

RULES OF COURT

District Court Civil Rules 2006

(as varied to the 1 December 2017 – Amendment No. 35)

The District Court Civil Rules 2006, dated 19 July 2006, that came into operation on 4th September 2006 (*Government Gazette* 10 August 2006, p. 2660) have been varied by District Court rules dated:

Variation #		<i>Gazette</i>	<i>Date of operation</i>
1	25 August 2006	31 August 2006, p3037	4 September 2006
2	4 December 2006	8 February 2007, p.430	8 February 2007
<i>Amendment #</i>		<i>Gazette</i>	<i>Date of operation</i>
1	4 April 2007	19 April 2007, p.1223	1 May 2007
2	3 July 2007	12 July 2007, p.3057	1 August 2007
3	28 November 2007	6 December 2007, p. 4703	1 January 2008
4	4 September 2008	18 September 2008, p. 4501	1 October 2008
5	28 November 2008	4 December 2008, p.5326	1 January 2009
6	17 December 2008	15 January 2009, p.299	1 March 2009
7	17 December 2008	15 January 2009, p.303	1 March 2009
8	24 February 2009	26 February 2009, p.761	1 March 2009
9	5 March 2009	2 April 2009, p.1293	2 April 2009
10	16 June 2009	25 June 2009, p.2920	1 July 2009 (rules 1–3, 8–11) 1 November 2010 (rules 4–7)
11	15 September 2009	24 September, 2009, p.4709	1 October 2009
12	18 December 2009	23 December 2009, p.6467	1 January 2010
13	20 April 2010	29 April 2010, p.1654	1 May 2010 (rules 1–4, 8, 9, 11–15) 1 July 2010 (rules 5–7, 10, 16)
14	17 September 2010	23 September 2010, p.4920	1 October 2010
15	23 December 2010	24 February 2011, p.535	24 February 2011
16	17 March 2011	31 March 2011, p.936	1 April 2011
17	17 June 2011	23 June 2011, p.2667	1 July 2007
18	15 November 2011	1 December 2011, p.4798	1 December 2011
19	7 December 2011	15 December 2011, p. 4965	1 January 2012
20	5 September 2012	13 September 2012, p 4443	1 October 2012
21	7 November 2012	15 November 2012, p 5127	1 December 2012
22	11 April 2013	26 April 2013, p 1182	1 May 2013
23	27 May 2013	6 June 2013, p 2489	1 July 2013
24	9 July 2013	18 July 2013, p 3074	1 October 2013
25	11 September 2013	19 September 2013, p. 3853	1 October 2013
26	11 September 2013	19 September 2013, p. 3855	1 October 2013

<i>Amendment #</i>		<i>Gazette</i>	<i>Date of operation</i>
27	26 November 2013	28 November 2013, p. 4382	1 December 2013
28	16 September 2014	19 September 2014, p. 5522	1 October 2014
29	24 March 2015	1 April 2015, p. 1337	1 October 2014 rules 4 – 14 & 16 1 April 2015 rule 15
30	28 July 2015	6 August 2015, p. 3746	1 September 2015
31	25 November 2015	26 November 2015, p. 5060	1 December 2015 (<i>subject to paragraph 3</i>)
32	24 March 2016	31 March 2016, p. 1073	1 May 2016
33	4 August 2016	25 August 2016, p. 3404	1 September 2016
34	13 September 2016	22 September 2016, p. 3819	1 October 2016
35	22 November 2017	28 November 2017, p. 4767	1 December 2017

By virtue and in pursuance of Section 51 of the *District Court Act 1991*, and all other enabling powers, We, Terence Anthony Worthington, Chief Judge, and Dean Ernest Clayton and Kevin Nicholson, Judges of the District Court of South Australia, do hereby make the following Rules of Court:

Contents

Chapter 1—Preliminary

Part 1—Formal provisions

- 1 Citation
- 2 Commencement

Part 2—Objects

- 3 Objects

Part 3—Interpretation

- 3A Numbering of rules
- 4 Interpretation
- 5 Calculation of periods of time

Part 4—Application of rules

- 6 Application of rules

Part 5—Transitional provisions

- 7 Old rules
- 8 Transitional provision

Chapter 2—General procedural rules and allocation of Court business

Part 1—Public access to hearings

- 9 Public access to hearings
- 9A Recording events in Court
- 9B Electronic communications to and from court rooms

Part 2—Court's control of procedure

- 10 Power of Court to control procedure
- 11 Supplementary Rules

Part 3—Enforcement of procedural obligations

- 12 Power to enforce compliance with procedural obligations
- 13 Power to deal with procedural irregularity by order for costs

Part 4—Distribution of Court's business

Division 1—General

- 14 Distribution of Court's business

Division 2—Jurisdiction of Masters

- 15 Jurisdiction of Masters
- 16 Power to refer matter to Judge
- 17 Appeal to Judge

Division 3—Administrative functions

- 18 Registrar's functions
- 18A Summary recovery of fees

Division 4—Minor judicial functions

- 19 Ancillary jurisdiction

Division 5—Directions and review

- 20 Registrar may seek directions from Judge or Master
- 21 Review of decision or act of Registrar or other administrative officer

Part 5—Representation

Division 1—General principles of representation

- 22 General principles of representation

Division 2—Solicitors

- 23 Solicitor acting for party
- 24 Solicitor's presumptive authority
- 25 Representation by two or more solicitors
- 26 Orders for account etc between solicitor and client

Division 3—Representation of company

- 27 Representation of company

Chapter 3—Elements of action at first instance

Part 1—Nature of action

- 28 Nature of action
- 29 Secondary actions
- 30 Subject matter of action
- 31 Consolidation and division of actions

Part 2—Proceedings in anticipation of action

Division 1—Investigation

- 32 Investigation

Division 2—Offers of settlement before action

- 33 Offers of settlement before action

Part 3—Commencement of action

Division 1—How action is commenced

- 34 Commencement of primary action
- 35 Commencement of cross action
- 36 Commencement of third party action
- 37 Actions that are in part cross actions and in part third party actions
- 38 Originating process

Part 4—Service of Originating Process

Division 1—General

- 38A Interpretation
- 39 Time for service

Division 1A—Service in New Zealand

- 39A Service of originating process in New Zealand

Division 2—Service out of Australia

- 40 Division does not apply to service in New Zealand of documents for or in certain trans-Tasman proceedings
- 40A When allowed without leave
- 40B When allowed with leave
- 40C Court’s discretion whether to assume jurisdiction
- 40D Notice to person served outside Australia
- 40E Time for filing appearance
- 40F Leave to proceed where no appearance by person
- 40G Service of other documents outside Australia
- 40H Mode of Service
- 41 Deleted by Amendment No. 33
- 41AA Application of other rules
- 41AB Deleted by Amendment No. 33
- 41AC Proof of service
- 41AD Deemed service
- 41AE Substituted service

Division 3 – Service through diplomatic channel or by transmission to foreign government

- 41AF Documents to be lodged with the Court
- 41AG Order for payment of expenses

Division 4 – Service under the Hague Convention

Sub-Division 1—Preliminary

- 41A Definitions
- 41B Provisions of this Division to prevail
- 41C Application of Division

Sub-Division 2—Service abroad of local judicial documents

- 41D Application for request for service abroad
- 41E How application to be dealt with
- 41F Procedure on receipt of certificate of service
- 41G Payment of costs
- 41H Evidence of Service

Sub-Division 3—Default judgment following service abroad of initiating process

- 41I Application of Division
- 41J Restriction on power to enter default judgment if certificate of service filed
- 41L Setting aside judgment in default of appearance or notice of address for service
- 41K Restriction on power to enter default judgment when certificate of service not filed

