

Procedural Fact Sheets (Civil) – Supreme and District Courts

Adjourning an originating or interlocutory application listed on the Applications List

Adjourning an application which has not been served

If the application has not yet been served on the responding party, the applicant may request an adjournment by email to the Applications List Manager ApnManager@justice.qld.gov.au (Supreme) or dc-civillistmanager@justice.qld.gov.au (District).^{*} The Applications List Manager will confirm the adjournment of the application by return email.

Adjourning an application which has been served

An application which has been served on the responding party can only be adjourned by mutual consent of the parties or by order of the court.

To apply for an adjournment of an application which has been served, the party applying for the adjournment should contact the other party to:

- Advise them why 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.
- Include a signed Consent Adjournment of Application - [Form 11](#) (rule 30).

If the other party agrees to the adjournment and provides the party applying for the adjournment with a signed Form 11 Consent Adjournment of Application, the signed Consent Adjournment of Application is to be emailed to the Applications List Manager ApnManager@justice.qld.gov.au (Supreme) or dc-civillistmanager@justice.qld.gov.au (District).^{*} The Applications List Manager will confirm by email if, and when, the application has been adjourned.

- The Form 11 Consent Adjournment of Application must be provided to the Applications List Manager by no later than 4.30pm on the business day preceding the date on which the application is listed for hearing.
- The parties must not seek any additional orders in the Consent Adjournment of Application, including with respect to costs. If they do so, the adjournment request cannot be considered by the Applications List Manager and the hearing of the application will proceed as listed.
- The Consent Adjournment of Application may be signed personally by a self-represented party or, if a party is represented, by a solicitor in the firm name. (This is different to a Form 59A Request for Consent Order of Registrar, which must be personally signed by the solicitor.)

If an adjournment is not agreed

If the parties do not mutually consent to the adjournment, then the party seeking the adjournment may apply for an adjournment to the judge/s sitting in the Applications List. Otherwise, the hearing of the application will proceed at the scheduled date and time.

- You, or your legal representative if you are represented, must appear in person at the hearing of the application, but may 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.
- To apply for leave, email the Applications List Manager ApnManager@justice.qld.gov.au (Supreme Court) or dc-civillistmanager@justice.qld.gov.au (District Court) well before the time the hearing is to take place.*

Failure to appear

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

- An order dismissing the application (if you are the applicant);
- Any orders requested by the applicant (if you are the respondent); and/or
- An order requiring you to pay the opposing party's costs of the application.

NB: For information about adjourning the hearing of an originating application listed on the Civil List, see the fact sheet about [Adjourning a civil trial](#).

** 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](#).*

