



# Queensland Courts and Tribunals Online Services Portal

## Registry Committal User Guide for Defence Lawyers

**Version 1**

**July 2025**

**Digital Services and Programs**

## Contents

|  |    |
|--|----|
| Before starting .....  | 3  |
| Requirements and Considerations .....                            | 3  |
| Registry Committals Dashboard .....                              | 4  |
| How to access the Registrals Committal Dashboard .....           | 4  |
| Working with Registry Committal applications .....               | 6  |
| How to create a Registry Committal application .....             | 6  |
| Step 1 Defence details .....                                     | 7  |
| Step 2 – Get court records .....                                 | 9  |
| Step 3 – Select charges .....                                    | 11 |
| Step 4 – Application details .....                               | 14 |
| Working with existing Registry Committal applications .....      | 22 |
| How to open an existing Registry Committal application .....     | 22 |
| How to delete an existing Registry Committal application .....   | 23 |
| How to Withdraw an existing Registry Committal application ..... | 24 |
| Registry Committal workflow .....                                | 27 |
| Workflow History .....   | 27 |
| Further information .....  | 28 |



## Before starting

A registry committal is conducted pursuant to Sections [114](#) and [115](#) of the [Justices Act 1886](#). This administrative process in criminal proceedings permits the Clerk of the Court to commit a legally represented defendant to the Supreme or District Court to stand trial or to be sentenced with the consent of both Defence and Prosecution. Legally represented defendants, upon application to the court and with the agreement of the prosecuting agency, may transfer their matters to the higher court without appearing in court, and without requiring the court to determine whether the evidentiary threshold for committal has been met.

The Registry Committal online application aims to streamline the application and approval process by enabling collaboration between defence and prosecution digitally pre-lodgement. The workflow follows the legal requirement for lodging registry committals, and includes integrated data sources (QWIC), rules driven alerts and notifications, trackable process and automated distribution of outcomes and documents.

Only legal practitioners, law firm or prosecuting agency staff and registry staff are permitted to use the registry committal process. Self-represented litigants are not legally able to commit a matter via Registry Committal. They must use the court committal process to commit an indictable offence to a higher court.

To undertake a registry committal using the online application, users must be registered to use the Courts and Tribunals Online Services Portal. The User guide explaining how to set up and join an organisation is available on the portal.

## Requirements and Considerations

The Registry Committal application is a web-based platform accessed via the Courts and Tribunals Online Services Portal.

Requirements and considerations when using the Registry Committal:

- Online Services Portal requires internet access
- Chrome, Edge, Firefox or similar web browser is recommended
- Email address is required to receive notifications and documents
- File uploads are limited to 20mb



# Registry Committals Dashboard

The Registry Committals dashboard provides visibility and access to all existing Registry Committal applications for a user's organisation.

**Note:** registered users have visibility of all applications associated with the law firm/organisation the user's profile is linked to.

## How to access the Registral Committal Dashboard

1. Logon to the [Queensland Courts and Tribunals Online Service Portal \(OSP\)](#) – instructions can be found on the [Queensland Courts website](#).

The Queensland Courts and Tribunals Online Services Portal will display.

2. Click **Registry Committal** tile.

The screenshot shows the Queensland Courts and Tribunals Online Services Portal (OSP) homepage. The header includes the Queensland Courts logo and the text "Queensland Courts and Tribunals Online Services Portal". A "Test Law Firm" button is visible in the top left, and a "DS" button is in the top right. The main heading is "Queensland Courts and Tribunals Online Services Portal" with the subtext "Access online services for Queensland courts and tribunals 24/7, quickly and securely." Below this is a search bar with the text "What service would you like to use today?" and "Search for a Queensland Courts and Tribunals service using keywords, or [view all services](#)." The search bar contains a magnifying glass icon and the word "Search".

The "Featured services" section contains four tiles:

- Wills and Estates**: Prepare and lodge probate forms online to the Supreme Court. [Login to Wills and Estates](#)
- Wills and Estates search**: Search for existing probate applications. [Go to Wills and Estates search](#)
- Document verification**: A service for external agencies to verify Queensland Courts documents. [Go to Document verification](#)
- Registry Committal**: Registry Committals Service. [Go to Registry Committal](#)

The "Registry Committal" tile is highlighted with an orange border and a red circle containing the number "2". Below the featured services is a "Favourite services" section with the text "You must be logged in to favourite services."

The **Registry Committals Dashboard** displays:

1. OSP Profile (log out)
2. Organisation details
3. OSP Home page
4. Start new application – creating a new Registry committal
5. Searching existing list of Registry committals within the Organisation (law firm)
6. Application number – unique identifier for registry committal application
7. Details – name of registry committall application
8. Next Court Date
9. Status – Draft, Verified, Completed
10. Actions – view a Registry Committal to view/edit/submit.

**Registry Committals**

New application

Start new application

**My applications**

View and manage all the registry applications for your organisation. Select an application to get started.

