

District Court of Queensland Mediated Case Conference Frequently Asked Questions

What are the objectives of the Mediated Case Conference?

As per [Practice Direction 3 of 2024](#), the Mediated Case Conference is a 'without prejudice' opportunity to:

- narrow issues for trial
- settle agreed facts
- test the strengths and weaknesses of the respective case for the parties
- enable parties to consider the prosecution trial plan and indications as to sentence.

How do I book a Mediated Case Conference?

Where the Court has ordered that parties participate in a Mediated Case Conference, parties are to confer to determine a suitable date. Available dates and times of the Case Conference Registrar can be viewed and booked via the [Queensland Courts website](#).

When should a Mediated Case Conference be held?

A Mediated Case Conference should be held at least two weeks before either the pre-recording (if required) or trial. The parties will be notified which court room has been allocated in the District Court in Brisbane/Ipswich one week prior to the conference. A Mediated Case Conference is not required where the defendant is self-represented.

Who is required to appear at the Mediated Case Conference?

Trial Counsel is expected to appear at the Mediated Case Conference. If a party is unable to appear in person, an application for leave to appear remotely must be made by email to the Registrar at Conference.Registrar_DC@justice.qld.gov.au. The defendant is not required to attend, however, where possible should be contactable throughout the duration of the conference.

Am I required to robe for the Mediated Case Conference?

Parties are not required to robe for the Mediated Case Conference.

How do parties address the Case Conference Registrar?

The Case Conference Registrar may be addressed as 'Registrar'.

What material are parties required to provide?

The Prosecution is to provide to the Registrar any agreed formal admissions, the trial plan, and written indication as to sentence. To facilitate discussion during the conference, it would be of assistance for the Crown to provide the Registrar with a summary of the Crown case or provide the statements and/or transcripts of the witnesses intended to be relied on at trial.

What is the protocol for co-accused defendants?

Separate Mediated Case Conferences should be held where there are multiple co-accused defendants. However, a joint conference may be held for two or more co-accused where it is agreed by consent of the parties and Case Conference Registrar.

Are documents prepared for the Mediated Case Conference placed on the court file?

The court file will have a record of whether a Mediated Case Conference was *held* or *not held*. No transcript or other record of the Mediated Case Conference will form part of the court file unless the parties agree otherwise.

Can orders be made by consent?

Any agreements reached between the parties during the Mediated Case Conference can be reduced to writing and sent to the SV list judge for orders to be made by consent in chambers.