

**Supreme Court of Queensland
Protocol for Applications
Brisbane**

This protocol applies from Wednesday 30 June 2021 until further notice

Note: *The Protocol for Applications in Brisbane (which commenced on 26 May 2021) continues to apply. However, during the 3 day lockdown which commences from 6 pm Tuesday 29 June 2021, the following also apply:*

- *Parties or practitioners appearing in Applications are expected to follow the public health directions in relation to management of risks associated with COVID-19 (details can be found [here](#)). Face masks must be worn when entering and moving about the Court building and must be worn in the court room unless the presiding Judge gives leave to remove it.*
- *Specific hearing times will be allocated to Applications. Please check the law list for the time allocated to your application.*

The protocol is as follows:

1. Subject to paragraph 2, parties or practitioners are required to attend court in person for the hearing (including for the call-over) unless leave has been granted by a Judge to appear by telephone or video-link.
2. Self-represented applicants for bail and self-represented applicants for procedural directions pursuant to the *Judicial Review Act 1991* directed at the Parole Board Queensland will appear by video-link, unless otherwise ordered by the senior Judge listed in Applications.
3. Any application to appear by telephone or video-link must provide reasons for the application for leave and be directed by email to the Associate to the senior Judge listed in Applications in the relevant week, by no later than 1.00 pm on the day before the hearing. A party applying for leave to appear by telephone or video-link must first seek the consent of any other party and provide every other party's response at the time of making the application.
4. If the court provides a time for a party or parties to appear by telephone or video-link, those parties must be ready to connect by the relevant method at least ten minutes before the appointed time.
5. Consistent with the obligation under rule 5 of the Uniform Civil Procedure Rules 1999:
 - a. Wherever possible parties are encouraged to take active steps to resolve matters by agreeing on orders that may be made by consent in a timely way and otherwise cooperate to narrow the scope of the issues in dispute.

- b. If a matter is to be dealt with by consent, including for adjournment, a request for consent order(s) signed by all parties should be forwarded to the Applications list manager as soon as reasonably practicable.
- c. For any matters requiring an oral hearing, parties and practitioners are encouraged to ensure submissions, affidavits and draft orders are provided by email to the other party(ies) ahead of time.
- d. If the parties and legal representatives have exchanged submissions, then submissions can be provided to the Associate to the Senior Judge in Applications in advance, with the consent of all parties.

Justice A Lyons
Senior Judge Administrator
29 June 2021