by or to the person examined in the examiner's presence and in the presence of the parties wishing to attend; and
- (c) be signed by the person examined or, if the person refuses to sign the deposition, by the examiner for the person.

6823 Authentication and filing of deposition of examination etc

(SCR o 39 r 19; Qld r 403)

- (1) This rule applies if a deposition under rule 6822 (Recording evidence of examination) is produced.
- (2) The examiner must write on the deposition a statement signed by the examiner of the time spent in taking the examination and the fees (if any) received for the examination.
- (3) The examiner must send the following to the registrar:
 - (a) the original record of the deposition;
 - (b) any transcript of that record;
 - (c) any audiovisual recording;
 - (d) any exhibits obtained during the examination.
- (4) The registrar must file in the court the documents mentioned in subrule (3) (a) and (b).

6824 Special report on examination

(SCR o 39 r 20; NSW r 24.15; Qld r 404)

An examiner may report to the court on—

- (a) the examination; or
- (b) the absence of a person from the examination; or
- (c) the conduct of a person at the examination.

6825 Default of witness at examination

(SCR o 39 r 21; NSW r 24.16; Qld r 405)

- (1) This rule applies if—
 - (a) a person is required by subpoena or a notice under rule 6482 (Medical expert—notice instead of subpoena) to attend before an examiner; and
 - (b) the person does not attend or refuses to take an oath for the examination, answer a lawful question or produce a document or thing.
- (2) The examiner must, if asked by a party, give the party a certificate signed by the examiner of the facts mentioned in subrule (1).
- (3) On the filing of the certificate, on application by any party, the court may order the person—
 - (a) to attend before the examiner, be sworn, answer the question or to produce the document or thing; and
 - (b) to pay any costs caused by the person’s refusal.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

6826 Costs of examination

(NSW r 24.4 (2)-(7))

The court may make an order about the costs of an examination under an examination order.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

6827 Witness expenses for witness at examination

(SCR o 39 r 22; NSW r 24.20; Qld r 406)

A person appearing before an examiner to be examined, or to produce a document or thing, is entitled to payment of the same amount for expenses and loss of time that the person would have

been entitled to on attending to give evidence, or to produce a document or thing, at the trial of the proceeding before the court.

6828 Admissibility of deposition of examination

(Qld r 407)

- (1) A deposition under rule 6822 (Recording evidence of examination) is admissible in evidence at the trial of a proceeding only if—
 - (a) the deposition is made under an examination order; or
 - (b) the deposition is admissible under the Commonwealth Evidence Act; or
 - (c) a territory law provides for the deposition to be admissible.

Note A *territory law* includes these rules (see Legislation Act, s 98).

- (2) A deposition purporting to be signed by the person before whom it was taken is receivable in evidence without proof of the signature of the person.

6829 Letter of request

(SCR o 39 r 24C and r 24D; NSW r 24.5; Qld r 408 and r 409)

- (1) This rule applies if an examination order is made for the issue of a letter of request to the judicial authority of a place outside the ACT.
- (2) The party obtaining the order must give the registrar—
 - (a) a draft of the letter of request; and
 - (b) any interrogatories and cross-interrogatories to accompany the letter of request; and
 - (c) if the place is a foreign country where English is not an official language—a written translation, in an official language of the country, of the documents mentioned in paragraphs (a) and (b); and
 - (d) the further copies of each of the documents mentioned in paragraphs (a) and (b) that the registrar directs; and

- (e) an undertaking in accordance with subrule (5).
- (3) The translation mentioned in subrule (2) (c) must be certified, in writing, by the person making it to be a correct translation of the document.
- (4) The certificate of the person making the translation must also state the person's full name and address and qualifications for making the translation.
- (5) The undertaking given to the registrar under subrule (2) must be an undertaking by the party obtaining the order, or the party's solicitor—
 - (a) to be responsible for all expenses incurred by the court, or by anyone at the court's request, in relation to the letter of request (the *incurred expenses*); and
 - (b) to pay the registrar the amount of the incurred expenses on being given an account of them by the registrar.
- (6) Despite the making of the order and subrules (2) (e), the registrar may—
 - (a) require the person giving the undertaking to provide security, in a form satisfactory to the registrar, for the anticipated expenses in relation to the letter of request; and
 - (b) refuse to take action in relation to the letter of request until the security is provided.
- (7) The person giving the undertaking must pay the amount of the incurred expenses to the registrar not later than 7 days after the day the person is given an account of them by the registrar.
- (8) If the amount of the incurred expenses is not paid in accordance with subrule (7), the court may, on its own initiative—
 - (a) order the party who obtained the order to pay the unpaid amount of the incurred expenses; and

- (b) if the party is a plaintiff—stay the proceeding, until the unpaid amount is paid, to the extent that it relates to all or part of a claim for relief by that party; and
- (c) if the party is a defendant—make any order it considers appropriate, including an order that, until the unpaid amount is paid, the defendant be taken not to have filed a notice of intention to respond or defence or not be allowed to use in evidence any deposition of a witness obtained under the letter of request.

6830 Use of evidence taken in examination

(SCA s 57 (d); CPA s 58 (6)-(8); FEA s 9, s 12, s 15; NSWCA s 8, s 10, s 20 and s 24)

- (1) The court may, on the conditions (if any) it considers just, allow a party to a proceeding to tender as evidence in the proceeding—
 - (a) a person's evidence taken in an examination held under an order made in the proceeding under rule 6813 (Order for taking evidence otherwise than at trial); or
 - (b) a record of that evidence.

Note 1 The *Foreign Evidence Act 1996* (Cwlth), s 9, s 12, s 13, s 14 and s 15 deal with the use of evidence taken under that Act.

Note 2 Pt 6.2 (Applications in proceedings) applies to an application under this rule.

- (2) However, evidence of a person tendered under subrule (1) is not admissible if the evidence would not have been admissible if it had been given or produced at the hearing.
- (3) Also, the court may exclude from the proceeding evidence taken under an order under rule 6813 even if it is otherwise admissible, if it considers that it is in the interests of justice to exclude the evidence.

- (4) Without limiting rule 6016 (Application in proceeding—oral application), an application under this rule may be made orally, unless the court otherwise orders on its own initiative.
- (5) In this rule:
- evidence*, in relation to an examination, includes—
- (a) a document produced at the examination (including an exhibit); and
 - (b) answers made, whether in writing, or orally and reduced to writing, to any interrogatories presented at the examination.

6831 Use of evidence taken in an examination—subsequent proceedings

(CPA s 60; FEA s 13 and s 14; NSWCA s 25 and s 26)

- (1) If the court makes an order under rule 6813 (Order for taking evidence otherwise than at trial) for a committal proceeding (the *primary order*), it may include in the primary order an order that evidence taken outside the ACT under the primary order may, subject to subrules (3), (4) and (5), be tendered in a proceeding (the *subsequent proceeding*) that is—
- (a) a criminal proceeding that results from the committal proceeding; or
 - (b) a related civil proceeding.
- (2) If the court makes an order under rule 6813 for a criminal proceeding other than a committal proceeding (the *primary order*), it may include in the primary order an order that evidence taken outside the ACT under the primary order may, subject to subrules (3), (4) and (5), be tendered in a proceeding (also the *subsequent proceeding*) that is a related civil proceeding.
- (3) If the court has included in an order under rule 6813 (the *primary order*) an order under this rule, the court before which the subsequent proceeding is brought may allow a party to the

subsequent proceeding to tender as evidence in the subsequent proceeding—

- (a) a person's evidence taken in an examination held under the primary order; or
- (b) a record of that evidence.

Note Rule 6901 (Orders may be made on conditions) provides that the court may make an order under these rules on any conditions it considers appropriate.

- (4) However, evidence of a person tendered under subrule (3) is not admissible if—

- (a) at the hearing of the subsequent proceeding the court is satisfied that the person is in the ACT and is able to attend the hearing; or
- (b) the evidence would not have been admissible had it been given or produced at the hearing.

- (5) Also, the court before which the subsequent proceeding is brought may exclude from the subsequent proceeding evidence taken in an examination held under an order under rule 6813 even if it is otherwise admissible, if it considers that it is in the interests of justice to exclude the evidence.

- (6) In this rule:

related civil proceeding, in relation to a criminal proceeding, means any civil proceeding arising from the same subject matter from which the criminal proceeding arose, and, in particular, includes—

- (a) a proceeding under the *Confiscation of Criminal Assets Act 2003*; and
- (b) a proceeding for the recovery of tax, or any duty, levy or charge payable to the Territory.

6832 Amendment and revocation of examination orders

(CPA s 61; FEA s 16; NSWCA s 13)

- (1) The court may amend or revoke an order made under rule 6813 (Order for taking evidence otherwise than at trial) (a *primary order*).

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (2) The power given by subsection (1) includes the power to—
- (a) include in a primary order an order under rule 6831; or
 - (b) amend or revoke an order under rule 6831 that is included in a primary order.
- (3) If a primary order that includes an order under rule 6831 is revoked, the order under rule 6831 is taken to have been revoked at the same time.

6833 Exclusion of evidence in criminal proceeding

(CPA s 62)

This division does not affect the power of the court in hearing a criminal proceeding to exclude evidence that has been obtained illegally or that would, if admitted, operate unfairly against the defendant.

Division 6.10.9 Taking evidence for Australian and foreign courts and tribunals

6840 Definitions—div 6.10.9

(CPA s 64; NSWCA s 31)

In this division:

applicable convention, in relation to a request issued by or on behalf of a court or tribunal of a foreign country, means a convention dealing with examination of witnesses to which Australia and the foreign country are parties.

Australian court means an entity authorised to exercise an adjudicative function—

- (a) whether on behalf of a court or otherwise; and
- (b) whether or not the entity is authorised to require the answering of questions or the production of documents.

proceeding means—

- (a) a proceeding in any civil or commercial matter; or
- (b) a proceeding in or before a court in relation to the commission of an offence or an alleged offence, or the confiscation of criminal assets.

request includes any commission, order or other process issued for the making of an application under rule 6843 (Order relating to taking evidence for Australian or foreign court or tribunal).

requesting court, in relation to a request or an order under rule 6843 made on a request, means the court or tribunal outside the ACT (including outside Australia) by or on behalf of which the request is issued.

6841 Application—div 6.10.9

(SCR o 39 r 24G)

- (1) This division applies to—
 - (a) an order under rule 6843 (Order relating to taking evidence for Australian or foreign court or tribunal); and
 - (b) an examination under the order.
- (2) This division applies subject to—
 - (a) the terms of the request for the order and any applicable convention; and

(b) in relation to the application of a relevant rule of this division—any direction by the court consistent with the request and any applicable convention.

(3) In this rule:

relevant rule means any of the following rules:

- rule 6842 (Application for div 6.10.9 order)
- rule 6845 (Appointment of examiner for div 6.10.9)
- rule 6846 (Attendance by div 6.10.9 order applicant at examination)
- rule 6847 (Procedure for taking evidence under div 6.10.9 order)
- rule 6848 (Keeping of exhibits at div 6.10.9 examination)
- rule 6849 (Certificate of order and depositions—div 6.10.9 examination).

6842 Application for div 6.10.9 order

(SCR o 39 r 24H)

- (1) An application for an order under rule 6843 (Order relating to taking evidence for Australian or foreign court or tribunal) may only be made by—
- (a) a person nominated by the requesting court; or
 - (b) if no-one is nominated—the Attorney-General.

Note Pt 6.2 (Applications in proceedings) applies to an application under this rule.

- (2) An application mentioned in subrule (1) or for any other order under this division must be filed, but need not be served on anyone.

6843 Order relating to taking evidence for Australian or foreign court or tribunal

(CPA s 65; MCR s 97B; NSWECA s 33)

- (1) This rule applies if, on application to the court under rule 6842 for evidence to be taken in the ACT, the court is satisfied that—
 - (a) the application is made under a request issued by or on behalf of a court or tribunal exercising jurisdiction in a place outside the ACT (including outside Australia); and
 - (b) the evidence to which the application relates is to be taken for a proceeding that has been, or may be brought, before the requesting court.
- (2) The court may, by order, make any provision for the taking of evidence in the ACT that appears to the court to be appropriate for the purpose of giving effect to the request.
- (3) Without limiting subrule (2), an order under this rule may provide for all or any of the following:
 - (a) the examination of witnesses, orally or in writing;
 - (b) the production of documents;
 - (c) the inspection, photographing, preservation, custody or detention of property;
 - (d) the taking of samples of property and the carrying out of any experiments on or with property;
 - (e) the medical examination of a person;
 - (f) without limiting paragraph (e), the taking and testing of samples of blood from a person.
- (4) An order under this rule may require a stated person to take steps—
 - (a) that the court considers appropriate for the purpose of giving effect to the request; and

- (b) that could be taken to obtain evidence for the purpose of a proceeding in the court (whether or not the proceeding is of the same kind as the proceeding to which the application for the order relates).
- (5) Subrule (4) does not prevent the court making an order requiring a person to give testimony, orally or in writing, otherwise than on oath if this is asked for by the requesting court.
- (6) An order under this rule must not require a person to—
 - (a) state what documents relevant to the proceeding to which the application for the order relates are or have been in the person's possession; or
 - (b) produce any documents other than stated documents.

6844 Div 6.10.9 order for criminal proceeding

(CPA s 65 (2))

An order under rule 6843 (Order relating to taking evidence for Australian or foreign court or tribunal) must not be made in relation to a criminal proceeding unless the requesting court is a court of a place in Australia or New Zealand.

6845 Appointment of examiner for div 6.10.9

(SCR o 39 r 24K)

- (1) The court may appoint any of the following as an examiner:
 - (a) a judicial officer or other officer of a court;
 - (b) anyone else it considers suitable.
- (2) A judicial officer or other officer of the Supreme Court may only be appointed with the agreement of the Chief Justice.
- (3) A judicial officer or other officer of the Magistrates Court may only be appointed with the agreement of the Chief Magistrate.

- (4) The Legislation Act, part 19.3 (Appointments) does not apply to an appointment under this rule.

6846 Attendance by div 6.10.9 order applicant at examination

(SCR o 39 r 24L)

The applicant for an order under rule 6843 (Order relating to taking evidence for Australian or foreign court or tribunal) may attend and take part in the examination held under the order.

6847 Procedure for taking evidence under div 6.10.9 order

(SCR o 39 r 24M)

- (1) The applied provisions of division 6.10.8 (Taking evidence otherwise than at trial) apply, subject to this division and with any necessary changes, to an examination to which this division applies as if it were an examination to which that division applies.
- (2) For this rule, the *applied provisions* of division 6.10.8 are the following:
- rule 6810 (Definitions—div 6.10.8)
 - rule 6817 (1) (Documents for examiner)
 - rule 6818 (Time and place of examination etc)
 - rule 6819 (Conduct of examination)
 - rule 6820 (Examination of additional people)
 - rule 6821 (Objections by party or person being examined)
 - rule 6822 (Recording evidence of examination)
 - rule 6823 (Authentication and filing of deposition of examination etc)
 - rule 6824 (Special report on examination)
 - rule 6827 (Witness expenses for witness at examination).

6848 Keeping of exhibits at div 6.10.9 examination

(SCR o 39 r 24N)

If, in an examination to which this division applies, the examiner receives an exhibit from a person, the examiner must keep it and send it to the registrar with the deposition and other documents required by rule 6823 (3) (Authentication and filing of deposition of examination etc).

6849 Certificate of order and depositions—div 6.10.9 examination

(SCR o 39 r 24P)

On receiving the original record of the deposition, and any transcript of that record, taken in an examination, the registrar must—

- (a) issue a sealed certificate for the examination; and
- (b) give the certificate, and the documents mentioned in the certificate, to the Attorney-General.

Note See approved form 6.14 (Certificate of order and depositions—div 6.10.9 examination) [AF2006-422](#).

6850 Privilege of witnesses—div 6.10.9 examination

(CPA s 66; NSWCA s 34)

- (1) A person cannot be compelled under an order under rule 6843 (Order relating to taking evidence for Australian or foreign court or tribunal) to give any evidence that the person could not be compelled to give in a similar proceeding in—
 - (a) the ACT; or
 - (b) the place where the requesting court exercises jurisdiction.

- (2) Subrule (1) (b) does not apply unless the person's claim to be exempt from giving evidence is—
- (a) supported by a statement contained in the request (whether it is supported unconditionally or subject to conditions that are fulfilled); or
 - (b) conceded by the applicant for the order.
- (3) If the claim is not supported or conceded, the person may be required to give the evidence to which the claim relates, but that evidence must not be transmitted to the requesting court if that court, on the matter being referred to it, upholds the claim.
- (4) In this rule:
- giving evidence* includes—
- (a) producing a document; and
 - (b) answering a question.

6851 Privilege of witnesses—unsupported claim etc for div 6.10.9 examination

(SCR o 39 r 24Q)

- (1) This rule applies to evidence that is the subject of a claim for privilege under rule 6850 (1) (b) if the claim is not supported or conceded in accordance with that rule.
- (2) The deposition, and any transcript, recording the evidence must—
- (a) be kept separate from any other deposition or transcript in the examination; and
 - (b) when given to the registrar, be accompanied by a statement signed by the examiner setting out the claim for privilege and the ground on which it was made.

- (3) The registrar—
 - (a) must include the statement of the claim for privilege, and a request to decide the claim, with the documents sent to the Attorney-General under rule 6849 (Certificate of order and depositions—div 6.10.9 examination); and
 - (b) must not include with those documents the deposition, or any transcript, recording the evidence that is the subject of the claim.
- (4) After the requesting court decides the claim for privilege, the registrar must—
 - (a) if the requesting court rejects the claim—send it the deposition, and any transcript, recording the evidence to which the claim relates; or
 - (b) if the requesting court upholds the claim—return the deposition and any transcript to the person claiming privilege.
- (5) The registrar must also tell the person claiming privilege, and the applicant for the order for examination, about the decision of the requesting court.

Part 6.11 Miscellaneous—ch 6

6900 Power to make orders

If a provision of these rules gives the court a power that can be exercised by making an order, the provision gives a power to make the order.

Example

Rule 1128 (Default judgment—setting aside etc) provides that the court may amend or set aside a judgment entered under division 2.11.3, and any enforcement of it. A judgment under the division may be set aside by making an order to that effect.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

6901 Orders may be made on conditions

Subject to these rules, the court may make an order under these rules on any conditions it considers appropriate.

6902 Leave may be given on conditions

If the court gives leave under a provision of these rules, it may give the leave on the conditions it considers appropriate.

6903 References to court acting on its own initiative

An express reference in a provision of these rules to the court acting on its own initiative does not, by implication, prevent the court acting on its own initiative under another provision of these rules.

6904 Mandatory order to registrar etc

(NSW r 45.15)

- (1) On application by a party to a proceeding or on its own initiative, the court may order the registrar or another officer of the court to do, or not do, any act relating to the registrar's, or other officer's, duties.

Note Pt 6.2 (Applications in proceedings) applies to an application under this rule for an order or an order otherwise ordering.

- (2) If a party applies for an order in subrule (1), the party must give reasonable notice of the application to the registrar or other officer unless the court otherwise orders.

6905 Notices must be written

(Qld r 974)

A notice required or allowed to be given under these rules must be given in writing.

6906 Mistakes in orders or court certificates

(SCR o 32 r 14 and o 86 r 91; MC(CJ)R s 136; NSW r 36.17; Qld r 388)

- (1) This rule applies if—
 - (a) there is a clerical mistake in an order or certificate of the court or an error in a record of an order or certificate of the court; and
 - (b) the mistake or error resulted from an accidental slip or omission.
- (2) On application by a party to the proceeding or on its own initiative, the court may at any time correct the mistake or error.

Note Pt 6.2 (Applications in proceedings) applies to an application for correction of the mistake or error.
- (3) Part 2.7 (Amendment) does not apply to a correction made under this rule.

6907 Power to make practice notes

- (1) The rule-making committee may make practice notes for these rules.
- (2) A practice note is taken to be made by the rule-making committee if it is signed by 3 or more committee members, 1 of whom must be the member mentioned in the *Court Procedures Act 2004*, section 9 (2) (a) and another of whom must be the member mentioned in the Act, section 9 (2) (d) or (e).

Note The member mentioned in the *Court Procedures Act 2004*, s 9 (2) (a) is the Chief Justice (or the Chief Justice's delegate), the member mentioned in s 9 (2) (d) is the Chief Magistrate (or the Chief Magistrate's delegate) and the member mentioned in s 9 (2) (e) is another magistrate appointed by the Chief Magistrate.

- (3) A practice note may approve a document exchange for these rules.
- (4) A practice note is a notifiable instrument.

Note A notifiable instrument must be notified under the Legislation Act.

Chapter 7 Transitional

Part 7.1 Transitional—Supreme Court

7000 Transitional—existing proceedings in Supreme Court on 1 July 2006

(NSWA sch 6, cl 5; Qld r 996)

- (1) Unless the Supreme Court otherwise orders, these rules apply to an existing proceeding.
- (2) If a difficulty arises in the application of subrule (1) to a particular proceeding, the court may make any order it considers appropriate to resolve the difficulty.
- (3) The court may make an order under this rule on application by a party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (4) In this rule:

existing proceeding means a proceeding started in the Supreme Court, but not completed, before 1 July 2006.

Note See sch 4 (Scale of costs), r 4.12 (2) for transitional provisions in relation to costs.

7002 Transitional—construction of outdated references to Supreme Court rules etc

These rules apply as if—

- (a) a reference in an Act, statutory instrument or document, to the *Supreme Court Rules 1937*, the *Supreme Court (Admission of Legal Practitioners) Rules 1998* or the *Supreme Court*

(Corporations) Rules 2003 were, in relation to anything to which these rules apply, a reference to these rules; and

- (b) a reference in an Act, statutory instrument or document, to a provision of the *Supreme Court Rules 1937*, the *Supreme Court (Admission of Legal Practitioners) Rules 1998* or the *Supreme Court (Corporations) Rules 2003* were, in relation to anything to which these rules apply, a reference to the corresponding provision of these rules; and
- (c) a reference in an Act, statutory instrument or document, to something that is no longer applicable because of the making of these rules, and for which there is a corresponding thing under these rules, were a reference to the thing under these rules, if the context allows and if otherwise appropriate.

Examples for par (c)

- 1 A 'notice of motion' is taken to be an 'application'.
- 2 A reference to entering an appearance in relation to an originating process in a civil proceeding is taken to be a reference to filing a notice of intention to respond in the court or filing a defence (if the defendant chooses not to file a notice of intention to respond but files a defence).
- 3 A reference to taxation of costs is taken to be a reference to assessment of costs.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

Part 7.2 Transitional—Magistrates Court

7011 Transitional—existing proceedings in Magistrates Court on 1 January 2007

- (1) Unless the Magistrates Court otherwise orders, these rules apply to an existing proceeding.
- (2) If a difficulty arises in the application of subrule (1) to a particular proceeding, the Magistrates Court may make any order it considers appropriate to resolve the difficulty.
- (3) The Magistrates Court may make an order under this rule on application by a party or on its own initiative.

Note Pt 6.2 (Applications in proceedings) applies to an application for an order under this rule.

- (4) In this rule:

existing proceeding means a proceeding started in the Magistrates Court, but not completed, before 1 January 2007.

Schedule 1 Expert witness code of conduct

(see r 1200)

1.1 **Application of code**

(PD 2/04; NSW sch 7)

This code of conduct applies to an expert witness.

1.2 **General duty to court**

(PD 2/04; NSW sch 7; Qld r 426)

- (1) An expert witness has an overriding duty to assist the court impartially on matters relevant to the expert's area of expertise.
- (2) An expert witness's paramount duty is to the court and not to the person retaining the expert.
- (3) An expert witness is not an advocate for a party.

1.3 **Form of expert reports**

(PD 2/04; NSW sch 7; Qld r 428 and r 429A)

- (1) A report by an expert witness must, in the body of the report or in an annexure, state the following:
 - (a) the expert's qualifications;
 - (b) all material facts and assumptions on which the report is based (a letter of instructions may be annexed);
 - (c) the reasons for each opinion expressed;
 - (d) if applicable, that a particular question or issue falls outside the expert's area of expertise;
 - (e) references to any literature or other materials relied on by the expert to support the expert's opinions;

- (f) any examinations, tests or other investigations that the expert has relied on, and details of the qualifications of the person who carried them out.
- (2) If an expert witness who prepares a report believes that the report may be incomplete or inaccurate without some qualification, the expert must state the qualification in the report.
- (3) If an expert witness considers that the opinion expressed in the expert's report is not a concluded opinion because of insufficient research, or insufficient data, or for any other reason, the expert must state in the report that the opinion is not a concluded opinion.
- (4) If an expert witness, after giving an opinion to the party who engaged the expert, changes the opinion on a material matter, the expert must, as soon as possible, give the party a supplementary report—
 - (a) expressing the change of opinion; and
 - (b) stating the matters mentioned in subrule (1) that are appropriate.
- (5) If an expert witness is appointed by the court, subrule (4) applies as if the court were the party who engaged the expert.

1.4 Experts' conference

(PD 2/04; NSW sch 7; Qld r 429B)

- (1) An expert witness in a proceeding must comply with any direction of the court—
 - (a) to meet with another expert witness in the proceeding—
 - (i) to identify the matters on which they agree; and
 - (ii) to identify the matters on which they disagree and the reasons why; and
 - (iii) to try to resolve any disagreement; or

- (b) to produce for the court's use a document identifying—
 - (i) the matters on which the experts agree; and
 - (ii) the matters on which the experts disagree; and
 - (iii) the reasons for any failure to reach agreement on any matter.
- (2) An expert witness must exercise independent, professional judgment in relation to any conference held, or document prepared, under subrule (1), and must not act on any instruction or request to withhold or avoid agreement.

