

Supreme Court, Brisbane Protocol for Applications

This protocol applies from Tuesday 12 January 2021 until further notice

In response to the [amended restrictions](#) declared by the Chief Health Officer dated 11 January 2021, the following protocol applies until further notice.

Any party or practitioner who attends court in person must follow the “social distancing” and other guidelines issued by the Government, and keep up to date with those guidelines as they evolve.

Masks must be worn within the QEII Courts of Law building and may only be removed when making oral submissions in court or at the direction of the presiding judge.

The protocol is as follows:

1. Wherever possible parties are encouraged to take active steps to resolve matters by agreeing on orders that may be made by consent in a timely way (to avoid the need for any appearance) and otherwise to cooperate to narrow the scope of the issues in dispute.
2. Any consent orders, including for adjournments, which are agreed prior to 9.00 am on the day a matter is listed are to be emailed, in Word format, to the associates to the judges listed in Applications in the week concerned, and copied to the applications list manager (apnmanager@justice.qld.gov.au). Such matters will be dealt with on the papers.
3. Where the parties consent to the orders, but the exercise of a discretion is required, in addition to the steps in [2] above, brief submissions must also be provided. Any other applications that can practicably be dealt with on the papers, for example, for sanction of a settlement, should also be dealt with in this way. The matter will remain in the list, but will be dealt with on the papers if possible. You should still telephone in for the call-over, unless advised by email by a judge’s associate that no appearance is required.
4. You can find out which judges are sitting in Applications [here](#).
5. If an appearance is required for an application, each party is required to provide details of the name of the person who will be appearing for that party by email to the judges’ associates, copied to the applications list manager, by 9.00am on the day the matter is listed.
6. The call-over will be conducted at 10.00 am, **by telephone**, using chorus call. Chorus call details will be published as part of the daily law list. Parties are to dial in at 9.55 am and remain on the phone line until their matter is called over. You are requested to take your phone off speaker, and also to mute your phone, until your matter is reached, to minimise background noise.
7. Short matters may be dealt with in the course of the call-over, or immediately after the call-over. All other matters requiring an oral hearing will be allocated a “not before” time.
8. Any matters which can be appropriately heard by telephone will be heard in that way, using the same chorus call details referred to in [6] above, or an alternative number which will be provided to the parties.

9. Matters which can be appropriately heard by video conferencing (using PEXIP) may be heard in that way subject to the discretion of the presiding judge. Details about the PEXIP application can be found [here](#). You are encouraged to familiarise yourself with this technology.
10. All other Applications will be dealt with by in person attendance at court. All parties must wear masks and comply with all the current social distancing requirements subject to the discretion of the presiding judge. .
11. For any applications requiring an oral hearing, parties and practitioners are encouraged to ensure submissions, affidavits and draft orders are provided by email, to the other party(ies) and the court, ahead of time.
12. The Court thanks all parties and practitioners for their cooperation with this protocol in the present circumstances.

Justice A Lyons

Senior Judge Administrator 11 January 2021