Chapter 4—Documents and service

Part 1—Documents

Division 1—Approved forms

- 42 Approved forms

Division 2—Filing of documents in Court

- 43 Form of documents for filing in Court
- 44 Filing and safe-keeping of documents
- 45 Electronic case management system
- 46 Registered users

- 47 Filing of documents in electronic form where document requires particular signature or authentication
- 48 Special provision for signature where document transmitted in electronic form
- 49 Receipt to be issued for document accepted for filing or service
- 50 Filing of documents
- 51 Issue of sealed copy
- 52 Issue of office copy
- 53 Power to reject documents submitted for filing

Division 3—Amendment

- 54 Amendment
- 55 Amendment of pleadings
- 56 Power to disallow amendment
- 57 Court's power to amend

Part 2—Service

Division 1—Address for service

- 58 Address for service
- 59 Obligation to give address for service

Division 2—Service of documents related to action

- 60 Service of other documents
- 61 Copies of documents to be provided

Division 3—Service on certain parties

- 62 Bodies corporate
- 63 Persons who require protection
- 64 Partnership or unincorporated association
- 65 Agent

Division 4—Cases where personal service required

- 66 Cases where personal service required
- 67 How personal service effected

Division 5—Non-personal service

- 68 Non-personal service

Division 6—Presumptive service

- 69 Presumptive service

Division 7—Miscellaneous

- 70 Service of documents on behalf of foreign courts and tribunals
- 71 Time of service etc
- 72 Proof of service

Chapter 5—Parties and pleadings

Part 1—Parties and non-party participation

Division 1—Parties generally

- 73 Action may include multiple parties
- 74 Joinder and disjoinder of parties
- 75 Substitution or addition of party where interest or liability passes
- 76 Death of party

77 Misjoinder or non-joinder not to affect validity of action

Division 2—Representation of party under disability

78 Representation of party under disability

79 Litigation guardians

Division 3—Representation of groups etc

80 Bringing of representative action where common interest exists

81 Court's power to authorise representative actions

82 Appointment of representative party in case of multiple parties

83 Representative actions by or against executors, administrators and trustees

84 Appointment of representative parties for class of beneficiaries etc

Division 4—Special rules for businesses, partnerships and unincorporated associations

85 Use of business name

86 Use of partnership name

87 Unincorporated associations

88 Actions by and against partnerships and other unincorporated associations

Division 5—Non-party intervention

89 Non-party intervention

Part 2—Defining issues

Division 1—Formal definition of basis of parties' respective cases

90 Definition of issues in action

91 Statement of plaintiff's claim

92 Statement of defendant's defence

93 Right of third party to file defence to antecedent claims

94 Plaintiff's reply

95 Supplementary pleadings

96 Affidavit may substitute for pleading in certain cases

97 Court's power of exemption

Division 2—General rules about pleadings

98 General rules of pleading

99 Requirements for statement of claim

100 Requirements for defence

101 Requirements for reply

102 Power to order further particulars of party's case

103 Effect of pleadings

104 Court's power to strike out pleading

105 Court's permission required if pleading raises later cause of action

Division 3—Cases where damages claimed for personal injury

106 Cases where damages claimed for personal injury

Part 3—Discontinuance of action or part of action

107 Discontinuance of action etc

108 Discontinuance not generally bar to future action

Part 4—Transfer or removal of actions between courts

110 Orders for removal or transfer of action into Court

111 Removal or transfer of action into Court

- 112 Orders for transfer of action to another court or tribunal

Chapter 6—Case management

Part 1—Duty of parties

- 113 General duty of parties
114 Responsibility for carriage of proceedings

Part 2—Assignment of special classification to action

- 115 Assignment of special classification to action

Part 3—Court's powers to manage and control litigation

Division 1—General powers of management and control

- 116 Court's power to manage litigation
117 Power to make orders controlling conduct of litigation
118 Court may inform itself without formal proof

Division 2—Urgent cases

- 119 Urgent cases

Part 4—Listing of actions for trial

- 120 Proceeding to trial—litigation plan
120A Proceeding to trial—other cases
120B Change of circumstances
121 Delivery of trial book
122 Place of trial

Part 5—Inactive actions

- 123 Inactive actions

Chapter 7—Pre-trial procedures

Part 1—Initial Steps

Division 1—Introduction

- 124 Application of this Part
125 Interpretation

Division 2—Compliance with pre-action requirements

- 126 Application by party
127 Preliminary hearing

Division 3—Initial documents

- 128 Key documents
129 Expert reports

Division 4—Settlement conference

- 130 Settlement conference
130A Application by party
130B Preliminary hearing

Division 5—Deferral of other interlocutory steps

- 130C Other interlocutory applications

130D Other interlocutory steps

Division 6—Preliminary hearing

130E Preliminary hearing

Part 2—Interlocutory steps generally

Division 1—Litigation plan

130F Application of Division

130G Litigation plan

130H Preparation of litigation plan

Division 2—Directions hearing

130I Convening initial directions hearing

130J Conduct of initial directions hearing

130K Compliance with directions

130L Further directions hearing

Division 3—Interlocutory applications

131 Interlocutory applications

132 Determination of interlocutory application without hearing oral submissions

133 Setting down application for hearing

134 Hearing of application

135 Interlocutory relief

Part 3—Disclosure and production of documents

136 Obligation to disclose documents

137 Principles governing compilation of list of documents

138 Power to regulate disclosure by agreement

139 Court's power to regulate disclosure of documents

140 Obligation to produce documents for inspection

140A Documents comprising or recording pleaded facts

141 Inspection of documents

142 Order for production of document

143 Determination of objection to production

144 Orders to protect confidentiality of documents

145 Non-compliance with obligations of disclosure and production of documents

Part 4—Non-party disclosure

146 Non-party disclosure

Part 5—Gathering of evidentiary material

147 Court may make orders for gathering evidence

148 Search order

149 Orders for custody and control of evidentiary material

Part 6—Pre-trial examination by written questions

150 Pre-trial examination by written questions

151 Respondent's obligations

152 Answers may be tendered at trial

Part 7—Medical examinations

153 Obligation to submit to medical examination at request of another party

154 Non-compliance with obligation to submit to medical examination

155 Court's power to direct biological test to establish paternity

Part 8—Admissions

- 156 Notice to admit facts or documents
- 157 Admissions confined to action in which made
- 158 Withdrawal of admissions

Part 9—Notice of evidence to be introduced at trial

Division 1—Notice generally

- 159 Notice generally

Division 2—Expert reports

- 160 Pre-trial disclosure of expert reports
- 161 Shadow experts

Part 10—Evidence

Division 1—Affidavits

- 162 Form of affidavit
- 163 Taking of affidavits
- 164 Power to strike out affidavit
- 165 Power to require witness to appear for oral examination
- 166 Power to require oral evidence from a person who should have made affidavit

Division 2—Use of affidavits in interlocutory proceedings

- 167 Use of affidavits in interlocutory proceedings

Division 3—Use of affidavit or expert report at trial

- 168 Trial without oral evidence
- 169 Reception of certain evidence by way of affidavit or expert report
- 170 Notice to produce witness for cross-examination

Division 4—Subpoenas

- 171 Interpretation
- 172 Issuing subpoena
- 173 Form of subpoena
- 173A Alteration of date for attendance or production
- 174 Setting aside or other relief
- 175 Service
- 176 Compliance with subpoena
- 177 Production otherwise than on attendance
- 178 Removal, return, inspection, copying and disposal of documents and things
- 179 Inspection of, and dealing with, documents and things produced otherwise than on attendance
- 180 Disposal of documents and things produced
- 181 Costs and expenses of compliance
- 182 Failure to comply with subpoena—contempt of court
- 183 Documents and things in court custody
- 183A Service of subpoena in New Zealand

Division 5—Examination of witnesses

- 184 Court's power to order examination of witness
- 185 Procedure before examiner
- 186 Record of examination