Schedule 2 Interest rates

Part 2.1 Interest up to judgment

(PD 2/2001; MC(CJ)R sch 1)

(see r 51, r 304, r 1104, r 1120 and r 1616)

Table 2.1 Interest up to judgment—Supreme Court

column 1 item	column 2 period	column 3 rate of interest % per year
1	1 January 1974 to 31 December 1980	10.00
2	1 January 1981 to 31 December 1985	14.00
3	1 January 1986 to 31 December 1987	18.00
4	1 January 1988 to 31 December 1989	16.00
5	1 January 1990 to 30 June 1990	21.00
6	1 July 1990 to 31 December 1990	18.00
7	1 January 1991 to 30 June 1991	16.00
8	1 July 1991 to 30 June 1993	15.00
9	1 July 1993 to 30 April 2001	10.00
10	1 May 2001 to 9 January 2005	9.00
11	any period after 9 January 2005	9.00

Table 2.2 Interest up to judgment—Magistrates Court

column 1 item	column 2 period	column 3 rate of interest % per year
1	any period before 1 July 1981	13.375
2	1 July 1981 to 30 June 1982	15.00
3	1 July 1982 to 31 December 1982	17.50
4	1 January 1983 to 31 December 1983	15.50
5	1 January 1984 to 30 June 1984	12.375
6	1 July 1984 to 31 December 1984	14.75
7	1 January 1985 to 30 June 1985	13.75
8	1 July 1985 to 31 December 1985	17.25
9	1 January 1986 to 30 June 1986	20.625
10	1 July 1986 to 31 December 1986	18.125
11	1 January 1987 to 30 June 1987	19.25
12	1 July 1987 to 29 February 1988	18.75
13	1 March 1988 to 28 February 1989	16.125
14	1 March 1989 to 31 August 1989	17.875
15	1 September 1989 to 14 January 1991	20.75
16	15 January 1991 to 14 July 1991	17.50
17	15 July 1991 to 14 January 1992	15.75
18	15 January 1992 to 14 July 1992	13.75
19	15 July 1992 to 14 January 1993	11.50
20	15 January 1993 to 31 January 1994	10.00
21	1 February 1994 to 31 July 1995	9.00

Schedule 2
Part 2.1

Interest rates
Interest up to judgment

column 1 item	column 2 period	column 3 rate of interest % per year
22	1 August 1995 to 31 March 1997	10.75
23	1 April 1997 to 30 April 1998	9.55
24	1 May 1998 to 9 January 2005	8.45
25	any period after 9 January 2005	9.00

Part 2.2 **Interest after judgment**

(SCR o 42A r 2; MC(CJ)R s 234 and sch 1)

(see r 1617)

Table 2.3 **Interest after judgment—Supreme Court**

column 1 item	column 2 period and case (if any)	column 3 rate of interest % per year
1	any period ending before 1 May 1986: (a) if judgment was entered before 1 October 1977 (b) if judgment was entered on or after 1 October 1977	5.00 10.00
2	1 May 1986 to 30 June 1990	15.00
3	1 July 1990 to 31 December 1991	20.00
4	1 January 1992 to 30 June 1993	15.00
5	1 July 1993 to 30 April 2001	12.00
6	1 May 2001 to 9 January 2005	11.00
7	any period after 9 January 2005	11.00

Table 2.4 Interest after judgment—Magistrates Court

column 1 item	column 2 period and case (if any)	column 3 rate of interest % per year
1	any period ending before 1 May 1986: (a) if judgment was entered before 1 October 1977 (b) if judgment was entered on or after 1 October 1977	5.00 10.00
2	1 May 1986 to 30 June 1990	15.00
3	1 July 1990 to 31 December 1991	20.00
4	1 January 1992 to 30 June 1993	15.00
5	1 July 1993 to 9 April 1995	12.00
6	10 April 1995 to 31 July 1995	9.00
7	1 August 1995 to 31 March 1997	10.75
8	1 April 1997 to 30 April 1998	9.55
9	1 May 1998 to 9 January 2005	8.45
10	any period after 9 January 2005	11.00

Schedule 3 **Costs amount—debts, liquidated demands and company windings-up**

Part 3.1 **Claim for debt or liquidated demand**

(see r 51, r 304, r 1102 and r 1104)

Table 3.1 **Prescribed costs amount—claim for debt or liquidated demand**

column 1 item	column 2 court and amount claimed	column 3 prescribed amount (\$)
1	Magistrates Court—less than \$10 000	330.00
2	Magistrates Court—not less than \$10 000 but less than \$25 000	670.00
3	Magistrates Court—not less than \$25 000 but less than \$40 000	800.00
4	Magistrates Court—not less than \$40 000 but less than \$50 000	900.00
5	Supreme Court—any amount	1 000.00

Part 3.2 **Default judgment**

(see r 1121)

Table 3.2 **Prescribed costs amount—default judgment**

column 1 item	column 2 court and amount claimed	column 3 prescribed amount (\$)
1	Magistrates Court—less than \$10 000	500.00

Schedule 3
Part 3.3

Costs amount—debts, liquidated demands and company windings-up
Company winding-up

column 1 item	column 2 court and amount claimed	column 3 prescribed amount (\$)
2	Magistrates Court—not less than \$10 000 but less than \$25 000	1 000.00
3	Magistrates Court—not less than \$25 000 but less than \$40 000	1 200.00
4	Magistrates Court—not less than \$40 000 but less than \$50 000	1 350.00
5	Supreme Court—any amount	1 500.00

Part 3.3 **Company winding-up**

(see r 1740)

Table 3.3 **Prescribed costs amount—company winding-up**

column 1 item	column 2 prescribed amount (\$)
1	3 400.00

Schedule 4 Scale of costs

(see r 1700)

Part 4.1 Scale of costs—general

Note to pt 4.1

Div 2.17.2 (Entitlement to costs) includes the following rules which relate to the assessment of costs under this schedule:

- r 1734 (Costs—assessment costs)
- r 1735 (Costs—counsel’s advice and settling documents)
- r 1736 (Costs—evidence)
- r 1737 (Costs—solicitor advocate)
- r 1738 (Costs—retainer for counsel)
- r 1739 (Costs—counsel’s fees for applications).

4.1 Costs—general care and conduct

(Qld sch 1, s 1)

In addition to an amount that is to be allowed under an item in part 4.2, the amount that is to be allowed for a solicitor’s care and conduct of a proceeding is the amount the registrar considers reasonable having regard to the circumstances of the proceeding, including, for example, the following:

- (a) the complexity of the proceeding;
- (b) the difficulty and novelty of any question raised in the proceeding;
- (c) the importance of the proceeding, including to the party;
- (d) the amount involved;
- (e) the skill, labour, specialised knowledge and responsibility involved in the proceeding on the part of the solicitor;

- (f) the number and importance of the documents prepared or perused, without regard to the length of the documents;
- (g) the time spent by the solicitor;
- (h) research and consideration of questions of law and fact.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

4.2 Costs—registrar’s discretion

(SCR o 65 r 24 and r 54; Qld r 690 (5) and (6) and sch 1, s 2)

- (1) For a matter for which a cost is provided for in part 4.2, the registrar may allow an additional amount, reduce the amount to be allowed, or change the method of calculating costs, as the registrar considers appropriate.
- (2) For a matter for which a cost is not provided for in part 4.2, the amount to be allowed is the cost the registrar considers reasonable.
- (3) If the nature and importance, or the difficulty or urgency, of a proceeding and the justice of the case justify it, the registrar may allow an increase of not more than 30% of the solicitor’s costs allowed on the assessment of the costs of the proceeding.

4.3 Costs—letters sent by email

The amount to be allowed for a letter sent as an email, or as an attachment to an email, is the amount that would be allowed if the letter were sent by post or another way.

4.4 Costs—allowance on affidavits to include attendances

(SCR o 65 r 26)

The amount allowed for instructions and drawing an affidavit in answer to interrogatories and other special affidavits, and attending the person making the affidavit to swear the affidavit includes all attendances on the person making the affidavit to read over and settle the affidavit.

4.5 Costs—affidavit made by 2 or more people etc

(SCR o 65 r 25)

The registrar may make any further allowance the registrar considers reasonable in relation to an affidavit if—

- (a) the affidavit is sworn by 2 or more people; or
- (b) the affidavit must be sent somewhere else, or an agent has to be employed, for the affidavit to be sworn.

4.6 Costs—documents to be served together

(SCR o 65 r 28)

- (1) If 2 or more documents can be served at the same time on a party to a proceeding, the documents must be served together.
- (2) The registrar must not allow any further amount for service if more than 1 document is served at the same time.

4.7 Costs—agency correspondence

(SCR o 65 r 32)

In a proceeding in which there is an agent solicitor, the registrar may make any further allowance for agency correspondence that the registrar considers reasonable if satisfied the correspondence has been special and extensive.

4.8 Costs—attendance to instruct counsel

(SCR o 65 r 35A)

- (1) If a solicitor who holds an unrestricted practising certificate, or who has held a practising certificate for at least 2 years, attended in court to instruct counsel in a proceeding, the registrar may allow—
 - (a) the amount set by the prescribed scale of costs for a solicitor who holds an unrestricted practising certificate, or who has held a practising certificate for at least 2 years, to attend to instruct counsel, if satisfied that the importance or difficulty of the proceeding, or the responsibility involved in instructing counsel, justified the solicitor's attendance; or

- (b) the amount set by the prescribed scale of costs for a solicitor other than a solicitor mentioned in paragraph (a) to attend to instruct counsel, if satisfied the attendance of that solicitor only was justified; or
 - (c) the amount set by the prescribed scale of costs for a clerk to attend to instruct counsel, if satisfied that the attendance of a clerk only was justified.
- (2) If a solicitor other than a solicitor mentioned in subrule (1) (a) attended in court to instruct counsel in a proceeding, the registrar may allow—
- (a) the amount set by the prescribed scale of costs for a solicitor other than a solicitor mentioned in subrule (1) (a) to attend to instruct counsel, if satisfied the attendance of the solicitor was justified; or
 - (b) the amount set by the prescribed scale of costs for a clerk to attend to instruct counsel, if satisfied that the attendance of a clerk only was justified.
- (3) If a clerk attended in court to instruct counsel in a proceeding, the registrar may allow the amount for a clerk to attend to instruct counsel, only if satisfied the clerk was competent to instruct counsel in the proceeding.

4.9 Costs—parties with same solicitor

(SCR o 65 r 27, r 29 and r 30; Qld r 727)

If the same solicitor represents 2 or more parties and the solicitor does work for 1 or some of them separately that could have been done for some or all of them together, the registrar may disallow costs for the unnecessary work.

4.10 Costs—counsel drawing and settling documents

(SCR o 65 r 37 and r 69; Qld r 728)

If the registrar allows costs for counsel to draw and settle a document, the registrar must not allow the costs of a conference with counsel in relation to the document, unless there were special reasons making the conference necessary.

4.11 Costs—premature brief

(SCR o 65 r 72; Qld r 731)

The registrar must not allow costs for the preparation and delivery of a brief to counsel on a trial that did not take place if the costs were incurred prematurely.

4.12 Costs—transitional

(SCR o 65 r 7)

- (1) In this rule:

commencement day means the day the *Court Procedures Amendment Rules 2008 (No 2)*, rule 9 commences.

- (2) A solicitor is entitled to charge and be allowed the costs set out in this schedule for work done or services performed on or after 1 July 2008.
- (3) However, if work done or services performed by a solicitor after 1 July 2008 was assessed before commencement day, rule 4.12 as in effect immediately before commencement day continues to apply to the work and services.
- (4) Rule 4.12 as in effect immediately before commencement day continues to apply to work done or services performed by a solicitor before 1 July 2008.

Part 4.2 Scale of costs—items

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
Division 4.2.1 Instructions		
1	to sue or defend, to appeal or oppose an appeal	143.50
2	for statement of claim, petition, special case or counterclaim	143.50
3	for defence	122.80
4	for— (a) a reply; or (b) amending a pleading; or (c) a notice claiming contribution or indemnity; or (d) a document to be brought into the registrar’s office (for example, an account or deed); or	51.20

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
	(e) adding parties by order; or (f) a bond or other deed; or (g) retaining counsel, including preparing retainer	
5	for— (a) a pleading not otherwise provided for; or (b) interrogatories for the examination of a party or witness; or (c) an affidavit in answer to interrogatories or other special affidavit; or (d) disclosure or a list of documents; or (e) an application for an order that a matter be heard before the Full Court; or (f) a brief on application in chambers	102.40

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
6	for— (a) an application whether in court, before the registrar or in chambers; or (b) opposition to an application; or (c) the assessment of a bill of costs	102.40
7	for brief to advise on evidence	92.20
8	for— (a) a statement of facts in an action; or (b) a request for particulars; or (c) particulars	102.40
9	for brief in preparation for trial	the amount the registrar considers appropriate
Division 4.2.2 Drawing		
10	for an originating process or counterclaim	107.00 or, if longer than 700 words, 15.10 per 100 words
11	for any other pleading, a notice claiming contribution or indemnity, or an amendment of a pleading	71.70 or, if longer than 400 words, 15.10 per 100 words

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)	
12	for— (a) a notice of an application in a proceeding; or (b) a notice to produce documents; or (c) a notice to admit facts; or (d) a special case; or (e) interrogatories; or (f) a special affidavit; or (g) a brief (including observations)	65.60	or, if the document is longer than 400 words, 15.10 per 100 words
13	a formal affidavit, including an affidavit of service	36.00	
14	any other document	28.40	or, if longer than 100 words, 16.80 per 100 words
Division 4.2.3 Engrossing			
15	of a document	4.40	per 100 words

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
Division 4.2.4 Copies		
16	of any document, or of multiple documents copied at the same time— (a) for each of the first 10 copies; or (b) for each additional copy up to 100 copies; or (c) for each additional copy over 100 copies	2.80 per page 1.20 per page 0.40 per page
Division 4.2.5 Perusal		
17	of— (a) an originating process; or (b) a pleading; or (c) an application in a proceeding; or (d) interrogatories; or (e) a special case; or (f) a notice to admit	50.50 or, if the document is longer than 800 words, 5.70 per 100 words
18	of any other document, if it is necessary to peruse	5.70 per 100 words

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
19	of a document by scanning it, if it is not necessary to peruse	5.60 or, if the document has more than 10 pages, the additional amount the registrar considers appropriate
Division 4.2.6 Attendances		
20	for personal service, if necessary, of 1 or more documents at the same time	76.60
21	for service of 1 or more documents at the same time— (a) at the office of a solicitor on the record or the address for service of a party; or (b) by post; or (c) made through a document exchange	30.90

Schedule 4
Part 4.2

Scale of costs
Scale of costs—items
Attendances

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
22	by a solicitor, necessarily or properly engaged, if the solicitor holds an unrestricted practising certificate or has been the holder of a practising certificate for at least 2 years— (a) to instruct counsel; or (b) on assessment of a bill of costs or other matter; or (c) at conference with counsel; or (d) on a view; or (e) on witness or other person; or (f) to produce a document; or (g) to inspect a document, if the registrar is satisfied there were appropriate and sufficient reasons for the inspection; or (h) to prepare appeal papers	204.80 per hour

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
23	<p>by a solicitor, necessarily or properly engaged, other than a solicitor mentioned in item 22—</p> <p>(a) to instruct counsel; or</p> <p>(b) on assessment of a bill of costs or other matter; or</p> <p>(c) at conference with counsel; or</p> <p>(d) on a view; or</p> <p>(e) on witness or other person; or</p> <p>(f) to produce a document; or</p> <p>(g) to inspect a document, if the registrar is satisfied there were appropriate and sufficient reasons for the inspection; or</p> <p>(h) to prepare appeal papers</p>	143.50 per hour

Schedule 4
Part 4.2

Scale of costs
Scale of costs—items
Attendances

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
24	by a clerk, necessarily or properly engaged— (a) to instruct counsel; or (b) on assessment of a bill of costs or other matter; or (c) at conference with counsel; or (d) on a view; or (e) on witness or other person; or (f) to produce a document; or (g) to inspect a document, if the registrar is satisfied there were appropriate and sufficient reasons for the inspection; or (h) to prepare appeal papers	71.60 per hour

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
25	other than an attendance already mentioned, in court or any hearing without counsel— (a) by a solicitor holding an unrestricted practising certificate, or a solicitor who has been the holder of a practising certificate for at least 2 years; or (b) by any other solicitor	307.10 per hour 215.00 per hour
26	by a solicitor involving a high degree of skill and responsibility	307.10 per hour
27	in court or chambers or before the registrar— (a) to take a reserved judgment; or (b) to mention a matter; or (c) for an adjournment; or (d) for settling the terms of and entering orders; or (e) for another reason	81.90 or 204.80 per hour

Schedule 4
Part 4.2

Scale of costs
Scale of costs—items
Attendances

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
28	at the registry or other office or place for— (a) filing, delivering, or collecting a document; or (b) a purpose not involving the exercise of legal skill or knowledge	25.40
29	formal telephone attendance	25.40
30	telephone attendance leaving message only	12:70
31	any other attendance by a solicitor (including travelling and waiting time and including a telephone attendance)	41.00 or 51.20 per quarter hour
32	any other attendance by a clerk (including travelling and waiting time and including a telephone attendance)	25.40 or 17.80 per quarter hour

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
33	<p>if the registrar is satisfied, in relation to travel, that the purpose of the journey could not have been satisfactorily accomplished by an agent and that—</p> <p>(a) a solicitor has been necessarily absent from the place where the solicitor carries on practice; or</p> <p>(b) a clerk has attended in place of the solicitor</p>	<p>an allowance (in addition to reasonable travelling expenses), for each day (other than Saturdays and Sundays) that the solicitor is absent, of not more than 1 195.70</p> <p>an allowance (in addition to reasonable travelling expenses), for each day (other than Saturdays and Sundays) that the clerk is absent, of not more than 307.10</p>
Division 4.2.7 Letters		
34	ordinary letter	35.50 or 17.30 per 100 words
35	special letter	59.00 or 17.30 per 100 words
36	formal letter—short letter, without legal content	17.20
37	circular letters after the first	7.80
38	fax copy or telex, including attendance to send	40.30

Schedule 4 Scale of costs
Part 4.2 Scale of costs—items
Division 4.2.8 Witness expenses

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
39	receiving and filing any incoming letter, other than a letter received by email (postage and transmission fees properly incurred may be claimed as a disbursement)	10.70
40	receiving, printing and filing incoming letter received by email	11.50
41	printing any attachment to an email, or multiple attachments to an email printed at the same time— (a) for each of the first 10 pages; or (b) for each additional page up to 100 copies; or (c) for each additional page over 100 copies	 2.80 per page 1.20 per page 0.40 per page
Division 4.2.8 Witness expenses		
42	a witness called because of the witness's professional, scientific or other special skill or knowledge	1004.60 per day
43	a witness called other than because of the witness's professional, scientific or other special skill or knowledge	106.00 per day

column 1 item	column 2 matter in relation to which charge is made	column 3 charge (\$)
44	a witness paid in the witness's occupation by wages, salary or fees	the amount lost by attendance at court
45	a witness qualifying to give skilled evidence	the additional amount the registrar considers reasonable and properly incurred and paid
46	if the witness lives more than 50km from the court	the additional amount the registrar considers reasonable for the actual cost of travel, and for accommodation and meals
47	attendance at court by a witness acting as an expert in assisting counsel or a solicitor for a period during the trial or hearing	the amount the registrar considers appropriate (but not affecting the existing practice of allowing qualifying fees for witnesses)
Division 4.2.9 Disbursements		
48	all court fees, counsel's fees and other fees and payments	allowed to the extent that they have been properly and reasonably incurred and paid

Schedule 5
Part 5.1

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Supreme Court

Schedule 5 **Jurisdiction of registrar**

(see r 6250)

Part 5.1 **Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Supreme Court**

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
1	282	Person with legal disability—approval of settlement etc
2	317	Third party—extent bound by judgment between plaintiff and defendant
3	706	Urgent orders before start of proceeding
4	707	Interim distribution
5	708	Interim income
6	709	Payment before finding out everyone interested
7	716	Disposal of property other than land
8	729	Division 2.9.4 order without notice etc
9	730	Division 2.9.4 order without trial

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
10	sdiv 2.9.4.2 (other than r 745 (Freezing orders—costs))	Freezing orders
11	sdiv 2.9.4.3 (other than r 755 (Search orders—costs))	Search orders
12	766	Receiver—agreement to act as etc
13	767	Receiver—application for order appointing
14	772	Receiver—default
15	782	Sale of land—order
16	783	Sale of land—conduct of sale
17	784	Sale of land—certificate of sale result
18	1015	Payment into court—amount recovered by person with legal disability
19	1226	Request by appointed expert for directions
20	1228	Expert report to be admitted in evidence
21	1240	Application—div 2.12.4
22	1241	Service of expert reports

Schedule 5
Part 5.1

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not
exercisable by registrar of Supreme Court

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
23	1243	Expert evidence to be covered by expert report
24	1246	Tender of expert report
25	1505	Trial—defendant or plaintiff not appearing
26	1521	Separate decisions on questions—order
27	1530	Assessors
28	1531	Referee—referral of question etc to
29	1532	Referee—appointment
30	1533	Referee—amendment of order referring question etc
31	1536	Referee—report
32	1537	Referee—proceeding on report
33	1548	Partial judgment for damages to be assessed
34	1607	Orders—certified duplicate
35	1855	Costs—review by court
36	2220	Seizure and sale order—sale at best price obtainable
37	2406	Charging order—application to enforce charge
38	2407 (2) (b)	Charging order—procedure against partnership

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
		property for partner's separate order debt
39	2443	Enforcement—undertakings
40	2501	Contempt—applications generally
41	div 2.18.17	Enforcement—arrest warrants for absconding defendants
42	2600	Interpleader—application by stakeholder
43	2606	Interpleader—failure to give notice of claim
44	2608	Interpleader—admission of claim
45	2609	Interpleader—enforcement officer's interpleader application
46	3049, if on the registrar's report	Administration bond—addition or reduction after required but before given
47	3050, if on the registrar's report	Administration bond—addition or reduction after given
48	3051	Administration bond—proceeding on bond
49	3052	Administration bond—application by surety
50	3069 (1) to (5)	Caveat—setting aside
51	3071	Caveat—leave to withdraw
52	3081	Revocation of grant—application

Schedule 5
Part 5.1

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not
exercisable by registrar of Supreme Court

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
53	3092 (2)	Division 3.1.9 proceeding—starting
54	3114	Failure of executor to prove will—Administration and Probate Act, s 25
55	3115	Failure by executor, administrator or trustee to comply with beneficiary’s request etc
56	3116	Grant of administration—grant to child
57	pt 3.2	Adoption
58	pt 3.5	Cross-vesting
59	3359	Disputed election—particulars of contested ballot papers
60	3362	Disputed election—substitution of plaintiff
61	3481	Registration of judgment—application to set aside
62	pt 3.9	Habeas corpus
63	3564	Judicial review—stay or dismissal of application for statutory order of review on return date
64	3566	Judicial review—power of the court to stay or dismiss applications in certain circumstances
65	4020	Criminal proceedings—failure of individual to comply with subpoena etc
66	4021	Criminal proceedings—failure of corporation to

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
		comply with subpoena etc
67	4050	Criminal proceedings—production of person in custody
68	4708	Supreme Court criminal proceedings—removal of solicitor by court
69	4711	Supreme Court criminal proceedings—withdrawal of solicitor
70	4721	Supreme Court bail application in relation to accused person
71	4722	Supreme Court bail application by informant
72	4750	Supreme Court criminal proceedings—application to set aside or stay proceeding
73	4751	Supreme Court criminal proceedings—application for separate trials
74	4752	Supreme Court criminal proceedings—other pre-trial applications
75	part 5.2	Appeals from master or registrar
76	5054	Appeals to Supreme Court—stay and reinstatement
77	5055	Appeals to Supreme Court—security for costs
78	div 5.3.2	Appeals to Supreme Court—leave to appeal

Schedule 5
Part 5.1

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not
exercisable by registrar of Supreme Court

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
79	div 5.3.3	Appeals to Supreme Court—leave to appeal out of time
80	5101	Appeals to Supreme Court—requirements for notice of appeal etc
81	5112	Appeals to Supreme Court—cross-appeal
82	5115	Appeals to Supreme Court—notice of contention
83	5140	Appeals to Supreme Court—absence of party
84	5171	Appeals to Supreme Court—discontinuance of appeal
85	5172	Appeals to Supreme Court—competency of appeal
86	5173	Appeals to Supreme Court—costs for failure to apply for appeal to be struck out as incompetent
87	5174 (4)	Appeals to Supreme Court—dismissal by consent
88	5191	Appeals to Supreme Court—want of prosecution of appeal
89	5193	Further evidence on appeal to Supreme Court— <i>Magistrates Court Act 1930, s 214</i>
90	5301	Appeals to Court of Appeal—stay and reinstatement
91	5302	Appeals to Court of Appeal—security for costs

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
92	div 5.4.2	Appeals to Court of Appeal—leave to appeal from interlocutory orders
93	div 5.4.3	Appeals to Court of Appeal—leave to appeal out of time from final judgments
94	5403	Appeals to Court of Appeal—requirements for notice of appeal etc
95	5405	Appeals to Court of Appeal—time for filing notice of appeal
96	5413	Appeals to Court of Appeal—cross-appeal
97	5416	Appeals to Court of Appeal—notice of contention
98	5441	Appeals to Court of Appeal—absence of party
99	5471	Appeals to Court of Appeal—discontinuance of appeal
100	5472	Appeals to Court of Appeal—competency of appeal
101	5473	Appeals to Court of Appeal—costs for failure to apply for appeal to be struck out as incompetent
102	5510 (2) and (3) (b)	Appeals to Court of Appeal—registrar’s decision on application for leave to appeal out of time against conviction or sentence
103	5531	Appeals to Court of Appeal—grounds of appeal against conviction or sentence

Schedule 5
Part 5.1

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not
exercisable by registrar of Supreme Court

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
104	5532	Appeals to Court of Appeal—trial judge’s report for appeal against conviction or sentence
105	5535 (1) (b)	Appeals to Court of Appeal—order for production of prisoner
106	5536	Appeals to Court of Appeal—fine paid to be kept pending appeal
107	5538	Appeals to Court of Appeal—solicitor wants to withdraw from acting for convicted person
108	5603	Appeals to Court of Appeal—want of prosecution of appeal
109	5606	Appeals to Court of Appeal—further evidence on appeal
110	pt 5.5	Orders to review Magistrates Court decisions
111	5751	Reference appeals to Supreme Court—application for reference appeal
112	5754	Reference appeals to Supreme Court—discontinuance of reference appeal
113	5774	Reference appeals to Court of Appeal—discontinuance of reference appeal
114	5804	Special case to Supreme Court—person with legal disability
115	5807	Special case to Supreme Court—insufficient

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
		statement of case
116	5833	Special case to Court of Appeal—preparation and settling
117	6142 (3) (c)	Rejecting documents—abuse of process etc
118	6201	Order that jurisdiction in proceeding be exercised by judge instead of master
119	6522	Application for leave to serve subpoena in New Zealand
120	6524	Application for leave to serve subpoena in New Zealand need not be served etc
121	6526 (2)	Setting aside subpoena for service in New Zealand
122	6527	Noncompliance with subpoena served in New Zealand
123	6610 (2) or (4)	Disposal of subpoenaed documents and things produced
124	6613	Documents and things in custody of court
125	6762	Custody of exhibits after proceeding
126	6816	Appointment of examiner
127	6817	Documents for examiner
128	6904	Mandatory order to registrar etc

Schedule 5
Part 5.1

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not
exercisable by registrar of Supreme Court

column 1 item	column 2 provision , and if relevant, case	column 3 provision heading
129	6906, if order or certificate of judge or master	Mistakes in orders or court certificates

