

Procedural Fact Sheets (Civil) – Supreme and District Courts

Filing and serving court documents

Filing court documents

File documents by:

- Attending at the court registry in person, or
- Posting the original and copies of the document to the registry.
- Refer to [Queensland Courts contacts and locations](#) for the address of the registry in the region where the claim has been, or will be, filed.
- Copies are required as the court keeps the original document, the party filing the document keeps a copy and one or more copy is required for service on the opposing party or parties. For example, if there are two defendants to the claim, the plaintiff will need to provide the originals and three copies of the claim and statement of claim to the registry for filing.

If filing by post:

- Mark on the outside of the envelope that it contains court documents.
- Include a stamped self-addressed envelope so that sealed copies of the documents can be returned to you. A sealed copy is a copy on which the court seal has been stamped.
- If filing documents by post, allow enough time for the documents to be filed and for sealed copies to be returned to you, so that you can serve the documents on the opposing party or parties within any relevant time limit.
- If the matter is urgent, it may be best for you to attend at the registry to file the document(s) in person or arrange for another person to do that for you.

Serving court documents

Once filed, you can serve documents personally, by post, email, or leaving them at the address for service provided by the party, depending on the legal requirements.

- Refer to Chapter 4 of the [Uniform Civil Procedure Rules 1999 \(Qld\)](#) (UCPR) for requirements about how to serve a document.
- Some documents, such as a claim and statement of claim, must be personally served. [rule 105](#)
- To personally serve a document, the person serving the document must hand the document to the person being served. If they refuse to take the document, the person serving the document should place the document down in front of them and tell them what it is. [rule 106](#)
- If the UCPR doesn't require personal service of the document, then it may be provided to the person being served by ordinary service. Ordinary service is made by leaving the document at, or posting it to, the address for service of the party being served. The address for service is the address the party has provided on the claim or notice of intention to defend. If the party has provided an email address, ordinary service may be performed by emailing an electronic copy of the document to that email address. [rule 112](#)

- The Queensland Courts website provides additional information about [serving a claim and statement of claim](#). Note that there are special rules for personal service on a corporation, young person, person with impaired capacity, or prisoner. [rules 107 to 110](#)
- See LawRight for [more information](#) about the rules relating to service of documents.

When serving court documents:

- Serve the document(s) on the opposing party (or parties) within any time limit imposed by the [UCPR](#).
- Serve a sealed copy.
- If a document is served on a person after 4.00pm, it is taken to have been served on the following day. [rule 103](#)
- If, by the due date for service of the document, the document has not been sealed by the court, email an unsealed (but signed and completed) copy of the document to the opposing party. Inform the opposing party that the document will be filed in the registry as soon as possible and that they will be provided with a sealed copy as soon as possible. This will not protect you from any consequences for failing to observe the time limitation, but you will at least have notified the opposing party of your intentions.

Electronic Filing

Certain documents may be accepted for filing electronically in a civil proceeding.

- These documents include:
 - Notice of address for service ([Form 8](#))
 - Notice of discontinuance ([Form 27](#))
 - Notice of change of address for service ([Form 90](#))
 - Notice of change of solicitor ([Form 93](#))
- The documents to be filed should be saved and emailed in pdf format.
- They should be emailed to the email address as notified on the Queensland Courts' website. The email address for the filing of the documents listed above is ccu@justice.qld.gov.au.
- See the Principal Registrar's [Approval 1 of 2020](#) for more information.