Search Status filter

| Application number | Details                       | Next Court Date | Status           | Actions |
|--------------------|-------------------------------|-----------------|------------------|---------|
| RC-3167            | MAG00048072232\MAG00048072232 | -               | Draft            | View    |
| RC-3166            | ...e - MAG00120063146         | -               | Registry Process | View    |
| RC-3157            | MAG00048072232\MAG00048072232 | -               | Completed        | View    |

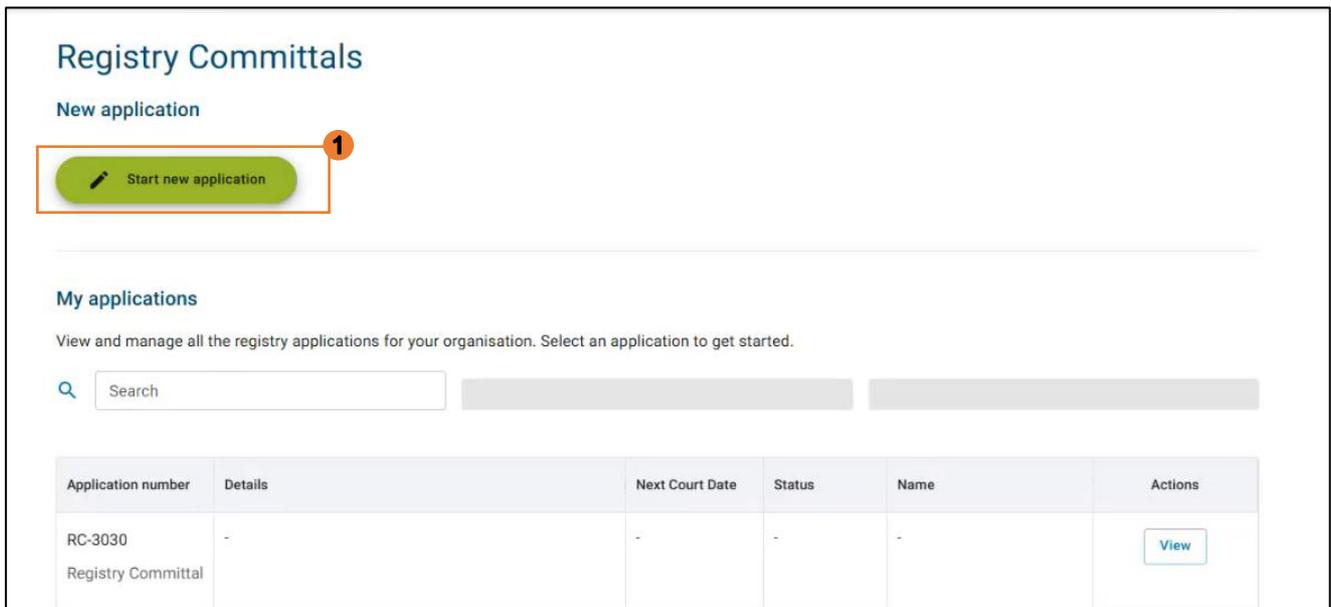
## Working with Registry Committal applications

To submit the Registry Committal application for Prosecutor approval *and* to the Registry, the following documents may be required:

- Bench Charge Sheet/s – if charge/s are being substituted
- Acknowledgement of Plea – if your client intends to plead guilty to some or all offences
- Surety – if there is surety attached to any bail
- VJR – optional, not required to be uploaded but may well assist in completing the registry committal notice

## How to create a Registry Committal application

1. Click **Start new application** on the Registry Committal dashboard.



The screenshot shows the 'Registry Committals' dashboard. At the top, there is a 'New application' section with a green button labeled 'Start new application' that is highlighted with a red box and a red circle containing the number '1'. Below this is a 'My applications' section with a search bar and a table of applications. The table has columns for 'Application number', 'Details', 'Next Court Date', 'Status', 'Name', and 'Actions'. One application is listed with the number 'RC-3030' and the details 'Registry Committal'. A 'View' button is visible in the 'Actions' column for this application.

The **Registry Committal – New application** screen will display.



## Step 1 Defence details

### Logged in as Legal Support staff

The OSP will recognise if the account creating the application is not a legal practitioner and will display the below message:

2. Select the Legal Practitioner from the drop down list, who this will be **submitted** on behalf of.
3. Click **Continue** or **Save** (to continue later).

Acme Lawyers Services > Registry Committals > Application > Create AC

### Registry Committal - New application

1 Defence details Step 1 – Defence details

2 Get court records

3 Select charges

4 Application details

Only a legal practitioner can apply for a registry committal. You must select a legal practitioner within your organisation to apply on behalf of.

Your details will be recorded as the application originator if you submit the form. If your details look incorrect, please update them via [your profile](#) before continuing.

**Your details**

Name: [Redacted]

Organisation: [Redacted]

Email: [Redacted]

Phone: [Redacted]

**Legal practitioner details**

Who are you submitting on behalf of? \*

< Back Save Continue >

## Logged in as Legal Practitioner

The details of the user logged into the OSP will automatically populate in the **Legal practitioner details** section, along with the following message.

4. Click **Change practitioner** button, if there's a need to create a draft application on behalf of a different legal practitioner within the organisation.
5. Click **Continue** or **Save** (to continue later).