Part 5.2 **Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court**

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
1		1.8	power to give directions
2		2.13	power to grant leave to creditor, contributory or officer to be heard in proceeding or be added as a defendant, etc
3		2.14	power to direct an inquiry in relation to a corporation's debts, etc
4	section 227		power to declare that conditions prescribed by division 3 of part 2E.1 have been satisfied
5	sections 247A and 247B		power to order inspection of books and to authorise use and copying of information
6	section 252E		power to order meeting of members of registered scheme
7	section 266 (4)		power to extend period for lodgment of notice in relation to charge

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
8	section 267 (3)		power to give leave to enforce charge
9	section 274		power to rectify register of charges
10	section 283AE (2) (a)		power to appoint body corporate as trustee for debenture holders
11	section 283EC		power to make an order for meeting of debenture holders to direct trustee
12	section 283HA		power to give directions or determine any questions of application of trustee for debenture holders
13	section 283HB (1)		power to make an order in relation to borrowing corporations
14	section 283HB (1) (c)		power to order security for debentures to be enforceable
15	section 411	3.3 3.4 3.5	power to make order in relation to administration of compromise or arrangement etc

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
16	section 418A		power to make declaration about validity of controller's appointment and in relation to control of property
17	section 419		power to make order relieving person who incurs liability in belief that properly appointed as a receiver
18	section 419A		power to relieve controller from liability
19	section 420B		power to authorise managing controller to dispose of property despite prior charge
20	section 420C		power to authorise receiver to carry on corporation's business during the winding-up
21	section 423	4.1	power to inquire into conduct of controller
22	section 424		power to give directions in relation to controller's functions and powers
23	section 425	9.1	power to fix amount of remuneration of a receiver
24	section 429 (3)		power to extend time for report

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme
Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
25	section 434B		power to remove redundant controller
26	section 438D		power to direct administrator to give a report
27	section 439A (6)		power to extend the convening period fixed by subsection 439A (5)
28	section 440B		power to grant leave to enforce a charge if an administrator has been appointed
29	section 440C		power to grant leave to take possession of property
30	section 440D		power to grant leave to begin or proceed with a proceeding in a court against a company that is in administration, or in relation to any of its property
31	section 440F		power to grant leave to begin or proceed with enforcement process in relation to the property of a company
32	section 440G (7)		power to authorise a court officer to take action or to make a payment that would be prohibited

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
33	section 440J		power to grant leave to take enforcement action under a guarantee
34	section 441D		power to limit powers of chargee in relation to charged property
35	section 441H		power to limit powers of receiver etc in relation to property used by company
36	section 442C		power to grant leave to administrator to dispose of encumbered property
37	section 443B (8)		power to grant relief of administrator from personal liability for rent
38	section 444B (2)		power to extend time for execution of deed of company arrangement
39	section 444C (2)		power to grant leave to act inconsistently with deed of company arrangement

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
40	section 444E (3)		power to grant leave to person bound by deed of company arrangement to begin or proceed with enforcement process in relation to property of company
41	section 444F		power to order secured creditor or owner or lessor of property not to take certain actions
42	section 445B		power to make an order cancelling a variation of a deed of company arrangement
43	section 445D		power to make order terminating a deed of company arrangement
44	section 445G		power to avoid or validate deed of company arrangement
45	section 447A		power to make order to bring administration to an end
46	section 447B		power to make order to protect interests of company's creditors during an administration

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
47	section 447C		power to declare whether administrator is validly appointed
48	section 447D		power to give directions to administrator
49	section 447E		power to make order about supervision of administrator of company or deed of company arrangement
50	section 449B		power to make order about removal and appointment of administrator
51	sections 449C and 449D		power to make order in relation to vacancy in office of administrator of company or in office of administrator of deed of company arrangement
52	section 449E (1) (c) and (1A) (c)	9.2	power to determine administrator's remuneration
53	section 449E (2)	9.2A	power to review administrator's remuneration
54	sections 459F, 459H, 459J, 459L, 459M and 459N		power to make order in relation to statutory demands

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
55	sections 459A, 459B (except in relation to applications under part 2F.1), 459C, 459D, 459P, 459R, 459S, 459T, 461, 462, 464, 465B, 465C, 466, 467, 467A and 467B (except in relation to applications under part 2F.1)	pt 6.5	power to make orders in relation to winding-up applications
56	section 468		power in relation to validation of disposition of property
57	section 468A		power in relation to authorisation of transfer of shares
58	section 470 (2) (b)		power to direct service of copy of order on another person
59	section 471B		power to give leave to begin or proceed with proceeding or enforcement process
60	section 472	5.5 6.1	power to appoint official liquidator (provisionally or otherwise)

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
61	section 473 (1)	7.1	power to remove liquidator
62	section 473 (2)	9.3	power to determine provisional liquidator's remuneration
63	sections 473 (3)	9.4	power to determine liquidator's remuneration
64	sections 473 (5) and (6)	9.4A	power to review liquidator's remuneration
65	section 473 (7)	7.2	power to fill vacancy in office of official liquidator
66	section 473 (8)		power to declare what may be done by liquidator, if more than 1 liquidator is appointed by the court
67	section 474 (2)		power to order that property vest in liquidator
68	section 475 (8)	7.3	power to grant leave for payment of costs and expenses incurred in preparing report under section 475
69	section 479		power to give directions in matters arising in winding-up
70	section 480	7.5	power to release liquidator and deregister company

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
71	section 481	7.7	power to order preparation of report on accounts of liquidator
72	section 482		power to make an order— (a) to stay the winding up of a company either indefinitely or for a limited time; or (b) to terminate the winding up of a company on a day specified in the order
73	section 483 (1)		power to require payment of money or transfer of property
74	section 483 (2)		power to order payment of money
75	section 483 (3)	7.8	power to order payment of a call
76	section 483 (4)		power to order payment of amount due into a bank named in the order
77	section 484	8.1 8.2 8.3	power to appoint special manager

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
78	section 486		power to make order for inspection of books by creditors or contributories
79	section 488 (2)	7.9	power to grant leave to distribute a surplus
80	section 490		power to grant leave to company to wind up voluntarily
81	section 495 (4)		power to make order in relation to conduct of meeting in course of members' voluntary winding-up
82	section 496 (3)		power to order that list of creditors be sent to creditors in members' voluntary winding-up
83	section 497 (3)		power to order that list of creditors be sent to creditors in creditors' voluntary winding-up
84	section 500		power to make order about execution and civil proceedings
85	section 502	7.2	power to appoint liquidator

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
86	section 503		power to remove liquidator
87	section 504	9.4A	power to review liquidator's remuneration in voluntary winding-up
88	section 507 (6)		power to sanction resolution to accept shares as consideration for sale of property of company
89	section 507 (9)		power to give directions necessary for arbitration
90	section 507 (10)		power to approve liquidator's exercise of powers in creditors' voluntary winding-up
91	section 509 (6)		power to order ASIC to deregister company on specified day
92	section 510 (3)		power to settle dispute about value of security or lien or amount of debt or set-off
93	section 511 (1) (a)		power to decide question in winding-up of company

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
94	section 511 (1) (b)		power to make order in relation to an application to the court to exercise powers which might be exercised if a company were being wound up by the court
95	section 532 (2)		power to grant leave for person to be appointed as liquidator
96	section 536	7.11 11.2 11.8	power to make order in relation to supervision of liquidators
97	section 542 (3) (a)		power to give directions in relation to destruction of books of company
98	section 543 (1)		power to make order about the investment of surplus funds
99	section 544 (2)		power to order account of funds in hands of liquidator, audit or payment of money by liquidator
100	section 545		power to direct liquidator to incur particular expense
101	section 551		power to give leave for member of committee of inspection to accept extra benefit etc

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
102	section 552		power to give direction or permission if no committee of inspection is appointed
103	section 554A	14.1	power to estimate or determine value of debts and claims of uncertain value in liquidation
104	section 554G		power to grant leave to secured creditor to amend valuation of security in proof of debt
105	section 564		power to make order in favour of creditors who give company indemnity for costs of litigation
106	sections 568, 568B, 568E and 568F	10.2	power to make order in relation to disclaimer of onerous property
107	sections 583 and 585	10.3	power in relation to winding up Part 5.7 bodies
108	sections 596A, 596B, 596F, 597, 597A and 597B	11.3 11.6 11.7 11.9	power to make order in relation to examinations
109	sections 600A to 600D		power to make order in relation to creditor's resolutions

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
110	section 601AH (2)		power to order reinstatement of registration of company
111	section 601AH (3)		power to— (a) validate anything done between deregistration of a company and its reinstatement; and (b) make any other order the court considers appropriate
112	section 601BJ (2)		power to approve modification in constituent documents of registered company
113	section 601CC (9)		power to order restoration of name of registered Australian body to the Register
114	section 601CL (10)		power to order restoration of name of registered foreign company to the Register
115	section 1071D (4)	12.2	power to make order in relation to a person summoned
116	section 1071F		power to make an order in relation to a company's refusal to register a share transfer

Schedule 5
Part 5.2

Jurisdiction of registrar
Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

column 1 item	column 2 provision of Corporations Act	column 3 rule in sch 6	column 4 description (for information only)
117	section 1071H (6)		power to make an order to remedy default in issuing certificate etc
118	section 1274		power to make order if failure to give, amend etc document
119	section 1303		power to order that books be available for inspection
120	section 1319		power to give directions in relation to meetings
121	section 1321	14.1	power to make order in appeal from decision of administrator, receiver or liquidator
122	section 1322		power to make order in relation to irregularities
123	section 1325D		power to make order where contravention of a provision of chapter 6 due to inadvertence
124	section 1335		power to make order about costs

Part 5.3 **Jurisdiction related to ASIC Act
exercisable by registrar of
Supreme Court**

column 1 item	column 2 provision of the ASIC Act	column 3 rule	column 4 description (for information only)
1	section 79 (4)		power to extend period to give notice of intention to have statements made at examination admitted

Schedule 5
Part 5.4

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Magistrates Court

Part 5.4 **Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Magistrates Court**

(see r 6251)

column 1 item	column 2 provision, and if relevant, case	column 3 provision heading
1	282	Person with legal disability—approval of settlement etc
2	317	Third party—extent bound by judgment between plaintiff and defendant
3	716	Disposal of property other than land
4	729	Division 2.9.4 order without notice etc
5	730	Division 2.9.4 order without trial
6	sdiv 2.9.4.2 (other than r 745 (Freezing orders—costs))	Freezing orders
7	sdiv 2.9.4.3 (other than r 755 (Search orders—costs))	Search orders

column 1 item	column 2 provision, and if relevant, case	column 3 provision heading
8	1015	Payment into court—amount recovered by person with legal disability
9	1226	Request by appointed expert for directions
10	1228	Expert report to be admitted in evidence
11	1240	Application—div 2.12.4
12	1241	Service of expert reports
13	1243	Expert evidence to be covered by expert report
14	1246	Tender of expert report
15	1505	Trial—defendant or plaintiff not appearing
16	1521	Separate decisions on questions—order
17	1530	Assessors
18	1531	Referee—referral of question etc to
19	1532	Referee—appointment
20	1533	Referee—amendment of order referring question etc
21	1536	Referee—report
22	1537	Referee—proceeding on report
23	1548	Partial judgment for damages to be assessed

Schedule 5
Part 5.4

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not
exercisable by registrar of Magistrates Court

column 1 item	column 2 provision, and if relevant, case	column 3 provision heading
24	1607	Orders—certified duplicate
25	1855	Costs—review by court
26	2220	Seizure and sale order—sale at best price obtainable
27	2443	Enforcement—undertakings
28	2501	Contempt—applications generally
29	2600	Interpleader—application by stakeholder
30	2606	Interpleader—failure to give notice of claim
31	2608	Interpleader—admission of claim
32	2609	Interpleader—enforcement officer’s interpleader application
33	3918 (4)	Application for arbitration—discontinuance
34	3924	Arbitration—party may be represented
35	3927	Arbitration listing procedure—certificate of readiness not signed
36	3928 (4)	Arbitration—service of medical reports
37	3930	Arbitration—doctor’s evidence to be covered by medical report
38	3933 (2)	Arbitration—tender of medical report

column 1 item	column 2 provision, and if relevant, case	column 3 provision heading
39	3934	Arbitration—party may apply for medical referee etc
40	3937	Arbitration—assessment of worker by medical referee
41	3952 (4)	Conduct of arbitration—directions and orders if remedy against employer and stranger
42	3960 (2)	Arbitration—payment on worker’s acceptance
43	3961 (3)	Arbitration—payment on dependant’s etc acceptance
44	3962 (3)	Arbitration—no prompt acceptance of submission or payment
45	3965 (1)	Arbitration—setting aside or amending award
46	3967 (1)	Registered agreement—application for amendment or cancellation
47	4020	Criminal proceedings—failure of individual to comply with subpoena etc
48	4021	Criminal proceedings—failure of corporation to comply with subpoena etc
49	4050	Criminal proceedings—production of person in custody
50	part 5.2	Appeals from master or registrar

Schedule 5
Part 5.4

Jurisdiction of registrar
Jurisdiction under rules in relation to applications in proceedings not
exercisable by registrar of Magistrates Court

column 1 item	column 2 provision, and if relevant, case	column 3 provision heading
51	6142 (3) (c)	Rejecting documents—abuse of process etc
52	6610 (2) or (4)	Disposal of subpoenaed documents and things produced
53	6613	Documents and things in custody of court
54	6762	Custody of exhibits after proceeding
55	6816	Appointment of examiner
56	6817	Documents for examiner
57	6904	Mandatory order to registrar etc
58	6906, if order or certificate of magistrate	Mistakes in orders or court certificates

Schedule 6 Corporations Rules

(see r 3270)

Part 6.1 Corporations Rules—preliminary

1.1 Name of rules

The rules in this schedule are the *Corporations Rules*.

1.2

Note These rules do not include a r 1.2.

The rule number has been kept to ensure that provision numbers in these rules are consistent with the uniform corporations rules.

1.3 Application of sch 6 and provisions of these rules

- (1) Unless the Supreme Court otherwise orders—
 - (a) this schedule applies to a proceeding in the court under the Corporations Act, or the ASIC Act, that is started on or after 12 November 2003; and
 - (b) part 6.15A applies to a proceeding in the court under the Cross-Border Insolvency Act.
- (2) The other provisions of these rules apply, as far as they are relevant and not inconsistent with this schedule—
 - (a) to a proceeding in the Supreme Court under the Corporations Act, or the ASIC Act, that is started on or after 12 November 2003; and
 - (b) to a proceeding in the court under the Cross-Border Insolvency Act that is started on or after the commencement of part 6.15A.
- (3) Unless the Supreme Court otherwise orders, the rules applying to a proceeding in the court under the Corporations Act, or the ASIC Act, that were in force immediately before 12 November 2003,

continue to apply to a proceeding under the Corporations Act, or the ASIC Act, that was started before that date.

Note Because of the definition of *this Act* in the Corporations Act, s 9, a reference to the Corporations Act includes a reference to the Corporations Regulations.

1.4 Terms used in Corporations Act

A term used in the Corporations Act has the same meaning in this schedule.

Note Terms used in this schedule (including the notes to those rules) that are defined in the Corporations Act include the following:

- ABN (short for ‘Australian Business Number’) (see s 9)
- ACN (short for ‘Australian Company Number’) (see s 9)
- ARBN (short for ‘Australian Registered Body Number’) (see s 9)
- ASIC (see s 9)
- body (see s 9)
- body corporate (see s 9)
- books (see s 9)
- company (see s 9)
- corporation (see s 57A)
- daily newspaper (see s 9)
- foreign country (see s 9)
- officer, in relation to a body corporate (see s 82A)
- official liquidator (see s 9)
- Part 5.1 body (see s 9)
- Part 5.7 body (see s 9)
- register (see s 9)
- registered liquidator (see s 9)
- registered office (see s 9)
- statutory demand (see s 9).

1.5 Definitions—sch 6

In this schedule:

applicant means a person claiming interlocutory relief in a proceeding.

ASIC Act means the *Australian Securities and Investments Commission Act 2001* (Cwlth).

Corporations Regulations means the *Corporations Regulations 2001* (Cwlth).

Cross-Border Insolvency Act means the *Cross-Border Insolvency Act 2008* (Cwlth) including, unless the contrary intention appears, the Model Law.

defendant means a person against whom relief (except interlocutory relief) is claimed under the Corporations Act, the ASIC Act or the Cross-Border Insolvency Act, whether in the originating process or not.

interlocutory process means an interlocutory process in a proceeding.

Model Law means the Model Law on Cross-Border Insolvency of the United Nations Commission on International Trade Law, the English text of which is set out in the Cross-Border Insolvency Act, schedule 1, with the modifications set out in that Act, part 2.

originating process means an originating process in a proceeding.

plaintiff means a person claiming relief (except interlocutory relief) under the Corporations Act, the ASIC Act or the Cross-Border Insolvency Act, whether in the originating process or not.

respondent means a person against whom interlocutory relief is claimed in a proceeding.

1.6 References to rules

A reference in this schedule to a rule is a reference to a rule in this schedule.

1.7 Substantial compliance with forms

- (1) It is sufficient compliance with this schedule in relation to a document that is required to be in accordance with an approved form if the document is substantially in accordance with the form or has only such variations as the nature of the case requires.
- (2) Without limiting subrule (1), the registrar must not reject a document for filing only because a term used to describe a party in the document differs from the term used in this schedule.

1.8 Court's power to give directions

The court may give directions in relation to the practice and procedure to be followed in a proceeding if satisfied, in the circumstances of the proceeding, that—

- (a) the provisions of the Corporations Act, the ASIC Act, or the rules of the court do not adequately provide for the practice and procedure to be followed in the proceeding; or
- (b) a difficulty arises, or doubt exists, in relation to the practice and procedure to be followed in the proceeding.

1.9 Calculation of time

- (1) If, for any purpose, this schedule—
 - (a) prohibits, permits or requires anything to be done within, by, or before the end of; or
 - (b) otherwise prescribes, allows or provides for;a period of time before or after a particular day, act or event, the period is to be calculated without counting that day, or the day of the act or event.

- (2) Without limiting subrule (1), in calculating how many days a particular day, act or event is before or after another day, act or event, only the first day, or the day of the first act or event, is to be counted.
- (3) If the last day of a period prescribed or allowed by these rules for anything to be done falls on a day that is not a business day where it is to be or may be done, it is to be or may be done on the first business day at the place after that day.
- (4) In calculating a period of time for these rules, the period beginning on 25 December in a year and ending at the end of 1 January in the next year is not to be counted.

1.10 Extending and shortening of time

Unless the Corporations Act, the ASIC Act or this schedule otherwise provides, the rules of the court that provide for the extending or shortening of a period of time fixed for doing anything in relation to a proceeding apply to a proceeding to which this schedule applies.

Part 6.2 Proceedings generally

2.1 Title of documents in a proceeding

A document for use in a proceeding, and for which there is an approved form, must be headed in the way set out in the form.

2.2 Originating process and interlocutory process

(1) Unless this schedule otherwise provides, a person must make an application required or permitted by the Corporations Act to be made to the court—

(a) if the application is not made in a proceeding already started in the court—by filing an originating process; and

(b) in any other case, and whether interlocutory relief or final relief is claimed—by filing an interlocutory process.

Note See

- approved form 2 (Originating process) [AF2008-143](#)
- approved form 3 (Interlocutory process) [AF2008-144](#).

(2) Unless the court otherwise directs, a person may make an application to the court in relation to a proceeding in relation to which final relief has been granted by filing an interlocutory process in the proceeding.

(3) An originating process must state—

(a) each section of the Corporations Act or the ASIC Act, or each regulation of the Corporations Regulations, under which the proceeding is brought; and

(b) the relief sought.

(4) An interlocutory process must state—

- (a) if appropriate, each section of the Corporations Act or the ASIC Act, or each regulation of the Corporations Regulations, or each rule of court under which the application is made; and
- (b) the relief sought.

2.3 Setting of hearing

On receiving an originating process or interlocutory process, the registrar—

- (a) must set a time, date and place for hearing and endorse those details on the originating process or interlocutory process; and
- (b) may seal a sufficient number of copies for service and proof of service.

2.4 Supporting affidavits

- (1) Unless the court otherwise directs, an originating or interlocutory process must be supported by an affidavit stating the facts in support of the process.
- (2) An affidavit in support of an originating process must annex a record of a search of the records maintained by ASIC, in relation to the company that is the subject of the application to which the originating process relates, carried out no earlier than 7 days before the originating process is filed.
- (3) This rule does not apply to an application by a company under the Corporations Act, section 459G for an order setting aside a statutory demand served on the company.

2.4A Application for order setting aside statutory demand (Corporations Act, s 459G)

- (1) This rule applies to an application by a company under the Corporations Act, section 459G for an order setting aside a statutory demand served on the company.

- (2) The plaintiff may file a copy of the statutory demand, and a copy of any affidavit that accompanied the statutory demand, with the originating process seeking the order.
- (3) The plaintiff must—
 - (a) carry out a search of the records maintained by ASIC in relation to the plaintiff not earlier than 7 days before the originating process is filed, and not later than the day before the hearing of the application; and
 - (b) either—
 - (i) annex the record of the search to the affidavit in support of the originating process; or
 - (ii) file the record of the search before, or tender it on, the hearing of the application.

2.5 Affidavits made by creditors

Subject to rule 5.4 (Affidavit in support of application for winding-up), an affidavit that is to be made by a creditor may be made—

- (a) if the creditor is a corporation—by a director, secretary, or other principal officer of the corporation, or by a person employed by the corporation who is authorised to make the affidavit on its behalf; or
- (b) if the creditor is a company to which a liquidator, provisional liquidator, receiver, administrator or controller has been appointed—by that person; or
- (c) in any other case—by the creditor or a person authorised by the creditor to make the affidavit on behalf of the creditor.

2.6 Form of affidavits

An affidavit must be in a form that complies with—

- (a) the rules of the court; or
- (b) the rules of the Supreme Court of the State or Territory (if any) where the affidavit was sworn or affirmed.

2.7 Service of originating process or interlocutory process and supporting affidavit

- (1) As soon as practicable after filing an originating process and, in any case, at least 5 days before the date set for hearing, the plaintiff must serve a copy of the originating process and any supporting affidavit on—
 - (a) each defendant (if any) to the proceeding; and
 - (b) if the corporation to which the proceeding relates is not a party to the proceeding—the corporation.
- (2) As soon as practicable after filing an interlocutory process and, in any case, at least 3 days before the date set for hearing, the applicant must serve a copy of the interlocutory process and any supporting affidavit on—
 - (a) each respondent (if any) to the application in the interlocutory process; and
 - (b) if the corporation to which the application in the interlocutory process relates is not a party to the application in the interlocutory process—the corporation.

2.8 Notice of certain applications to be given to ASIC

- (1) This rule has effect in addition to the requirements of the Corporations Act that, in relation to a proceeding, particular documents are to be served on ASIC or notice of particular matters is to be given to ASIC.
- (2) This rule does not apply to a person making an application if the person is ASIC or a person authorised by ASIC.

- (3) Unless the court otherwise orders, if a person makes an application under a provision of the Corporations Act mentioned in table 2.8, column 2, the person must serve on ASIC, a reasonable time before the hearing of the application, a copy of the originating or interlocutory process and supporting affidavit in relation to the application.

Table 2.8 Applications of which notice must be given to ASIC

column 1 item	column 2 provision	column 3 description of application
1	section 480	for the release of a liquidator of a company and the deregistration of the company
2	section 482 (1)	for the stay or termination of a winding-up
3	section 509 (6)	for the deregistration of a company
4	section 536 (1)	for an inquiry into the conduct of a liquidator
5	section 601AH (2)	to reinstate the registration of a company
6	section 601CC (8)	to restore the name of an Australian body to the register
7	section 601CL (9)	to restore the name of a foreign company to the register
8	chapter 6, 6A, 6B, 6C, 6D or 7	any application under these chapters
9	section 1317S (2) and (4)	for relief from liability for contravention of a civil penalty provision

2.9 Notice of appearance (Corporations Act, s 465C)

- (1) A person who intends to appear before the court at the hearing of an application must, before appearing—
 - (a) file the following:
 - (i) a notice of appearance;
Note See approved form 4 (Notice of Appearance) [AF2007-134](#).
 - (ii) if appropriate, an affidavit stating any facts on which the person intends to rely; and
 - (b) serve on the plaintiff a copy of the notice of appearance and any affidavit not later than—
 - (i) if the person is named in an originating process—3 days before the date set for hearing; or
 - (ii) if the person is named in an interlocutory process—1 day before the date set for hearing.
- (2) If the person intends to appear before the court to oppose an application for winding up, the person may include in the notice of appearance the notice of the grounds on which the person opposes the application required by the Corporations Act, section 465C.
- (3) The period prescribed for filing and serving the notice and affidavit required by the Corporations Act, section 465C is the period mentioned in subrule (1) (b) (i).

Note Under the Corporations Act, s 465C, a person may not, without the leave of the court, oppose an application for winding-up unless, within the period prescribed by these rules (see r (3)), the person has filed, and served on the plaintiff, notice of the grounds on which the person opposes the application and an affidavit verifying the matters stated in the notice.

2.10 Intervention in proceeding by ASIC (Corporations Act, s 1330)

- (1) If ASIC intends to intervene in a proceeding, ASIC must file a notice of intervention.

Note See approved form 5 (Notice of intervention by ASIC) [AF2008-66](#).

- (2) Not later than 3 days before the date set for the hearing at which ASIC intends to appear in the proceeding, ASIC must serve a copy of the notice, and any affidavit on which it intends to rely, on the plaintiff and on any other party to the proceeding.

2.11 Publication of notices

If a rule requires a notice in relation to a body to be published in accordance with this rule, the notice must be published once in a daily newspaper circulating generally in the State or Territory where the body has its principal, or last-known, place of business.

Note Under the Corporations Act, certain notices may also be required to be published in the Commonwealth Gazette. Nothing in this rule is intended to affect the operation of any provision of the Corporations Act that requires publication of a notice in the Commonwealth Gazette.

2.12 Proof of publication

- (1) This rule applies in relation to any matter published in relation to a proceeding.
- (2) Unless this schedule otherwise provides, or the court otherwise orders, the person responsible for the publication of the matter, or the person's legal practitioner, must file—
 - (a) an affidavit made by the person, or the person's legal practitioner, that states the date of publication and to which is annexed or exhibited a copy of the published matter; or
 - (b) a memorandum signed by the person, or the person's legal practitioner, that states the date of publication and refers to and annexes a copy of the published matter.

- (3) The affidavit or memorandum is prima facie evidence that the publication took place on the date and otherwise as stated in the affidavit or memorandum.