Part 11—Offers of settlement

- 187 Making a formal offer
- 188 Time for making, withdrawing and accepting a formal offer
- 188A Response to offer
- 188B Communication of offer and response
- 188C Acceptance of offer
- 188D Party under disability
- 188E Failure to comply with accepted offer
- 188F Costs where complying offer not accepted
- 188G Costs in other cases
- 188H Costs on appeals
- 188I Costs on adjudication of costs

Part 12—Suitors fund

- 189 Continuation of District Court Suitors Fund
- 190 Payment of money into and out of Suitors Fund
- 191 Investment of Suitors Fund

Part 13—Power to stay or dismiss proceedings

- 192 Court's power to stay proceedings
- 193 Court's power to dismiss proceedings

Part 14—Security for costs

- 194 Security for costs

Chapter 8—Special kinds of action

Part 1—Application of general rules

- 195 Application of general rules

Part 4—Interpleader actions

- 202 Interpleader actions

Part 5—Actions for possession of land

- 203 Types of action for possession of land
- 204 Actions for possession of land
- 204A Warrants of possession to be executed more than 6 months after the possession order

Part 7—Actions for administration

- 206 Actions for administration

Part 9—Caveats

- 207A Application for extension of time for removal of caveat

Chapter 9—Trial

Part 1—Constitution of Court for trial

- 208 Constitution of Court for trial

Part 2—Court's power to control trial

- 209 Court's power to control trial

Part 3—Issues involved in trial of action

- 210 Trial of action
- 211 Trial of separate issues

Part 4—Evidence at trial

Division 1—General rules about taking evidence

- 212 Evidence to be given orally in open court at trial of action
- 213 Special power in relation to expert evidence

Division 2—Limitation on right to call evidence etc

- 214 Limitation on right to call evidence etc

Division 3—Documentary evidence

- 215 Production of documents at trial
- 216 Court to receive certain evidence in documentary form

Division 4—Cross-examination on pleadings

- 217 Cross-examination on pleadings

Part 5—Record of trial

- 218 Record of trial

Part 6—Effect of death or incapacity of Judge

- 219 Effect of death or incapacity of Judge

Chapter 10—Alternative dispute resolution

Part 1—Mediation

- 220 Mediation

Part 2—Arbitration

- 221 Court's power to refer action for arbitration
- 222 Conduct of arbitration

Chapter 11—Judgment

Part 1—Nature of relief

- 223 Nature of relief
- 224 Judgment where opposing claims established
- 225 Judgment requiring compliance with positive or negative requirements
- 226 When judgment takes effect

Part 2—Judgment by consent

- 227 Judgment by consent

Part 3—Default judgments

Division 1—Entry of default judgment by permission of Court

- 228 Entry of default judgment by permission of Court

Division 2—Entry of default judgment where Court's permission not required

- 229 Entry of default judgment where Court's permission not required

Division 3—Power to set aside default judgments etc

- 230 Power to set aside or vary default judgment
- 231 Continuation of action by or against parties not in default

Part 4—Summary judgment

- 232 Summary judgment
- 233 General discretion as to summary judgment
- 234 Judgment in default of attendance of parties at trial

Part 5—Judgment on admissions

- 235 Judgment on admissions

Part 6—Publication of reasons for judgment

- 236 Publication of reasons for judgment

Part 7—Judgments against partnerships etc

- 237 Judgment against partnership in partnership name
- 238 Judgment for or against unincorporated association

Part 8—Judgment in representative action

- 239 Judgment in representative action

Part 9—Entry of judgment

- 240 Entry of judgment
- 241 Registrar to settle and enter judgments

Part 10—Power to correct, vary or set aside judgment

- 242 Power to correct, vary or set aside judgment

Part 11—Orders ancillary to judgment

- 243 Orders ancillary to judgment
- 244 Powers directed at securing compliance with judgment by company
- 245 Extension of judgment to bind non-party

Part 12—Injunctions

- 246 Court's power to grant injunction
- 247 Freezing orders

Part 13—Orders dealing with property

- 248 Property subject to proceedings
- 249 Sale of land
- 250 Partially ascertained class

Part 14—Orders for accounts or report

- 251 Orders for accounts or report
- 252 Non-compliance with order for accounts or report

Part 15—Appointment of receiver

- 253 Appointment of receiver
- 254 Obligations of receiver
- 255 Defaults by receiver
- 256 Revocation of appointment in case of receiver's illness etc

Part 16—Protection of persons under disability

- 257 Settlement requires Court's approval
- 258 Court's power to regulate dealings with money to which person under disability entitled

Part 17—Representative Actions

- 258A Effect of judgment
- 259 Settlement and discontinuance
- 259A Representative party's costs
- 259B Compromise or settlement of matter in proceeding
- 259C Judgment against defendant

Part 18—Service of judgment

- 260 Service of judgment

Part 19—Interest on judgment debt

- 261 Interest on judgment debt

Chapter 12—Costs

Part 1—Record of costs to be kept

- 262 Record of costs to be kept

Part 2—Court's discretion as to costs

- 263 Court's discretion as to costs
- 264 Basis for awarding costs
- 265 Time for making and enforcing orders for costs
- 266 Power to adjust liability to costs
- 267 Orders for payment of costs of guardian or other representative party
- 268 Reservation of costs
- 269 Over-representation of parties with common interest
- 270 Reference of question for inquiry

Part 3—Adjudication upon costs

- 271 Initiation of proceeding for adjudication upon costs
- 272 Adjudication of costs when right to adjudication arises under some other law
- 273 Preparation of claim in cases where detailed adjudication ordered
- 274 General provisions about adjudication of costs
- 275 Delay
- 276 Adjudication by a Master
- 277 Adjudication by adjudicating officer
- 278 Review of provisional costs order
- 279 Unchallenged provisional costs order may be entered as judgment

Chapter 12A—Applications to review proceedings and decisions

- 279A Reviews

Chapter 12B—Disciplinary Proceedings in the Administrative and Disciplinary Division of the Court

- 279B—Application and commencement of proceedings

Chapter 13—Appellate proceedings

Part 1—General

279B *[Deleted]*

Part 2—Appeals

283 Time for appeal
284 How to commence appeal
285 Applications for Permission to Appeal
286 Parties to appeal
287 Notification to be given of appeal
288 Notices of cross-appeal and contention
289 Amendment of appeal notice
290 Powers of Court incidental to appeal
292 Hearing of appeal
293 Discontinuance of appeal

Part 3—Reservation or reference of questions of law

294 Reservation or reference of questions of law

Part 4—Miscellaneous

297 Summary of argument
298 Case book
300 Stay of execution

Chapter 14—Contempt of Court

Part 1—Contempt committed in face of Court

301 Contempt committed in face of Court

Part 2—Court initiated proceedings for contempt—other cases

302 Court initiated proceedings for contempt—other cases

Part 3—Contempt proceedings by party to proceeding

303 Contempt proceedings by party to proceeding

Part 4—Hearing of charge of contempt

304 Charge to be dealt with by Judge
305 Procedure on charge of contempt
306 Punishment of contempt

Chapter 15—Statutory proceedings

Part 1—General principles

307 Proceedings under statute
308 Administrative proceedings and minor judicial proceedings under statute

Part 2—Substantive proceedings under particular Acts

Division 1—Aged and Infirm Persons' Property Act 1940

309 *Aged and Infirm Persons' Property Act 1940*
310 Applications for protection orders
311 Managers' statements

Division 2—*Criminal Assets Confiscation Act 2005 and Proceeds of Crime Act 2002* (Cwlth)

