

**MENTAL HEALTH COURT**  
**PRACTICE DIRECTION NUMBER 3 OF 2002**

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**FACSIMILE FILING**

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1. Documents may be filed by facsimile transmission to the Mental Health Court Registry, subject to the following.
2. Any document that can be filed in the Mental Health Court may be lodged for filing by facsimile, provided that it is not more than twenty (20) pages long (including any annexure). Documents more than twenty (20) pages long may be filed by facsimile transmission with the prior approval of the Registrar.
3. The document to be filed must be sent to the Registry's facsimile number which is 07 32359566.
4. The document must be accompanied by a coversheet stating:
  - (a) the sender's name, postal address, email address (if any), telephone number and facsimile number; and
  - (b) the number of pages transmitted; and
  - (c) the type of the document; and
  - (d) a request to process the document; and
  - (e) the facsimile number or email address (if any) to which the sender wants the Registrar to return a copy of the filed document.
5. If the document is not sent with a coversheet, it may not be accepted for filing.
6. A document to be filed by facsimile must bear or be accompanied by the Mental Health Court proceeding number and title (or short title, as appropriate).
7. The original of a faxed document and the facsimile transmission record must be retained by the sender for subsequent production to the Mental Health Court if required.
8. Within one (1) business day after the receipt of the document, the Registrar will either:
  - (a) accept the document for filing - in which case the facsimile will be recorded, sealed and retained by the Registry, and a copy will be returned to the sender in the manner requested (either by fax or email); or
  - (b) refuse to file the document in which case a notice setting out the reason(s) for the refusal will be faxed by the Registry to the sender at the facsimile number from which the document was sent.

9. If a document is accepted by the Registrar for filing, it is taken to have been filed on the day it was sent, if the whole of the document was received by 4:00pm on a Registry business day. Where part of the document is received after 4:00pm, the document is taken to have been filed on the Registry's next business day.
10. A party files a document by facsimile at the party's risk.

**JUSTICE MARGARET WILSON**

**Date: 8 April 2002**