

**PRACTICE DIRECTION**  
**NO 1 OF 2001**

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**DISPOSAL OF CHARGES OF SUMMARY OFFENCES**  
**Sections 651 and 652, Criminal Code**

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1. Section 651 *Criminal Code* empowers the Supreme Court to hear and decide summarily a charge of a summary offence, subject to section 652(2) to (4) and section 651(2). The purpose of this practice direction is to specify administrative requirements designed to streamline the transmission of such charges to the Supreme Court.
2. An application pursuant to section 652(2) must be made to the registrar of the relevant court of summary jurisdiction not later than 14 days prior to the date set for the hearing of the indictable offence in the Supreme Court.
3. In addition to the matters prescribed by section 652(3), the application must state that as at the time it is being made, an indictment has been presented or is to be presented in the Supreme Court at a specified centre.
4. The applicant must, a reasonable time before the date set for the hearing of the indictable offence in the Supreme Court, give notice of the application to the Office of the Director of Public Prosecutions.
5. If section 652 has been fulfilled, the registrar of the relevant court of summary jurisdiction should transmit the original or copies of the relevant:
  - complaints or bench charge sheets
  - bail undertaking
  - defendant's applicationbearing the requisite file numbers and court notations.
6. Transmission should be effected to the applicable address as per the following schedule. Facsimile transmission may be used and in the case of Brisbane, e-mail transmission.
7. The defendant or the defendant's legal representative shall, at least 24 hours prior to the day on which the matter is to be heard in the Supreme Court, contact the Registrar of the relevant criminal registry to confirm that the relevant documents have been received.
8. If the relevant documents have not been received and the registrar is satisfied that the defendant has made a proper application in accordance with section 652(2) and (3) and this Practice Direction, the registrar may arrange for the relevant documents to be transmitted forthwith.
9. If the original documents from the court of summary jurisdiction or facsimile copies are not before the Supreme Court at the time the Court deals with the indictable offences, the Court will not deal with the summary offences or take them into account.

## Schedule

### **BRISBANE**

The Criminal Registry  
PO Box 167  
Brisbane Albert Street Q 4002  
**Phone: (07) 3247 4313**  
**Facsimile: (07) 3247 5316**  
**Email: crimstaff@justice.qld.gov.au**

### **BUNDABERG**

The Criminal Section  
PO Box 908  
Bundaberg Q 4670  
**Phone: (07) 4131 5667**  
**Facsimile: (07) 4153 3420**

### **CAIRNS**

The Criminal Section  
PO Box 1110  
Cairns Q 4870  
**Phone: (07) 4039 8885**  
**Facsimile: (07) 4039 8919**

### **LONGREACH**

The Criminal Section  
PO Box 19  
Longreach Q 4730  
**Phone: (07) 4658 1177**  
**Facsimile: (07) 4658 3098**

### **MACKAY**

The Criminal Section  
PO Box 104  
Mackay Q 4740  
**Phone: (07) 4967 0711**  
**Facsimile: (07) 4953 1476**

### **MARYBOROUGH**

The Criminal Section  
PO Box 111  
Maryborough Q 4650  
**Phone: (07) 4121 1810**  
**Facsimile: (07) 4121 1883**

### **MOUNT ISA**

The Criminal Section  
PO Box 1660  
Mount Isa Q 4825  
**Phone: (07) 4747 2011**  
**Facsimile: (07) 4747 2077**

### **ROCKHAMPTON**

The Criminal Section  
PO Box 300  
Rockhampton Q 4700  
**Phone: (07) 4938 4568**  
**Facsimile: (07) 4927 5463**

### **ROMA**

The Criminal Section  
PO Box 245  
Roma Q 4017  
**Phone: (07) 4622 1288**  
**Facsimile: (07) 4622 4326**

### **TOOWOOMBA**

The Criminal Section  
PO Box 1800  
Toowoomba Q 4350  
**Phone: (07) 4615 3660**  
**Facsimile: (07) 4615 3598**

### **TOWNSVILLE**

The Criminal Section  
PO Box 1032  
Townsville Q 4810  
**Phone: (07) 4799 7261**  
**Facsimile: (07) 4799 7555**