

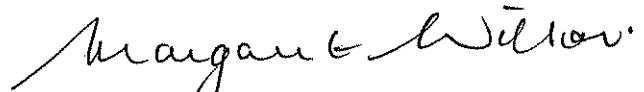
MENTAL HEALTH COURT

PRACTICE NOTE No 4 of 2002

Email Communications with the Registry

1. The Mental Health Court encourages practitioners to use email in communicating with the Registry.
2. The email address of the Registrar of the Mental Health Court is registrarmhc@health.qld.gov.au.
3. All email contacts must clearly refer to the particular proceeding by Mental Health Court number and short title.
4. All emails must be signed off by the sender and identify the practitioner involved, eg Charles Kingsford, solicitor, Smith & Co.
5. Generally communications received after 4:00pm will not be considered until the Registry's next business day.
6. All endeavours will be made to reply to email within one (1) business day of receipt.
7. The requirements of relevant practice notes (if any) must be strictly adhered to if using email.
8. A document may be filed by attachment to an email sent to the email address of the Registrar of the Mental Health Court.
9. The original of a document sent by email attachment and a record of the email transmission must be retained by the sender for subsequent production to the Mental Health Court, if required.
10. Within one (1) business day after receipt of the email attachment, the Registrar will either –
 - (a) accept the document for filing – in which case the email attachment will be recorded, sealed and retained by the Registry, and a copy will be returned to the sender in the manner requested (either by fax or email); or
 - (b) refuse to file the document – in which case a notice setting out the reason(s) for the refusal will be emailed by the Registry to the sender at the email address from which the document was sent.

11. Practitioners should not consider the process completed by the Registry ie a document accepted for filing or a hearing date allocated, etc until receipt of the Registry's reply to their email.
12. A party files a document by email attachment at the party's risk.


JUSTICE MARGARET WILSON

Date: 8 April 2002