



Queensland Courts and Tribunals Online Services Portal

Registry Committal User Guide for Prosecution Agencies

Version 1

July 2025

Digital Services and Programs

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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

- Logon to the Queensland Courts and Tribunals Online Service Portal (OSP) – for instructions refer to **Guide for External Registry Committal users** or **Guide to Internal Registry Committal users**.

The Queensland Courts and Tribunals Online Services Portal displays.

- Click **Registry Committal** tile

The screenshot shows the Queensland Courts and Tribunals Online Services Portal. At the top, there is a dark blue header with the Queensland Courts logo and the text "Queensland Courts and Tribunals Online Services Portal". Below the header, there is a navigation bar with a "Test Law Firm" button and a "DS" button. The main content area features a large image of a woman kissing a child on the cheek. Below the image, the text reads "Queensland Courts and Tribunals Online Services Portal" and "Access online services for Queensland courts and tribunals 24/7, quickly and securely." A search bar is present 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](#)." Below the search bar, there is a "Featured services" section with four tiles: "Wills and Estates", "Wills and Estates search", "Document verification", and "Registry Committal". The "Registry Committal" tile is highlighted with an orange border. Below the featured services, there is a "Favourite services" section with the text "You must be logged in to favourite services."

The Registry Committals Dashboard displays.

Registry Committals

My applications

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

Search Status filter: Prosecution Review

Application number	Details	Next Court Date	Status	Actions
RC-3169	MAG00048072232\MAG00048072232	-	Prosecution Review	<input type="button" value="Review"/>
RC-3167	MAG00048072232\MAG00048072232	-	Prosecution Review	<input type="button" value="Review"/>
RC-3144	1 - MAG00038261240\MAG00039663082	-	Prosecution Review	<input type="button" value="Review"/>
RC-3143	- MAG00039663082	-	Prosecution Review	<input type="button" value="Review"/>

Rows per page: 10 1-4 of 4 < >

1. OSP Profile (log out)
2. Organisation details
3. OSP Home page
4. Searching existing list of Registry committals within the Organisation (law firm)
5. Status filter – defaults to filter by Prosecution Review status, select an alternative status from the drop down list if required
6. Application number – unique identifier for registry committal application
7. Details – name of registry committal application
8. Next Court Date
9. Status – Draft, Verified, Completed
10. Actions – view a Registry Committal to view/edit/submit

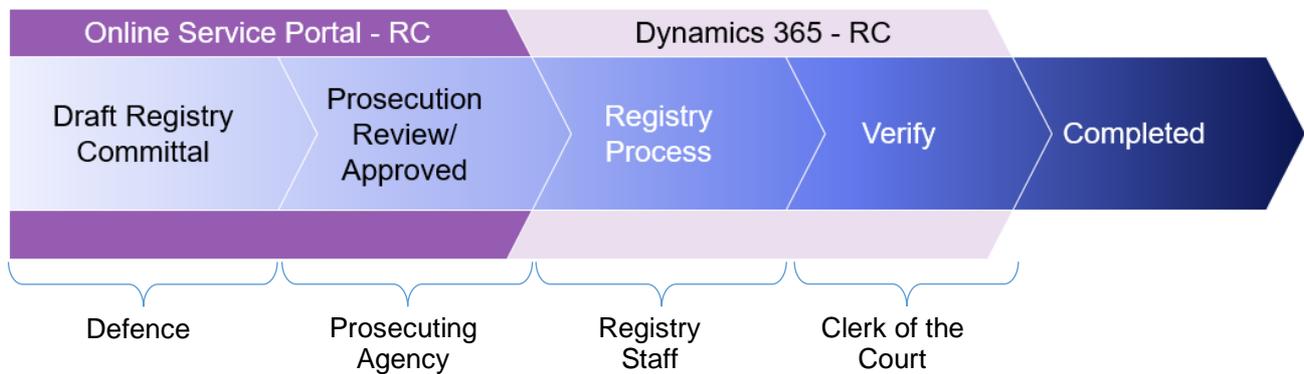


Prosecutor – Registry Committal Process

All registry committal applications are initiated by a defence lawyer. The prosecution team's role is to review and approve any Registry Committal application submitted by a defence lawyer, so it can progress to the Registry Process stage of the workflow.

