

PRO75C - Version: 1.0

Issuing eWarrants in Queensland Courts

1 Commencement

1.1 This procedure commenced 24 March 2021.

2 Purpose

2.1 This procedure outlines the processes required for registry staff within Queensland Courts to create and manage electronic warrants (eWarrants).

3 Scope

3.1 This procedure applies to registry staff in Queensland Courts who are responsible for generating, verifying, authorising, and sending warrants electronically to the Queensland Police Service (QPS).

3.2 This procedure applies to warrants of apprehension only.

4 Definitions

Term	Description
Approved verifier	A registry staff member of CSQ with appropriate QWIC access permission who can authorise eWarrants to be sent electronically to the QPS. An approved verifier must not be the registry staff member who created the warrant order, unless the courthouse is staffed by a single registry staff member.
CSO	Court Service Officer. CSOs are responsible for assisting presiding officers and parties prior to, during, and after court as required. They can also be classified as registry staff members, however, not all registry staff members are CSOs.
CSQ	Court Services Queensland.
eWarrant	A “computer warrant” within the meaning of Division 6A of the <i>Justices Act 1886</i> . Also, referred to as an “electronic warrant”.
Presiding Officer	A Judge, Magistrate, Judicial Registrar or other person empowered and lawfully entitled to order the issue of a warrant.
Publish	In this instance, publishing a warrant refers to the act of confirming warrant details and releasing the information electronically to the Queensland Police Service.
QPRIME	Queensland Police Records and Information Management Exchange. QPRIME is QPS’ case management system.

Term	Description
QPS	Queensland Police Service.
QWIC	Queensland Wide Inter-linked Courts system. The system used for the management of orders, including warrants issued by Queensland Courts.
Registry staff member	A CSQ registry staff member who has access permissions to enter and modify records in QWIC.
Warrant	In this instance, reference to warrants are defined as apprehension warrants and unless the context suggests otherwise, includes an eWarrant. An apprehension warrant issued by a presiding officer authorises a police officer to apprehend the person named on the warrant.
Warrant order	When a person has failed to appear for a scheduled court appearance, the presiding officer may issue an order for a warrant.

5 Roles and Responsibilities

- 5.1** The presiding officer orders a warrant to be issued when a person has failed to appear for a scheduled court appearance.
- 5.2** The Court Service Officer (CSO) enters the presiding officer endorsed warrant order details into the Queensland Wide Inter-linked Courts (QWIC) to generate the warrant. The CSO alerts the approved verifier that there is a warrant that requires approval and actioning.
- 5.3** The approved verifier reviews the warrant against the warrant order to ensure all details are true and accurate and publishes the warrant.
- 5.4** Any registry staff member can action a warrant once returned from QPS.

6 Procedure

6.1 Court Service Officer enters details of warrant order in QWIC

- 6.1.1** When the presiding officer orders a warrant be issued, the CSO records the details of the order in QWIC. These details will include the given name, date of birth, and current known address of the person identified on the order and the relevant legislation for the warrant.
- 6.1.2** The CSO then advises the approved verifier that the presiding officer has ordered a warrant and it is currently awaiting approval.

6.2 Approved verifier reviews and confirms details of warrant and sends the warrant details to QPS

- 6.2.1 The approved verifier reviews the details of the warrant in QWIC against the warrant order; if correct the approved verifier publishes the warrant.
- 6.2.2 If not correct the approved verifier advises the CSO of any discrepancies that require amending. The CSO amends where required and returns it to the approved verifier.
- 6.2.3 Once the approved verifier publishes the warrant in QWIC, it is sent electronically to QPS. QWIC automatically generates a message and sends it to QPS' system Queensland Records and Information Management Exchange (QPRIME).

6.3 Postponing an eWarrant

- 6.3.1 When the presiding officer orders the issuing of the warrant be postponed until a certain date, the CSO enters the details of the warrant into QWIC but additionally records the postponement date and reasons (if provided). QWIC will automatically update the warrant status to show the warrant has been postponed. The warrant will not be visible on QWIC until the postponement date.
- 6.3.2 On the scheduled postponement date, QWIC will display the warrant details, which allows the approved verifier to publish the warrant.

6.4 Withdrawing or cancelling a warrant during period of postponement

- 6.4.1 If the presiding officer orders the withdrawal of a postponed warrant, the CSO withdraws the warrant prior to the scheduled postponement date and promptly updates the warrant status in QWIC to reflect that the warrant has been withdrawn and cancelled.

6.5 QPRIME acknowledges or rejects warrant from QWIC

- 6.5.1 QPRIME returns an acknowledgement message to QWIC if the warrant has been successfully received and processed by QPS.
- 6.5.2 QPRIME returns a rejection message to QWIC if the warrant has not been successfully received and/or processed by QPS.
- 6.5.3 In both cases of an acknowledgement or rejection message, QWIC automatically updates the status of the warrant and displays any additional information that has been provided by QPS, such as the reason for rejection.

6.6 The registry staff member takes further action if warrant is rejected by QPRIME

- 6.6.1 The registry staff member can view the rejection message in QWIC. The registry staff member checks the physical court file and corrects data entry errors (if any) and either issues a replacement warrant, re-lists the matter before the court, or sends it back to QPS.

6.7 Recalling an eWarrant

- 6.7.1 If a person surrenders to the court prior to the warrant being executed by QPS, the presiding officer may order the warrant to be recalled. The registry staff member will record the order in QWIC, resulting in QWIC sending QPRIME a warrant recall message. QPRIME will return an acknowledgement message. Upon receipt of the message, QWIC will automatically update the warrant status.
- 6.7.2 If the registry staff member recalls a warrant due to a data entry error identified by QPS, the registry staff member records the reasoning in QWIC, and upon QPRIME returning an acknowledgement message, checks the physical court file and issues a replacement warrant.

6.8 Execution of an eWarrant

- 6.8.1 On execution of a warrant QPS updates the details in QPRIME and information is sent to QWIC. QWIC will automatically update the warrant status to show that the warrant has been executed and displays the warrant execution details.
- 6.8.2 The registry staff member updates the next court date in QWIC for persons released on police bail once they have received a copy of the QPS bail notice and a copy of the QPS warrant report. The warrant report details the date the warrant was executed, details of the person listed on the warrant and the offence details. Both are provided as hard copies by QPS after executing the warrant.
- 6.8.3 If the person is held in custody to appear before the court, the registry staff member is alerted by QPS by phone and updates the details on QWIC to list the matter to be mentioned before the presiding officer on that day. QPS will provide a copy of all substantive charges and a copy of the warrant report. Both are provided as hard copies by QPS on the same day as the matter is mentioned in court.
- 6.8.4 When the matter has been heard in court and the file returned to the registry, the registry staff member will enter the order of the court in QWIC, for example, bail or remand in custody.

6.9 Manually producing an eWarrant

- 6.9.1 Paper-based warrants are only issued if the eWarrants function within QWIC is non-operational. A paper warrant will comply with the requirements of section 69A of the *Justices Act 1886* and any other applicable legislative or regulatory requirements.