312 Proceedings under the Acts

Division 3—*Family Relationships Act 1975*

313 Proceedings under the Act

Division 4—See Rule 3A

Division 5—See Rule 3A

Division 6—Criminal Injuries Compensation

318A Criminal Injuries Compensation

Division 7—*Diseases Act 2005*

318B Dust Diseases List

Part 4—Arbitration proceedings

Division 1—General

323 Interpretation
324 Commencement of proceeding
325 Documents not in English language

Division 2—International commercial arbitration

326 Application for stay and referral to arbitration—foreign arbitration agreements
327 Application to enforce foreign award
328 Application for referral to arbitration—Model Law
329 Subpoenas
330 Application relating to evidence for arbitration
331 Application relating to disclosure of confidential information
332 Application for relief under miscellaneous provisions of the Model Law
333 Application to set aside award—Model Law
334 Enforcement of award—Model Law
335 Enforcement of Investment Convention award

Division 3—Domestic commercial arbitration

336 Application for referral to arbitration
337 Subpoenas
338 Application relating to evidence for arbitration
339 Application relating to disclosure of confidential information
340 Application for relief under miscellaneous provisions of Commercial Arbitration Act
341 Preliminary point of law
342 Application to set aside award
343 Appeal
344 Application to enforce award

Part 5—Ancillary proceedings

345 *Building and Construction Industry Security of Payment Act 2009*
347 *Trans-Tasman Proceedings Act 2010* (Cwlth)
347A *Child Sex Offenders Registration Act 2006* (SA)

Part 6—Enforcement of judgments

348 *Enforcement of Judgments Act 1991*

Chapter 16—Sheriff's duties

349	Interpretation
350	Service of process
351	Execution of process at a distance
352	Sale of property
353	Adverse claims to money held by sheriff
354	Payment out by sheriff
355	Suspension of execution
356	Claims based on unregistered interests
357	Fees
358	Place of detention on arrest
359	Sheriff liable as if in contempt
360	Sheriff may be directed by Court

Schedule 1—Scale of costs

Schedule 2—Scale of costs from 1 July 2011

History of amendment

Chapter 1—Preliminary

Part 1—Formal provisions

1—Citation

These Rules may be cited as the *District Court Civil Rules 2006*.

2—Commencement

These Rules will commence on 4 September 2006.

Part 2—Objects

3—Objects

The objects of these Rules are—

- (a) to establish orderly procedures for the just resolution of civil disputes; and
- (b) to facilitate and encourage the resolution of civil disputes by agreement between the parties; and
- (c) to avoid all unnecessary delay in the resolution of civil disputes; and
- (d) to promote efficiency in dispute resolution so far as that object is consistent with the paramount claims of justice; and
- (e) to minimise the cost of civil litigation to the litigants and to the State.

Part 3—Interpretation

3A—Numbering of rules

It is intended that the numbering of these Rules is to match (as far as possible) the numbering of the *Supreme Court Civil Rules 2006* (and, thus, if any of the *Supreme Court Civil Rules 2006* is inapplicable to the District Court, there will be a gap in the sequential numbering of these Rules).

Note—

There is no equivalent to this rule in the *Supreme Court Civil Rules 2006*.

4—Interpretation

In these Rules, unless the contrary intention appears—

[definition substituted by District Court Civil Rules 2006 (Amendment No. 6)]

action— see rule 6 and rule 28;

address for service—see rule 58;

[definition inserted by District Court Civil (Amendment No. 2) Rules 2006]

adjudication in relation to costs includes a taxation or assessment of costs pursuant to an order under an Act providing for costs to be taxed;

adversarial action means an action in which a claim made by a plaintiff is contested by a defendant;

[definition substituted by District Court Civil Rules 2006 (Amendment No. 6)]

appellate proceeding means—

- (a) an appeal; or
- (b) a reservation of a question of law arising in proceedings before a Master;

appropriate fee means a fee fixed by regulation under the *District Court Act 1991*;

approved document exchange means the Adelaide Document Exchange or another document exchange approved by the Registrar, at the request of the Law Society of South Australia, for the service of documents under these Rules;

approved form—a document is in an approved form if—

- (a) it is in the appropriate form for a document of the relevant kind prescribed by the Supplementary Rules; or
- (b) it is in electronic form capable of being converted to hard copy by the Court's electronic case management system and, when so converted, is in the appropriate form for a document of the relevant kind prescribed by the Supplementary Rules;

arbitrator means a person appointed by the Court as an arbitrator;

[definition of *audiovisual hearing* inserted by District Court Civil Rules 2006 (Amendment No. 28)]

audiovisual hearing means a hearing at which the Court and a party or a party's representative or a witness communicate by video, telephone or other electronic means;

business day means a day on which the Registry is ordinarily open for business;

carriage—for responsibility for the carriage of an action, see rule 114;

cause of action see rule 30;

child means a person under the age of 18 years;

claim—see rule 30;

class—a class of persons may consist of a single person and may consist of or include a person or persons yet to be born;

class representative means a person appointed by the Court to represent a class;

closure of pleadings—pleadings close when the right to file further pleadings in the action is exhausted or expires without being exercised;

commencement date means the date on which these Rules came into operation;

company means any body corporate (including a corporation sole);

composite action—if an action consists of a primary action and one or more secondary actions, the action as a whole may be referred to as the composite action (see rule 28);

computer data means an ordered series of electromagnetic particles from which intelligible information can be produced or reproduced by a computer;

conduct money—see rule 171;

contempt includes—

- (a) a contempt in the face of the Court;
- (b) disruption of the proceedings of the Court;
- (c) obstruction or perversion of the course of justice—
 - (i) by intimidation of or interference with a witness; or
 - (ii) by making statements or publishing material that could prejudice the fair and impartial determination of proceedings before the Court; or
 - (iii) in any other way;

- (d) obstruction or interference with the proper performance of official duties by an officer of the Court;
- (e) deliberate non-compliance with a judgment or order of the Court;
- (f) an attempt to do anything that would, assuming the attempt had been carried successfully to conclusion, have constituted a contempt under any of the above paragraphs;

costs includes interest on costs;

Court means the District Court of South Australia;

cross action—see rule 29;

defendant—a defendant to an action is a party against whose interest the action lies or who is entitled to be heard in opposition to the plaintiff's claim;

Example—

- 1 A person against whom contribution or indemnity is sought is a defendant to the claim for contribution or indemnity.
- 2 If a counterclaim is brought by a defendant, the plaintiff on the claim is defendant to the counterclaim. (In a composite action, a person may be defendant in one or more of the constituent actions and plaintiff in another or others).

[Example 3 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- 3 A person against whom a third party action is brought is a defendant to the third party claim.

Deputy Registrar means a person holding or acting in the office of Deputy Registrar of the Court and includes any officer of the Court assigned by the Chief Judge to carry out the functions of a Deputy Registrar under these Rules;

disability—each of the following is a person under a disability—

- (a) a child;
- (b) a person whose affairs are administered (wholly or in part) under a law for the protection of persons suffering from mental or physical disabilities;
- (c) a person who is not physically or mentally able—
 - (i) to manage his or her own affairs; or
 - (ii) to make rational decisions about taking, defending or settling proceedings (or to communicate decisions to others);

document—anything that records information is a document;

Example—

- 1 Material in written or symbolic form.
- 2 A visual image, such as a map, graph, drawing or picture.
- 3 A photographic plate, film or microfilm from which writing or visual images can be reproduced.
- 4 A disc, tape, or other medium from which writing, visual images or sounds can be produced.

electronic communication means the transmission or reception of computer data by means of the internet;

electronic form—a document is in electronic form if it exists in the form of computer data capable of electronic transmission from which a document can be produced in intelligible form;

email address means an address from which an electronic communication may be transmitted, or at which an electronic communication may be received, by means of the internet;

email address for service means an email address entered, or to be entered, in the records of the Court as a party's email address for service;

Note—

Non-personal service of a document on a party may be effected by transmitting the document in electronic form to the party at the party's email address for service (see rules 45(2) and 68(3)).

