

# PROTOCOL FOR CONTACTING THE CIVIL LIST JUDGE IN THE DISTRICT COURT

## CONTACTING THE LIST JUDGE'S ASSOCIATE

1. All parties should be copied into any email sent to the List Judge (with the exception of ex-parte matters).
2. The subject matter field of the email is to contain the case number, case name and listing details: e.g. 2013/00123123 Smith v Jones – Directions Hearing 1/4/19.
3. Contacting the List Judge's Associate by telephone should only be done with prior consent of the other parties. Any telephone contact made with the List Judge's Associate should normally be followed up with an email outlining the request which copies in all parties.
4. The List Judge will not print out attachments, affidavits or other documents greater than 20 pages in length. Such material should be provided in hard copy to the associate on the same day as the email is sent.

## SUBMITTING CONSENT ORDERS

5. Please be advised that the List Judge **DOES NOT** vacate hearing dates by consent. Such applications require the filing of a motion and an affidavit as per Clause 14 of the Civil Practice Note.
6. Proposed consent orders can be emailed to the List Judge's associate and should be in PDF and signed by all parties. If not signed by all parties their consent should be confirmed in the email.
7. Emails attaching consent orders not sent two clear working days prior to any relevant listing are unlikely to be considered in time. Attendance at court is required if no response is received.
8. Email requests to remove matters from hearing lists where they have settled will not be acted upon if received less than 2 clear days before the hearing. Where matters have settled, unless the court has made the relevant orders prior to the day of matter's listing, an appearance will be required at 9:30am before the List Judge on the day of the hearing.

## FILING DOCUMENTS ONLINE

9. Legal Representatives seeking to file online documents in advance of a hearing or a directions hearing should ensure that they are filed at least 2 clear working days beforehand. Unless this is done such documents are unlikely to have been printed to the court file in which case parties should attend court with hard copies available to hand up to the List Judge.