QUEENSLAND COURTS | Queensland Courts and Tribunals Online Services Portal

Acme Lawyers an... Services > Registry Committals > Application > Create JC

### Registry Committal - New application

Defence details (checked) | Get court records (2) | Select charges (3) | Application details (4)

#### Step 1 – Defence details

ⓘ You are currently selected as the legal practitioner for this application. You may also choose to apply on behalf of a different legal practitioner within your organisation. If your details look incorrect, please update them via [your profile](#) before continuing.

#### Legal practitioner details

Name: [blurred]  
Organisation: [blurred]  
Address: [blurred]  
Email: [blurred]  
Phone: [blurred]

**4** Change practitioner

< Back Save Continue > **5**

The **Step 2 – Get court records** screen will display.

## Step 2 – Get court records

This section enables case files to be assigned to the Registry Committal application by searching for defendants by name or providing the Case File number directly. The case details are pulled directly from the Court Case Management System (QWIC).

6. Select **Defendant details** and provide details (given name/s, last name, Court location, date of birth – the more details provided, the better chance of finding the required case)  
**OR**  
Select **Case file number** and enter number
7. Click **Search**.

Step 2 – Get court records

I want to search for case files using:

Defendant's details **6**

Case file number

Defendant's given name/s \*

Defendant's last name \*

Tip: You can include an asterisk (\*) in the name fields for a wildcard search (eg. Jon\*).

Court location \*

Brisbane Magistrates Court

Defendant's date of birth

**7**

Search

< Back Save Continue >

The search results of records matching the search parameters provided will display **below** the **Search** button.

8. Click **Add case** beside as many cases to be included on the Registry Committal application as is required.

**Search results**

Select the cases to add to your Registry Committal application

Showing results 1 - 10 of 15

Navigation: |< < 1 2 > >|

**MAG00048072232**

Defendant: [Redacted] Defendant DOB: [Redacted]

Court Location: Brisbane Court Date: Not Provided

Event Type: -

Charges: 1. Criminal Code  
2. Criminal Code

**+ Add case** (highlighted with a red box and a circled '8')

The selected case/s display at the bottom of the section, click **Remove Case** button if added by mistake. Multiple cases can be added to the Registry Committal application.

9. Click **Continue** or, to continue later click **Save**.

**Your selected cases**

These cases have been added to your Registry Committal application

▼ MAG00048072232 [Redacted] **Remove case**

Navigation: < Back **Save** **Continue** > (highlighted with a red box and a circled '9')

The **Step 3 – Select Charges** screen displays.



### Step 3 – Select charges

The charge details are extracted from the Courts Case Management system QWIC, and will appear as per the Bench Charge Sheet/s. All appropriate charges will be displayed from the selected cases, and an **Option** must be chosen for each charge.

10. Select **Committal Option** for each charge.

**(NOTE: See next page for definitions of Committal Options).**

The screenshot displays the 'Step 3 – Select charges' interface. On the left, a vertical navigation menu shows four steps: 'Defence details' (checked), 'Get court records' (checked), 'Select charges' (active, highlighted in blue), and 'Application details'. The main content area is titled 'Step 3 – Select charges' and contains the following text: '██████████ is charged with the following 2 offences which are not to be heard summarily. Please select the charge actions for this Registry Committal application.' Below this is a link: '? More info on available committal options'. Two charge entries are listed, both titled 'Assaults Occasioning Bodily Harm - Criminal Code'. The first entry has a reference number 'MAG00048072232 (charge 1 of 2)' and details: Offence date: On 14/03/2023; Offence location: New Farm; Next court date: Not provided; Offence details: That on the 14th day of March 2023 at New Farm in the State of Queensland one ██████████. A 'View more' link is present. The second entry has a reference number 'MA...' and similar details. A dropdown menu is open on the right, with a blue header 'Please select' and a list of options: 'Commit' (checked), 'Amend', 'Substitute', 'Withdraw', and 'No Action'. A red circle with the number '10' is positioned at the top right of the dropdown menu.

**Committal Option definitions as per step 10 above**

- a) **Commit** – to be committed to a higher court without change.
- b) **Amend** – to be committed to a higher court with amendments to the charge details (e.g. Charge title, Statute, Section number). No new bench charge sheet is required.

**Assaults Occasioning Bodily Harm - Criminal Code** MAG00048072232 (charge 1 of 2)

Offence date: On 14/03/2023

Offence location: New Farm

Next court date: Not provided

Offence details: That on the 14th day of March 2023 at New Farm in the State of Queensland one [View more](#)

[Amend](#)

**Amend charge details**

What details do you want to amend? \*

|  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Charge title | <input checked="" type="checkbox"/> Statute | <input type="checkbox"/> Section number  |
| <input type="checkbox"/> Offence location        | <input type="checkbox"/> Offence date       | <input type="checkbox"/> Offence wording |

Amended charge title \*

Original: Assaults Occasioning Bodily Harm

Amended statute \*

Original: Criminal Code



- c) **Substitute** – substitute this charge for a new charge as per agreement with the prosecution. This requires a new **Bench Charge Sheet** to be uploaded.

**Assaults Occasioning Bodily Harm - Criminal Code** MAG00048072232 (charge 1 of 2)

Offence date: On 14/03/2023

Offence location: New Farm

Next court date: Not provided

Offence details: That on the 14th day of March 2023 at New Farm in the State of Queensland one [REDACTED] [View more](#)

[↔ Substitute](#)

**Substitute charge details** [REDACTED]

ⓘ Please note you must upload a new Bench Charge Sheet for each charge that will replace this substituted charge.