evidentiary material means any document, object or substance of evidentiary value in an action and includes any document, object or substance that should, in the opinion of the Court, be produced for the purpose of enabling the Court to determine whether or not it has evidentiary value;

expert report means a report in written or electronic form by a medical or other expert on a question involved in an action (including a report by a medical or other expert on another expert report);

[definition substituted by District Court Civil Rules 2006 (Amendment No. 4)]

file—see rule 50;

[definition inserted by District Court Civil Rules 2006 (Amendment No. 10)]

Hague Convention means the *Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters* done at the Hague on 15 November, 1965;

film includes any photographic, magnetic or electromagnetic record of visual images;

guardian of a person under a disability includes—

- (a) if the person is a child—a parent of the child;
- (b) a person who is authorised to act for the person under an enduring power of attorney;
- (c) a person who is authorised to act for the person under a law for the protection of persons suffering from mental or physical disabilities;

hard copy of a document is the written form of a document that exists in electronic form;

interlocutory proceeding means a proceeding of any of the following kinds in which an order or direction of the Court is sought—

- (a) a proceeding that is preliminary or ancillary to an action or appellate proceeding, or an intended action or appellate proceeding, in the Court;

Examples—

- 1 An application to require production of evidentiary material that may assist in the formulation of an action.

[Example 2 amended by District Court Civil Rules 2006 (Amendment No. 28)]

- 2 An application for a freezing order.

- (b) a proceeding for an order or direction about the course or conduct of an action or appellate proceeding;

Example—

An application for extension of time to take a step in an action.

- (c) a proceeding related to the enforcement of a judgment;

Example—

An application for an order or direction under the *Enforcement of Judgments Act 1991*.

[definition of *interlocutory steps* inserted by District Court Civil Rules 2006 (Amendment No. 28)]

interlocutory steps—see rule 125;

investigative film means a film (other than an X-ray film) containing images of a party to an action showing the range of the party's physical movements or giving some other indication of the extent of the party's physical capacity;

[definition substituted by District Court Civil Rules 2006 (Amendment No. 6)]

judgment means a judgment, order or decision;

[definition of *lawyer* amended by District Court Civil Rules 2006 (Amendment No. 28)]

lawyer means a legal practitioner within the meaning of the *Legal Practitioners Act 1981*;

[definition of *litigation plan* inserted by District Court Civil Rules 2006 (Amendment No. 21)]

[definition of *litigation plan* amended by District Court Civil Rules 2006 (Amendment No. 28)]

litigation plan—see rule 130G;

Mareva order includes a restraining order under section 31 of the *District Court Act 1991* preventing or restricting dealing with property;

mediation means a process by which a person (the *mediator*) assists the parties to a dispute to reach an agreement to settle the dispute;

Example—

Mediation may (for example) involve—

- (a) conciliation;
- (b) suggestion of a possible basis for agreement or further negotiation.

mediator means a person appointed by the Court to be a mediator;

medical examination means an examination by a medical expert;

medical expert means—

- (a) a medical practitioner; or
- (b) a dentist; or
- (c) a psychologist; or
- (d) a physiotherapist; or
- (e) a podiatrist (or chiropodist); or
- (f) a chiropractor; or
- (g) any other professional person qualified to diagnose or treat illness or injury;

officer of the Court includes—

- (a) a person whom the Court has appointed to carry out a particular function;
- (b) a person who serves or executes process or a judgment of the Court;

old rules—see rule 7;

physical address of a person means—

- (a) an address at which the person resides or carries on business; or
- (b) if the person is a party—an address recorded in the Court's records as a physical address for service (see rule 58);

plaintiff—the party that seeks relief in a primary or secondary action is the plaintiff (and, in the case of a composite action, a person may be defendant in one or more of the individual actions and plaintiff in another or others);

pleading is a formal statement of the basis of a party's case (see rule 90);

Note—

For use of affidavit as a substitute pleading, see rule 96.

possession—a person is taken to be in possession of a document or object if—

- (a) the document or object is in the person's custody or control; or
- (b) it lies within the person's power to obtain immediate possession of the document or object or to control its disposition (whether or not the power is one that would be recognised at law or in equity);

postal address of a person means—

- (a) the person's last known postal address; or
- (b) if the person is a party—an address recorded in the Court's records as a postal address for service (see rule 58);

premises includes a part of premises;

primary action—see rule 28;

primary originating process means the originating process for commencing a primary action;

procedural irregularity includes—

- (a) failure to comply with a procedural obligation (whether arising under these Rules, the Supplementary Rules or an order of the Court);
- (b) unnecessary delay;
- (c) prolixity in the statement of the party's case;
- (d) the unnecessary, vexatious or otherwise improper commencement of, or an unnecessary, vexatious or otherwise improper step in, a proceeding;
- (e) unreadiness to proceed with the hearing of a proceeding, or the taking of any other step in a proceeding, at the time fixed by or under these Rules;

proceeding includes—

- (a) an action, interlocutory proceeding or appellate proceeding; and
- (b) any step in an action, interlocutory proceeding or appellate proceeding;

proper officer means—

- (a) in relation to the Court—the Registrar or an officer of the Court assigned by the Registrar to exercise the function with reference to which the expression is used;
- (b) in relation to another court or a tribunal—an officer assigned under a relevant law to exercise the function with reference to which the expression is used;

property means real or personal property (including intellectual property) and includes anything of value;

provisional costs order—see rules 276 and 277;

receiver includes a receiver and manager;

Registrar—references to the Registrar are (unless the contrary intention appears) to be read as extending to a Deputy Registrar;

[definition amended by District Court Civil Rules 2006 (Amendment No. 6)]

Registry means a Registry of the Court (other than the principal Registry at Sir Samuel Way Building, Victoria Square, Adelaide) maintained under section 21(4) of the *District Court Act 1991*;

[definition of *secondary action* amended by District Court Civil Rules 2006 (Amendment No. 28)]

secondary action means a cross action, a third party action or an action that is in part a cross action and in part a third party action (see rules 28, 29 and 37);

secondary originating process means the originating process for commencing a secondary action;

shadow expert—see rule 161;

statement of loss—see rule 106;

statutory action means an action that arises under a cause of action conferred by statute or to enforce a right conferred by statute (see Chapter 15);

[definition of *Supplementary Rules* inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Supplementary Rules—see rule 11;

suppressed file—a suppressed file is part of the Court's record of an action kept in a way to prevent it from coming to the attention of the trial judge until the action has been determined;

[definition of *teleconference* deleted by District Court Civil Rules 2006 (Amendment No. 28)]

teleconference *****

third party action—see rule 29;

transitional proceeding means an action or an appellate proceeding commenced but not determined before the commencement date;

unincorporated association includes any form of unincorporated association except a partnership;

[definition of *without notice* inserted by District Court Civil Rules 2006 (Amendment No. 28)]

without notice means without serving or advising another party or other person of an application or appeal to be made to the Court;

writing—a document in electronic form from which a written document can be produced is to be regarded as a document in writing;

written instrument includes a statute, regulation, proclamation or other statutory instrument;

5—Calculation of periods of time

[rule 5 substituted by District Court Civil Rules 2006 (Amendment No. 19)]

[subrule 5(1) amended by District Court Civil Rules 2006 (Amendment No. 28)]

[subrule 5(1) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (1) When a rule or a judgment fixes prospectively the time within which something is required or permitted to be done, the period runs from the end of the day from which the calculation is to be made.

Example—

On 1 March, the Court orders a party to file a document within 14 calendar days. The party must file the document by no later than 15 March.

[subrule 5(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

[subrule 5(2) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (2) When a rule or a judgment fixes the time within which something is required or permitted to be done, as being not less than a specified number of days before a day or event in the future, the calculation of the period commences on the day before the day or event in question.

Example—

The Court orders a party to file a document at least 14 calendar days before a hearing scheduled on 31 March. The party must file the document by no later than 16 March.

