

Electronically filing Appeals and Originating Applications in the Land Court and Land Tribunal.

Practice Note 1 of 2024

*Principal Registrar Jan Moy
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INTRODUCTION

1. This Practice Note is issued in accordance with s 55 of the [Land Court Rules 2022](#) and [13] of [Practice Direction 5 of 2020](#).
2. This Practice Note permits the filing electronically by email the following listed forms (the Forms) and explains the procedure for doing so:
 - Land Court - Form 1 - Originating Application
 - Land Court - Form 1A - Originating Application Determination of Compensation
 - Land Court - Form 2 - Notice of appeal to the Land Court
 - Land Court - Form 4 - Notice of Appeal against a Categorisation decision
 - Land Tribunal - Form 1 - Originating Application
3. This Practice Note is in addition to, and does not affect, the filing of the Forms in person or by post.
4. **This Practice Note does not apply to Land Appeal Court - Form 1 - Notice of Appeal to the Land Appeal Court, as there is no capacity to receive payments electronically.**

PROCESS

5. The Forms must be emailed to Landcourt@justice.qld.gov.au as a clear PDF document.¹
6. The subject line of the email **must** include:
 - a. The type of Appeal or Originating Application to be filed.
 - b. The name of the person filing the document (this could be a company or organization).
 - c. Identify the originating process Land Court or Land Tribunal.
Example: Land Court Categorisation Appeal – AB Citizen
7. Deemed date of filing:
 - a. If any of the Forms are received by the registry on or before 4:30pm on any given business day that the registry is open, they will be deemed filed on that day.
 - b. If the registry receives the Forms after 4:30pm on any given business day the registry is open, or on a day the registry is closed, they will be deemed filed the next business day the registry is open.
 - c. The time of filing is determined by the time stamp on the email received.
8. Once the email has been received by the registry, you will then receive an automatic reply acknowledging receipt of the email. If you **do not** receive an automatic reply, the registry has not received the email and you should check that you have used the correct email address.
9. Within two (2) business days from the date of filing, the registry will send you a sealed copy of the originating process via return email.

¹ The Forms must be either scanned or saved as a PDF version and attached to the email. Photographs of pages will not be accepted.

² Be sure to check the legislation for when you need to serve a copy on the other party it is often within 7 days of it being filed.