

Procedural Fact Sheets (Civil) – Supreme and District Courts

Adjourning a civil trial

A trial that has been listed for hearing can only be adjourned by order or direction of the court.

Applying for an adjournment

To apply for an adjournment, contact the opposing party to:

- Advise them of the reason the adjournment is required.
- Provide enough information and evidence to enable them to decide whether to agree to the adjournment, e.g., if you are unwell, you may provide a medical certificate.
- Copy the email to the Civil List Manager CivilListManager@justice.qld.gov.au (Supreme Court) or dc-civillistmanager@justice.qld.gov.au (District Court).*

Consideration by the court

If you receive a response from the other party, or if you do not receive a response within a reasonable timeframe, email the Civil List Manager CivilListManager@justice.qld.gov.au (Supreme Court) or dc-civillistmanager@justice.qld.gov.au (District Court).*

Your request will be referred to the court:

- You may need to appear in court to explain your request and/or provide more information.
- If you are unable to appear in person, apply to the court for leave to appear by telephone or video link.
- Leave will not be given automatically - you must explain why you cannot appear in person.
- Any information you intend to rely on in support of your application should be provided in an affidavit using [form 46](#). [rule 431](#)

The trial will remain as listed, and all parties will be required to appear at the trial, unless and until the parties have been advised that the trial has been adjourned.

Failure to appear

If you do not appear at the trial, it may be heard in your absence and the court may make orders against you, including:

- An order dismissing your claim (if you are the plaintiff).
- Any orders claimed by the plaintiff (if you are the defendant).
- An order that you pay the opposing party's costs of the proceeding.

* These email contacts are for officers in the Brisbane registry. If your proceeding is in another district, request relevant contact details from that [regional registry](#).