[subrule 5(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

[subrule 5(3) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (3) If the time within which something is required or permitted to be done under these Rules or a judgment is fixed at 5 days or less, the period is to be understood as a reference to business days only.

Example 1—

On Thursday, 1 March, the Court orders a party to file a document within 4 days. The party must file the document by no later than Wednesday, 7 March.

Example 2—

The Court orders a party to file a document at least 4 days before a hearing scheduled on Monday, 31 March. The party must file the document by no later than Monday, 24 March.

[subrule 5(4) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) When the time within which something is required or permitted to be done under these Rules or an order ends on a day on which the Registry is closed, the period is extended so that it ends on the next day on which the Registry is open for business.

[subrule 5(5) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) A reference to a month in these Rules or in an order is a reference to a calendar month.
- (6) During the period fixed by the Supplementary Rules as the Christmas vacation—
- (a) pleadings and other documents may be filed on any day on which the Registry is open for business and, if filed electronically, whether the Registry is open for business or not; but
- (b) subject to any contrary direction by the Court, the time for filing a pleading or taking any other step in a proceeding does not run during the Christmas vacation.

Part 4—Application of rules

6—Application of rules

- (1) These Rules do not affect rules of procedure laid down by statute unless they are expressed to apply to the exclusion of inconsistent statutory rules.

[subrule 6(2) substituted by District Court Civil Rules 2006 (Amendment No. 6)]

- (2) These Rules apply, to the extent appropriate, to an action (including a complaint or application) or appeal commenced in the Administrative and Disciplinary Division of the Court pursuant to jurisdiction conferred on the Court by statute.

[subrule 6(3) substituted by District Court Civil Rules 2006 (Amendment No. 13)]

- (3) These Rules apply, to the extent appropriate, to an action commenced in the Criminal Injuries Division of the Court.

[subrule 6(4) renumbered by District Court Civil Rules 2006 (Amendment No. 13)]

[subrule 6(4) amended by District Court Civil Rules 2006 (Amendment No. 31)]

- (4) These Rules do not apply to proceedings for which special rules have been made except to the extent that those special rules so provide.

[Example deleted by District Court Civil Rules 2006 (Amendment No. 31)]

Example *****

[subrule 6(5) renumbered by District Court Civil Rules 2006 (Amendment No. 13)]

- (5) These Rules do not derogate from the Court's inherent jurisdiction.

Part 5—Transitional provisions

7—Old rules

The *old rules* comprise Parts II and III of the *District Court (Criminal and Miscellaneous) Rules 1992*.

[Rule 7 Note 1 redesignated by District Court Civil Rules 2006 (Amendment No. 6)]

Note 1—

The *District Court Variation Rules 2006*—

- (a) revoke Parts II and III of the *District Court Rules 1992* (the *1992 rules*) (although those Parts continue to apply for the purposes of proceedings commenced or continued under Part V or VI of the 1992 rules); and
- (b) make other variations to the 1992 rules; and
- (c) rename the 1992 rules (as varied) as the *District Court (Criminal and Miscellaneous) Rules 1992*.

[Rule 7 Note 2 inserted by District Court Civil Rules 2006 (Amendment No. 6)]

Note 2—

The *District Court (Criminal and Miscellaneous) Rules 1992 (Amendment No 7)* revokes Part VI of the *District Court (Criminal and Miscellaneous) Rules 1992* although that Part will continue to apply for the purpose of completing proceedings commenced in the Administrative and Disciplinary Division of the Court prior to 1 March 2009.

[Rule 7 Note 3 inserted by District Court Civil Rules 2006 (Amendment No. 13)]

Note 3—

The *District Court (Criminal and Miscellaneous) Rules 1992 (Amendment No.9)* revokes Part V of the *District Court (Criminal and Miscellaneous) Rules 1992* although that Part will continue to apply for the purpose of completing proceedings commenced in the Criminal Injuries Division of the Court prior to 1 July 2010.

8—Transitional provision

- (1) The general principle is that the old rules continue to apply to—
 - (a) a primary action commenced before the commencement date; and
 - (b) a secondary action introduced into a primary action commenced before the commencement date; and
 - (c) appellate or review proceedings commenced before the commencement date.
- (2) The general principle is, however, subject to the following exceptions and qualifications—

[paragraph 8(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (a) Chapter 12 (Costs) applies, from the commencement date, to an action or appellate proceedings commenced before, on or after the commencement date unless proceedings for the adjudication on costs in the relevant action or proceedings had been commenced before the commencement date; and

- (b) the Court may, in a particular case, give a direction displacing the general principle to the extent the Court thinks fit.
- (3) The Court may give directions to resolve uncertainty about which rule applies to a transitional proceeding or a particular step in a transitional proceeding.

Chapter 2—General procedural rules and allocation of Court business

Part 1—Public access to hearings

9—Public access to hearings

- (1) All proceedings before the Court are, as a general rule, to be held in a place open to the public.
- (2) This general rule is, however, subject to the following exceptions—
 - (a) a non-contentious interlocutory proceeding may be heard in private;
 - (b) a contentious interlocutory proceeding may, if the Judge or Master who is to hear it thinks fit, be heard in private;
 - (c) the Court has a general discretion to direct, if there is good reason to do so, that a proceeding be heard wholly or partly in private or that the public be excluded from the whole or a particular part of a hearing.

9A—Recording Events in Court

[rule 9A inserted by District Court Civil Rules 2006 (Amendment No. 25)]

- (1) Subject to this rule and to any contrary direction of the Court, the making of a record of persons, things, or events in court is not permitted.
- (2) Subrule (1) does not apply to Courts Administration Authority staff acting in the course of their office or employment.

[subrule 9A(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) Despite subrule (1) and subject to subrules (4) and (5)—
 - (a) a party to a proceeding which is being heard by the Court, a lawyer, law clerk, student or a bona fide member of the media may make a handwritten or electronic note of persons, things or events in court; and
 - (b) a bona fide member of the media may make an audio recording of proceedings for the sole purpose of verifying notes and for no other purpose.
- (4) Any record made in court permitted by this Rule must—
 - (a) be made in a manner which does not interfere with court decorum, not be inconsistent with court functions, not impede the administration of justice, and not interfere with the proceedings;
 - (b) not interfere with the Court’s sound system or other technology; and
 - (c) not generate sound or require speaking into a device.
- (5) Any audio recording made by a member of the media under subrule (3)(b)—
 - (a) must not record any private conversation occurring in court;
 - (b) must not be made available to any other person or used for any other purpose; and
 - (c) must be erased entirely within 48 hours of the recording.
- (6) For the purpose of this Rule, *record* means a record by any means whatsoever, including by handwriting, other physical means, audio and/or visual recording or electronic record.

9B—Electronic Communications to and from Court Rooms

[rule 9B inserted by District Court Civil Rules 2006 (Amendment No. 25)]

- 1) Subject to this rule and to any contrary direction of the Court, communication by means of an electronic device to and from a court room during the conduct of proceedings is not permitted.
- (2) Subrule (1) does not apply to Courts Administration Authority staff acting in the course of their office or employment.
- (3) Despite subrule (1) and subject to subrules (4) and (5), a party to a proceeding which is being heard by the Court, a lawyer or a bona fide member of the media may communicate by means of an electronic device to and from a court room during the conduct of proceedings.
- (4) Any electronic communication permitted by this Rule must—
 - (a) be made in a manner which does not interfere with court decorum, not be inconsistent with court functions, not impede the administration of justice, and not interfere with the proceedings;
 - (b) not interfere with the Court’s sound system or other technology; and
 - (c) not generate sound or require speaking into a device.