Please upload the new Bench Charge Sheet(s): \*

 **Click to upload or drag and drop your file**

Accepted file types: PDF, DOC, DOCX. Max file size 20MB.

Additional comments *(optional)*

- d) **Withdraw** – remove this charge as per agreement with prosecution. Often **Withdraw** and **Substitute** are interlinked – e.g. withdraw multiple charges and replace with a single substituted charge.
- e) **No action** – this charge will not be committed.

11. Once the committal options for all the charges have been selected, click **Continue** or, to continue later, click **Save**.

**Related summary charges**

There are 2 related charges on the selected case file/s which are not indictable and not included in this application.

< Back Save Continue > 11

The **Step 4 – Application details** screen will display.



## Step 4 – Application details

The final section of the application contains the legal questions relating to the application.

12. Complete the **Application details** section.

Step 4 – Application details 12

**Defence details**

**Get court records**

**Select charges**

**4 Application details**

**Committal details**

Does the defendant intend to give evidence or call any witnesses at a committal hearing in relation to the above charges? \*

Yes  No

Has an adjournment been requested? \*

Yes  No

Which jurisdiction is this matter being committed to? \*

District Court of Queensland

Supreme Court of Queensland

**Custody**

Is the defendant remanded in custody? \*

Yes  No

**Evidence**

Has the defendant been given copies of the written statements in the proceedings? \*

Yes  No

**Note: Committal details section:** Warning messages appear if information provided does not align with the Registry Committal legislation (Justices Act s114). The warnings will not stop the application from being submitted however may result in it being returned for amendments or refused.

E.g., if the defendant intends to give evidence at a committal hearing, a warning message will display.

Does the defendant intend to give evidence or call any witnesses at a committal hearing in relation to the above charges? \*

Yes  No

**⚠ Giving evidence**

These matters cannot proceed by registry committal if the defendant intends to give evidence or call any witnesses at a committal hearing.



Choosing the jurisdiction the application is to be committed to, either **District Court of Queensland** or **Supreme Court of Queensland**, will display the respective drop-down list of court locations to choose from.

Which jurisdiction is this matter being committed to? \*

District Court of Queensland

Supreme Court of Queensland

Which District Court of Queensland location? \*

| I

- Beenleigh District Court
- Bowen District Court
- Brisbane District Court
- Bundaberg District Court
- Cairns District Court
- Charleville District Court
- Charters Towers District Court
- Clermont District Court
- Cloncurry District Court
- Cunnamulla District Court

### Custody details

If the defendant is on bail, current legislation requires they are not to be in breach of their bail conditions relating to the charges.

Selecting **No** to the question “*Is the defendant remanded in custody*” will prompt additional questions:

**Custody**

1 Is the defendant remanded in custody? \*

Yes  No

2 Does the defendant have any related breach of bail charge/s outstanding before the court? \*

Yes  No

3 Is the defendant in breach of any bail conditions? \*

Yes  No

4 Does the defendant have a surety attached to their bail? \*

Yes  No



**NOTE:** The following page shows details, instructions and warning notices associated with the **Yes** and **No** options above.

### **Custody details – Details and warnings**

1. *“Is the defendant reprimanded in custody?”*  
If **Yes**, no further action is required. Go to the **Evidence** section.
2. *“Does the defendant have any related breach of bail charge/s outstanding before the court?”*  
If **Yes**, warning message below will display. Go to the **Evidence** section.

 **Warning**

The defendant should finalise the related breach of bail charge before making an application to proceed by registry committal. See Justices Act 1886 section 114(1)(d)(i).

2. *“Does the defendant have any related breach of bail charge/s outstanding before the court?”*  
If **No**, continue on to question 3 below.
3. *“Is the defendant in breach of any bail conditions?”*  
If **Yes**, a warning message below will display (this does not prevent registry committal being submitted, however may result in it being returned or refused). Go to **Evidence** section.

 **Warning**

The defendant is unable to proceed by registry committal if in breach of any condition of the undertaking on which the defendant was granted bail. See Justices Act 1886 section 114(1)(d)(i)

3. *“Is the defendant in breach of any bail conditions?”*  
If **No**, continue to question 4 below.
4. *“Does the defendant have a surety attached to their bail?”*  
If **No**, go to **Evidence** section.  
If **Yes**, the prompt to upload bail surety document will display. The application cannot be submitted without uploading the surety document. Go to **Evidence** section.

 **Surety requirements for bail**

You must complete and upload the surety requirements for bail form as part of this registry committal application.

Please upload a copy of the surety requirements for bail form: \*



[Click to upload or drag and drop your file](#)

Accepted file types: PDF, DOC, DOCX. Max file size 20MB.



## Evidence section

Whether a defendant has been provided copies of written statements or not will then require relevant consent options to be specified.

**Evidence**

Has the defendant been given copies of the written statements in the proceedings? \*

Yes  No

1. "Has the defendant been given copies of the written statements in proceedings?"  
If **Yes**, continue on to question **2** below.
2. "Does the defendant consent to the Clerk of the Court ordering the defendant be committed for trial or sentence without the written statements (including evidence of an affected child under the Evidence Act 1977, part 2, division 4A) in the proceeding being filed in the court?"
  - If **Yes**, go to **Plea** section.