2.13 Leave to creditor, contributory or officer to be heard

- (1) The court may grant leave to any person who is, or claims to be—
- (a) a creditor, contributory or officer of a corporation; or
 - (b) an officer of a creditor, or contributory, of a corporation; or
 - (c) any other interested person;
- to be heard in a proceeding without becoming a party to the proceeding.
- (2) If the court considers that the attendance of a person to whom leave has been granted under subrule (1) has resulted in additional costs for any party, or the corporation, and that the costs should be borne by the person to whom leave was granted, the court may—
- (a) direct that the person pay the costs; and
 - (b) order that the person not be heard further in the proceeding until the costs are paid or secured to the court's satisfaction.
- (3) The court may order that a person who is, or claims to be, a creditor, contributory or officer of a corporation be added as a defendant to the proceeding.
- (4) The court may grant leave to a person under subrule (1), or order that a person be added as a defendant to a proceeding under subrule (3)—
- (a) on application by the person or a party to the proceeding; or
 - (b) on the court's own initiative.
- (5) The court may—
- (a) appoint a creditor or contributory to represent all or any class of the creditors or contributories on any question, or in relation

to any proceeding, before the court, at the expense of the corporation; and

(b) remove any person so appointed.

2.14 Inquiry in relation to corporation's debts etc

The court may direct an inquiry in relation to the debts, claims or liabilities, or a class of debts, claims or liabilities, of or affecting a corporation to which a proceeding relates.

2.15 Meetings ordered by the court

Subject to the Corporations Act, this schedule and any direction of the court to the contrary, the Corporations Regulations, regulations 5.6.11 to 5.6.36A apply to meetings ordered by the court.

Part 6.3 **Compromises and arrangements in relation to Part 5.1 bodies**

3.1 **Application—pt 1.3**

This part applies if an application is made to the court for approval of a compromise or arrangement between a Part 5.1 body and its creditors or members, or any class of its creditors or members.

3.2 **Nomination of chairperson for meeting**

Before the hearing of an application under the Corporations Act, section 411 (1), (1A) or (1B), the plaintiff must file an affidavit stating—

- (a) the names of the people who have been nominated to be the chairperson and alternate chairperson of the meeting; and
- (b) that each person nominated—
 - (i) is willing to act as chairperson; and
 - (ii) has had no previous relationship or dealing with the body, or any other person interested in the proposed compromise or arrangement, except as disclosed in the affidavit; and
 - (iii) has no interest or obligation that may give rise to a conflict of interest or duty if the person were to act as chairperson of the meeting, except as disclosed in the affidavit; and
- (c) the name of the person (if any) proposed to be appointed to administer the proposed compromise or arrangement; and
- (d) that the person does not fall within the Corporations Act, section 411 (7) (a) to (f), except as disclosed in the affidavit.

3.3 Order for meetings to identify proposed scheme

- (1) An order under the Corporations Act, section 411 (1) or (1A) ordering a meeting or meetings in relation to a proposed compromise or arrangement must set out in a schedule, or otherwise identify, a copy of the proposed compromise or arrangement.
- (2) Unless the court otherwise orders, a meeting of members ordered under the Corporations Act, section 411 must be convened, held and conducted in accordance with—
 - (a) the provisions of the Corporations Act, part 2G.2 that apply to the members of a company; and
 - (b) the provisions of the plaintiff's constitution that apply in relation to meetings of members and are not inconsistent with the Corporations Act, part 2G.2.
- (3) Unless the court otherwise orders, a meeting of a class of holders of convertible securities ordered under the Corporations Act, section 411 must be convened, held and conducted as if—
 - (a) the holders were a separate class of members; and
 - (b) the meeting were a meeting of members convened, held and conducted under subrule (2).
- (4) However, subrule (3) only applies to a meeting of a class of holders of convertible securities to the extent that the subrule is not inconsistent with the applicable provisions of the instrument under which the securities were issued.

3.4 Notice of hearing (Corporations Act, s 411 (4) and s 413 (1))

- (1) This rule applies to—
 - (a) an application, under the Corporations Act, section 411 (4), for an order approving a proposed compromise or arrangement in relation to a Part 5.1 body; and

- (b) an application, under the Corporations Act, section 413 (1), for an order in relation to the reconstruction of a Part 5.1 body, or Part 5.1 bodies, or the amalgamation of 2 or more Part 5.1 bodies.
- (2) Unless the court otherwise orders, the plaintiff must publish a notice of the hearing of the application.
- Note* See approved form 6 (Notice of hearing to approve compromise or arrangement) [AF2006-431](#).
- (3) The notice must be published in accordance with rule 2.11 (Publication of notices) at least 5 days before the date set for the hearing of the application.

3.5 Copy of order approving compromise or arrangement to be lodged with ASIC

If the court makes an order under the Corporations Act, section 411 (1), (1A) or (4) or section 413 (1), the plaintiff must, as soon as practicable after the order is made—

- (a) have the order sealed; and
- (b) lodge an office copy of the order with ASIC; and
- (c) serve an office copy of the order on anyone appointed to administer the compromise or arrangement.

Part 6.4 Receivers and other controllers of corporation property (Corporations Act, pt 5.2)

4.1 Inquiry into conduct of controller (Corporations Act, s 423)

A complaint to the court under the Corporations Act, section 423 (1) (b) about an act or omission of a receiver, or a controller appointed by the court, must be made by an originating process seeking an inquiry in relation to the complaint.

Part 6.5 Winding-up proceedings (including oppression proceedings where winding-up is sought)

5.1 Application—pt 6.5

This part applies to the following applications for the winding-up of a company:

- (a) an application for an order under the Corporations Act, part 2F.1;
- (b) an application under the Corporations Act, part 5.4 or part 5.4A.

5.2 Affidavit accompanying statutory demand (Corporations Act, s 459E (3))

For the Corporations Act, section 459E (3), the affidavit accompanying a statutory demand relating to a debt, or debts, owed by a company must—

- (a) be made by the creditor or by a person with the authority of the creditor or creditors; and
- (b) not state a proceeding number, or refer to a court proceeding, in any heading or title to the affidavit.

Note See approved form 7 (Affidavit accompanying statutory demand) [AF2006-432](#).

5.3 Application for leave to apply for winding-up in insolvency (Corporations Act, s 459P (2))

An application for leave to apply to the court for an order that a company be wound up in insolvency may be made at the same time as the application for an order that the company be wound up in insolvency is made.

5.4 Affidavit in support of application for winding-up (Corporations Act, s 459P, s 462, s 464)

- (1) The affidavit in support of an originating process seeking an order that a company be wound up must be made by the plaintiff or by a person with the authority of the plaintiff or plaintiffs.
- (2) If the application is made in reliance on a failure by the company to comply with a statutory demand, the affidavit must—
 - (a) verify service of the demand on the company; and
 - (b) verify the failure of the company to comply with the demand; and
 - (c) state whether and, if so, to what extent the debt, or each of the debts, to which the demand relates is still due and payable by the company at the date when the affidavit is made.
- (3) If the application is made in reliance on the ground mentioned in the Corporations Act, section 461 (1) (a), the affidavit must—
 - (a) state whether the company is able to pay all its debts as and when they become due and payable; and
 - (b) refer to the company's most recent balance sheet and profit and loss statement as an annexure or exhibit to the affidavit, or explain their absence.
- (4) The affidavit must be made within 7 days before the originating process is filed.

5.5 Consent of liquidator (Corporations Act, s 532 (9))

- (1) For the Corporations Act, section 532 (9), an official liquidator must consent to act as liquidator of a company.

Note See approved form 8 (Consent of liquidator/provisional liquidator) [AF2008-67](#).

- (2) In an application for an order that a company be wound up, the plaintiff must—
- (a) before the hearing of the application, file the consent mentioned in subrule (1) of an official liquidator who would be entitled to be appointed as liquidator of the company; and
 - (b) serve a copy of the consent on the company at least 1 day before the hearing.

- (3) In this rule:

liquidator does not include a provisional liquidator.

5.6 Notice of application for winding-up

- (1) Unless the court otherwise orders, the plaintiff must publish a notice of the application for an order that a company be wound up.

Note See approved form 9 (Notice of application for winding-up order) [AF2007-137](#).

- (2) The notice must be published in accordance with rule 2.11 (Publication of notices)—
- (a) at least 3 days after the originating process is served on the company; and
 - (b) at least 7 days before the date set for hearing of the application.

5.7 Applicant to make copies of documents available

A copy of any document filed in a proceeding to which this part applies must be available at the plaintiff's address for service for inspection by a creditor, contributory or officer of the company, or an officer of a creditor or contributory of the company.

5.8 Discontinuance of application for winding-up

An application for an order that a company be wound up may not be discontinued except with the leave of the court.

5.9 Appearance before registrar

After filing an originating process seeking an order that a company be wound up, the plaintiff must, if required—

- (a) appear before the registrar on a date to be appointed by the registrar; and
- (b) satisfy the registrar that the plaintiff has complied with the Corporations Act and these rules in relation to applications for a winding-up order.

5.10 Order substituting plaintiff in application for winding-up (Corporations Act, s 465B)

- (1) If the court makes an order under the Corporations Act, section 465B, the court may also order that the substituted plaintiff or plaintiffs publish a notice stating that the substituted plaintiff or plaintiffs intend to apply for an order that the company be wound up.

Note See approved form 10 (Notice of application for winding-up order by substituted plaintiff) [AF2007-138](#).

- (2) The notice must be published—
 - (a) in accordance with rule 2.11 (Publication of notices) at least 7 days before the date set for the hearing of the application; or
 - (b) as otherwise directed by the court.

5.11 Notice of winding-up order and appointment of liquidator

- (1) This rule applies if the court orders that a company be wound up and an official liquidator be appointed as liquidator of the company.
- (2) Not later than the day after the order is made, the plaintiff must inform the liquidator of the appointment.
- (3) As soon as practicable after being informed of the appointment, the liquidator must publish a notice of the winding-up order and the liquidator's appointment.

Note See approved form 11 (Notice of winding-up order and of appointment of liquidator) [AF2007-139](#).

- (4) The notice must be published in accordance with rule 2.11 (Publication of notices).
- (5) In this rule:

liquidator does not include a provisional liquidator.

Part 6.6 Provisional liquidators (Corporations Act, pt 5.4B)

6.1 Appointment of provisional liquidator (Corporations Act, s 472)

- (1) An application for an official liquidator to be appointed, under the Corporations Act, section 472 (2), as a provisional liquidator of a company must be accompanied by the written consent of the official liquidator.

Note See approved form 8 (Consent of liquidator/provisional liquidator) [AF2008-67](#).

- (2) If—
 - (a) an order is made appointing a provisional liquidator; and
 - (b) the order provides that the provisional liquidator may take into the provisional liquidator's custody part only of the company's property;

the order must include a short description of the part of the company's property that the provisional liquidator may take into custody.

- (3) The court may require the plaintiff to give an undertaking as to damages.

6.2 Notice of appointment of provisional liquidator

- (1) This rule applies if the court orders that an official liquidator be appointed as a provisional liquidator of a company.
- (2) Not later than the day after the order is made, the plaintiff must—
 - (a) except if the plaintiff is ASIC—lodge an office copy of the order with ASIC; and

- (b) serve an office copy of the order on the company (except if the plaintiff is the company) and on anyone else as directed by the court; and
 - (c) give to the provisional liquidator an office copy of the order and a written statement that the order has been served as required by paragraph (b).
- (3) As soon as practicable after the order is made, the provisional liquidator must publish a notice of the provisional liquidator's appointment.
- Note* See approved form 12 (Notice of appointment of provisional liquidator) [AF2007-140](#).
- (4) The notice must be published in accordance with rule 2.11 (Publication of notices).

Part 6.7 Liquidators

7.1 Resignation of liquidator (Corporations Act, s 473 (1))

- (1) A liquidator appointed by the court who wishes to resign office must file with the registrar, and give to ASIC, a memorandum of resignation.
- (2) The resignation takes effect on the filing and giving of the memorandum.

7.2 Filling vacancy in office of liquidator (Corporations Act, s 473 (7), s 502)

- (1) If, for any reason, there is no liquidator acting in a winding-up, the court may—
 - (a) for a winding-up by the court—appoint another official liquidator whose written consent has been filed; and
 - (b) for a voluntary winding-up—appoint another registered liquidator whose written consent has been filed.
- (2) The court may make the appointment—
 - (a) in any case—on application by ASIC, a creditor or a contributory; or
 - (b) for a winding-up by the court—on its own initiative.

7.3 Report to liquidator as to company's affairs (Corporations Act, s 475)

- (1) If a person is required under the Corporations Act, section 475 to submit and verify a report as to the affairs of a company, the liquidator must give to the person the appropriate forms and instructions for the preparation of the report.

- (2) Except by order of the court, no person is to be allowed out of the property of a company any costs or expenses incurred in relation to the preparation of the report that have not been—
 - (a) sanctioned by the liquidator before being incurred; or
 - (b) assessed.
- (3) The liquidator must report to the court any default in complying with the requirements of the Corporations Act, section 475.
- (4) In this rule:

liquidator includes a provisional liquidator.

7.4 Liquidator to file certificate and copy of settled list of contributories (Corporations Act, s 478)

If, in a winding-up by the court, a liquidator has settled and certified a list, or supplementary list, of contributories, the liquidator must, not later than 14 days after doing so, file the certificate and a copy of the list.

7.5 Release of liquidator and deregistration of company (Corporations Act, s 480 (c) and (d))

- (1) This rule applies to an application by the liquidator of a company—
 - (a) for an order that the liquidator be released; or
 - (b) for an order that the liquidator be released and that ASIC deregister the company.
- (2) The interlocutory process seeking the order must include—
 - (a) a notice stating that any objection to the release of the liquidator must be made by filing and serving a notice of objection not later than 21 days after the date of service of the interlocutory process; and
 - (b) a statement setting out the terms of the Corporations Act, section 481 (3).

Note The Corporations Act, s 481 (3) provides that an order of the court releasing a liquidator discharges the liquidator from all liability in relation to any act done or default made by the liquidator in the administration of the affairs of the company, or otherwise in relation to the liquidator's conduct as liquidator, but any such order may be revoked on proof that it was obtained by fraud or by suppression or by concealment of any material fact.

- (3) The supporting affidavit must include details of the following matters:
- (a) whether the whole of the company's property has been realised or whether so much of the company's property has been realised as, in the liquidator's opinion, can be realised without needlessly protracting the winding-up;
 - (b) any calls made on contributories in the course of the winding-up;
 - (c) any dividends paid in the course of the winding-up;
 - (d) whether the committee of inspection (if any) has passed a resolution approving the liquidator's release;
 - (e) whether ASIC has appointed an auditor to report on an account or statement of the position in the winding-up under the Corporations Act, section 539 (2);
 - (f) whether the court has ordered a report on the accounts of the liquidator to be prepared;
 - (g) whether any objection to the release of the liquidator has been received by the liquidator from—
 - (i) an auditor appointed by ASIC or by the court; or
 - (ii) any creditor, contributory or other interested person;
 - (h) whether any report has been submitted by the liquidator to ASIC under the Corporations Act, section 533;

- (i) whether the liquidator considers it necessary to report on the affairs of the company or any of its officers;
 - (j) any property disclaimed in the course of the winding-up;
 - (k) any remuneration paid or payable to the liquidator and how such remuneration was determined;
 - (l) any costs, charges or expenses payable by the liquidator if the court grants the liquidator's release;
 - (m) if the application is made under the Corporations Act, section 480 (c)—the facts and circumstances because of which it is submitted that the company should not be deregistered.
- (4) The liquidator must include in the supporting affidavit the following statements, including, if appropriate, the words in brackets:
- (a) 'To the best of my belief, there has been no act done or default made by me in the administration of the affairs of the subject corporation or otherwise in relation to my conduct as liquidator which is likely to give rise to any liability to the subject corporation or any creditor or contributory [except as disclosed in this affidavit]';
 - (b) 'I am not aware of any claim made by any person that there has been any such act or default [except as disclosed in this affidavit]'.
- (5) The liquidator must file with, or annex to, the supporting affidavit—
- (a) a statement of the financial position of the company at the date when the interlocutory process seeking release was filed; and
 - (b) a summary of the liquidator's receipts and payments in winding up the company.
- (6) Unless the court otherwise orders, the liquidator must serve by prepaid post, on each creditor who has proved a debt in the course of the winding-up, and on each contributory, a copy of the interlocutory process accompanied by—

- (a) a copy of the summary of the liquidator's receipts and payments in winding up the company; and
- (b) a copy of the statement of the financial position of the company at the date when the interlocutory process seeking release was filed.

7.6 Objection to release of liquidator

- (1) A creditor or contributory of a company who wishes to object to the release of the liquidator of the company must, within 21 days after the date of service of the interlocutory process seeking release—
 - (a) file—
 - (i) a notice of objection; and
 - Note* See approved form 13 (Notice by creditor or contributory of objection to release of liquidator) [AF2007-141](#).
 - (ii) if appropriate, an affidavit stating any facts relied on; and
 - (b) serve a copy of the notice and the affidavit (if any) on the liquidator.
- (2) If the liquidator is served with a notice of objection by a creditor or contributory, the liquidator must, not later than 3 days after being served, serve on the creditor or contributory a copy of the affidavit supporting the interlocutory process.

7.7 Report on accounts of liquidator (Corporations Act, s 481)

- (1) If the court orders that a report on the accounts of a liquidator be prepared under the Corporations Act, section 481 (1), the liquidator must give to the auditor appointed to prepare the report all information, books and vouchers required to prepare the report.
- (2) On completing the report, the auditor must—
 - (a) file a copy of the report in a sealed envelope that is marked with the title and number of the proceeding and the words

‘Auditor’s report under section 481 (1) of the *Corporations Act 2001*’; and

- (b) serve a copy of the report on the liquidator; and
 - (c) give a copy of the report to ASIC.
- (3) Except with the leave of the court, a report is not available for inspection by any person except the liquidator or ASIC.

7.8 Application for payment of call (Corporations Act, s 483 (3) (b))

The affidavit in support of an application by the liquidator of a company, under the Corporations Act, section 483 (3) (b), for an order for the payment of a call must, if a form is approved under the *Court Procedures Act 2004*, section 8 for this rule, be in accordance with the approved form.

Note See approved form 14 (Affidavit in support of application for order for payment of call) [AF2007-142](#).

7.9 Distribution of surplus by liquidator with special leave of the court (Corporations Act, s 488 (2))

- (1) The affidavit in support of an application for special leave to distribute a surplus must state how the liquidator intends to distribute the surplus including the name and address of each person to whom the liquidator intends to distribute any part of the surplus.
- (2) At least 14 days before the date set for the hearing of the application, the liquidator must publish a notice of the application.

Note See approved form 15 (Notice of application for leave to distribute a surplus) [AF2007-143](#).

- (3) The notice must be published in accordance with rule 2.11 (Publication of notices).

7.10 Powers delegated to liquidator by the court (Corporations Act, s 488)

Subject to the Corporations Act, this schedule and any order of the court, the powers and duties given to the court by the Corporations Act, part 5.4B in relation to the matters mentioned in the Corporations Act, section 488 (1) may be exercised by a liquidator appointed by the court as an officer of the court and subject to the control of the court.

7.11 Inquiry into conduct of liquidator (Corporations Act, s 536 (1) and (2))

- (1) A complaint to the court under the Corporations Act, section 536 (1) (b) must be made—
 - (a) for a winding-up by the court—by an interlocutory process seeking an inquiry; and
 - (b) for a voluntary winding-up—by an originating process seeking an inquiry.
- (2) A report to the court by ASIC under the Corporations Act, section 536 (2) must be made—
 - (a) for a winding-up by the court—by filing—
 - (i) an interlocutory process seeking orders under the subsection; and
 - (ii) a written report in a sealed envelope that is marked with the title and number of the proceeding; and
 - (b) for a voluntary winding-up—by filing—
 - (i) an originating process seeking orders under the subsection; and
 - (ii) a written report in a sealed envelope that is marked with the title of the proceeding and provision for its number.

- (3) The contents of a report filed under subrule (2) need not, at the time of filing, be verified by an affidavit.
- (4) Except with the leave of the court, a report made under the Corporations Act, section 536 (2) is not available for inspection by anyone except the liquidator or ASIC.
- (5) In this rule:
liquidator includes a provisional liquidator.

Part 6.8 Special managers (Corporations Act, pt 5.4B)

8.1 Application for appointment of special manager (Corporations Act, s 484)

- (1) An application by a liquidator for the appointment of a special manager in relation to a company must state the powers that, in the liquidator's opinion, should be entrusted by the court to the special manager.
- (2) The supporting affidavit must state—
 - (a) the circumstances making it proper that a special manager be appointed; and
 - (b) details of the remuneration proposed to be paid to the special manager; and
 - (c) whether any committee of inspection in the winding-up, or a meeting of creditors, has approved the appointment of a special manager.

8.2 Security given by special manager (Corporations Act, s 484)

- (1) The court may, from time to time, direct that the amount of security given by a special manager be varied.
- (2) Unless the court otherwise directs, the costs of providing the security given by a special manager in relation to a particular winding-up—
 - (a) are the personal expenses of the special manager; and
 - (b) must not be charged against the property of the company as an expense incurred in the winding-up.

8.3 Special manager's receipts and payments (Corporations Act, s 484)

- (1) A special manager must give to the liquidator—
 - (a) an account of the special manager's receipts and payments; and
 - (b) a statutory declaration verifying the account.
- (2) If the liquidator approves the account, the liquidator must include the total amounts of the special manager's receipts and payments in the liquidator's accounts.

Part 6.9 Remuneration of office-holders

9.1 Remuneration of receiver (Corporations Act, s 425 (1))

- (1) This rule applies to an application by a receiver of property of a corporation for an order under the Corporations Act, section 425 (1) fixing the receiver's remuneration.

Note 1 Under the Corporations Act, s 425 (2) (b), the court may exercise its power to make an order fixing the remuneration of a receiver appointed under an instrument even if the receiver has died, or has ceased to act, before the making of the order or the application for the order.

Note 2 The amendment to the Corporations Act, s 425 made by the *Corporations Amendment (Insolvency) Act 2007* (Cwlth) applies in relation to a receiver appointed on or after 31 December 2007—see Corporations Act, s 1480 (5).

- (2) At least 21 days before filing an originating or interlocutory process seeking the order, the receiver must serve a notice of the receiver's intention to apply for the order, and a copy of any affidavit on which the receiver intends to rely, on the following:

Note See approved form 16 (Notice of intention to apply for remuneration) [AF2007-144](#).

- (a) the person who appointed the receiver;
- (b) any creditor holding security over all or any of the same property of the corporation (except if the creditor is the person who appointed the receiver);
- (c) any administrator, liquidator or provisional liquidator of the corporation;
- (d) any administrator of a deed of company arrangement executed by the corporation;
- (e) if there is no-one of the kind mentioned in paragraph (c) or (d)—

- (i) each of the 5 largest (measured by amount of debt) unsecured creditors of the corporation; and
 - (ii) each member of the corporation whose shareholding represents at least 10% of the issued capital of the corporation.
- (3) Within 21 days after the last service of the documents mentioned in subrule (2), any creditor or contributory, or anyone mentioned in subrule (2) (c), (d) or (e), may give to the receiver a notice of objection to the remuneration claimed, stating the grounds of objection.
- (4) If the receiver does not receive a notice of objection within the period mentioned in subrule (3)—
 - (a) the receiver may file an affidavit, made after the end of that period, in support of the originating or interlocutory process seeking the order stating—
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (2) were served; and
 - (ii) that the receiver has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (3); and
 - (b) the receiver may endorse the originating or interlocutory process with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the receiver; and
 - (c) the application may be so dealt with.
- (5) If the receiver receives a notice of objection within the period mentioned in subrule (3), the receiver must serve a copy of the originating or interlocutory process seeking the order on each creditor or contributory, or other person, who has given a notice of objection.

- (6) An affidavit in support of the originating process, or interlocutory process, seeking the order must—
- (a) include evidence of the matters mentioned in the Corporations Act, section 425 (8); and
 - (b) state the nature of the work performed or likely to be performed by the receiver; and
 - (c) state the amount of remuneration claimed; and
 - (d) include a summary of the receipts taken and payments made by the receiver; and
 - (e) state particulars of any objection of which the receiver has received notice; and
 - (f) if the receivership is continuing—give details of any matters delaying the completion of the receivership.

9.2 Determination by court of remuneration of administrator (Corporations Act, s 449E (1) (c) and (1A) (c))

- (1) This rule applies to an application by the administrator of a company under administration, or of a deed of company arrangement, for an order under the Corporations Act, section 449E (1) (c) or (1A) (c) determining the administrator's remuneration.
- (2) At least 21 days before filing an originating process, or interlocutory process, seeking the order, the administrator must serve a notice of the administrator's intention to apply for the order, and a copy of any affidavit on which the administrator intends to rely, on the following people:
- (a) each creditor who was present, in person or by proxy at any meeting of creditors;
 - (b) each member of any committee of creditors or committee of inspection;

- (c) if there is no committee of creditors or committee of inspection, and no meeting of creditors has been convened and held, each of the 5 largest (measured by amount of debt) creditors of the company;
- (d) each member of the company whose shareholding represents at least 10% of the issued capital of the company.

Note See approved form 16 (Notice of intention to apply for remuneration) [AF2007-144](#).

- (3) Within 21 days after the last service of the documents mentioned in subrule (2), any creditor or contributory may give to the administrator a notice of objection to the remuneration claimed, stating the grounds of objection.
- (4) If the administrator does not receive a notice of objection within the period mentioned in subrule (3)—
 - (a) the administrator may file an affidavit, made after the end of the period, in support of the originating process or interlocutory process, seeking the order stating—
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (2) were served; and
 - (ii) that the administrator has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (3); and
 - (b) the administrator may endorse the originating process, or interlocutory process, with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the administrator; and
 - (c) the application may be so dealt with.
- (5) If the administrator receives a notice of objection within the period mentioned in subrule (3), the administrator must serve a copy of the

originating process, or interlocutory process, seeking the order on each creditor or contributory who has given a notice of objection.

- (6) An affidavit in support of the originating process, or interlocutory process, seeking the order must—
- (a) include evidence of the matters mentioned in the Corporations Act, section 449E (4); and
 - (b) state the nature of the work performed or likely to be performed by the administrator; and
 - (c) state the amount of remuneration claimed; and
 - (d) include a summary of the receipts taken and payments made by the administrator; and
 - (e) state particulars of any objection of which the administrator has received notice; and
 - (f) if the administration is continuing—give details of any matters delaying the completion of the administration.

**9.2A Review of remuneration of administrator
(Corporations Act, s 449E (2))**

- (1) This rule applies to an application for review of the amount of the remuneration of an administrator under the Corporations Act, section 449E (2).

