

Electronically filing a Land Valuation Appeal in the Land Court

Practice Note 1 of 2022

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*Principal Registrar
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INTRODUCTION

1. This Practice Note is issued in accordance with s 55 of the [Land Court Rules 2022](#) and [13] of [Practice Direction 5 of 2020](#).
2. This Practice Note permits the filing of a Land Valuation Appeal electronically by email and explains the procedure for doing so.
3. This Practice Note is in addition to, and does not affect, filing a Form 03 in person or by post.

PROCESS

4. The Form 03 must be emailed to Landcourt@justice.qld.gov.au as a clear PDF document.¹
5. The subject line of the email **must** include:
 - a. LVA Appeal
 - b. The Appellant's Name
 - c. Property ID, and
 - d. Property address.

Example: LVA Appeal – AB Citizen – PID 123456 – 123 Long Road, Smallville.
6. Deemed date of filing:
 - a. If the registry receives the Form 03 on or before 4:30pm on any given business day that the registry is open, it will be deemed filed on that day.
 - b. If the registry receives the Form 03 after 4:30pm on any given business day that the registry is open, or on a day that registry is closed, it will be deemed filed the next business day the registry is open.
 - c. The time of filing is determined by the time stamp on the email received.
7. Once the email has been received by the registry, you will then receive an automatic reply acknowledging receipt of the email. If you **do not** receive an automatic reply, the registry has not received the email and you should check that you have used the correct email address.
8. Within two (2) business days from the date of filing, the registry will send you a sealed copy of the Form 03 via return email.²

¹ Form 03 documents must be either scanned or saved as a PDF version and attached to the email. Photographs of pages will not be accepted.

² Section 159 of the *Land Valuation Act 2010* requires a party to serve the Form 03 on the Valuer-General within 7 days of it being filed.