**Evidence**

Has the defendant been given copies of the written statements in the proceedings? \*

Yes  No

Does the defendant consent to the Clerk of the Court ordering the defendant be committed for trial or sentence without the written statements (including evidence of an affected child under the Evidence Act 1977, part 2, division 4A) in the proceeding being filed in the court? \*

Yes  No

- If **No**, warning message below will display, go to **Plea** section.

3. "Has the defendant been given copies of the written statements in proceedings?"  
If **No**, continue on to question 4 below.

**Evidence**

Has the defendant been given copies of the written statements in the proceedings? \*

Yes  No <sup>3</sup>

Does the defendant consent to the Clerk of the Court ordering the defendant be committed for trial or sentence without the written statements (including evidence of an affected child under the Evidence Act 1977, part 2, division 4A) in the proceeding being given to the defendant? \*

Yes  No <sup>4</sup>

Does the defendant consent to the Clerk of the Court ordering the defendant be committed for trial or sentence without the written statements (including evidence of an affected child under the Evidence Act 1977, part 2, division 4A) in the proceeding being filed in the court? \*

Yes  No

4. "Does the defendant consent to the Clerk of the Court ordering the defendant be committed for trial or sentence without the written statements (including evidence of an affected child under the Evidence Act 1977, part 2, division 4A) in the proceeding being given to the defendant?"  
If **Yes**, continue to question a below.
- a. "Does the defendant consent to the Clerk of the Court ordering the defendant be committed for trial or sentence without the written statements (including evidence of an affected child under the Evidence Act 1977, part 2, division 4A) in the proceeding being filed in the court?"
- If **Yes**, continue to **Plea** section.
  - If **No**, warning message below will display, go to **Plea** section.
- b. **No**, warning message below will display. Go to **Plea** section.

 **Warning**

You should contact the relevant Prosecuting agency to request the written statements are filed with the court before proceedings with this application.



## Plea section

Recording the defendant's plea in this section.

"What is the defendant's plea?"

A. **Guilty** - Guilty plea acknowledgement message displays and a copy of signed plea acknowledgement must be uploaded.

B. **Not guilty** - no more action required, go to **Defendant acknowledgements** section.

C. **No plea** - no more action required, go to **Defendant acknowledgements** section.

### Plea

What is the defendant's plea? \*

Guilty **A**

Not guilty **B**

No plea **C**

**Guilty plea acknowledgement**

You must complete and upload the defendant's signed plea acknowledgement form as part of this registry committal application.

You can copy the relevant charge details from 'Step 3 - Select charges' to assist in filling out the plea acknowledgement form.

Please upload a copy of the signed plea acknowledgement: \*



**Click to upload or drag and drop your file**

Accepted file types: PDF, DOC, DOCX. Max file size 20MB.

## Defendant acknowledgements section

Tick all Defendant acknowledgements.

### Defendant acknowledgements

The defendant consents to proceed via registry committal on the selected charges. \*

The defendant acknowledges that the functions of the clerk of the court for a registry committal do not include considering or deciding whether the evidence before the clerk of the court is sufficient to put the defendant on trial for the indictable offence. \*

The defendant consents to the matter being committed for trial/sentence to the Brisbane District Court in accordance with sections 108(2) or 113(4) and 115(7) or 115(8) of the Justices Act 1886. \*

### Prosecution section

Selecting the relevant prosecuting agency and location will ensure the completed Registry Committal application is sent to the selected agency's inbox.

**Prosecution**

Who is the prosecution agency? \*

Commonwealth Director of Public Prosecutions

Office of the Director of Public Prosecutions

Police Prosecutions Corps

Which Commonwealth Director of Public Prosecutions location? \*

|

Brisbane CDPP

### Legal practitioner acknowledgement section

The Legal practitioner acknowledgement will include the details of the person currently logged into the OSP and completing the form.

#### 13. Click **Save** or **Submit application**

- Save** – This will save everything recorded for future review and editing before submission.
- Submit application** – if logged in as legal practitioner, making sure to have ticked the **Legal practitioner acknowledgement**. Refer to section titled **How to edit an existing Registry Committal application** for instructions on opening an existing application that has been drafted by a paralegal/ legal assistant/ admin officer.

**Legal practitioner acknowledgement**

I,  a legal practitioner with Arans Law Firm, confirm that I hold instructions to act on behalf of the defendant in the selected matters and have been instructed to proceed by way of a registry committal as outlined in this application. \*

**Submit application**

[← Back](#) [Save](#)

13

The Registry Committal **Application submitted** message displays.

## Registry Committal - New application ?

---

- ✓ Defence details
- ✓ Get court records
- ✓ Select charges
- ✓ Application details

### Application submitted

✓ **Your application has been successfully submitted**

Your application number is: **RC-1034**

### What happens next?

#### Police Prosecutions Corps to review

Your application has been forwarded to Police Prosecutions Corps for review and endorsement. If amendments are required, you will receive an email notification along with a message outlining the requested changes.

Once endorsed, you will receive a further notification and the application will be forwarded to the Court Registry for processing.