[subrule 9B(5) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) Any electronic communication of evidence adduced or a submission made in proceedings, whether in full or in part, must not be made until at least 15 minutes have elapsed since the evidence or submission in question, or until the Court has ruled on any application for suppression or objection made in relation to the evidence or submission within that period of 15 minutes, whichever occurs last.
- (6) For the purpose of this rule, *electronic device* means any device capable of transmitting and/or receiving information, audio, video or other matter (including, cellular phones, computers, personal digital assistants, digital or analogue audio and/or visual cameras or similar devices).

Part 2—Court's control of procedure

10—Power of Court to control procedure

- (1) The Court may, on its own initiative or on application by a party, give directions about the procedure to be followed in a particular proceeding.
- (2) A direction may be given under this rule—

[paragraph 10(2)(a) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) when these Rules do not address or address fully a procedural matter that arises in a proceeding; or

[paragraph 10(2)(a) renumbered to 10(2)(b) by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) to resolve uncertainty about the correct procedure to be adopted; or

[paragraph 10(2)(b) renumbered to 10(2)(c) by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) to achieve procedural fairness in the circumstances of a particular case; or

[paragraph 10(2)(c) renumbered to 10(2)(d) by District Court Civil Rules 2006 (Amendment No. 28)]

- (d) to expedite the hearing or determination of a particular case or to avoid unnecessary delay or expense.

- (3) A direction may be given under this rule irrespective of whether it involves some departure from these Rules or the established procedures of the Court.

- (4) A direction may be given under this rule superseding an earlier direction but a step taken in a proceeding in accordance with a direction that has been superseded is to be regarded as validly taken.

11—Supplementary Rules

[rule 11 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) It is intended that the Court make supplementary rules necessary or convenient for the regulation of proceedings in the Court (*Supplementary Rules*).
- (2) In particular, it is intended that supplementary rules—
 - (a) supplement these Rules;
 - (b) modify these Rules in respect of a particular category of proceedings;
 - (c) give directions as to practices to be followed;
 - (d) prescribe scales of costs;
 - (e) prescribe the rate of interest that accrues on judgments;
 - (f) prescribe approved forms.

Part 3—Enforcement of procedural obligations

12—Power to enforce compliance with procedural obligations

- (1) A procedural irregularity does not make an action or a proceeding void.
- (2) If a party commits a procedural irregularity in bringing or in the conduct of an action or proceeding, the Court may, on its own initiative or on application by a party—
 - (a) dismiss the action or proceeding; or
 - (b) set aside a particular step in the action or proceeding.

Example—

The Court might in the exercise of this power strike out a party's statement of claim or defence.

- (3) An application for an order dismissing an action or proceeding or setting aside a particular step in an action or proceeding under this rule must be made within 28 calendar days after the date when the procedural irregularity should have become apparent to the applicant.

13—Power to deal with procedural irregularity by order for costs

- (1) If a party commits a procedural irregularity, the Court may—
 - (a) limit the party's right or potential right to costs; or
 - (b) order the party to pay costs resulting from the irregularity.
- (2) If the Court is satisfied that a lawyer is responsible for a procedural irregularity, the Court may—
 - (a) disallow costs between the lawyer and the client; or
 - (b) order the lawyer to indemnify the client for costs (including costs the client is liable to pay to another party) to an extent determined by the Court; or
 - (c) order the lawyer to indemnify a person other than the lawyer's client for costs to an extent determined by the Court.

- (3) Before the Court makes an order against a lawyer under this rule, the Court—
 - (a) must direct that notice be given to the lawyer allowing the lawyer a reasonable opportunity to make representations on the matter; and
 - (b) may direct that notice be given to the lawyer's client.
- (4) The Court may order the payment of costs awarded against a party or lawyer under this rule into Court.

Part 4—Distribution of Court's business

Division 1—General

14—Distribution of Court's business

- (1) The judicial functions of the Court are to be exercised by the Judges and Masters.
- (2) Administrative functions of the Court are to be exercised by the Registrar and other administrative officers of the Court.
- (3) Certain minor judicial functions are delegated to the Registrar and other administrative officers under these Rules.

Division 2—Jurisdiction of Masters

15—Jurisdiction of Masters

- (1) Subject to this rule, a Master may exercise the same jurisdiction as a single Judge of the Court.
- (2) An action involving the liberty of the subject cannot be tried by a Master.
- (3) An action (other than one involving the liberty of the subject) can only be tried by a Master if—
 - (a) the Chief Judge (or a Judge nominated by the Chief Judge to give directions under this paragraph) directs that it is to be tried by a Master; or
 - (b) the action involves only the assessment of damages (or damages and interest) and incidental or consequential questions; or
 - (c) all parties consent to trial by a Master.

[subrule 15(4) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) *****

[subrule 15(15) renumbered to 15(4) by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) A Master cannot punish a contempt of the Court.

[subrule 15(6) inserted by District Court Civil Rules 2006 (Amendment No. 6)]

- (6) A Master can hear appeals only under the *Passenger Transport Act 1994* and the *Dog and Cat Management Act 1995*.

16—Power to refer matter to Judge

- (1) A Master may refer a matter for consideration by the Court constituted of a Judge.
- (2) If a matter involving a possible contempt of the Court arises before a Master, the Master must refer the matter to be dealt with by the Court constituted of a Judge.
- (3) However, a Master may make any interim order that may be necessary in the circumstances of the case.

17—Appeal to Judge

An appeal lies, as of right, from a judgment of a Master to the Court constituted of a Judge.

Division 3—Administrative functions

18—Registrar's functions

- (1) The Registrar is the Court's principal administrative officer.
- (2) The Registrar's functions include the following—
 - (a) to establish and maintain appropriate systems—
 - (i) for filing documents in the Court; and
 - (ii) for issuing the Court's process as provided by these Rules or as directed by the Court;
 - (b) to ensure that proper records of the Court's proceedings are made and to provide for the safe keeping of the Court's records;

[paragraph 18(2)(c) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) to take custody of documents and objects produced to the Court in response to a subpoena, and of all exhibits tendered in proceedings before the Court, and to deal with them as authorised by these Rules or as directed by the Court; and
- (d) to ensure that judgments and orders of the Court are properly entered in the records of the Court.

[subrule 18(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) The Registrar may delegate functions under these Rules to another officer of the Court.
- (4) No record is to be taken out of the Registrar's custody without the Court's authorisation.

18A Summary recovery of fees

[rule 18A inserted by District Court Civil Rules 2006 (Amendment No. 3)]

- (1) When an appropriate fee has not been paid to the Court within 14 calendar days of a written demand by the Registrar posted to the last known address of the practitioner or party at whose instance the fee was incurred, the Registrar may report the default to the Court.
- (2) After consideration of any evidentiary material or submissions provided by the practitioner or party at whose instance the fee was incurred, the Court may make such orders as it sees fit to enforce payment of the fee.
- (3) The Registrar must, at least 14 calendar days before the date set for hearing by the Court, serve written notice of the hearing on the practitioner or party.
- (4) The orders which may be made under subrule (2) include an order entering judgment in favour of the Courts Administration Authority in respect of the fee, and an order with respect to the costs of the proceedings following the report by the Registrar.
- (5) The Registrar may, with the consent of the Attorney-General, commit to the Crown Solicitor the conduct of the proceedings before the Court.

Division 4—Minor judicial functions

19—Ancillary jurisdiction

[subrule 19(1) substituted by District Court Civil (Variation) (No. 1) Rules 2006]

(1) The Registrar may, subject to the supervision of a Master—

[paragraph 19(1)(a) amended by District Court Civil Rules 2006 (Amendment No. 2)]

- (a) exercise the jurisdiction of the Court for the adjudication upon costs; or
- (b) exercise the following jurisdiction of the Court under the *Enforcement of Judgments Act 1991*:
 - (i) in the case of sections 4 and 5 of that Act—examine a judgment debtor, or exercise powers in an interlocutory proceeding, where the amount of the judgment debt is less than \$50,000;

[subparagraph 19(1)(b)(ii) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (ii) in the case of any other section of that Act—exercise powers in any interlocutory proceeding.