Note The amendment to the Corporations Act, section 449E made by the *Corporations Amendment (Insolvency) Act 2007* (Cwlth) applies in relation to an administrator appointed on or after 31 December 2007—see Corporations Act, s 1480 (6).

- (2) The application may be made only after the remuneration has been determined under the Corporations Act, section 449E (1) (a) or (b) or (1A) (a) or (b).
- (3) At least 21 days before filing the originating process or the interlocutory process applying for a review, the plaintiff or applicant

must serve a notice of intention to apply for the review and a copy of any affidavit on which the plaintiff or applicant intends to rely (other than an affidavit required by subrule (9)), on the following people:

- (a) if there is a committee of creditors or a committee of inspection—each member of the committee;
- (b) if the remuneration of the administrator was determined by the creditors—each creditor who was present, in person or by proxy, at the meeting of creditors at which the remuneration was determined;
- (c) each member of the company whose shareholding represents at least 10% of the issued capital of the company.

Note See approved form 16A (Notice of intention to apply for review of remuneration) [AF2008-68](#).

- (4) Within 21 days after the last service of the documents mentioned in subrule (3), any person on whom the notice has been served may serve on the plaintiff or applicant a notice—
 - (a) stating the person's intention to appear at the hearing of the application for review; and
 - (b) setting out the issues that the person seeks to raise before the court.
- (5) A person mentioned in subrule (3) is entitled to be heard on the application for review, but only (unless the court otherwise orders) if the person has served on the plaintiff or applicant a notice in accordance with subrule (4).
- (6) If the plaintiff or applicant is served with a notice in accordance with subrule (4), the plaintiff or applicant must serve a copy of the originating process or interlocutory process applying for the review on each person who has served the notice.

- (7) The administrator must file an affidavit stating the following matters:
- (a) the matters mentioned in the Corporations Act, section 449E (4);
 - (b) the nature of the work performed or likely to be performed by the administrator;
 - (c) the amount of remuneration claimed by the administrator if that amount is different from the amount of remuneration that has been determined;
 - (d) a summary of the receipts taken and payments made by the administrator;
 - (e) particulars of any objection to the remuneration as determined, of which the administrator has received notice;
 - (f) if the administration is continuing — details of any matters delaying the completion of the administration.
- (8) The affidavit mentioned in subrule (7) must annex a copy of the report that the administrator was required to prepare before remuneration was determined.
- (9) The plaintiff or applicant must—
- (a) file an affidavit stating whether any notice or notices under subrule (4) has or have been served; and
 - (b) annex or exhibit to the affidavit a copy of the notice or notices.

9.3 Remuneration of provisional liquidator (Corporations Act, s 473 (2))

- (1) This rule applies to an application by a provisional liquidator of a company for an order under the Corporations Act, section 473 (2) determining the provisional liquidator's remuneration.
- (2) The application must be made by interlocutory process in the winding-up proceeding.

- (3) At least 21 days before filing the interlocutory process seeking the order, the provisional liquidator must serve a notice of the provisional liquidator's intention to apply for the order, and a copy of any affidavit on which the provisional liquidator intends to rely, on the following:

Note See approved form 16 (Notice of intention to apply for remuneration) [AF2007-144](#).

- (a) any liquidator (except the provisional liquidator) of the company;
 - (b) each member of any committee of inspection or, if there is no committee of inspection, each of the 5 largest (measured by amount of debt) creditors of the company;
 - (c) each member of the company whose shareholding represents at least 10 % of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), the liquidator, or any creditor or contributory, may give to the provisional liquidator a notice of objection to the remuneration claimed, stating the grounds of objection.
- (5) If the provisional liquidator does not receive a notice of objection within the period mentioned in subrule (4)—
- (a) the provisional liquidator may file an affidavit, made after the end of that period, in support of the interlocutory process seeking the order stating—
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (3) were served; and
 - (i) that the provisional liquidator has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (4); and
 - (b) the provisional liquidator may endorse the interlocutory process with a request that the application be dealt with in the

absence of the public and without any attendance by, or on behalf of, the provisional liquidator; and

- (c) the application may be so dealt with.
- (6) If the provisional liquidator receives a notice of objection within the period mentioned in subrule (4), the provisional liquidator must serve a copy of the interlocutory process seeking the order—
 - (a) on each creditor or contributory who has given a notice of objection; and
 - (b) on the liquidator (if any).
- (7) An affidavit in support of the interlocutory process seeking the order must—
 - (a) state the nature of the work performed or likely to be performed by the provisional liquidator; and
 - (b) state the amount of remuneration claimed; and
 - (c) include a summary of the receipts taken and payments made by the provisional liquidator; and
 - (d) state particulars of any objection of which the provisional liquidator has received notice; and
 - (e) if the winding-up proceeding has not been completed—give details of—
 - (i) any reasons known to the provisional liquidator why the winding-up proceeding has not been completed; and
 - (ii) any reasons why the provisional liquidator's remuneration should be determined before the completion of the winding-up proceeding.
- (8) The affidavit must also provide evidence of the matters mentioned in the Corporations Act, section 473 (10)—

- (a) to the extent that they may be relevant to a provisional liquidator; and
- (b) as if a reference in that subsection to *liquidator* were a reference to *provisional liquidator*.

9.4 Determination by court of liquidator's remuneration (Corporations Act, s 473 (3) (b) (ii))

- (1) This rule applies to an application by a liquidator of a company for an order under the Corporations Act, section 473 (3) (b) (ii) determining the liquidator's remuneration.

Note The amendment to the Corporations Act, s 473 made by the *Corporations Amendment (Insolvency) Act 2007* (Cwlth) applies in relation to a liquidator appointed on or after 31 December 2007—see the Corporations Act, s 1480 (7).

- (2) The application—
 - (a) must be made by interlocutory process in the winding-up proceeding; and
 - (b) must not be made until after the date of the meeting of creditors mentioned in the Corporations Act, section 473 (4).
- (3) At least 21 days before filing the interlocutory process seeking the order, the liquidator must serve a notice of the liquidator's intention to apply for the order, and a copy of any affidavit on which the liquidator intends to rely, on the following:

Note See approved form 16 (Notice of intention to apply for remuneration) [AF2007-144](#).

- (a) each creditor who was present, in person or by proxy, at any meeting of creditors at which the remuneration of the liquidator was considered;
- (b) each member of any committee of inspection;

- (c) if there is no committee of inspection, and no meeting of creditors has been convened and held—each of the 5 largest (measured by amount of debt) creditors of the company;
 - (d) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), any creditor or contributory may give to the liquidator a notice of objection to the remuneration claimed, stating the grounds of objection.
- (5) If the liquidator does not receive a notice of objection within the period mentioned in subrule (4)—
- (a) the liquidator may file an affidavit, made after the end of that period, in support of the interlocutory process seeking the order stating—
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (3) were served; and
 - (ii) that the liquidator has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (4); and
 - (b) the liquidator may endorse the interlocutory process with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the liquidator; and
 - (c) the application may be so dealt with.
- (6) If the liquidator receives a notice of objection within the period mentioned in subrule (4), the liquidator must serve a copy of the interlocutory process seeking the order on each creditor or contributory who has given a notice of objection.
- (7) An affidavit in support of the interlocutory process seeking the order must—

- (a) include evidence of the matters mentioned in the Corporations Act, section 473 (10); and
- (b) state the nature of the work performed or likely to be performed by the liquidator; and
- (c) state the amount of remuneration claimed; and
- (d) include a summary of the receipts taken and payments made by the liquidator; and
- (e) state particulars of any objection of which the liquidator has received notice; and
- (f) if the winding up is continuing—give details of any matters delaying the completion of the winding up.

9.4A Review of remuneration of liquidator (Corporations Act, s 473 (5) and (6) and s 504 (1))

- (1) This rule applies to an application for review of the amount of the remuneration of a liquidator under the Corporations Act, section 473 (5) or (6) or section 504 (1).

Note The amendment to the Corporations Act, s 504 made by the *Corporations Amendment (Insolvency) Act 2007* (Cwlth) applies in relation to a liquidator appointed on or after 31 December 2007—see the Corporations Act, s 1480 (7).

- (2) The application may only be made after remuneration has been determined under the Corporations Act, section 473 (3) (a) or (b) (i), or fixed under section 495 (1) or section 499 (3).
- (3) At least 21 days before filing the originating process or interlocutory process applying for a review, the plaintiff or applicant must serve a notice of intention to apply for the review and a copy of any affidavit on which the plaintiff or applicant intends to rely (other than an affidavit required by subrule (9)), on the following people:
 - (a) if there is a committee of inspection—each member of the committee;

- (b) if the remuneration of the liquidator was determined or fixed by the creditors—each creditor who was present, in person or by proxy, at the meeting of creditors at which the remuneration was determined or fixed;
- (c) each member of the company whose shareholding represents at least 10% of the issued capital of the company.

Note See approved form 16A (Notice of intention to apply for review of remuneration) [AF2008-68](#).

- (4) Within 21 days after the last service of the documents mentioned in subrule (3), any person on whom the notice has been served may serve on the plaintiff or applicant a notice—
 - (a) stating the person's intention to appear at the hearing of the application for review; and
 - (b) setting out the issues that the person seeks to raise before the court.
- (5) A person mentioned subrule (3) is entitled to be heard on the application for review, but only (unless the court otherwise orders) if the person has served on the plaintiff or applicant a notice in accordance with subrule (4).
- (6) If the plaintiff or applicant is served with a notice in accordance with subrule (4), the plaintiff or applicant must serve a copy of the originating process or interlocutory process applying for the review on each person who has served the notice.
- (7) The liquidator must file an affidavit stating the following matters:
 - (a) for an application under the Corporations Act, section 473 (5) or (6)—the matters mentioned in the Corporations Act, section 473 (10);
 - (b) for an application under the Corporations Act, section 504 (1)—the matters mentioned in the Corporations Act, section 504 (2);

- (c) the nature of the work performed or likely to be performed by the liquidator;
 - (d) the amount of remuneration claimed by the liquidator if that amount is different from the amount of remuneration that has been determined or fixed;
 - (e) a summary of the receipts taken and payments made by the liquidator;
 - (f) particulars of any objection to the remuneration as determined or fixed of which the liquidator has received notice;
 - (g) if the winding up is continuing—details of any matters delaying the completion of the winding up.
- (8) The affidavit under subrule (7) must annex a copy of the report that the liquidator was required to prepare before remuneration was determined or fixed.

Note For the requirement to prepare a report, see the Corporations Act, s 473 (11) and (12), s 495 (5), s 499 (6) and (7).

- (9) The plaintiff or applicant must—
- (a) file an affidavit stating whether any notice or notices under subrule (4) has or have been served; and
 - (b) annex or exhibit to the affidavit a copy of the notice or notices.

9.5 Remuneration of special manager (Corporations Act, s 484 (2))

- (1) This rule applies to an application by a special manager of the property or business of a company for an order under the Corporations Act, section 484 (2) fixing the special manager's remuneration.
- (2) The application must be made by interlocutory process in the winding-up proceeding.

- (3) At least 21 days before filing the interlocutory process seeking the order, the special manager must serve a notice of the special manager's intention to apply for the order, and a copy of any affidavit on which the special manager intends to rely, on the following:

Note See approved form 16 (Notice of intention to apply for remuneration) [AF2007-144](#).

- (a) the liquidator of the company;
 - (b) each member of any committee of creditors or committee of inspection or, if there is no committee of creditors or committee of inspection, each of the 5 largest (measured by amount of debt) creditors of the company;
 - (c) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), the liquidator, or any creditor or contributory, may give to the special manager a notice of objection to the remuneration claimed, stating the grounds of objection.
- (5) If the special manager does not receive a notice of objection within the period mentioned in subrule (4)—
- (a) the special manager may file an affidavit, made after the end of that period, in support of the interlocutory process seeking the order stating—
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (3) were served; and
 - (ii) that the special manager has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (4); and
 - (b) the special manager may endorse the interlocutory process with a request that the application be dealt with in the absence of the

public and without any attendance by, or on behalf of, the special manager; and

- (c) the application may be so dealt with.
- (6) If the special manager receives a notice of objection within the period mentioned in subrule (4), the special manager must serve a copy of the interlocutory process seeking the order—
- (a) on each creditor or contributory who has given a notice of objection; and
 - (b) on the liquidator.
- (7) The affidavit in support of the interlocutory process seeking the order must—
- (a) state the nature of the work performed or likely to be performed by the special manager; and
 - (b) state the amount of remuneration claimed; and
 - (c) include a summary of the receipts taken and payments made by the special manager; and
 - (d) state particulars of any objection of which the special manager has received notice; and
 - (e) if the special management is continuing—give details of any matters delaying the completion of the special management.

Part 6.10 Winding-up generally

10.1 Determination of value of debts or claims (Corporations Act, s 554A (2))

A reference to the court by a liquidator of a company under the Corporations Act, section 554A (2) (b) must be made—

- (a) for a winding-up by the court—by filing an interlocutory process seeking an order estimating, or determining a method for working out, the value of the debt or claim; and
- (b) for a voluntary winding-up—by filing an originating process seeking an order estimating, or determining a method for working out, the value of the debt or claim.

10.2 Disclaimer of contract (Corporations Act, s 568 (1A))

- (1) The affidavit in support of an application by a liquidator, under the Corporations Act, section 568 (1A), for leave to disclaim a contract in relation to a company must—
 - (a) state the people interested, and their interests, under the contract; and
 - (b) state the facts on which it is submitted that the contract should be disclaimed.
- (2) The liquidator must serve the affidavit on each party to the contract (except the company) and on anyone interested in the contract.

10.3 Winding-up Part 5.7 bodies (Corporations Act s 583, s 585) and registered schemes (Corporations Act, s 601ND)

These rules apply, with any necessary changes, and in the same way as they apply to a company, in relation to the winding-up of a Part 5.7 body or a registered scheme.

Part 6.11 Examinations and orders (Corporations Act, pt 5.9, div 1 and div 2)

11.1 Meaning of *examination summons* in pt 6.11

In this part:

examination summons means a summons under the Corporations Act, section 596A or section 596B for the examination of a person about a corporation's examinable affairs.

11.2 Application for examination or investigation under Corporations Act, s 411 (9) (b), s 423 or s 536 (3)

- (1) An application for an order for the examination or investigation of a person under the Corporations Act, section 411 (9) (b), section 423 or section 536 (3) may be made by—
 - (a) ASIC; or
 - (b) a person authorised by ASIC; or
 - (c) a creditor or contributory; or
 - (d) anyone else aggrieved by the conduct of—
 - (i) a person appointed to administer a compromise or arrangement; or
 - (ii) a controller; or
 - (iii) a liquidator or provisional liquidator.
- (2) The application may be made without notice to anyone.
- (3) The provisions of this part that apply to an examination under the Corporations Act, part 5.9, division 1 apply, with any necessary changes, to an examination or an investigation under the Corporations Act, section 411 (9) (b), section 423 or section 536 (3).

11.3 Application for examination summons (Corporations Act, s 596A, s 596B)

- (1) An application for the issue of an examination summons must be made by filing an interlocutory or originating process.
- (2) The application may be made without notice to anyone.
- (3) The originating or interlocutory process seeking the issue of the examination summons must be—
 - (a) supported by an affidavit stating the facts in support of the process; and
 - (b) accompanied by a draft examination summons.

Note See approved form 17 (Summons for examination) [AF2007-145](#).

- (4) The originating or interlocutory process and supporting affidavit must be filed in a sealed envelope marked, as appropriate—
 - (a) ‘Application and supporting affidavit for issue of summons for examination under section 596A of the *Corporations Act 2001*’; or
 - (b) ‘Application and supporting affidavit for issue of summons for examination under section 596B of the *Corporations Act 2001*’.
- (5) If the application is not made by the liquidator, the liquidator must be given notice of the application and, if required by the liquidator, served with a copy of the originating or interlocutory process and the supporting affidavit.
- (6) If the application is not made by ASIC, ASIC must be given notice of the application and, if required by ASIC, served with a copy of the originating or interlocutory process and the supporting affidavit.
- (7) Unless the court otherwise orders, an affidavit in support of an application for an examination summons is not available for inspection by anyone.

11.4 Service of examination summons

An examination summons issued by the court must be personally served, or served in any way that as the court may direct, on the person who is to be examined at least 8 days before the date set for the examination.

11.5 Discharge of examination summons

- (1) This rule applies if a person is served with an examination summons.
- (2) Not later than 3 days after the person is served with the examination summons, the person may apply to the court for an order discharging the summons by filing—
 - (a) an interlocutory process seeking an order discharging the summons; and
 - (b) an affidavit stating the facts in support of the interlocutory process.
- (3) As soon as practicable after filing the interlocutory process seeking the order and the supporting affidavit, the person must serve a copy of the interlocutory process and the supporting affidavit on—
 - (a) the person who applied for the examination; and
 - (b) unless that person is ASIC or a person authorised by ASIC, ASIC.

11.6 Filing of record of examination (Corporations Act, s 597 (13))

If the court makes an order in relation to an examination under the Corporations Act, section 597 (13), the court may give directions for the filing of the written record of the examination.

11.7 Authentication of transcript of examination (Corporations Act, s 597 (14))

For the Corporations Act, section 597 (14), a transcript of an examination may be authenticated—

- (a) by the person, or people, who prepared the record of examination, or under whose supervision the record was prepared, certifying in writing signed by the person or people, that the record is a true transcript of the record of examination; or
- (b) by anyone present at the examination, or any part of the examination, signing the person's name at the bottom of each page of the written record that records a part of the examination at which the person was present.

11.8 Inspection of record or transcript of examination or investigation under Corporations Act, s 411, s 423 or s 536

- (1) A written record or transcript of an examination or investigation under the Corporations Act, section 411, section 423 or section 536 is not available for inspection by anyone except—
 - (a) with the consent of the liquidator (if any) or ASIC; or
 - (b) by leave of the court.
- (2) This rule does not apply to the liquidator, ASIC or anyone authorised by ASIC.

11.9 Entitlement to record or transcript of examination held in public

- (1) This rule applies if—
 - (a) an examination under the Corporations Act, section 597 is held completely or partly in public; and

- (b) a written record or transcript of the examination is filed in the court.
- (2) The person examined may apply to the registrar, not later than 3 years after the completion of the examination, for a copy of the record or transcript of the part of the examination of the person held in public.
- (3) On receiving an application from a person under subrule (2), and any applicable fee, the registrar must give a copy of the record or transcript to the person.

11.10 Default in relation to examination

- (1) This rule applies if a person is summoned or ordered by the court to attend for examination, and—
 - (a) without reasonable cause, the person—
 - (i) fails to attend at the time and place appointed; or
 - (ii) fails to attend from day-to-day until the completion of the examination; or
 - (iii) fails to take an oath or make an affirmation; or
 - (iv) fails to answer a question that the court directs the person to answer; or
 - (v) fails to produce books that the summons requires the person to produce; or
 - (vi) fails to comply with a requirement by the court to sign a written record of the examination; or
 - (b) before the day set for the examination, the person who applied for the summons or order satisfies the court that there is reason to believe that the person summoned or ordered to attend for examination has absconded or is about to abscond.
- (2) The court may—

- (a) issue a warrant for the arrest of the person summoned or ordered to attend for examination; and
- (b) make any other orders that the court considers just or necessary.

11.11 Service of application for order in relation to breaches etc by person concerned with corporation (Corporations Act, s 598)

- (1) This rule applies to a person applying for an order under the Corporations Act, section 598.
- (2) In addition to complying with rule 2.7 (Service of originating process or interlocutory process and supporting affidavit) and rule 2.8 (Notice of certain applications to be given to ASIC), the person must serve a copy of the originating or interlocutory process and the supporting affidavit on any liquidator or provisional liquidator (except if the person is the liquidator or provisional liquidator) of the corporation or body.

Note Under r 2.7, a plaintiff must serve a copy of the originating process, and any supporting affidavit, on a defendant to the proceeding and, if necessary, on the corporation to which the proceeding relates; and an applicant must serve a copy of an interlocutory process, and any supporting affidavit, on a respondent to the proceeding and, if necessary, on the corporation to which the proceeding relates. In certain cases, these documents may also be required to be served on ASIC (see r 2.8).

Part 6.11A Warrants (Corporations Act, s 486B and pt 5.4B, div 3, subdiv B)

11A.1 Arrest of person (Corporations Act, s 486B)

- (1) An application for the issue of a warrant under the Corporations Act, section 486B (1) for the arrest of a person must state the grounds for the issue of the warrant.
- (2) The application must be accompanied by an affidavit stating the facts in support of the application.

Note See approved form 17A (Arrest warrant) [AF2008-69](#).

- (3) If a person is arrested under the warrant, the person who carried out the arrest must immediately give notice of the arrest to a registrar in the registry from which the warrant was issued.

Note The Corporations Act, ss 489A to 489E, inserted by the *Corporations Amendment (Insolvency) Act 2007* (Cwlth), apply in relation to a warrant issued on or after 31 December 2007—see the Corporations Act, s 1481 (3).

Part 6.12 Takeovers, acquisitions of shares and other matters (Corporations Act, chs 6, 6A, 6B, 6C, 6D and 7) and securities (Corporations Act, ch 7)

12.1 Service on ASIC in relation to proceedings under Corporations Act, ch 6, 6A, 6B, 6C, 6D or 7

If ASIC is not a party to an application made under the Corporations Act, chapter 6, 6A, 6B, 6C, 6D or 7, the plaintiff must serve a copy of the originating process and the supporting affidavit on ASIC as soon as practicable after filing the originating process.

12.1A Reference to court of question of law arising in proceeding before Takeovers Panel (Corporations Act, s 659A)

The procedures in the *Federal Court Rules*, order 50 (Case stated and questions reserved) apply, with any necessary changes, to a reference of a question of law arising in a proceeding before the Takeovers Panel to the court under the Corporations Act, section 659A.

12.1B Notification to court if proceeding started before end of takeover bid period (Corporations Act, s 659B)

- (1) This rule applies to a party to a proceeding who suspects or becomes aware that—
 - (a) the proceeding was started in relation to a takeover bid, or proposed takeover bid, before the end of the bid period; and
 - (b) the proceeding falls within the definition of *court proceedings in relation to a takeover bid or proposed takeover bid* in the Corporations Act, section 659B (4).

- (2) The party identified in subrule (1) must, immediately on suspecting or becoming aware of the matters mentioned in subrule (1), notify any other party to the proceeding and the court of the suspicion or knowledge.
- (3) The party must comply with subrule (2), unless any other party to the proceeding has given a notice under this rule to the party.

**12.2 Application for summons for appearance of person
(Corporations Act, s 1071D (4))**

- (1) An application for the issue of a summons under the Corporations Act, section 1071D (4) must be made by filing an originating or interlocutory process.
- (2) The applicant may be the only party to the application.
- (3) The originating or interlocutory process seeking the issue of the summons must be—
 - (a) supported by an affidavit stating the facts in support of the process; and
 - (b) accompanied by a draft summons.

Note See approved form 18 (Summons for appearance in relation to registration of transfer of interests) [AF2007-146](#).

**12.3 Application for orders relating to refusal to register
transfer or transmission of securities (Corporations Act,
s 1071F)**

As soon as practicable after filing an originating process under the Corporations Act, section 1071F, the plaintiff must serve a copy of the originating process and the supporting affidavit on—

- (a) the company; and
- (b) anyone against whom an order is sought.

Part 6.13

Note These rules do not include a pt 6.13.
The division number has been kept to ensure that provision numbers in these rules are consistent with the uniform corporations rules.

Part 6.14 Powers of courts (Corporations Act, pt 9.5)

14.1 Appeal from act, omission or decision of administrator, receiver or liquidator etc (Corporations Act, s 554A, s 1321)

- (1) All appeals to the court authorised by the Corporations Act must be started by an originating or interlocutory process that states—
 - (a) the act, omission or decision complained of; and
 - (b) for an appeal against a decision—whether all or part only of the decision is complained of and, if part only, which part of the decision is complained of; and
 - (c) the grounds on which the complaint is based.
- (2) Unless the Corporations Act otherwise provides, the originating or interlocutory process must be filed within—
 - (a) 21 days after the date of the act, omission or decision appealed against; or
 - (b) any further time allowed by the court.
- (3) The court may extend the time for filing the originating or interlocutory process either before or after the time for filing ends and whether or not the application for extension is made before the time ends.
- (4) As soon as practicable after filing the originating or interlocutory process and, in any case, at least 5 days before the date set for hearing, the appellant must serve a copy of the process, and any supporting affidavit, on each person directly affected by the appeal.
- (5) As soon as practicable after being served with a copy of the originating or interlocutory process and any supporting affidavit, a

person whose act, omission or decision is being appealed against must file an affidavit—

- (a) stating the basis on which the act, omission or decision was done or made; and
- (b) annexing or exhibiting a copy of all relevant documents that have not been put in evidence by the appellant.

Part 6.15 Proceedings under ASIC Act

15.1 Reference to court of question of law arising at hearing of ASIC (ASIC Act, s 61)

The procedures in the *Federal Court Rules*, order 50 (Case stated and questions reserved) apply, with any necessary changes, to a reference of a question of law arising at a hearing by ASIC to the court under the ASIC Act, section 61.

15.2

Note These rules do not include a r 15.2.
The rule number has been kept to ensure that provision numbers in these rules are consistent with the uniform corporations rules.

15.3 Application for inquiry (ASIC Act, s 70, s 201, s 219)

An application for an inquiry under the ASIC Act, section 70 (3), section 201 (3) or section 219 (7) must be made by filing an originating process seeking an inquiry and orders under the relevant subsection.

Part 6.15A Proceedings under the Cross-Border Insolvency Act

15A.1 Application—pt 6.15A and other rules

Unless the court otherwise orders—

- (a) this part applies to a proceeding in the court, under the Cross-Border Insolvency Act, involving a debtor other than an individual; and
- (b) the rules (other than this part) apply to a proceeding in the court under the Cross-Border Insolvency Act if they are relevant and not inconsistent with this part.

Note **Cross-Border Insolvency Act**—see r 1.5.

15A.2 Terms used in Cross-Border Insolvency Act

- (1) Unless the contrary intention appears, a term that is used in this part and in the Cross-Border Insolvency Act, whether or not a particular meaning is given to the term by the Cross-Border Insolvency Act, has the same meaning in this part as it has in the Cross-Border Insolvency Act.

