AMENDED PRACTICE DIRECTION NUMBER 6 OF 2004

SUPREME COURT OF QUEENSLAND

Applications jurisdiction – outline of argument, documents read, appearance slip

Outline of Argument

- Practitioners are to provide written outlines of argument in all contested and ex parte hearings before a Judge or Registrar (including, where practicable, bail applications) in the applications jurisdiction.
- 2. An outline should:
 - (a) provide a concise summary of the argument, in point form;
 - (b) identify relevant authorities and legislative provisions;
 - (c) usually not exceed four pages; and
 - (d) attach a chronology where appropriate.
- 3. Outlines should be exchanged as early as practicable prior to the hearing. In all cases they should be handed to the Judge or Registrar at the commencement of the hearing. At the conclusion of the hearing they will be placed in the court file for future reference and retained for at least 24 months.
- Practitioners should provide copies of relevant authorities and legislative provisions for the Judge or Registrar.

Material to be read

- Practitioners should familiarise themselves with the Court File Index relevant to each case. (Go to <u>www.ecourts.courts.qld.gov.au</u> - Party Search – View Documents.)
- 6. The Court File Index contains the following details of filed documents:
 - document number under the courts filing system
 - date filed
 - document type
 - document description
 - name of filing party
- 7. Practitioners should provide two copies of the list of material to be read. Filed documents should be identified by the Court File Index document number. If any material is to be filed by leave, the swearing date should be listed.

Appearance Slip

- 6. Practitioners must complete an appearance slip for each proceeding in the Applications jurisdiction before a Court or a Registrar and are encouraged to insert the court file document number of documents read in the spaces provided on the forms.
- The form may be completed and downloaded from the courts' website:
 <u>www.courts.qld.gov.au</u>. Two copies must be provided at the commencement of the hearing, one for the Judge or Registrar and one for

the Court Reporters. (The Court does not have facilities for the electronic lodgement of appearance slips.)

- If an appearance slip is not completed and handed up in this way a duplicate appearance slip, available at the court room, should be completed and handed to the Associate.
- 10. No additional charge is to be made for the preparation of a file index search, list of material or completion of an appearance slip.

1. Norme

Catherine Holmes Chief Justice 11 August 2016

APPEARANCES (Please PRINT LEGIBLY) To be handed to the Bailiff prior to commencement of the Hearing

 Crown Plaintiff Appellant Applicant Petitioner Other (Specify) 	 Accused Defendant 1st 2nd 3rd 4th 5th Respondent Other (Specify) 	 Co-accused Defendant 1st 2nd 3rd 4th 5th Third party Defendant by election Other (Specify)
V		and
Mr/Mrs/Miss/Ms	Mr/Mrs/Miss/Ms	Mr/Mrs/Miss/Ms
 Counsel Solicitor Clerk Legal Officer 	CounselSolicitorClerk	CounselSolicitorClerk
Instructed by ODPP C'wlth DPP	Instructed by (firm or organization)	Instructed by (firm or organization)
As Town Agents for:	As Town Agents for:	As Town Agents for:
	(If agents for Legal Aid Queensland or Aboriginal & Torres Strait Islanders Corporation for Legal Aid Services, please indicate.)	(If agents for Legal Aid Queensland or Aboriginal & Torres Strait Islanders Corporation for Legal Aid Services, please indicate.)
	As Agents for: LAQ ATSILS	As Agents for: LAQ ATSILS
Documents to be read – list numbers as p	er court file.	

Applicant
Respondent
Other