[Return to my applications dashboard](#)



## Working with existing Registry Committal applications

In some instances Registry Committal applications may not be created and submitted in the same sitting or even by the same person (e.g. potentially drafted by a paralegal and submitted by a legal practitioner). There will be times when work will need to be completed on an existing Registry Committal application.

The following section will provide details on;

- Opening an existing Registry Committal application (to continue the application towards submission)
- Deleting a draft Registry Committal application
- Withdrawing a Registry Committal application that has been submitted to Prosecution for review.

### How to open an existing Registry Committal application

1. Click **Registry Committal** tile from the OSP Home page

The Registry Committals dashboard displays:

2. Click **View** button beside the desired application number.

#### My applications

View and manage all the registry applications for your organisation. Select an application to get started.

Search  Status filter

| Application number | Details   | Next Court Date | Status    | Actions              |
|--------------------|---|-----------------|-----------|----------------------|
| RC-3159            | Richard Mark Sisson - MAG00048072232\MAG00048072232 | -               | Draft     | <a href="#">View</a> |
| RC-3157            | Richard Mark Sisson - MAG00048072232\MAG00048072232 | -               | Completed | <a href="#">View</a> |

**Note:** All staff within a law firm have visibility of all applications, all staff may View/edit any existing **draft** application, including applications originally created by another staff member that is waiting to be **Submitted**.

The **View application** screen will display, showing the **Status** the application had progressed to at the point of saving e.g. Draft (step 1 of 5).

3. Scroll down the page to review the application.
4. Click **Continue applications**, to make any required amendments/changes.

### View application

**Draft only**

This proceeding is in a draft status and has **not** been submitted. Click the button below to continue on with your draft.

[Continue application](#)

---

#### Application details

Status: Draft (step 1 of 5) ⓘ



The screen updates to reflect the step in the process the application was at when last saved.

5. Click **Save** or **Continue**.

Registry Committal - Existing application (RC-3159) ?

**Defence details** | Step 1 – Defence details

Get court records

Select charges

Application details

**Legal practitioner details**

Name: James Conner  
Organisation: Acme Lawyers  
Address: 100 George St BRISBANE CITY QLD 4000  
Email: james.conner@fake.com.au  
Phone: 04001234561

[Change practitioner](#)

[< Back](#) [Save](#) [Continue >](#) **5**

## How to delete an existing Registry Committal application

1. Click **Registry Committal** tile from the OSP Home page

The Registry Committal dashboard displays

2. Click **arrow** to the right of View button, beside the desired application number
3. Select **Delete draft**.

**My applications**

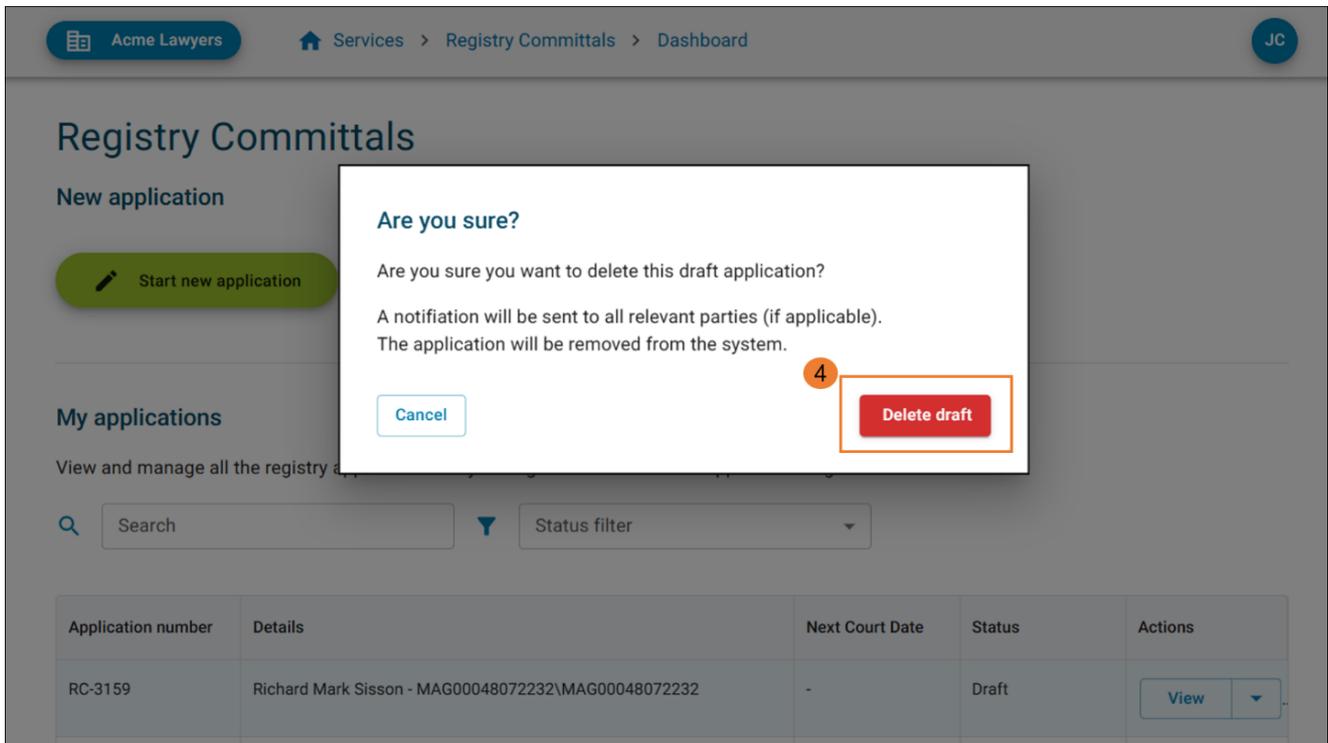
View and manage all the registry applications for your organisation. Select an application to get started.

