

## **BRISBANE SUPREME AND DISTRICT COURTS REGISTRY SEARCH AND COPY FACILITIES**

### **Time-based approach to file inspections**

The health and safety of our staff and clients are paramount, particularly during the COVID-19 response. With the easing of restrictions, we can adjust some processes we had in place with our time-based approach to file inspections at the search and copy counter.

### **Inspection allocations**

Inspection allocations will be in line with the operating hours of the Registry and are subject to availability:

Monday, Tuesday, Thursday, Friday (excluding public holidays and court closure periods)  
8.30am - 4.30pm

Wednesdays  
9.30am - 4.30pm

There will be increased capacity for simultaneous bookings within reason and with ongoing social distancing top of mind.

A booking will be for a one or two-hour block and should you wish to extend this that will be considered on request and will be dependent on whether there is capacity to accommodate.

### **Booking process**

When a request is made through the search and copy online portal [www.qld.gov.au/searchandcopy](http://www.qld.gov.au/searchandcopy), a quote will be emailed to you as well as information that the file is ready for inspection. It is expected that you will identify a preferred date and time slot for the inspection to occur. The Registry will respond to advise if this date and time is available or offer alternative times. In the event that your allocated period elapses, you will have the ability to discuss with the counter staff to rebook another time that is available in subsequent days.

**1/7/2020**