If errors are identified in the application, it can be returned with an explanation to the defence lawyer for correction. Please be clear and concise when explaining the issue or error, so the problem can be corrected without delay. An application to proceed via registry committal may go back and forth several times between the defence lawyer and the prosecutor until it is approved.

Note: The Original Bail Undertaking is not required by the prosecuting agency. It is not required to be presented with the original indictment at the time of the indictment presentation. A copy of the bail undertaking will be provided, the original will remain on the court file.



How to complete a Prosecution review

- Click **Registry Committal** tile from the OSP Home page

The Registry Committal dashboard displays, with the **Prosecution Review** status applied to the filter by default.

My applications

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

Search Status filter **Prosecution Review** X ▾

Application number	Details	Next Court Date	Status	Actions
RC-3169	MAG00048072232\MAG00048072232	-	Prosecution Review	Review
RC-3167	MAG00048072232\MAG00048072232	-	Prosecution Review	Review
RC-3144	- MAG00038261240\MAG00039663082	-	Prosecution Review	Review

Other filter options include:

- **Prosecution Review** – submitted to prosecution for review and approval
- **Registry Process** – approved by prosecution to the registry, registry processing on QWIC
- **Verify** – with the registry Clerk of the Court for grant/refuse action
- **Completed** – registry committal either granted or refused

Status filter **Prosecution Review** X ▾

- Prosecution Review
- Registry Process
- Verify
- Completed

- Click **Review** button, beside the application in Prosecution Review status

The Review application screen displays.



- Complete each section of the **Review application** form as required

Review application

Awaiting prosecution approval

A registry committal application has been forwarded to your prosecution agency for approval. Please read through the application details below and either approve or reject each charge. Alternatively, if you notice an issue with the application you can choose to [reject the application](#).

Prosecution approval summary

Actioned charges: ✔ 0 approved ✘ 0 rejected ❓ 2 awaiting action

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: -

a) Prosecution approval summary section

This section highlights the status of all charges associated with the current application and updates in real time as changes occur to the application.

As the user scrolls down through the form, this section converts into a floating toolbar that remains visible at the top of the page.

- No action required

Prosecution approval summary

✔ 0 approved ✘ 0 rejected ❓ 2 awaiting action Save

Defendant details

Defendant: Richard Mark Sisson

b) Application details section

This section provides information on the application's; current **Status**, **Reference number**, **Committed from**, **Committed to** and **Next court date**.

- Review only, no action required

c) Defendant details section

This section provides a summary of details on the defendant including; Name, DOB, Contact details, Plea and Custody status.

- Review only, no action required

Prosecution approval summary

✔ 0 approved ✘ 0 rejected ? 2 awaiting action Save

Defendant details

Defendant: [REDACTED]

DOB: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Plea: No plea

In Custody: No

Acknowledgements:

- The defendant **consents** to proceed via registry committal on the charges listed below.
- The defendant **does not** intend to call witnesses or given evidence.
- The defendant **has** been given copies of the written statements.
- The defendant **consents** 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) being filed in the court.
- 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.

d) List of charges section

This section lists each of the charges assigned to the application.

When an application contains multiple charges, the chevron icons in the top right corner (∨∧) will expand or collapse the individual charge to help the user focus on one charge at a time. Additionally, the **Expand All** and **Collapse All** buttons will, show and hide all charges respectively.

- Click **Approve** or **Reject** beside each charge in the application

List of charges

██████████ is charged with the following offences which are not to be heard summarily and have been included in this registry application.

[Expand All](#) [Collapse All](#)

Committed

Assaults Occasioning Bodily Harm - Criminal Code ∧
MAG00048072232 (charge 2 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 ██████████
u... [View more](#)

Approve **Reject**

Note: if choosing to **reject** a charge, a reason supporting the rejection must be provided. E.g. “the defence have chosen Supreme Court rather than District court, please amend and resubmit”



e) Legal Practitioner details section

This section provides details on the legal defence team.

