

Court of Appeal – Civil case management process



1. On filing of Application/Appeal, the timetable is issued by the registry.

Applications for leave to proceed may be listed in Court on a day before the Appeal hearing. Registry staff will provide guidance on the appropriate process and timetable:

- Within 28 days, Appellant lodges and serves Outline and draft Index.
- Within 21 days, Respondent lodges and serves Outline and Response to draft Index.
- Within 7 days of service of Respondent's Outline, Appellant may lodge and serve Outline in reply.
- Within 10 weeks, Appellant lodges agreed Index.
- Within 12 weeks, Appellant lodges and serves Appeal Record Book.
- Within 14 days of lodging Appeal Record Book, Appellant and Respondent amend Outlines to include Appeal Record Book page references.
- Each party lodges copies of Authorities 2 clear court days before the hearing.



2. Callover is conducted, in court or administratively, to allocate hearing date/s. Proceeding may be listed for review before the hearing.

Registry staff will advise about callover or review process.



3. Proceeding is listed for hearing.



4. Proceeding is heard in the Court of Appeal.

Any filed interlocutory Application may be heard before, or at, the Appeal hearing.



5. Judgment is delivered, either on the day of hearing or on a future date.

Judgment is published on Supreme Court Library website, unless the court orders to the contrary or a restriction is imposed by legislation.



6. Submissions on the costs of the civil proceeding.

Submissions on costs must be in the written outline of argument and/or made orally at the proceeding hearing. There is a maximum 2-page limit. If submissions or further submissions are sought to be made after the hearing, leave of the Court to do so must be sought within the written outline of argument and/or made orally at the hearing. If granted, submissions must be made in writing within 7 days of the date the reasons for judgment are published, unless ordered otherwise.

Parties may consent to the dismissal of the appeal by filing Form 68 Memorandum of Agreement to Dismissal of Appeal.