Search  Status filter

| Application number | Details   | Next Court Date | Status    | Actions   |
|--------------------|---|-----------------|-----------|---|
| RC-3159            | [REDACTED] - MAG00048072232\MAG00048072232                            | -               | Draft     | <a href="#">View</a> <b>3</b><br><a href="#">Delete draft</a> |
| RC-3157            | [REDACTED] - MAG00048072232\MAG00048072232                            | -               | Completed | <a href="#">View</a>  |
| RC-3154            | [REDACTED] - MAG00048072232\MAG00048072232\MAG00158669234\MAG00171... | -               | Draft     | <a href="#">View</a>  |

The **Are you sure?** dialogue box displays.

4. Click **Delete draft**.



The screenshot shows the 'Registry Committals' dashboard for 'Acme Lawyers'. A modal dialog box titled 'Are you sure?' is displayed in the center. The dialog contains the text: 'Are you sure you want to delete this draft application? A notification will be sent to all relevant parties (if applicable). The application will be removed from the system.' There are two buttons: 'Cancel' and 'Delete draft'. The 'Delete draft' button is highlighted with a red border and a red circle containing the number '4'. The background dashboard shows a table with one application listed: 'RC-3159' by 'Richard Mark Sisson' with a status of 'Draft'.

| Application number | Details   | Next Court Date | Status | Actions                             |
|--------------------|---|-----------------|--------|-------------------------------------|
| RC-3159            | Richard Mark Sisson - MAG00048072232\MAG00048072232 | -               | Draft  | <a href="#">View</a> <span>▼</span> |

The screen refreshes and the Registry Committal dashboard no longer displays the chosen application.

## How to Withdraw an existing Registry Committal application

1. Click **Registry Committal** tile from the OSP Home page.

The Registry Committal dashboard displays.

2. Click **arrow** to the right of View button, beside the application in **Prosecution Review** status.

**Note:** Withdraw is only available for Registry Committal applications in the Prosecution Review status. If Withdraw is selected for a Registry Committal application in **Registry Process** status, an **Application in progress** message displays stating "Your application is currently being processed. Please contact the Court Registry by phone to discuss any amendments or if this application is no longer required."



3. Click the down arrow adjacent the **View** button  to open the drop down menu and select **Withdraw**.

## Registry Committals

New application

 Start new application

---

### My applications

View and manage all the registry applications for your organisation. Select an application to get started.

 Search   Status filter

| Application number | Details                       | Next Court Date | Status             | Actions   |
|--------------------|-------------------------------|-----------------|--------------------|---|
| RC-3167            | MAG00048072232\MAG00048072232 | -               | Prosecution Review | <b>View</b> <br> Withdraw |
| RC-3166            | MAG00120063146                | -               | Registry           |   |

or

4. Click **View** to open the record and click **Withdraw application** button.

Acme Lawyers  Services > Registry Committals > View  JC

## View application

### Application details

Status: Prosecution Review (step 2 of 5) 

Reference number: RC-3169

Committed from: Brisbane Magistrates Court

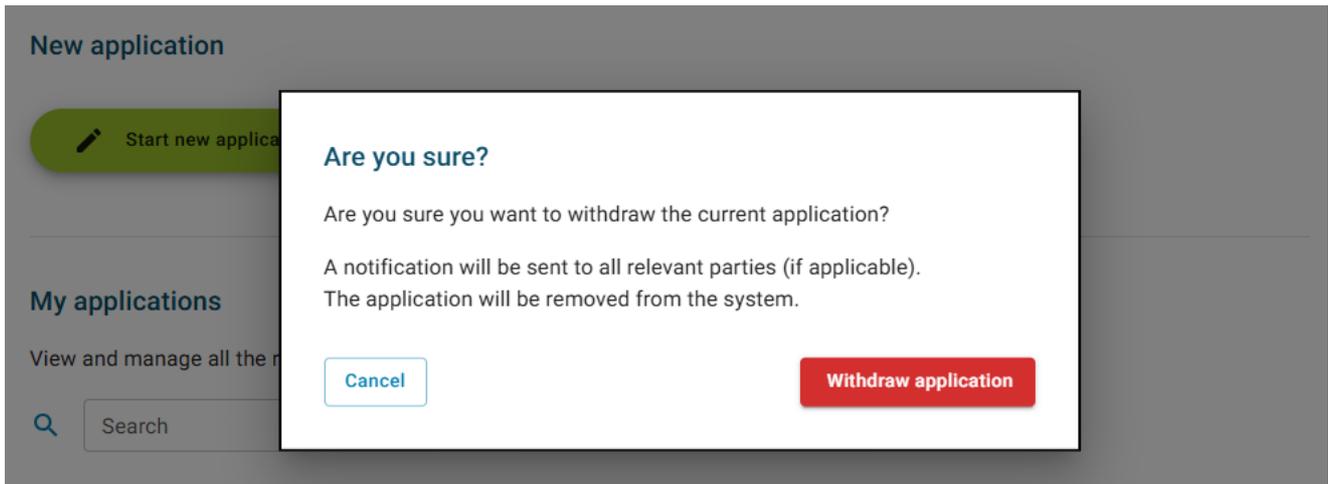
Committed to: Brisbane District Court

Next court date: -

Action:  Withdraw application



The **Are you sure?** dialogue box displays.



