

Procedural Fact Sheets (Civil) – Supreme and District Courts

Communicating with the court and the registry

- Communication with the court and the registry by the legal profession and self-represented parties is often necessary for the smooth running of the case. All such communications must be undertaken with care.
- Communications with a judge's chambers, and with the judge's associate, must be open and confined to uncontroversial matters.
- In general, it is prohibited for a party to litigation, or a party's legal advisors, to communicate with the court without the prior knowledge and consent of the other party or parties to that litigation.
- Copying the other side into an email to the court is not sufficient.
- A party may communicate with the court, or the registry, on an issue which is in dispute between the parties where:
 - the court, or the registry, has first communicated with the legal practitioner or the party in such a way as to require the legal practitioner or the party to respond to the court, or
 - the opposing party has consented beforehand to the communication with the court, or the registry, about a specific matter.
- In all but purely administrative, routine matters which involve no controversy, communication by telephone with a judge's associate should be avoided. Email correspondence is the preferred form of communication, with all parties included as recipients.
- Judges' associates and registry officers are not permitted to give legal advice, and parties and practitioners should not request such advice.
- Parties and practitioners may submit draft orders, joint reports as to the status of a proceeding, and other documents if the court, or the registry, has requested such documents to be submitted, or if the other relevant parties have consented to such a communication.
- A self-represented party may obtain purely procedural information from the court's Self-represented Litigants Service by emailing the [SRL Registry Officer](#) or by completing an [online form](#) in order to make an appointment to meet with a registry officer. Once the form has been submitted, the registry will make contact by telephone or email to arrange a meeting.