

**Supreme Court of Queensland  
Protocol for Applications  
Brisbane**

**This protocol applies from Wednesday 26 May 2021 until further notice**

The protocol is as follows:

1. Subject to paragraph 2, parties or practitioners are required to attend court in person for the hearing (including for the call-over) unless leave has been granted by a Judge to appear by telephone or video-link.
2. Self-represented applicants for bail and self-represented applicants for procedural directions pursuant to the *Judicial Review Act* 1991 directed at the Parole Board Queensland will appear by video-link, unless otherwise ordered by the senior Judge listed in Applications.
3. Any application to appear by telephone or video-link must provide reasons for the application for leave and be directed by email to the Associate to the senior Judge listed in Applications in the relevant week, by no later than 1.00 pm on the day before the hearing. A party applying for leave to appear by telephone or video-link must first seek the consent of any other party and provide every other party's response at the time of making the application.
4. If the court provides a time for a party or parties to appear by telephone or video-link, those parties must be ready to connect by the relevant method at least ten minutes before the appointed time.
5. Consistent with the obligation under rule 5 of the *Uniform Civil Procedure Rules* 1999:
  - a. Wherever possible parties are encouraged to take active steps to resolve matters by agreeing on orders that may be made by consent in a timely way and otherwise cooperate to narrow the scope of the issues in dispute.
  - b. If a matter is to be dealt with by consent, including for adjournment, a request for consent order(s) signed by all parties should be forwarded to the Applications list manager as soon as reasonably practicable.
  - c. For any matters requiring an oral hearing, parties and practitioners are encouraged to ensure submissions, affidavits and draft orders are provided by email to the other party(ies) ahead of time.
  - d. If the parties and legal representatives have exchanged submissions, then submissions can be provided to the Associate to the Senior Judge in Applications in advance, with the consent of all parties.

Justice A Lyons  
Senior Judge Administrator  
25 May 2021