- Review only, no action required

f) Prosecution details section

This section provides details on the legal prosecution team.

- Review only, no action required

g) Supporting documentation section

This section provides details on any supporting documentation provided with the application. Documents such as; Bench charge sheet, Transmission sheet, Verdict and judgement record will potentially be attached to this section.

- Review only, no action required

<h4>Legal practitioner details</h4> <p>Practitioner name: [REDACTED]</p> <p>Practitioner firm: [REDACTED]</p> <p>Email: [REDACTED]</p> <p>Phone: [REDACTED]</p> <p>Acknowledgement: <ul style="list-style-type: none">• I confirm I hold instructions to act on behalf of the defendant in the above selected matters. I confirm I am instructed to make an application to proceed via registry committal on behalf of the defendant.</p>	e
<h4>Prosecution details</h4> <p>Prosecuting agency: Brisbane Police Prosecutions Corps</p> <p>Prosecuting name: -</p> <p>Prosecuting email: -</p>	f
<h4>Supporting documentation</h4> <p>No supporting documentation provided</p>	g



h) Prosecution approval section

This is the final section on the form and depending on the choices made in the List of charges section will display different information

If all charges are approved

- Tick both boxes
- Click **Submit approval**

Prosecution approval h

I, [REDACTED] with Brisbane Police Prosecutions Corps, confirm the details as outlined , part 2, division 4A, given under the requirement of that division) is intended to be given in written statements. *

I, [REDACTED] with Brisbane Police Prosecutions Corps, consent 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 Justice Act 1886. *

[Submit approval](#)

[Reject application](#)

The **Application approved** message will display, confirming the application has been successfully processed.

View application

 **Application approved**

The application has been approved and has proceeded to the next stage to be processed.

[Return to dashboard](#)

Notification is sent to the defence lawyers, the application progresses to the **Registry Process** stage of the Registry Committal application process and registry staff will receive notification that their action is required.



Note: if the form is not complete when Submit approval is clicked, a **Please check your answers** message will display, providing details on the mandatory information that has yet to be provided.

Prosecution approval summary

Actioned charges:  2 approved  0 rejected  0 awaiting action

Please check your answers

1. [Prosecution acknowledgement: Must be completed](#)
2. [Prosecution consent: Must be completed](#)

If one or more charges are rejected

- Click **Return for amendments**

Prosecution approval

Charge summary

You have approved **1** and rejected **1** charge.

As a charge has been marked as rejected, this application will not proceed.

The application will be sent back to Acme Lawyers to fix any errors before resubmitting if required.

[Return for amendments](#)

[Reject application](#)

Notification is sent to the defence lawyers, informing them that based on the “reason for rejection” information provided in the **List of charges** section, amendments are required before resubmitting.



If there's an issue with the application

- Click **Reject application**

Prosecution approval summary

0 approved 0 rejected 4 awaiting action Save

Prosecution approval

I, [REDACTED], with Brisbane Police Prosecutions Corps, confirm the details as outlined , part 2, division 4A, given under the requirement of that division) is intended to be given in written statements. *

I, [REDACTED], with Brisbane Police Prosecutions Corps, consent 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 Justice Act 1886. *

Submit approval

[Reject application](#)

The following warning message displays.

Prosecution approval

 Rejecting an application should only be done when you notice an issue with the application.
If there is an issue with a specific charge, please press 'Cancel' below and select 'Reject' on the specific charge instead.

- Enter a reason for rejecting the application
- Click **Reject application**

Prosecution approval

 Rejecting an application should only be done when you notice an issue with the application.
If there is an issue with a specific charge, please press 'Cancel' below and select 'Reject' on the specific charge instead.

Reason for rejecting application *

Cancel

Reject application



The **Application rejected** message will display, confirming the application has been successfully rejected.

View application

✔ Application rejected

The application has been rejected and returned to Acme Lawyers to fix any errors before resubmitting if required.

[Return to dashboard](#)

Notification is sent to the defence lawyers that the application has been rejected. The application will appear in the defence lawyer's dashboard in a **draft** status, where the defence lawyer can then delete the application.



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