Note The following terms used in this part (including in the notes to this part) are defined in the Model Law as having the following meanings:

establishment means any place of operations where the debtor carries out a non-transitory economic activity with human means and goods or services.

foreign court means a judicial or other authority competent to control or supervise a foreign proceeding.

foreign main proceeding means a foreign proceeding taking place in the State where the debtor has the centre of its main interests.

foreign non-main proceeding means a foreign proceeding, other than a foreign main proceeding, taking place in a State where the debtor has an establishment within the meaning of subparagraph (f) of the present article.

foreign proceeding means a collective judicial or administrative proceeding in a foreign State, including an interim proceeding, pursuant to a law relating to insolvency in which proceeding the assets and affairs of the debtor are subject to control or supervision by a foreign court, for the purpose of reorganisation or liquidation.

foreign representative means a person or body, including one appointed on an interim basis, authorised in a foreign proceeding to administer the reorganisation or the liquidation of the debtor's assets or affairs or to act as a representative of the foreign proceeding.

- (2) This part is to be interpreted in a way that gives effect to the Cross-Border Insolvency Act.

15A.3 Application for recognition

- (1) An application by a foreign representative for recognition of a foreign proceeding under the Model Law, article 15 must be made by filing an originating process.

Note See approved form 2 (Originating process) [AF2008-143](#).

- (2) The originating process must—
- (a) be accompanied by the statements mentioned in the Model Law, article 15 and the Cross-Border Insolvency Act, section 13; and
 - (b) name the foreign representative as the plaintiff and the debtor as the defendant; and
 - (c) be accompanied by an affidavit verifying the matters mentioned in the Model Law, article 15, paragraphs 2 and 3 and the Cross-Border Insolvency Act, section 13.
- (3) When filing the originating process, the foreign representative must file, but need not serve, an interlocutory process seeking directions as to service, and the court may give any directions about service, and make any incidental orders, that it considers just.

Note See approved form 3 (Interlocutory process) [AF2008-144](#).

- (4) The plaintiff must serve a copy of the originating process and the other documents mentioned in subrule (2)—
 - (a) unless the court otherwise orders, in accordance with subrule 2.7 (1); and
 - (b) on any other people the court may direct at the hearing of the interlocutory process.
- (5) A person who intends to appear before the court at the hearing of an application for recognition must file and serve the documents mentioned in rule 2.9.

15A.4 Application for provisional relief under Model Law, art 19

- (1) Any application by the plaintiff for provisional relief under the Model Law, article 19 must be made by filing an interlocutory process.

Note See approved form 3 (Interlocutory process) [AF2008-144](#).

- (2) Unless the court otherwise orders, the interlocutory process and any supporting affidavit must be served in accordance with subrule 2.7 (2).

15A.5 Official liquidator's consent to act

If the relief sought in an application under the Model Law, article 15 includes an application for an order under article 19 or 21 to entrust the distribution of the debtor's assets to a person designated by the court (other than the foreign representative) then, unless the court otherwise orders, the person must—

- (a) be an official liquidator; and
- (b) have filed a consent to act that states an address for service for the person within Australia.

Note See approved form 19 (Consent to act as designated person) [AF2008-148](#).

15A.6 Notice of filing application for recognition

- (1) Unless the court otherwise orders, the plaintiff in a proceeding mentioned in rule 15A.3 must—
 - (a) send a notice of filing the application to each person whose claim to be a creditor of the defendant is known to the plaintiff; and
 - (b) publish a notice of filing the application for recognition of a foreign proceeding in accordance with rule 2.11.

Note See approved form 20 (Notice of filing of application for recognition of foreign proceeding) [AF2008-149](#).

- (2) The court may direct the plaintiff to publish the notice in a daily newspaper circulating generally in any State or Territory not described in rule 2.11.

15A.7 Notice of order for recognition, withdrawal etc

- (1) If the court makes an order for recognition of a foreign proceeding under the Model Law, article 17 or makes any order under the Model Law, article 19 or 21, the plaintiff must, as soon as practicable after the order is made, do all of the following:
 - (a) have the order entered;
 - (b) serve a copy of the entered order on the defendant;
 - (c) send a notice of the making of the order to each person whose claim to be a creditor of the defendant is known to the plaintiff;

Note See approved form 21 (Notice of making of order under the Cross-Border Insolvency Act 2008) [AF2008-150](#).

- (d) publish the notice of the making of the order in accordance with rule 2.11.
- (2) The court may direct the plaintiff to publish the notice in a daily newspaper circulating generally in any state or territory not described in rule 2.11.

- (3) If the application for recognition is dismissed or withdrawn, the plaintiff must, as soon as practicable, do all of the following:
- (a) for a dismissal—have the order of dismissal entered;
 - (b) serve a copy of the entered order of dismissal, or notice of the withdrawal, on the defendant;
 - (c) send a notice of the dismissal or withdrawal to each person whose claim to be a creditor of the defendant is known to the plaintiff;
- Note* See approved form 22 (Notice of dismissal or withdrawal of application for recognition of foreign proceeding) [AF2008-151](#).
- (d) publish the notice of the dismissal or withdrawal in accordance with rule 2.11.
- (4) The court may direct the plaintiff to publish the notice of the dismissal or withdrawal in a daily newspaper circulating generally in any State or Territory not described in rule 2.11.

15A.8 Relief after recognition

- (1) If the court has made an order for recognition of a foreign proceeding, any application by the plaintiff for relief under the Model Law, article 21, paragraph 1 must be made by filing an interlocutory process, and any supporting affidavit.
- Note* See approved form 3 (Interlocutory process) [AF2008-144](#).
- (2) Unless the court otherwise orders, an interlocutory process under subrule (1) and any supporting affidavit must be served in accordance with rule 2.7 (2) but on the following people:
- (a) the defendant;
 - (b) any person that the court directed be served with the originating process by which the application for recognition was made;
 - (c) any other person that the court directs.

- (3) A person who intends to appear before the court at the hearing of an application under subrule (1) must file and serve the documents mentioned in rule 2.9.

15A.9 Application to modify or terminate order for recognition or other relief

- (1) This rule applies to—
- (a) an application under the Model Law, article 17, paragraph 4 for an order modifying or terminating an order for recognition of a foreign proceeding; and
 - (b) an application under the Model Law, article 22, paragraph 3 for an order modifying or terminating relief granted under the Model Law, article 19 or 21.

- (2) An application mentioned in subrule (1) must be made by filing an interlocutory process.

Note See approved form 3 (Interlocutory process) [AF2008-144](#).

- (3) An interlocutory process for an application under subrule (1) and any supporting affidavit must be served on—
- (a) for an application under subrule (1) (a)—the defendant and any other people who were served with, or filed a notice of appearance in relation to, the application for recognition; and
 - (b) for an application under subrule (1) (b)—the defendant and any other people who were served with, or filed a notice of appearance in relation to, the application for relief under the Model Law, article 19 or 21.
- (4) Unless the court otherwise orders, a plaintiff who applies for an order under subrule (1) must—

- (a) send a notice of filing the application to each person whose claim to be a creditor of the defendant is known to the plaintiff; and

Note See approved form 23 (Notice of filing of application to modify or terminate an order for recognition or other relief) [AF2008-152](#).

- (b) publish the notice of filing the application in accordance with rule 2.11.
- (5) The court may direct the applicant to publish the notice of filing the application in a daily newspaper circulating generally in any State or Territory not described in rule 2.11.
- (6) A person who intends to appear before the court at the hearing of an application under subrule (1) must file and serve the documents mentioned in rule 2.9.

Part 6.16

Note This part of the uniform corporations rules has not been included. These rules deal with the powers of the court that may be exercised by the master or registrar of the court (see pt 6.4 (Master) and pt 6.5 (Registrar) and sch 5).

Dictionary

(see r 7)

Note 1 The Legislation Act contains definitions and other provisions relevant to these rules.

Note 2 For example, the Legislation Act, dict, pt 1, defines the following terms:

- adult
- asset
- business day
- child
- corporation
- Corporations Act
- correctional centre
- domestic partner
- entity
- external territory
- fail
- foreign country
- guardianship tribunal
- instrument (see s 14)
- NSW correctional institution
- person
- position
- property
- public servant
- solicitor
- territory law.

accompanying affidavit, for division 2.12.3 (Appointment of medical expert for Civil Law (Wrongs) Act)—see rule 1222.

account, for a financial institution, for part 2.18 (Enforcement)—see rule 2000.

accounting party, for division 2.20.2 (Taking accounts)—see rule 2720.

accused person—

- (a) for division 4.1.2 (Criminal proceedings—service)—see rule 4005; and
- (b) for part 4.3 (Supreme Court criminal proceedings)—see rule 4700; and
- (c) for division 4.3.3 (Supreme court criminal proceedings—bail)—see rule 4720.

active party, to a proceeding, means a party who has an address for service in the proceeding, other than a party—

- (a) either—
 - (i) against whom judgment has been entered in the proceeding; or
 - (ii) in relation to whom the proceeding has been dismissed, withdrawn, discontinued or permanently stayed; and
- (b) against whom there is no further claim in the proceeding.

addressee, for a subpoena, means the person who is the subject of the order expressed in the subpoena.

address for service, in relation to a proceeding (including a proceeding on an application in the proceeding), means—

- (a) for a person represented by a solicitor in the proceeding—
 - (i) if the solicitor has a place of business in the ACT—the business address, and any of the following, given by the solicitor to the court for the proceeding:
 - (A) a document exchange box number in the ACT;
 - (B) a postbox number at a post office in the ACT;
 - (C) a fax number;

- (D) an email address; or
- (ii) in any other case—the address of a place in the ACT given by the solicitor to the court for the proceeding; or
- (b) for a plaintiff, defendant or anyone else acting in person in a civil proceeding—
 - (i) if the person has a home or place of business in the ACT—the home or business address given by the person to the court for the proceeding; or
 - (ii) in any other case—the address of a place in the ACT given by the person to the court for the proceeding; or
- (c) for an accused person or convicted person acting in person—
 - (i) if the person is in custody—the address of the place of custody, whether in or outside the ACT; or
 - (ii) if the person is granted bail—the address given for bail, whether in or outside the ACT; or
 - (iii) in any other case—the address for service (if any) in the ACT given by the person to the registrar; or
- (d) for the director of public prosecutions—the director’s business address in the ACT, and any of the following, given by the director to the court for the proceeding:
 - (i) a document exchange box number in the ACT;
 - (ii) a postbox number at a post office in the ACT;
 - (iii) a fax number;
 - (iv) an email address.

Administration and Probate Act, for part 3.1 (Administration and probate)—see rule 3000.

administration bond, for part 3.1 (Administration and probate)—see rule 3045.

admission, for part 3.11 (Legal profession)—see rule 3600.

Adoption Act, for part 3.2 (Adoption)—see rule 3150.

adoption proceeding, for part 3.2 (Adoption)—see rule 3150.

affidavit in support, for division 2.11.3 (Default by defendant)—see rule 1119.

amendment order, for part 3.2 (Adoption)—see rule 3150.

ancillary order, for division 2.9.4 (Injunctions and similar orders)—see rule 742.

another court, for subdivision 2.9.4.2 (Freezing orders)—see rule 740.

appeal—

- (a) for part 5.2 (Appeals from master or registrar)—see rule 5010; and
- (b) for part 5.3 (Appeals to Supreme Court)—see rule 5050; and
- (c) for division 5.4.4 (Appeals to Court of Appeal—procedure generally), division 5.4.5 (Appeals to Court of Appeal—appeal papers and hearing) and division 5.4.6 (Appeals to Court of Appeal—ending all or part of appeal)—see rule 5400; and
- (d) for division 5.4.7 (Appeals to Court of Appeal—convictions and sentences)—see rule 5500; and
- (e) for part 5.8 (Written cases)—see rule 5850.

appearance date, for part 4.3 (Supreme Court criminal proceedings)—see rule 4731.

appellant, for part 5.8 (Written cases)—see rule 5850.

appellate proceeding means a proceeding to which chapter 5 applies.

Note For the proceedings to which ch 5 applies, see the following rules:

- r 5011 (Application—pt 5.2)
- r 5051 (Application—pt 5.3)
- r 5070 (Application—div 5.3.2)
- r 5081 (Application—div 5.3.3)
- r 5310 (Application—div 5.4.2)
- r 5331 (Application—div 5.4.3)
- r 5401 (Application—divs 5.4.4-5.4.6)
- r 5505 (Application—sdiv 5.4.7.2)
- r 5520 (Application of div 5.4.3 to certain appeals by DPP)
- r 5800 (Application—div 5.7.1)
- r 5851 (Application of pt 5.8 to div 5.6.1 etc).

applicable convention, in relation to a request issued by or on behalf of a court or tribunal of a foreign country, for division 6.10.9 (Taking evidence for Australian and foreign courts and tribunals)—see rule 6840.

applicant—

- (a) for subdivision 2.9.4.2 (Freezing orders)—see rule 740; and
- (b) for subdivision 2.9.4.3 (Search orders)—see rule 750; and
- (c) for division 5.6.1 (Reference appeals—Supreme Court)—see rule 5750; and
- (d) for division 5.6.2 (Reference appeals—Court of Appeal)—see rule 5770; and
- (e) for division 6.10.3 (Exchange of correspondence before making application in proceeding)—see rule 6740; and
- (f) for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

application, in a proceeding—see rule 6006 (Application—pt 6.2).

application for admission, for part 3.11 (Legal profession)—see rule 3600.

appointed expert, for division 2.12.3 (Appointment of medical expert for Civil Law (Wrongs) Act)—see the *Civil Law (Wrongs) Act 2002*, section 84.

approved form means a form approved under the *Court Procedures Act 2004*, section 8 for these rules.

arbitration, for part 3.13 (Workers compensation)—see rule 3900.

ASIC Act, for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

assessed costs means costs and disbursements assessed under part 2.17 (Costs).

attached to a document includes incorporated into the document.

Australia, for division 6.8.9 (Service outside Australia—general)—see rule 6500.

Australian court, for division 6.10.9 (Taking evidence for Australian and foreign courts and tribunals)—see rule 6840.

authorised DX system means the document exchange approved by practice note.

bailiff—see the *Magistrates Court Act 1930*, dictionary.

beneficiary, for division 2.20.4 (Executors, administrators and trustees—accounts and commission)—see rule 2745.

business—see the *Business Names Act 1963*, dictionary.

business name—see the *Business Names Act 1963*, dictionary.

carrying on business—see the *Business Names Act 1963*, section 4A.

case management meeting, for part 3.13 (Workers compensation)—see rule 3900.

case statement, for part 4.3 (Supreme Court criminal proceedings)—see rule 4732.

category A proceeding, for part 2.13 (Pre-trial procedures)—see rule 1302.

category B proceeding, for part 2.13 (Pre-trial procedures)—see rule 1302.

category C proceeding, for part 2.13 (Pre-trial procedures)—see rule 1302.

category D proceeding, for part 2.13 (Pre-trial procedures)—see rule 1302.

caveator, for division 3.1.7 (Caveats)—see rule 3065.

certiorari order, for part 3.10 (Judicial review)—see rule 3550.

charging order—see rule 2401.

chief executive, for part 3.2 (Adoption)—see rule 3150.

civil proceeding does not include a criminal proceeding.

claim, for part 3.13 (Workers compensation)—see rule 3900.

claim for relief includes—

- (a) a claim for possession of land; and
- (b) a claim for delivery of goods; and
- (c) a claim for the recovery of damages or another amount; and
- (d) a claim for a declaration of right; and
- (e) a claim for the decision of the court on any issue; and
- (f) any other claim (whether legal, equitable or otherwise) that is justiciable in the court.

code of conduct, for part 2.12 (Expert evidence)—see rule 1200.

Commercial Arbitration Act, for part 3.3 (Commercial arbitration)—see rule 3250.

Commonwealth Evidence Act means the *Evidence Act 1995* (Cwlth).

conciliation, for part 3.13 (Workers compensation)—see rule 3900.

condition includes term.

conduct money, for a subpoena, means an amount of money or its equivalent sufficient to meet the reasonable expenses of the addressee of attending as required by the subpoena and returning after attending.

Example of equivalent of money

prepaid travel

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

conference, for part 3.12 (Small Claims Court)—see rule 3730.

contractor, for part 3.13 (Workers compensation)—see the Workers Compensation Act, section 13 (Subcontracting).

convention, for division 6.8.9 (Service outside Australia—general)—see rule 6500.

convention country, for division 6.8.9 (Service outside Australia—general)—see rule 6500.

convicted person, for division 5.4.7 (Appeals to Court of Appeal—convictions and sentences)—see rule 5500.

convicted person's application, for part 5.8 (Written cases)—see rule 5850.

conviction—

- (a) for part 4.2 (Magistrates Court criminal proceedings)—see rule 4300; and
- (b) for chapter 5 (Appellate proceedings)—see rule 5000.

Corporations Regulations, for schedule 6 (Rules for proceedings under Corporations Act or ASIC Act)—see schedule 6, rule 1.5.

correctional institution includes a NSW correctional institution.

costs of the proceeding, for a proceeding—see rule 1700.

court—

- (a) for these rules generally—see rule 5 (1) and (2) (References to *court*, *judicial officer* etc); and
- (b) for part 3.12 (Small Claims Court)—see rule 3730; and
- (c) for part 5.4 (Appeals to Court of Appeal)—see rule 5300.

court or tribunal, for part 5.3 (Appeals to Supreme Court)—see rule 5050.

criminal proceeding means a proceeding against a person for an offence (whether summary or indictable); and

- (a) includes—
 - (i) a committal proceeding; and
 - (ii) a proceeding in relation to bail; and
 - (iii) a proceeding in relation to sentence; but
- (b) does not include—
 - (i) an appellate proceeding; or
 - (ii) for division 4.3.2 (Supreme Court criminal proceedings—representation)—an application in relation to bail.

Cross-Border Insolvency Act, for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

Cross-vesting Act, for part 3.5 (Cross-vesting)—see rule 3300.

cross-vesting law, for part 3.5 (Cross-vesting)—see rule 3300.

custody, for part 3.9 (Habeas corpus)—see rule 3500.

date of filing—see rule 6126 (2).

debt redirection order—see rule 2301 (1).

decision, for part 5.2 (Appeals from master or registrar)—see rule 5010.

defence, for chapter 2 (Civil proceedings generally), includes an answer to a counterclaim.

defendant—

- (a) for these rules generally—see rule 20; and
- (b) for division 2.18.17 (Enforcement—arrest warrant for absconding defendants)—see rule 2551; and
- (c) for part 3.9 (Habeas corpus)—see rule 3500; and
- (d) for part 4.2 (Magistrates Court criminal proceedings)—see rule 4300; and
- (e) for schedule 6 (Rules for proceedings under Corporations Act or ASIC Act)—see schedule 6, rule 1.5.

deputy registrar—see rule 5 (5) (References to *court*, *judicial officer* etc).

described, for subdivision 2.9.4.3 (Search orders)—see rule 750.

director of public prosecutions includes the Director of Public Prosecutions under the *Director of Public Prosecutions Act 1983* (Cwlth).

Note **Director of public prosecutions** is defined in the Legislation Act, dict, pt 1 as the Director of Public Prosecutions under the *Director of Public Prosecutions Act 1990*. This definition extends the definition to include the Cwlth director.

discharging order, for part 3.2 (Adoption)—see rule 3150.

discoverable document, for part 2.8 (Disclosure)—see rule 600.

dispensing order, for part 3.2 (Adoption)—see rule 3150.

division 2.9.4 order—see rule 725.

division 3.1.9 proceeding, for division 3.1.9 (Other probate proceedings)—see rule 3090.

document, for part 2.8 (Disclosure)—see rule 600.

document exchange box means a document exchange box in an authorised DX system.

earnings, of an enforcement debtor, for part 2.18 (Enforcement)—see rule 2000.

earnings redirection order—see rule 2350.

election application, for part 3.6 (Electoral matters)—see rule 3350.

Electoral Act, for part 3.6 (Electoral matters)—see rule 3350.

electronic communication means a communication of information in the form of data, text or images using guided or unguided electromagnetic energy.

Examples

- 1 email
- 2 email attachment

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

email address means the mailing address to and from which an electronic communication may be sent and received using the internet, an intranet or other similar network.

employer, of an enforcement debtor, for part 2.18 (Enforcement)—see rule 2000.

enforceable money order, of the court—see rule 2000.

enforceable non-money order, of the court, for part 2.18 (Enforcement)—see rule 2000.

enforcement creditor, for an enforceable money order of the court—see rule 2000.

enforcement debtor, for an enforceable money order of the court—see rule 2000.

enforcement hearing subpoena—

- (a) for part 2.18 (Enforcement)—see rule 2000; and
- (b) for division 4.2.4 (Magistrates Court criminal proceedings—enforcement of fines)—see rule 4340.

enforcement hearing warrant—

- (a) for part 2.18 (Enforcement)—see rule 2000; and
- (b) for division 4.2.4 (Magistrates Court criminal proceedings—enforcement of fines)—see rule 4340.

enforcement officer—see rule 2000.

enforcement order, of the court—see rule 2000.

estate—

- (a) for division 2.20.4 (Executors, administrators and trustees—accounts and commission)—see rule 2745; and
- (b) for part 3.1 (Administration and probate)—see rule 3000.

examination, for division 6.10.8 (Taking evidence otherwise than at trial)—see rule 6810.

examination order, for division 6.10.8 (Taking evidence otherwise than at trial)—see rule 6810.

examination summons, for schedule 6 (Corporations Rules), part 6.11—see schedule 6, rule 11.1.

examiner, in relation to an examination, for division 6.10.8 (Taking evidence otherwise than at trial)—see rule 6810.

exempt property for part 2.18 (Enforcement)—see rule 2000.

expert—

- (a) in relation to an issue, for division 2.12.3 (Appointment of medical expert for Civil Law (Wrongs) Act)—see the *Civil Law (Wrongs) Act 2002*, section 82; and
- (b) in relation to a proceeding, for the remainder of these rules—see rule 1201 (Meaning of *expert*, *expert witness* and *expert report*).

expert medical evidence, for division 2.12.3 (Appointment of medical expert for Civil Law (Wrongs) Act)—see the *Civil Law (Wrongs) Act 2002*, section 82.

expert report, in relation to a proceeding—see rule 1201.

expert witness, in relation to a proceeding—see rule 1201.

filed—a document is **filed** in the court if—

- (a) the document is lodged at the registry for filing by the court; or
- (b) filing of the document in the court by electronic communication is allowed under a practice note and the document is filed in accordance with the practice note.

final judgment, for division 5.4.3 (Appeals to Court of Appeal—leave to appeal out of time from final judgments)—see rule 5330.

fine, for division 4.2.4 (Magistrates Court criminal proceedings—enforcement of fines)—see rule 4340.

fine defaulter, for division 4.2.4 (Magistrates Court criminal proceedings—enforcement of fines)—see rule 4340.

foreign confiscation order, for division 3.7.1 (Foreign confiscation orders—registration)—see rule 3450.

Foreign Judgments Act, for part 3.8 (Foreign judgments—reciprocal enforcement)—see rule 3470.

fourth person, for division 2.18.7 (which is about regular redirections from financial institutions)—see rule 2330.

freezing order, for division 2.9.4 (Injunctions and similar orders)—see rule 741.

government, for part 2.8 (Disclosure)—see rule 600.

grant of representation, for an estate, for division 3.1.7 (Caveats)—see rule 3065.

habeas corpus order, for part 3.9 (Habeas corpus)—see rule 3500.

head of jurisdiction means—

- (a) in relation to the Supreme Court other than when it is the Court of Appeal—the Chief Justice; or
- (b) in relation to the Court of Appeal—the President of the Court of Appeal; or
- (c) in relation to the Magistrates Court—the Chief Magistrate.

hearing includes trial.

incorporated limited partnership—see the *Partnership Act 1963*, section 51.

in default, for a defendant—

- (a) for division 2.11.3 (Default by defendant)—see rule 1117 (When is a defendant *in default*—generally); and

(b) for division 2.11.4 (Default by defendant—partial defence)—see rule 1137 (When is a defendant *in default*—partial defence).

initiating party, for division 5.7.1 (Questions referred—Supreme Court)—see rule 5801.

injury notice, for part 3.13 (Workers compensation)—see the Workers Compensation Act, section 123 (The notice for an injury).

instalment order—see rule 2150.

instalment order agreement, for part 2.18 (Enforcement)—see rule 2157.

issued, for a document filed in the court, means the document has been sealed or stamped by the court.

issuing officer, for part 6.9 (Subpoenas)—see rule 6600 (1).

issuing party, for a subpoena, for part 6.9 (Subpoenas)—see rule 6600 (1).

interested party—

(a) for division 5.6.1 (Reference appeals—Supreme Court)—see rule 5750; and

(b) for division 5.6.2 (Reference appeals—Court of Appeal)—see rule 5770.

interest in a managed investment scheme—see the Corporations Act, section 9.

interlocutory process, for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

interstate confiscation order, for division 3.7.2 (Interstate confiscation orders—registration)—see rule 3460.

judgment, for part 3.8 (Foreign judgments—reciprocal enforcement)—see rule 3470.

judicial officer—see rule 5 (3) (References to *court*, *judicial officer* etc).

Judicial Review Act, for part 3.10 (Judicial review)—see rule 3550.

judicial review application, for part 3.10 (Judicial review)—see rule 3550.

land, for division 2.9.6 (Sales of land by court order)—see rule 780.

Legal Profession Act, for part 3.11 (Legal profession)—see rule 3600.

liquidated demand means a claim for payment of a specific sum of money the amount of which is worked out or capable of being worked out by calculation, and includes a claim for interest up to judgment.

list of documents, for part 2.8 (Disclosure)—see rule 600.

made, for an order that is a judgment, means given.

Magistrates Court Act, for part 3.12 (Small Claims Court)—see rule 3730.

mediation, for division 2.11.7 (Mediation and neutral evaluation)—see rule 1176 (1).

mediation session, for division 2.11.7 (Mediation and neutral evaluation)—see rule 1176 (2).

