

# AMENDED PRACTICE DIRECTION NUMBER 6 OF 2004

## SUPREME COURT OF QUEENSLAND

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

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#### Outline of Argument

1. 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.
4. Practitioners should provide copies of relevant authorities and legislative provisions for the Judge or Registrar.

#### Material to be read

5. Practitioners should familiarise themselves with the Court File Index relevant to each case. (Go to [www.ecourts.courts.qld.gov.au](http://www.ecourts.courts.qld.gov.au) - 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.
  
8. The form may be completed and downloaded from the courts' website: [www.courts.qld.gov.au](http://www.courts.qld.gov.au). 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.)

9. 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.



**Catherine Holmes**  
Chief Justice  
11 August 2016