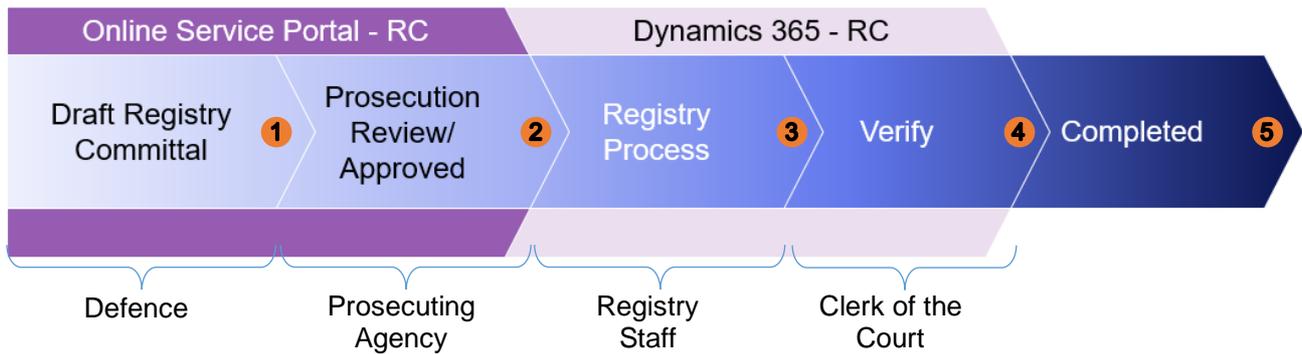
5. Click **Withdraw application**.

The dialogue box will close, and the status of the chosen application now shows as **Draft**.

The image shows the "My applications" page. At the top is a "Start new application" button. Below it is the heading "My applications" and a sub-heading "View and manage all the registry applications for your organisation. Select an application to get started." There is a search bar and a "Status filter" dropdown menu. Below these is a table with the following data:

| Application number | Details                       | Next Court Date | Status           | Actions |
|--------------------|-------------------------------|-----------------|------------------|---------|
| RC-3167            | MAG00048072232\MAG00048072232 | -               | Draft            | View    |
| RC-3166            | - MAG00120063146              | -               | Registry Process | View    |
| RC-3157            | MAG00048072232\MAG00048072232 | -               | Completed        | View    |

## Registry Committal workflow



1. **Draft Registry Committal** – defence draft and submit a Registry Committal to a Prosecuting Agency.
2. **Prosecution Review** – Prosecuting agency review Registry Committal and either return to step 1 for further action or submit for registry processing.
3. **Registry Process** – registry processing on QWIC and submitted to registrar for final verification.
4. **Verify** – Clerk of the Court actions the Registry Committal (granted or refused).
5. **Completed** – no further action required.

**Note:** notification emails are sent to defence, at each stage of the process when the application has been actioned by the Prosecuting Agency or Registry staff.

## Workflow History

A workflow history table provides date/time stamps and comments at each stage of this process. This table is visible at the bottom the Registry Committal application. Refer to section titled **How to open an existing Registry Committal application** for instructions.

### Workflow history

| Date                   | Status             | Comment   |
|------------------------|--------------------|---|
| 13/07/2023<br>10:45 AM | Registry Process   | Submitted by defence to the registry, currently being processed.<br>lawfirm-principal-lawyer@no.net   |
| 13/07/2023<br>10:44 AM | Defence Review     | Approved by prosecutions, with defence for review and submission to the registry.<br>agency-lawyer@no.net   |
| 13/07/2023<br>10:42 AM | Prosecution Review | Submitted to prosecutions for actioning.<br>lawfirm-principal-lawyer@no.net   |
| 13/07/2023<br>10:40 AM | Draft              | Returned by prosecution for amendments: <ul style="list-style-type: none"> <li>• This is the reason for rejection</li> </ul> agency-lawyer@no.net |
| 13/07/2023<br>10:39 AM | Prosecution Review | Submitted to prosecutions for actioning.<br>lawfirm-principal-lawyer@no.net   |
| 23/06/2023<br>11:52 AM | Draft              | Application created.<br>lawfirm-principal-lawyer@no.net   |

## Further information

All Registry Committal training documentation is available from the Registry Committal page on the [Queensland Courts website](#).

Learning resources include:

- Registry Committal User Guides (Defence and Prosecution)
- Registry Committal Quick Reference Guides (Defence and Prosecution)
- Registry Committal screen capture videos (Defence and Prosecution)