Model Law, for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

money order—see rule 2000.

motor vehicle, for chapter 2 (Civil proceedings generally), means a motor vehicle or trailer within the meaning of the *Road Transport (General) Act 1999*.

neutral evaluation, for division 2.11.7 (Mediation and neutral evaluation)—see rule 1176 (3).

neutral evaluation session, for division 2.11.7 (Mediation and neutral evaluation)—see rule 1176 (5).

nominated time, for division 6.10.3 (Exchange of correspondence before making application in proceeding)—see rule 6742 (2) (e) (Applicant's letter to respondent).

non-convention country, for division 6.8.9 (Service outside Australia—general)—see rule 6500.

non-money order—see rule 2000.

notice claiming contribution or indemnity, for chapter 2 (Civil proceedings generally)—see rule 319 (1).

notice for non-party production, for chapter 2 (Civil proceedings generally), means a notice under rule 660.

notice of intention to respond includes a conditional notice of intention to respond.

officer, of a corporation, for part 2.18 (Enforcement)—see rule 2000.

opposite party means defendant (in relation to a plaintiff) and plaintiff (in relation to a defendant).

order—

- (a) for these rules generally—includes a judgment, decree, direction or decision, whether or not final; and
- (b) for part 3.12 (Small Claims Court)—see rule 3730; and
- (c) for part 4.2 (Magistrates Court criminal proceedings)—see rule 4300; and
- (d) of a court or tribunal, for part 5.3 (Appeals to Supreme Court)—see rule 5050; and

- (e) for division 5.4.4 (Appeals to Court of Appeal—procedure generally), division 5.4.5 (Appeals to Court of Appeal—appeal papers and hearing) and division 5.4.6 (Appeals to Court of Appeal—ending all or part of appeal)—see rule 5400.

order debt, for an enforceable money order of the court, for part 2.18 (Enforcement)—see rule 2000.

order for access to identifying information, for part 3.2 (Adoption)—see rule 3150.

order for delivery of possession of land—see rule 2451.

order for seizure and delivery of goods—see rule 2460.

order for seizure and detention of property—see rule 2470.

originating process—

- (a) for these rules generally—means an originating claim, originating application or application for arbitration; and
- (b) for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

out of time—

- (a) for division 5.3.3 (Appeals to Supreme Court—leave to appeal out of time)—see rule 5080; and
- (a) for division 5.4.3 (Appeals to Court of Appeal—leave to appeal out of time from final judgments)—see rule 5330; and
- (b) for division 5.4.7 (Appeals to Court of Appeal—convictions and sentences)—see rule 5500.

outstanding fine, for division 4.2.4 (Magistrates Court criminal proceedings—enforcement of fines)—see rule 4340.

partner, for part 2.18 (Enforcement)—see rule 2000.

partnership—see the *Partnership Act 1963*, section 6.

partnership proceeding, for division 2.4.10 (Partnerships)—see rule 285.

party—

- (a) for part 2.17 (Costs)—see rule 1700; and
- (b) for a criminal proceeding—includes an accused person and the director of public prosecutions.

person with a legal disability means—

- (a) a child; or
- (b) a person with a mental disability.

person with a mental disability, for a proceeding, means a person who is not legally competent to be a party to the proceeding, and includes the person even if a guardian or manager has not been appointed for the person under the *Guardianship and Management of Property Act 1991*.

plaintiff—

- (a) for these rules generally—see rule 20; and
- (b) for division 2.18.17 (Enforcement—arrest warrants for absconding defendants)—see rule 2551; and
- (c) for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

pleading—

- (a) includes—
 - (i) a statement of claim; and
 - (ii) a defence; and
 - (iii) a reply; and
 - (iv) a counterclaim made in a proceeding started by originating claim or third-party notice; and
 - (v) an answer to a counterclaim; and
 - (vi) a response to an answer to a counterclaim; and

- (vii) an affidavit ordered to be treated as pleadings; and
 - (viii) an application for arbitration; and
 - (ix) an answer to an application for arbitration; and
 - (x) a third-party notice for an arbitration; but
- (b) does not include—
- (i) an originating claim; or
 - (ii) an originating application; or
 - (iii) a third-party notice other than a third-party notice for an arbitration; or
 - (iv) an application in a proceeding.

Note A pleading must comply with pt 2.6 (Pleadings).

possession, in relation to something other than land, includes custody and power.

practice note means a practice note under rule 6907.

premises, for subdivision 2.9.4.3 (Search orders)—see rule 750.

prepaid post includes post that is paid for after it is posted if—

- (a) it is accepted for delivery by post; and
- (b) the postage is not paid (or to be paid) by the person to whom it is delivered (or to be delivered).

Example

A person has a contract with Australia Post under which Australia Post periodically bills the person for items given by the person to Australia Post for delivery.

Note An example is part of these rules, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

prerogative injunction, for part 3.10 (Judicial review)—see rule 3550.

prerogative order, for part 3.10 (Judicial review)—see rule 3550.

prerogative relief, for part 3.10 (Judicial review)—see rule 3550.

prescribed costs amount, for part 2.11.1 (Uncontested debts and liquidated demands)—see rule 1100.

prescribed scale of costs—

(a) for part 2.17 (Costs)—see rule 1700; and

(b) for part 3.13 (Workers compensation)—see rule 3900.

principal, for part 3.13 (Workers compensation)—see the Workers Compensation Act, section 13 (Subcontracting).

principal officer, of a corporation, for part 2.18 (Enforcement)—see rule 2000.

privileged from production, for part 2.8 (Disclosure)—see rule 601.

proceeding, for division 6.10.9 (Taking evidence for Australian and foreign courts and tribunals)—see rule 6840.

prohibition order, for part 3.10 (Judicial review)—see rule 3550.

qualified person, for division 2.11.3 (Default by defendant)—see rule 1115.

question, for part 2.15 (Trial)—see rule 1500.

question referred—

(a) to the Supreme Court, for division 5.7.1 (Questions referred—Supreme Court)—see rule 5801; and

(b) to the Court of Appeal, for division 5.7.2 (Questions referred—Court of Appeal)—see rule 5831.

quo warranto order, for part 3.10 (Judicial review)—see rule 3550.

reference appeal—

(a) for division 5.6.1 (Reference appeals—Supreme Court)—see rule 5750; and

(b) for division 5.6.2 (Reference appeals—Court of Appeal)—see rule 5770.

referring court or tribunal, for division 5.7.1 (Questions referred—Supreme Court)—see rule 5800.

register—

(a) for division 3.7.1 (Foreign confiscation orders—registration)—see rule 3450; and

(b) for division 3.7.2 (Interstate confiscation orders—registration)—see rule 3460.

registrar—

(a) for these rules generally—see rule 5 (4) (References to *court*, *judicial officer* etc); and

(b) of a court or tribunal, for part 5.3 (Appeals to Supreme Court)—see rule 5050.

registry—see rule 5 (6) (References to *court*, *judicial officer* etc).

regular debt, for part 2.18 (Enforcement)—see rule 2332.

regular deposit, for division 2.18.7 (which is about regular redirections from financial institutions)—see rule 2330.

regular redirection order—see rule 2332.

relevant law, in relation to an appeal, for part 5.3 (Appeals to Supreme Court)—see rule 5050.

relief includes remedy.

reply includes a response to an answer to a counterclaim.

representative, for part 3.13 (Workers compensation)—see rule 3900.

request, for division 6.10.9 (Taking evidence for Australian and foreign courts and tribunals)—see rule 6840.

requesting court, in relation to a request or an order under rule 6843 made on a request, for division 6.10.9 (Taking evidence for Australian and foreign courts and tribunals)—see rule 6840.

respondent—

- (a) in relation to a notice for non-party production, for part 2.8 (Disclosure)—see rule 600; and
- (b) for subdivision 2.9.4.2 (Freezing orders)—see rule 740; and
- (c) for subdivision 2.9.4.3 (Search orders)—see rule 750; and
- (d) for division 6.10.3 (Exchange of correspondence before making application in proceeding)—see rule 6740; and
- (e) for schedule 6 (Corporations Rules)—see schedule 6, rule 1.5.

restoration order, for part 3.12 (Small Claims Court)—see rule 3730.

return date means—

- (a) for an application—the date (if any) set by the court for the application to be next before the court; and
- (b) for a subpoena—the date set by the court for the subpoena to be complied with.

review order, for part 5.5 (Orders to review Magistrates Court decisions)—see rule 5700.

schedule of correspondence, for part 6.2 (Applications in proceedings)—see rule 6005.

script, for division 3.1.9 (Other probate proceedings)—see rule 3090.

sealed, for a document, means stamped with the court's seal.

search order, for division 2.9.4 (Injunctions and similar orders)—see rule 751.

seizure and sale order—see rule 2200.

senior officer, of a corporation, for part 2.18 (Enforcement)—see rule 2000.

security interest, for part 2.18 (Enforcement)—see rule 2401.

sentence—

- (a) for part 4.3 (Supreme Court criminal proceedings)—see rule 4700; and
- (b) for chapter 5 (Appellate proceedings)—see rule 5000.

set aside means—

- (a) for a document—the document cannot be relied on in a proceeding; or
- (b) for anything else—the thing stops having effect.

sheriff—see the *Court Procedures Act 2004*, section 40.

sheriff's officer—see the *Court Procedures Act 2004*, section 40.

solicitor—to remove any doubt, **solicitor** includes a firm of solicitors.

special federal matter, for part 3.5 (Cross-vesting)—see rule 3300.

stamped, for a document, means stamped under rule 6304.

statutory order of review, for part 3.10 (Judicial review)—see rule 3550.

subpoena means an order in writing requiring the addressee—

- (a) to attend to give evidence; or
- (b) to produce the subpoena or a copy of it and a document or thing; or
- (c) to do both of those things.

subpoenaed document or thing, for division 6.10.5 (Exhibits, documents and things)—see rule 6760.

subpoena to attend to give evidence, for part 6.9 (Subpoenas)—see rule 6600 (2).

subpoena to produce, for part 6.9 (Subpoenas)—see rule 6600 (3).

supporting affidavits, for an originating application—see rule 60 (4) (Content of originating application).

supporting material, for an application in a proceeding, for part 6.2 (Applications in proceedings)—see rule 6005.

Supreme Court—

(a) for division 5.7.1 (Questions referred—Supreme Court)—see rule 5801; and

(b) for division 5.7.2 (Questions referred—Court of Appeal)—see rule 5831.

these rules include the practice notes and approved forms.

third party—see rule 322 (2) (b) (Third-party notice—fourth and subsequent parties).

third-party notice—see rule 322 (2) (c) (Third-party notice—fourth and subsequent parties).

third-party respondent, for part 3.13 (Workers compensation)—see rule 3920 (Arbitration—including other parties).

third person, for division 2.18.6 (which is about debt redirection orders generally)—see rule 2300 (1).

tribunal—

(a) for part 5.3 (Appeals to Supreme Court)—see rule 5050; and

(b) for division 5.7.1 (Questions referred—Supreme Court)—see rule 5801.

trustee, for part 2.17 (Costs)—see rule 1700.

undefended part of the claim, for division 2.11.4 (Default by defendant—partial defence)—see rule 1137.

usual undertaking as to damages, for part 2.9 (Preservation of rights and property)—see rule 700.

Workers Compensation Act, for part 3.13 (Workers compensation)—see rule 3900.

Wrongs Act, for division 2.12.3 (Appointment of medical expert for Civil Law (Wrongs) Act)—see rule 1220.

Endnotes

1 About the endnotes

Endnotes

1 About the endnotes

Amending and modifying laws are annotated in the legislation history and the amendment history. Current modifications are not included in the republished law but are set out in the endnotes.

Not all editorial amendments made under the *Legislation Act 2001*, part 11.3 are annotated in the amendment history. Full details of any amendments can be obtained from the Parliamentary Counsel's Office.

Uncommenced amending laws and expiries are listed in the legislation history and the amendment history. These details are underlined. Uncommenced provisions and amendments are not included in the republished law but are set out in the last endnote.

If all the provisions of the law have been renumbered, a table of renumbered provisions gives details of previous and current numbering.

The endnotes also include a table of earlier republications.

2 Abbreviation key

am = amended	ord = ordinance
amdt = amendment	orig = original
ch = chapter	par = paragraph/subparagraph
def = definition	pres = present
dict = dictionary	prev = previous
disallowed = disallowed by the Legislative Assembly	(prev...) = previously
div = division	pt = part
exp = expires/expired	r = rule/subrule
Gaz = gazette	renum = renumbered
hdg = heading	reloc = relocated
IA = Interpretation Act 1967	R[X] = Republication No
ins = inserted/added	RI = reissue
LA = Legislation Act 2001	s = section/subsection
LR = legislation register	sch = schedule
LRA = Legislation (Republication) Act 1996	sdiv = subdivision
mod = modified/modification	sub = substituted
o = order	SL = Subordinate Law
om = omitted/repealed	<u>underlining</u> = whole or part not commenced or to be expired

3 Legislation history

Court Procedures Rules 2006 SL2006-29

notified LR 16 June 2006
r 1, r 2 commenced 16 June 2006 (LA s 75 (1))
remainder commenced 1 July 2006 (r 2)

as amended by

Court Procedures Amendment Rules 2006 (No 1) SL2006-43

notified LR 14 August 2006
r 1, r 2 commenced 14 August 2006 (LA s 75 (1))
remainder commenced 15 August 2006 (r 2)

Court Procedures Amendment Rules 2006 (No 2) SL2006-58

notified LR 18 December 2006
r 1, r 2 commenced 18 December 2006 (LA s 75 (1))
remainder commenced 1 January 2007 (r 2)

Statute Law Amendment Act 2007 A2007-3 sch 3 pt 3.24

notified LR 22 March 2007
s 1, s 2 taken to have commenced 1 July 2006 (LA s 75 (2))
sch 3 pt 3.24 commenced 12 April 2007 (s 2 (1))

Court Procedures Amendment Rules 2007 (No 1) SL2007-16

notified LR 25 June 2007
r 1, r 2 commenced 25 June 2007 (LA s 75 (1))
remainder commenced 1 July 2007 (r 2)

Legal Profession Amendment Act 2007 A2007-28 sch 1 pt 1.1

notified LR 28 September 2007
s 1, s 2 commenced 28 September 2007 (LA s 75 (1))
sch 1 pt 1.1 commenced 1 October 2007 (s 2)

Court Procedures Amendment Rules 2007 (No 2) SL2007-37

notified LR 20 December 2007
r 1, r 2 commenced 20 December 2007 (LA s 75 (1))
remainder commenced 1 January 2008 (r 2)

Court Procedures Amendment Rules 2008 (No 1) SL2008-25

notified LR 26 June 2008

r 1, r 2 commenced 26 June 2008 (LA s 75 (1))

r 11, r 12, r 17 commenced 29 July 2008 (r 2 (2) and see Justice and Community Safety Legislation Amendment Act 2008 (No 2) A2008-22 s 2)

remainder commenced 1 July 2008 (r 2 (1))

Note The Justice and Community Safety Legislation Amendment Act 2008 (No 2) A2008-22 was the Justice and Community Safety Legislation Amendment Bill 2008 when these rules were made on 18 June 2008.

Children and Young People (Consequential Amendments) Act 2008 A2008-20 sch 3 pt 3.6, sch 4 pt 4.6

notified LR 17 July 2008

s 1, s 2 commenced 17 July 2008 (LA s 75 (1))

s 3 commenced 18 July 2008 (s 2 (1))

sch 3 pt 3.6 commenced 27 October 2008 (s 2 (4) and see Children and Young People Act 2008 A2008-19, s 2 and CN2008-13)

sch 4 pt 4.6 commenced 27 February 2009 (s 2 (5) and see Children and Young People Act 2008 A2008-19, s 2 and CN2008-17 (and see CN2008-13))

Court Procedures Amendment Rules 2008 (No 2) SL2008-44

notified LR 29 September 2008

r 1, r 2 commenced 29 September 2008 (LA s 75 (1))

remainder commenced 1 October 2008 (r 2)

Court Procedures Amendment Rules 2008 (No 3) SL2008-50

notified LR 23 December 2008

r 1, r 2 commenced 23 December 2008 (LA s 75 (1))

r 6 commenced 30 May 2009 (r 2 (2) and see Crimes Legislation Amendment Act 2008 A2008-44, s 2 and CN2009-4)

remainder commenced 1 January 2009 (r 2 (1))

Court Procedures Amendment Rules 2009 (No 1) SL2009-11

notified LR 27 March 2009

r 1, r 2 commenced 27 March 2009 (LA s 75 (1))

remainder commenced 30 March 2009 (r 2 and see Domestic Violence and Protection Orders Act 2008 A2008-46 s 2)

4 Amendment history

Commencement

r 2 om LA 89 (4)

Application of rules

r 4 (2), (4) exp 1 January 2007 (r 4 (4))
am SL2009-11 r 6
(2), (3) exp on the day the last of the provisions mentioned in table 4.1, column 3 is repealed or otherwise ceases to apply for the purposes of proceedings in the Supreme Court (r 4 (3))

Notes

r 8 (2), (3) exp 1 July 2009 (r 8 (3))

Application—ch 2

r 22 am A2008-20 amdt 4.15

When proceeding struck out

r 75 am SL2008-25 r 4; ss renum R10 LA

Originating claim—abandonment of excess in Magistrates Court

r 55 ins SL2006-58 amdt 1.1

Person with legal disability—litigation guardian to start proceeding etc

r 275 am A2008-20 amdt 4.16

Person with legal disability—approval of settlement etc

r 282 (prev r 1016) reloc and renum as r 282 SL2007-16 r 9

Pleadings—kind of damages etc

r 417 am SL2007-37 r 4

Amendment—of originating process

r 504 am SL2007-16 r 4

Amendment—of pleadings after close of pleadings

r 507 am SL2007-16 r 5

Amendment—procedure

r 509 am SL2007-16 r 6, r 7

Amendment—costs

r 513 sub SL2008-25 r 5

Contravention of pt 2.8 order—contempt of court

r 670 sub SL2007-16 r 8

Meaning of *usual undertaking as to damages*—pt 2.9

r 700 am SL2007-37 r 5

Endnotes

4 Amendment history

Receiver—accounts

r 771 am SL2006-58 amdt 1.2

Payment into court—acceptance by plaintiff

r 1006 am SL2006-58 amdt 1.3

Person with legal disability—approval of settlement etc

r 1016 reloc and renum as r 282

Default judgment—relevant affidavits

r 1119 am SL2006-58 amdt 1.4

Transfer of proceedings between courts

div 2.14.1A hdg ins SL2007-16 r 10

Transfer of proceeding from Supreme Court to Magistrates Court—application

r 1430 ins SL2007-16 r 10

Transfer of proceeding from Supreme Court to Magistrates Court—procedure

r 1431 ins SL2007-16 r 10

Transfer of proceeding from Magistrates Court to Supreme Court—application

r 1432 ins SL2007-16 r 10

Transfer of proceeding from Magistrates Court to Supreme Court—stay of proceeding

r 1433 ins SL2007-16 r 10

Interest after judgment—usual order as to interest

r 1619 ins SL2007-37 r 6

Interest after judgment

r 1617 am SL2008-25 r 6, r 7

Definitions—pt 2.17

r 1700 def *costs of the proceeding* am SL2008-25 r 8

Costs—general provisions

r 1701 am SL2008-50 r 4

Costs—general rule

r 1721 sub SL2008-25 r 9

Costs—solicitors' costs generally

r 1722 am SL2008-25 r 10; ss renum R10 LA

Costs—fixed costs for winding-up application

r 1740 ins SL2008-50 r 5

Enforcement—certificate of registration of enforceable order under Service and Execution of Process Act

r 2010A ins SL2008-44 r 4

Enforcement—service of order and related information

r 2015 am SL2008-44 r 5

Enforcement—enforcement of payment directed by Energy and Water Consumer Council

r 2016 hdg sub SL2008-25 r 11
r 2016 ins SL2006-58 amdt 1.5
am SL2008-25 r 12

Seizure and sale order—seizure of real property

r 2110 am SL2006-58 amdt 1.6
sub SL2008-25 r 13

Seizure and sale order—additional provisions relating to land

r 2218 am SL2008-25 r 14

Seizure and sale order—appointment of real estate agent

r 2218A ins SL2008-25 r 15

Seizure and sale order—payment to enforcement debtor

r 2231 am SL2006-58 amdt 1.7

Earnings redirection order—record of payments

r 2363 am SL2006-58 amdt 1.8

Enforcement—orders for return of goods etc

r 2441 am SL2007-16 r 11

Enforcement—orders to do or not do an act

r 2442 am SL2007-16 rr 12-14

Enforcement—undertakings

r 2443 am SL2007-16 r 15, r 16

Enforcement—failure of individual to comply with subpoena etc

r 2444 am SL2006-58 amdt 1.9

Enforcement—failure of corporation to comply with subpoena etc

r 2445 am SL2006-58 amdt 1.10

Enforcement by contempt or seizing and detaining property—preconditions

r 2446 am SL2008-25 r 16

Contempt—application of div 2.18.16

r 2500 am SL2007-16 r 17; ss renum R7 LA

Estate and trust accounts—notice of filing of accounts etc

r 2749 am SL2006-58 amdt 1.11

Endnotes

4 Amendment history

Estate and trust accounts—appearance of beneficiary at examination

r 2750 am SL2006-58 amdt 1.12

Terms used in Administration and Probate Act

r 3001 am A2007-3 amdt 3.129

Grant of representation—notice of intention to apply to be published in newspaper etc

r 3006 am SL2006-58 amdt 1.13

Grant of administration—notice of intention to apply to be served on non-applicant domestic partner or next of kin

r 3007 am SL2006-58 amdt 1.14

Grant of administration—notice of intention of creditor to apply to be served on domestic partner and next of kin

r 3008 am SL2006-58 amdt 1.14

Grant of representation—supporting affidavit for application

r 3010 am SL2006-58 amdts 1.15-1.18; A2007-3 amdt 3.130

Grant of representation—no grant to executor etc who has renounced

r 3014 sub SL2006-58 amdt 1.19

Administration by public trustee—renunciation of probate by executors

r 3056 am SL2006-58 amdt 1.20

Administration by public trustee—renunciation of letters of administration by entitled people

r 3057 am SL2006-58 amdt 1.20

Definitions—pt 3.2

r 3150 def *chief executive* am A2008-20 amdt 3.14

Adoption order—service of application on chief executive

r 3159 sub SL2006-58 amdt 1.21

Order for access to identifying information—service of application

r 3201 am SL2006-58 amdt 1.22

Adoption proceedings—service of applications

r 3210 am SL2006-58 amdt 1.23

Terms used in Commercial Arbitration Act

r 3251 am A2007-3 amdt 3.131

Foreign judgment—registration

r 3478 am SL2006-58 amdt 1.24

Australian judgment—certificate for foreign registration

r 3483 am SL2006-58 amdt 1.25; ss renum R4 LA

Admission—approved academic qualifications (Legal Profession Act, s 21 (5))

r 3605 am SL2007-37 r 7

Admission—oath or affirmation

r 3614 sub SL2006-43 r 4

Admission—entry on local roll

r 3615 ins SL2006-43 r 4

Small Claims Court

pt 3.12 hdg ins SL2006-58 r 4

Small Claims Court—preliminary

div 3.12.1 hdg ins SL2006-58 r 4

Definitions—pt 3.12

r 3730 ins SL2006-58 r 4
 def **conference** ins SL2006-58 r 4
 def **court** ins SL2006-58 r 4
 def **Magistrates Court Act** ins SL2006-58 r 4
 def **order** ins SL2006-58 r 4
 def **restoration order** ins SL2006-58 r 4

Meaning of applicant and respondent—pt 3.12

r 3731 ins SL2006-58 r 4

Terms used in Magistrates Court Act

r 3732 ins SL2006-58 r 4

Application—pt 3.12

r 3733 ins SL2006-58 r 4

Small Claims Court—application of ch 2 generally

r 3734 ins SL2006-58 r 4

Small Claims Court—starting proceeding

div 3.12.2 hdg ins SL2006-58 r 4

Small Claims Court—assistance to members of public

r 3735 ins SL2006-58 r 4

Small Claims Court—who may start and carry on a proceedingr 3736 ins SL2006-58 r 4
am SL2007-16 r 18**Small Claims Court—originating application etc**

r 3737 ins SL2006-58 r 4

Small Claims Court—single application for each matter

r 3738 ins SL2006-58 r 4

Small Claims Court—debt declaration

r 3739 ins SL2006-58 r 4

Endnotes

4 Amendment history

Small Claims Court—claim for interest

r 3740 ins SL2006-58 r 4

Small Claims Court—service of originating application etc

r 3741 ins SL2006-58 r 4

Small Claims Court—response to originating application

r 3742 ins SL2006-58 r 4

Small Claims Court—counterclaim and set-off

r 3743 ins SL2006-58 r 4

Small Claims Court—response to nuisance application or trespass application

r 3744 ins SL2006-58 r 4

Small Claims Court—amendment

r 3745 ins SL2006-58 r 4

Small Claims Court—third-party proceeding

div 3.12.3 hdg ins SL2006-58 r 4

Application of div 3.12.3—common boundary applications

r 3746 ins SL2006-58 r 4

Small Claims Court—third-party notice

r 3747 ins SL2006-58 r 4

Small Claims Court—service of third-party notice

r 3748 ins SL2006-58 r 4

Small Claims Court—response to third-party notice

r 3749 ins SL2006-58 r 4

Small Claims Court—counterclaim and set-off by third party

r 3750 ins SL2006-58 r 4

Small Claims Court—default by third party

r 3751 ins SL2006-58 r 4

Small Claims Court—judgment between respondent and third party

r 3752 ins SL2006-58 r 4

Small Claims Court—admission of liability

div 3.12.4 hdg ins SL2006-58 r 4

Application of div 3.12.4—common boundary applications

r 3753 ins SL2006-58 r 4

Small Claims Court—admission of liability

r 3754 ins SL2006-58 r 4

Small Claims Court—payment into court

r 3755 ins SL2006-58 r 4

Small Claims Court—payment into court by bond

r 3756 ins SL2006-58 r 4

Small Claims Court—no response to claim

div 3.12.5 hdg ins SL2006-58 r 4

Small Claims Court—default judgment

r 3757 ins SL2006-58 r 4

Small Claims Court—striking out application

r 3758 ins SL2006-58 r 4

Small Claims Court—disputed claim

div 3.12.6 hdg ins SL2006-58 r 4

Small Claims Court—disputed claim

r 3759 ins SL2006-58 r 4

Small Claims Court—conferences

div 3.12.7 hdg ins SL2006-58 r 4

Application—div 3.12.7

r 3760 ins SL2006-58 r 4

Small Claims Court conference—setting conference date

r 3761 ins SL2006-58 r 4

Small Claims Court conference—changing time or place of

r 3762 ins SL2006-58 r 4

Small Claims Court conference—representation

r 3763 ins SL2006-58 r 4

Small Claims Court conference—who may attend

r 3764 ins SL2006-58 r 4

Small Claims Court conference—failure to attend

r 3765 ins SL2006-58 r 4

Small Claims Court conference—procedure

r 3766 ins SL2006-58 r 4

Small Claims Court—inquiries

div 3.12.8 hdg ins SL2006-58 r 4

Application—div 3.12.8

r 3767 ins SL2006-58 r 4

Small Claims Court inquiry—constitution

r 3768 ins SL2006-58 r 4

Small Claims Court inquiry—changing time or place of

r 3769 ins SL2006-58 r 4

Endnotes

4 Amendment history

- Small Claims Court inquiry—representation**
r 3770 ins SL2006-58 r 4
- Small Claims Court inquiry—failure to attend**
r 3771 ins SL2006-58 r 4
- Small Claims Court inquiry—procedure**
r 3772 ins SL2006-58 r 4
- Small Claims Court inquiry—investigators**
r 3773 ins SL2006-58 r 4
- Small Claims Court—transfer of proceedings between courts**
div 3.12.9 hdg ins SL2006-58 r 4
- Application of div 3.12.9—common boundary applications**
r 3774 ins SL2006-58 r 4
- Small Claims Court—transfer of proceedings from Magistrates Court**
r 3775 ins SL2006-58 r 4
- Small Claims Court—transfer of proceeding to Magistrates Court**
r 3776 ins SL2006-58 r 4
- Small Claims Court—general provisions**
div 3.12.10 hdg ins SL2006-58 r 4
- Small Claims Court—applications in proceedings**
r 3777 ins SL2006-58 r 4
- Small Claims Court—discontinuance of proceeding**
r 3778 ins SL2006-58 r 4
- Small Claims Court—dismissal for abuse of process**
r 3779 ins SL2006-58 r 4
- Small Claims Court—restoration of proceeding**
r 3780 ins SL2006-58 r 4
- Small Claims Court—costs**
r 3781 ins SL2006-58 r 4
- Small Claims Court—orders**
div 3.12.11 hdg ins SL2006-58 r 4
- Small Claims Court order—consent judgment**
r 3782 ins SL2006-58 r 4
- Small Claims Court order—counterclaim or set-off**
r 3783 ins SL2006-58 r 4
- Small Claims Court order—to perform work etc**
r 3784 ins SL2006-58 r 4

