

**Principal Registrar (Magistrates Courts) – Approval 1 of 2022**

**Electronic filing of documents under the *Domestic and Family Violence Protection Rules 2014***

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***Documents that may be electronically filed – rules 9A and 9B***

This approval is given under rules 9A and 9B.

The Principal Registrar of Magistrates Courts approves the following documents to be electronically filed in Magistrates Courts:

All approved forms under the *Domestic and Family Protection Act 2012* and the *Domestic and Family Violence Protection Rules 2014* which are also authorised to be filed by post or in person at a Magistrates Court registry under rule 9(1).

**CONDITIONS**

The following conditions apply to this approval:

1. A document may only be filed electronically in a Magistrates Court registry if:
  - a. the Queensland Courts website announces the Magistrates Court registry is closed to the public during normal business hours and the announcement states documents for domestic and family violence proceedings may be filed electronically by email to a specified address; or
  - b. the party wishing to file material is required to not leave their premises under a Chief Health Officer Direction issued under the *Public Health Act 2005*.
2. To file a document electronically under 1(b) a party should email the relevant courthouse as per the email address listed on the Queensland Courts website at <https://www.courts.qld.gov.au/contacts/courthouses>.
3. If a party seeks to file documents electronically pursuant to this approval, they must:
  - a. In the subject line of the email, write “Electronic filing of DV material – (Applicant surname) v (Respondent surname)”
    - i. For example, “Electronic filing of DV material – SMITH v JONES”.
  - b. identify in the email that the document is being filed pursuant to this approval.
4. The document must be e-mailed as a PDF.
5. The party seeking to file a document must not be a police officer, as per rule 9A(1).



Kristina Deveson  
A/Principal Registrar  
Magistrates Courts Service  
Date: 09.05.2022