

## Supreme Court of Queensland

### Protocol for Corporations Registrar Applications

**This protocol applies from Monday, 24 August 2020 until further notice**

Parties or practitioners appearing in matters listed before the Registrar Applications are expected to follow the public health directions in relation to management of risks associated with Coronavirus (COVID-19).

The protocol is as follows:

1. All parties/legal representatives in all matters listed before the Registrar Applications, must email the Corporations Clerk (corporations.clerk@justice.qld.gov.au ) by 4pm on the day before the application is listed to be heard the following information:
  - a. Whether the application will be proceeding or will be the subject of a consent order or adjournment;
  - b. The names of the representatives who will be appearing for each of the parties and a direct telephone number and direct email address;
  - c. Whether you will be appearing in person or seek leave to appear by telephone or video conference; and
  - d. The expected duration of any oral hearing.
2. Short matters will be dealt with in the course of the call-over at 9.30am, or immediately after the call-over. All other matters requiring an oral hearing will be allocated a “not before” time and will be notified by email where applicable.
3. Parties and practitioners in applications requiring an oral hearing, including Enforcement Hearings, are expected to attend court in person for the hearing (including for the call-over if that is required). If it is not practicable to appear in person, you may, subject to leave being granted by the court, be permitted to appear by telephone or video conference. Any requests to appear by telephone or video conference should be directed by email to the Corporations Clerk, by no later than 12pm on the day before the hearing. Where leave is given, parties are to dial **1800 173 224** and enter reference number **2022675 # at 9.25 am** and remain on the phone line until their matter is called over. You are requested to take your phone off speaker, and to mute your phone, until your matter is reached, to minimise background noise.
4. Any consent orders, including for adjournments, are to be emailed in Word format to the Corporation Clerk before 8.30am on the day a matter is listed.
5. Where the parties consent to the orders, but the exercise of a discretion is required, in addition to the steps in [1] above, brief submissions must also be provided. Parties should also provide draft orders in Word format to the (corporations.clerk@justice.qld.gov.au)
6. 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. For any applications requiring an oral hearing, parties and practitioners are encouraged to ensure submissions, affidavits and draft orders are provided by email to the other parties and the court, ahead of time.

A handwritten signature in black ink, appearing to read 'Julie Steel'.

Julie Steel  
Principal Registrar  
Supreme Court of Queensland  
19 August 2020