Small Claims Court order—payment on condition work performed etc
r 3785 ins SL2006-58 r 4

Small Claims Court order—detention of goods
r 3786 ins SL2006-58 r 4

Small Claims Court order—nuisance application
r 3787 ins SL2006-58 r 4

Small Claims Court order—trespass application
r 3788 ins SL2006-58 r 4

Small Claims Court order—debt declaration
r 3789 ins SL2006-58 r 4

Small Claims Court order—joint liability
r 3790 ins SL2006-58 r 4

Small Claims Court order—notice
r 3791 ins SL2006-58 r 4

Small Claims Court order—payment of amount
r 3792 ins SL2006-58 r 4

Small Claims Court order—other orders
r 3793 ins SL2006-58 r 4
am SL2007-16 r 19

Workers compensation
pt 3.13 hdg ins SL2006-58 r 4

Workers compensation proceedings—general
div 3.13.1 hdg ins SL2006-58 r 4

Definitions—pt 3.13

r 3900 ins SL2006-58 r 4
def **arbitration** ins SL2006-58 r 4
def **case management meeting** ins SL2006-58 r 4
def **claim** ins SL2006-58 r 4
def **conciliation** ins SL2006-58 r 4
def **contractor** ins SL2006-58 r 4
def **injury notice** ins SL2006-58 r 4
def **prescribed scale of costs** ins SL2006-58 r 4
def **principal** ins SL2006-58 r 4
def **representative** ins SL2006-58 r 4
def **third-party respondent** ins SL2006-58 r 4
def **Workers Compensation Act** ins SL2006-58 r 4

Terms used in Workers Compensation Act
r 3901 ins SL2006-58 r 4

Application—pt 3.13
r 3902 ins SL2006-58 r 4

Endnotes

4 Amendment history

Workers compensation proceedings—application of ch 2 generally

r 3903 ins SL2006-58 r 4
am SL2007-16 r 20

Workers compensation—applications for arbitration

div 3.13.2 hdg ins SL2006-58 r 4

Application for arbitration—Commercial Arbitration Act not apply

r 3904 ins SL2006-58 r 4

Application for arbitration—by worker

r 3905 ins SL2006-58 r 4

Application for arbitration—by dependant or estate of deceased worker

r 3906 ins SL2006-58 r 4

Application for arbitration—by employer or insurer

r 3907 ins SL2006-58 r 4

Application for arbitration—when application may be filed

r 3908 ins SL2006-58 r 4

Application for arbitration—injury notice and medical evidence

r 3909 ins SL2006-58 r 4

Application for arbitration—copies

r 3910 ins SL2006-58 r 4

Application for arbitration—service on respondent

r 3911 ins SL2006-58 r 4

Application for arbitration—service on insurer

r 3912 ins SL2006-58 r 4

Application for arbitration—answer by respondent or third-party respondent

r 3913 ins SL2006-58 r 4

Application for arbitration—liability and particulars subject to answer

r 3914 ins SL2006-58 r 4

Application for arbitration—service of answer

r 3915 ins SL2006-58 r 4

Application for arbitration—amendment

r 3916 ins SL2006-58 r 4

Application for arbitration—minor amendment or amendment by consent

r 3917 ins SL2006-58 r 4

Application for arbitration—discontinuance

r 3918 ins SL2006-58 r 4

Workers compensation—parties for arbitration

div 3.13.3 hdg ins SL2006-58 r 4

Arbitration—necessary parties

r 3919 ins SL2006-58 r 4

Arbitration—including other parties

r 3920 ins SL2006-58 r 4

Arbitration—person may apply to be included as party

r 3921 ins SL2006-58 r 4

Arbitration—party may apply to be removed as party

r 3922 ins SL2006-58 r 4

Arbitration—employer not respondent in certain applications by dependant or personal representative

r 3923 ins SL2006-58 r 4

Workers compensation—representation in arbitrations

div 3.13.4 hdg ins SL2006-58 r 4

Arbitration—party may be represented

r 3924 ins SL2006-58 r 4

Arbitration—separate representation of employer for insurer's period on risk

r 3925 ins SL2006-58 r 4

Workers compensation—listing procedure for arbitrations

div 3.13.5 hdg ins SL2006-58 r 4

Arbitration listing procedure—certificate of readiness

r 3926 ins SL2006-58 r 4

Arbitration listing procedure—certificate of readiness not signed

r 3927 ins SL2006-58 r 4

Workers compensation—medical reports for arbitrations

div 3.13.6 hdg ins SL2006-58 r 4

Arbitration—service of medical reports

r 3928 ins SL2006-58 r 4

Arbitration—supplementary medical reports

r 3929 ins SL2006-58 r 4

Arbitration—doctor's evidence to be covered by medical report

r 3930 ins SL2006-58 r 4

Arbitration—medical reports admissible as evidence of opinion etc

r 3931 ins SL2006-58 r 4

Arbitration—requiring attendance of doctor for cross-examination etc

r 3932 ins SL2006-58 r 4

Arbitration—tender of medical report

r 3933 ins SL2006-58 r 4

Endnotes

4 Amendment history

- Workers compensation—medical referees for arbitrations**
div 3.13.7 hdg ins SL2006-58 r 4
- Arbitration—party may apply for medical referee etc**
r 3934 ins SL2006-58 r 4
- Arbitration—number of medical referees**
r 3935 ins SL2006-58 r 4
- Arbitration—notice of request to medical referee**
r 3936 ins SL2006-58 r 4
- Arbitration—assessment of worker by medical referee**
r 3937 ins SL2006-58 r 4
- Arbitration—medical referee to review medical evidence etc**
r 3938 ins SL2006-58 r 4
- Arbitration—medical referee’s report**
r 3939 ins SL2006-58 r 4
- Arbitration—medical referee’s report to be given to parties**
r 3940 ins SL2006-58 r 4
- Arbitration—court may decide claim without medical referee report**
r 3941 ins SL2006-58 r 4
- Workers compensation—case management meeting for arbitrations**
div 3.13.8 hdg ins SL2006-58 r 4
- Arbitration—case management generally**
r 3942 ins SL2006-58 r 4
- Arbitration—time of case management meeting**
r 3943 ins SL2006-58 r 4
- Arbitration—attendance at case management meeting**
r 3944 ins SL2006-58 r 4
- Arbitration—parties must make genuine effort to settle at case management meeting**
r 3945 ins SL2006-58 r 4
- Arbitration—settling of claim at case management meeting**
r 3946 ins SL2006-58 r 4
- Arbitration—settling of claim unlikely at case management meeting**
r 3947 ins SL2006-58 r 4
- Arbitration—record of terms of settlement at case management meeting**
r 3948 ins SL2006-58 r 4
- Workers compensation—conduct of arbitration**
div 3.13.9 hdg ins SL2006-58 r 4

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- Conduct of arbitration—date**
r 3949 ins SL2006-58 r 4
- Conduct of arbitration—burden of proof on party asserting fact**
r 3950 ins SL2006-58 r 4
- Conduct of arbitration—directions about third-party respondents**
r 3951 ins SL2006-58 r 4
- Conduct of arbitration—directions and orders if remedy against employer and stranger**
r 3952 ins SL2006-58 r 4
- Conduct of arbitration—directions generally**
r 3953 ins SL2006-58 r 4
- Workers compensation—submission to award and payments into court**
div 3.13.10 hdg ins SL2006-58 r 4
- Arbitration—payment into court generally**
r 3954 ins SL2006-58 r 4
- Arbitration—admission of liability to claim by worker**
r 3955 ins SL2006-58 r 4
- Arbitration—admission of liability to claim for deceased worker**
r 3956 ins SL2006-58 r 4
- Arbitration—denial and submission to award or payment by employer**
r 3957 ins SL2006-58 r 4
- Arbitration—acceptance of payment by worker**
r 3958 ins SL2006-58 r 4
- Arbitration—acceptance of payment for deceased worker**
r 3959 ins SL2006-58 r 4
- Arbitration—payment on worker’s acceptance**
r 3960 ins SL2006-58 r 4
- Arbitration—payment on dependant’s etc acceptance**
r 3961 ins SL2006-58 r 4
- Arbitration—no prompt acceptance of submission or payment**
r 3962 ins SL2006-58 r 4
- Arbitration—award not greater than submission or payment**
r 3963 ins SL2006-58 r 4
- Workers compensation—awards**
div 3.13.11 hdg ins SL2006-58 r 4
- Arbitration—award**
r 3964 ins SL2006-58 r 4

Endnotes

4 Amendment history

Arbitration—setting aside or amending award

r 3965 ins SL2006-58 r 4

Workers compensation—registered agreements

div 3.13.12 hdg ins SL2006-58 r 4

Registered agreement—application for registration

r 3966 ins SL2006-58 r 4
am SL2007-16 r 21

Registered agreement—application for amendment or cancellation

r 3967 ins SL2006-58 r 4

Workers compensation—costs

div 3.13.13 hdg ins SL2006-58 r 4

Workers compensation costs—generally

r 3968 ins SL2006-58 r 4

Workers compensation costs—claim against arbitration award

r 3969 ins SL2006-58 r 4

Workers compensation—appeals

div 3.13.14 hdg ins SL2006-58 r 4

Appeal—order of Supreme Court

r 3970 ins SL2006-58 r 4

Magistrates Court criminal proceedings—prosecution evidence in committal proceedings

div 4.2.1A hdg ins SL2008-50 r 6

Prosecution evidence to be given to accused etc—Magistrates Court Act, s 90

r 4305 ins SL2008-50 r 6

Magistrates Court witness—informant may request attendance

r 4330 sub SL2006-43 amdt 1.26

Magistrates Court witness—expenses

r 4331 ins SL2006-43 amdt 1.26

Magistrates Court criminal proceedings—enforcement of fines

div 4.2.4 hdg ins SL2006-58 amdt 1.27

Definitions—div 4.2.4

r 4340 ins SL2006-58 amdt 1.27
def **enforcement hearing subpoena** ins SL2006-58
amdt 1.27
def **enforcement hearing warrant** ins SL2006-58 amdt 1.27
def **fine** ins SL2006-58 amdt 1.27
def **fine defaulter** ins SL2006-58 amdt 1.27
def **outstanding fine** ins SL2006-58 amdt 1.27

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- Enforcement of fine—enforcement hearing**
r 4341 ins SL2006-58 amdt 1.27
- Enforcement of fine—service of enforcement hearing subpoena**
r 4342 ins SL2006-58 amdt 1.27
- Enforcement of fine—statement of person’s financial position**
r 4343 ins SL2006-58 amdt 1.27
- Enforcement of fine—determining capacity to pay fine**
r 4344 ins SL2006-58 amdt 1.27
- Enforcement of fine—enforcement hearing warrant issue**
r 4345 ins SL2006-58 amdt 1.27
- Enforcement of fine—orders**
r 4346 ins SL2006-58 amdt 1.27
- Application of pt 2.18**
r 4347 ins SL2006-58 amdt 1.27
- Enforcement of fine—security for payment**
r 4348 ins SL2006-58 amdt 1.27
- Supreme Court criminal proceedings—appearance when committed for trial**
r 4733 am SL2006-58 amdt 1.28
- Appeals from master or registrar**
pt 5.2 hdg note am SL2006-58 amdt 1.29
- Definitions—pt 5.2**
r 5010 def *decision* am SL2006-58 amdt 1.30
- Application—pt 5.2**
r 5011 table am SL2006-58 amdt 1.31
- Appeals to Supreme Court—requirements for notice of appeal etc**
r 5101 am SL2007-16 r 22
- Meaning of court—pt 5.4**
r 5300 am SL2006-58 amdt 1.32
- Appeals to Court of Appeal—leave to appeal from interlocutory orders**
div 5.4.2 hdg sub SL2006-58 amdt 1.33
- Application—div 5.4.2**
r 5310 am SL2006-58 amdt 1.34, amdt 1.35
- Appeals to Court of Appeal—time for filing application for leave to appeal**
r 5312 am SL2006-58 amdt 1.36
- Appeals to Court of Appeal—serving application for leave to appeal**
r 5314 am SL2006-58 amdt 1.37

Endnotes

4 Amendment history

Appeals to Court of Appeal—requirements for notice of appeal etc

r 5403 am SL2006-58 amdt 1.38

Appeals to Court of Appeal—filing of things before settlement of appeal papers

r 5430 am SL2006-58 amdt 1.39

Appeals to Court of Appeal—competency of appeal

r 5472 am SL2006-58 amdt 1.40

Application—div 5.7.1

r 5800 am SL2008-25 r 17

Definitions—pt 5.8

r 5850 def *appellant* am SL2006-58 amdt 1.41

Application—ch 6

r 6000 am A2008-20 amdt 4.17

Jurisdiction exercisable by master

r 6200 am SL2006-58 amdt 1.42, amdt 1.43; SL2008-50 r 7

Jurisdiction exercisable by registrar of Supreme Court

r 6250 am SL2007-16 r 23, r 24; A2007-28 amdt 1.1; SL2008-44 r 6

Jurisdiction exercisable by registrar of Magistrates Court

r 6251 ins SL2007-16 r 25
am SL2007-37 r 8; SL2008-44 r 7; SL2009-11 r 4, r 5; ss, pars
renum R16 LA

Appeals from registrar's orders etc

r 6256 am SL2006-58 amdt 1.44

Service on individuals generally—Magistrates Court

r 6411 am SL2007-16 r 26, r 27

Service on children

r 6435 am A2008-20 amdt 3.15

Application—div 6.8.10

r 6520 am SL2009-11 r 6

Subpoena—leave to serve late

r 6603 sub SL2007-16 r 28

Subpoena—change of date for attendance of production

r 6603A ins SL2008-50 r 8

Compliance with subpoena

r 6606 am SL2008-50 r 9

Inspection of, and dealing with, subpoenaed documents and things produced otherwise than on attendance

r 6609 am SL2008-25 r 18, r 19

Affidavit—annexures and exhibits

r 6712 am SL2007-37 r 9

Notice to produce

div 6.10.3A hdg ins SL2008-44 r 8

Notice to produce

r 6748 ins SL2008-44 r 8

Transitional—approved forms for Supreme Court

r 7001 exp 1 January 2007 (r 7001 (4))

Transitional—application of old Magistrates Court rules to proceedings until 1 January 2007

r 7010 exp 1 January 2007 (r 7010 (4))

Costs amount—debts, liquidated demands and company windings-up

sch 3 sub SL2008-50 r 10

Costs—transitional

sch 4, r 4.12 sub SL2006-58 amdt 1.45; SL2008-44 r 9

Scale of costs—items

sch 4, pt 4.2 sub SL2006-58 amdt 1.46; SL2008-44 r 10

Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Supreme Court

sch 5, pt 5.1 am SL2006-58 amdt 1.47; SL2007-16 r 29; items renum R7 LA

Jurisdiction related to Corporations Act exercisable by registrar of Supreme Court

sch 5, pt 5.2 am SL2007-16 r 30, r 31; items renum R7 LA; SL2007-37 r 10; items renum R9 LA; SL2008-25 rr 20-28; items renum R10 LA

Jurisdiction under rules in relation to applications in proceedings not exercisable by registrar of Magistrates Court

sch 5, pt 5.4 ins SL2007-16 r 32; items renum R7 LA

Application of sch 6 and provisions of these rules

sch 6, r 1.3 am SL2008-50 r 11

Terms used in Corporations Act

sch 6, r 1.4 am SL2007-37 r 11; SL2008-25 r 29

Definitions—sch 6

sch 6, r 1.5 def **commission** om SL2008-25 r 30
 def **Cross-Border Insolvency Act** ins SL2008-50 r 12
 def **defendant** sub SL2008-50 r 13
 def **Model Law** ins SL2008-50 r 14
 def **plaintiff** sub SL2008-50 r 15

Endnotes

4 Amendment history

Originating process and interlocutory process

sch 6, r 2.2 am SL2007-16 r 33

Supporting affidavits

sch 6, r 2.4 am SL2008-25 r 57

Application for order setting aside statutory demand (Corporations Act, s 459G)

sch 6, r 2.4A am SL2008-25 r 57

Service of originating process or interlocutory process and supporting affidavit

sch 6, r 2.7 am SL2007-16 r 34

Notice of certain applications to be given to ASIC

sch 6, r 2.8 hdg sub SL2008-25 r 31

sch 6, r 2.8 am SL2008-25 r 32, r 57

Intervention in proceeding by ASIC (Corporations Act, s 1330)

sch 6, r 2.10 hdg sub SL2008-25 r 33

sch 6, r 2.10 am SL2008-25 r 57

Meetings ordered by the court

sch 6, r 2.15 am SL2008-25 r 34

Copy of order approving compromise or arrangement to be lodged with ASIC

sch 6, r 3.5 hdg sub SL2008-25 r 35

sch 6, r 3.5 am SL2008-25 r 57

Notice of appointment of provisional liquidator

sch 6, r 6.2 am SL2008-25 r 57

Resignation of liquidator (Corporations Act, s 473 (1))

sch 6, r 7.1 am SL2008-25 r 57

Filling vacancy in office of liquidator (Corporations Act, s 473 (7), s 502)

sch 6, r 7.2 am SL2008-25 r 57

Release of liquidator and deregistration of company (Corporations Act, s 480 (c) and (d))

sch 6, r 7.5 am SL2008-25 r 57

Report on accounts of liquidator (Corporations Act, s 481)

sch 6, r 7.7 am SL2008-25 r 57

Inquiry into conduct of liquidator (Corporations Act, s 536 (1) and (2))

sch 6, r 7.11 am SL2008-25 r 57

Remuneration of receiver (Corporations Act, s 425 (1))

sch 6, r 9.1 am SL2008-25 r 36, r 37

Determination by court of remuneration of administrator (Corporations Act, s 449E (1) (c) and (1A) (c))

sch 6, r 9.2 sub SL2008-25 r 38

-
- Review of remuneration of administrator (Corporations Act, s 449E (2))**
sch 6, r 9.2A ins SL2008-25 r 38
- Remuneration of provisional liquidator (Corporations Act, s 473 (2))**
sch 6, r 9.3 am SL2008-25 rr 39-42
- Determination by court of liquidator's remuneration (Corporations Act, s 473 (3) (b) (ii))**
sch 6, r 9.4 hdg sub SL2008-25 r 43
sch 6, r 9.4 am SL2008-25 rr 44-49
- Review of remuneration of liquidator (Corporations Act, s 473 (5) and (6) and s 504 (1))**
sch 6, r 9.4A ins SL2008-25 r 50
- Remuneration of special manager (Corporations Act, s 484 (2))**
sch 6, r 9.5 am SL2008-25 rr 51-53
- Application for examination or investigation under Corporations Act, s 411 (9) (b), s 423 or s 536 (3)**
sch 6, r 11.2 am SL2008-25 r 57
- Application for examination summons (Corporations Act, s 596A, s 596B)**
sch 6, r 11.3 am SL2008-25 r 57
- Discharge of examination summons**
sch 6, r 11.5 am SL2008-25 r 57
- Inspection of record or transcript of examination or investigation under Corporations Act, s 411, s 423 or s 536**
sch 6, r 11.8 am SL2008-25 r 57
- Service of application for order in relation to breaches etc by person concerned with corporation (Corporations Act, s 598)**
sch 6, r 11.11 am SL2008-25 r 57
- Warrants (Corporations Act, s 486B and pt 5.4B, div 3, subdiv B)**
sch 6, pt 6.11A hdg ins SL2008-25 r 54
- Arrest of person (Corporations Act, s 486B)**
sch 6, r 11A.1 ins SL2008-25 r 54
- Service on ASIC in relation to proceedings under Corporations Act, ch 6, 6A, 6B, 6C, 6D or 7**
sch 6, r 12.1 hdg sub SL2008-25 r 55
sch 6, r 12.1 am SL2008-25 r 57
- Notification to court if proceeding started before end of takeover bid period (Corporations Act, s 659B)**
sch 6, r 12.1B ins SL2007-16 r 35

Endnotes

4 Amendment history

Reference to court of question of law arising at hearing of ASIC (ASIC Act, s 61)

sch 6, r 15.1 hdg sub SL2008-25 r 56
sch 6, r 15.1 am SL2008-25 r 57

Proceedings under the Cross-Border Insolvency Act

sch 6, pt 6.15A hdg ins SL2008-50 r 16

Application—pt 6.15A and other rules

sch 6, r 15A.1 ins SL2008-50 r 16

Terms used in Cross-Border Insolvency Act

sch 6, r 15A.2 ins SL2008-50 r 16

Application for recognition

sch 6, r 15A.3 ins SL2008-50 r 16

Application for provisional relief under Model Law, art 19

sch 6, r 15A.4 ins SL2008-50 r 16

Official liquidator's consent to act

sch 6, r 15A.5 ins SL2008-50 r 16

Notice of filing application for recognition

sch 6, r 15A.6 ins SL2008-50 r 16

Notice of order for recognition, withdrawal etc

sch 6, r 15A.7 ins SL2008-50 r 16

Relief after recognition

sch 6, r 15A.8 ins SL2008-50 r 16

Application to modify or terminate order for recognition or other relief

sch 6, r 15A.9 ins SL2008-50 r 16

Transitional—modification of rules for Magistrates Court

sch 7 exp 1 January 2007 (r 7010 (4))

Dictionary

dict def **arbitration** ins SL2006-58 amdt 1.48
def **case management meeting** ins SL2006-58 amdt 1.48
def **claim** ins SL2006-58 amdt 1.48
def **commission** om R10 LA
def **conciliation** ins SL2006-58 amdt 1.48
def **conference** ins SL2006-58 amdt 1.48
def **contractor** ins SL2006-58 amdt 1.48
def **court** sub SL2006-58 amdt 1.49
def **criminal proceeding** sub SL2006-58 amdt 1.49
def **Cross-Border Insolvency Act** ins SL2008-50 s 17
def **defendant** sub SL2006-58 amdt 1.49
def **enforcement hearing subpoena** sub SL2006-58 amdt 1.49

def **enforcement hearing warrant** sub SL2006-58 amdt 1.49
 def **fine** ins SL2006-58 amdt 1.50
 def **fine defaulter** ins SL2006-58 amdt 1.50
 def **injury notice** ins SL2006-58 amdt 1.50
 def **Magistrates Court Act** ins SL2006-58 amdt 1.50
 def **Model Law** ins SL2008-50 s 17
 def **order** sub SL2006-58 amdt 1.51
 def **originating process** sub SL2006-58 amdt 1.51
 def **outstanding fine** ins SL2006-58 amdt 1.52
 def **plaintiff** sub SL2006-58 amdt 1.53
 def **pleading** sub SL2006-58 amdt 1.53
 def **prescribed scale of costs** sub SL2006-58 amdt 1.53
 def **principal** ins SL2006-58 amdt 1.54
 def **registrar** sub SL2006-58 amdt 1.55
 def **representative** ins SL2006-58 amdt 1.56
 def **restoration order** ins SL2006-58 amdt 1.56
 def **third-party respondent** ins SL2006-58 amdt 1.56
 def **Workers Compensation Act** ins SL2006-58 amdt 1.56

5 Earlier republications

Some earlier republications were not numbered. The number in column 1 refers to the publication order.

Since 12 September 2001 every authorised republication has been published in electronic pdf format on the ACT legislation register. A selection of authorised republications have also been published in printed format. These republications are marked with an asterisk (*) in column 1. Electronic and printed versions of an authorised republication are identical.

Republication No and date	Effective	Last amendment made by	Republication for
R1 1 July 2006	1 July 2006– 14 Aug 2006	not amended	new rules
R2 15 Aug 2006	15 Aug 2006– 11 Sept 2006	SL2006-43	amendments by SL2006-43
R3 12 Sept 2006	12 Sept 2006– 31 Dec 2006	SL2006-43	editorial amendments under Legislation Act to update approved form notes

Endnotes

5 Earlier republications

Republication No and date	Effective	Last amendment made by	Republication for
R4 1 Jan 2007	1 Jan 2007– 1 Jan 2007	SL2006-58	amendments by SL2006-58
R5* 2 Jan 2007	2 Jan 2007— 11 Apr 2007	SL2006-58	commenced expiry
R6 12 Apr 2007	12 Apr 2007– 30 June 2007	A2007-3	amendments by A2007-3
R7 1 July 2007	1 July 2007– 30 Sept 2007	SL2007-16	amendments by SL2007-16
R8 1 Oct 2007	1 Oct 2007– 31 Dec 2007	A2007-28	amendments by A2007-28
R9 1 Jan 2008	1 Jan 2008– 30 June 2008	SL2007-37	amendments by SL2007-37
R10 1 July 2008	1 July 2008– 28 July 2008	<u>SL2008-25</u>	amendments by SL2008-25
R11 29 July 2008	29 July 2008– 30 Sept 2008	<u>A2008-20</u>	amendments by SL2008-25
R12 1 Oct 2008	1 Oct 2008– 26 Oct 2008	SL2008-44	amendments by SL2008-44
R13 27 Oct 2008	27 Oct 2008– 31 Dec 2008	SL2008-44	amendments by A2008-20
R14 1 Jan 2009	1 Jan 2009– 26 Feb 2009	<u>SL2008-50</u>	amendments by SL2008-50
R15 27 Feb 2009	27 Feb 2009– 29 Mar 2009	<u>SL2008-50</u>	amendments by A2008-20
R16 30 Mar 2009	30 Mar 2009– 29 May 2009	SL2009-11	amendments by SL2009-11

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