

# Magistrates Courts

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## Practice Direction No. 4 of 2024

Issued: 8 April 2024


### QCase Implementation in civil proceedings

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1. This Practice Direction applies to any proceedings under the *Uniform Civil Procedure Rules 1999* (Qld) conducted in a particular Magistrates Court.
2. The purpose of this Practice Direction is to support the staged introduction of a new digital case management system (QCase) that is intended to replace the bulk of paper files in civil proceedings in the Magistrates Court
3. After the date of implementation of QCase in a particular Magistrates Court files in proceedings before that Magistrates Court, regardless of when proceedings commenced, may be kept digitally.
4. Legal practitioners, and those filing in a professional capacity, should submit all documents for filing electronically unless it is impracticable to do so.
5. A self-represented party may submit all documents for filing electronically.
6. If it is impracticable to submit a document for filing electronically a party may continue to submit documents for filing via post or in the Registry. Documents filed via post or in the registry and accepted for filing will be scanned by the Registrar and become part of the digital file.
7. All documents should be submitted for filing, regardless of method, so that they are received by the Court no later than 48 hours prior to a scheduled hearing.
8. If documents are not filed prior to a scheduled hearing for a matter the Registrar will mark them for the attention of the Court at the hearing and the presiding Magistrate will decide whether they should be accepted for filing.
9. If the presiding Magistrate at the hearing gives leave for a document to be filed, and the document has not already been electronically submitted, it will be scanned by the Registrar and become part of the digital file.
10. Exhibit material tendered into evidence at the proceeding will continue to be managed as physical evidence and stored accordingly.
11. **Filed electronically** means by the parties or their representatives, via the online QCase Portal or CITEC Confirm service, and pursuant to the *Uniform Civil*

*Procedure Rules 1999 (Qld)*. To remove any doubt, transferring electronic files to a court via other methods, for example by email or on a USB flash drive, is not filing electronically.

12. ***Filing in a professional capacity*** means a person who is filing on behalf of a person or organisation as part of their work or professional responsibilities, for example a government employee filing on behalf of a Department that is one of the parties to the matter.
13. ***A particular Magistrates Court*** means a Magistrates Court shown in Appendix A.
14. ***The date of implementation of QCase in a particular Magistrates Court*** is shown in Appendix A.

  
Judge Janelle Brassington  
Chief Magistrate  
8 April 2024

**APPENDIX A to Practice Direction 4 of 2024**

**Brisbane Magistrates Court District – Central Division -**

**Monday 8 April 2024**