[paragraph 19(1)(c) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) exercise the jurisdiction of the Court under sections 17, 25, 35(3), 39 or 45 of the *Service and Execution of Process Act 1992* (Cth).
- (2) The Registrar or an officer of the Court nominated by the Registrar for the purpose may preside at a status hearing or settlement conference.
 - (3) The Registrar may, subject to any direction of the Court to the contrary, exercise all of the powers of the Court incidental to the relevant jurisdiction or function but does not have power to punish a contempt of the Court.

Division 5—Directions and review

20—Registrar may seek directions from Judge or Master

- (1) The Registrar may refer to a Judge or Master any question arising in the course of—
 - (a) the exercise of minor judicial functions by the Registrar; or
 - (b) the carrying out of administrative functions by any of the Court's administrative officers (including any question arising at a status hearing or settlement conference at which an officer nominated by the Registrar presided).
- (2) The Judge or Master may—
 - (a) give directions he or she considers appropriate; or
 - (b) assume control of the matter.

21—Review of decision or act of Registrar or other administrative officer

- (1) The Court may, on application by a person with a proper interest in the matter, review a decision or act of the Registrar or any other administrative officer of the Court made in or in relation to a proceeding in the Court.
- (2) A person has a proper interest in the matter if the person is—
 - (a) a party to the relevant proceeding; or
 - (b) directly affected in some other way by the decision or act.

[subrule 21(3) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (3) An application for review must be made within 5 business days after the applicant receives notice of the decision or act.

- (4) Unless the Court directs to the contrary, the review will be carried out by a Master.
- (5) On the review, the Court may confirm, vary or reverse the decision or act under review.

Part 5—Representation

Division 1—General principles of representation

22—General principles of representation

[subrule 22(1) amended by District Court Civil Rules 2006 (Amendment No. 13)]

- (1) A person may only be represented in proceedings before the Court by a lawyer.

Exceptions—

- 1 The Court may, however, authorise representation of a company by a director who is a non-lawyer (see rule 27).
 - 2 In the Criminal Injuries Division of the Court the Crown may be represented by a person nominated by the Attorney General in preliminary or interlocutory proceedings (see Section 10A of the *Criminal Injuries Compensation Act 1978* and Section 26 of the *Victims of Crime Act 2001*.)
- (2) A party who appears personally in proceedings before the Court may, with the Court's permission, be assisted in court in the presentation of his or her case by a person approved by the Court.

Division 2—Solicitors

23—Solicitor acting for party

- (1) A solicitor is to be recorded in the Court's records as the solicitor acting for a party if—
 - (a) the solicitor's name appears on the first document to be filed in the Court on behalf of the party as the name of the party's solicitor; or
 - (b) the solicitor gives notice to the Court, in an approved form, that the solicitor is acting for the party.
- (2) The Court will alter its records so that a particular solicitor no longer appears as the solicitor for a party if—
 - (a) the party files in the Court a notice, in an approved form, to the effect that the party is no longer represented by a solicitor; or
 - (b) a solicitor files a notice, in an approved form, to the effect that the solicitor is to be recorded as the solicitor acting for the party in place of the solicitor previously recorded as the solicitor acting for the party; or
 - (c) the Court orders on its own initiative, or on the application of a party or a solicitor, that the Court's records be altered so that the solicitor no longer appears as the solicitor acting for the party.
- (3) If the Court makes an order under subrule (2)(c), it may make ancillary orders—
 - (a) requiring that notice be given of the order; and
 - (b) providing that the order is not to take effect until notice has been given as required in the order.

24—Solicitor's presumptive authority

A solicitor who appears in the Court's records as the solicitor for a party is taken to have authority to represent the party as the party's solicitor and to accept, on behalf of the party, service of documents related to the proceedings unless the contrary is established.

25—Representation by two or more solicitors

- (1) A party may, with the Court's permission, be represented by two or more solicitors.
- (2) The Court may give its permission on terms defining the respective spheres of responsibility of each solicitor.
- (3) If a party is represented by two or more solicitors—
 - (a) a document may be served on the party by serving it on any one of the solicitors; and
 - (b) subject to the terms on which the Court allowed representation by two or more solicitors, they may act jointly or individually on behalf of the party; and
 - (c) unless the Court otherwise orders, there is to be no increase in the liability to costs of other parties.

26—Orders for account etc between solicitor and client

- (1) The Court may, on application by a client or former client of a solicitor, order the solicitor—
 - (a) to deliver to the applicant an account of money and property received, disbursed or held by the solicitor on behalf of the applicant; or
 - (b) to deliver up to the applicant money or property (or both) held by the solicitor on behalf of the applicant; or
 - (c) to pay into the Court money held by the solicitor on behalf of the applicant; or
 - (d) to deliver up the solicitor's file relating to work done for the applicant.
- (2) On an application under this rule, the Court may make any order it considers appropriate to secure payment of the solicitor's costs.

Division 3—Representation of company

27—Representation of company

[subrule 27(1) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (1) The Court may, on application by a director of the company, authorise representation of a company by the applicant or some other director of the company on such terms and conditions and for such purposes as the Court thinks fit.

[subrule 27(2) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (2) The Court must be satisfied that a director who is to represent the company has power to bind the company in relation to the authorisation granted under subrule (1).
- (3) If a company lodges originating process for filing, and it does not appear from the process that a solicitor is acting for the company, the Registrar will accept it provisionally subject to the grant of an authorisation under subrule (1).

Chapter 3—Elements of action at first instance

Part 1—Nature of action

28—Nature of action

- (1) An *action* is a proceeding in the Court (other than an appellate proceeding) in which a person (the *plaintiff*) asks the Court to make a final determination of a justiciable issue or to exercise any other power vested in the Court.
- (2) An action that is (when commenced) separate from other actions in the Court is called a *primary action* and an action that is commenced in the context of an existing action (that is, a cross action or a third party action) is called a *secondary action*.
- (3) A reference in these Rules to an *action* extends, according to context, to a primary or secondary action, or to the action as a whole.
- (4) However, if an action consists of two or more actions (one being the primary action and the other or others being secondary actions) and it is necessary to distinguish between the action as a whole and the constituent elements of the action, the action as a whole is referred to as a *composite action*.

29—Secondary actions

- (1) Secondary actions are of two classes—
 - (a) cross actions; and
 - (b) third party actions.
- (2) A *cross action* is an action introduced into an existing action by a party against another party.
- (3) A *third party action* is an action introduced into an existing action by a party against a person who is not already a party (irrespective of whether the person introduced into the action as a party is the third, fourth, fifth or a subsequent party to the action).
- (4) An action introduced into an existing action by a party against another party and a person who is not already a party is—
 - (a) insofar as it lies against a party—a *cross action*;
 - (b) insofar as it lies against a person who is not already a party—a *third party action*.

30—Subject matter of action

- (1) An action is based on a claim.
- (2) A *claim* is an assertion that grounds exist on which the Court should or may in its discretion determine a justiciable issue, or exercise any other power, in the plaintiff's favour (and includes a cross claim and a third party claim).
- (3) A claim is based on a *cause of action* (that is, some basis in law and fact on which the plaintiff asks the Court for a remedy).
- (4) An action may include claims based on more than one cause of action.
- (5) The claims may be made by a plaintiff in the same or different capacities.
- (6) The claims may be made against the defendant in the same or different capacities.

- (7) However, a plaintiff may not make different claims against different defendants in the same action unless—
- (a) the claims are based on the same cause of action; or
 - (b) the claims arise out of the same facts or there is some other common element; or
 - (c) the Court gives permission for the claims to be included in the same action.
- (8) In exercising its discretion under subrule (7), the Court will give effect to the principle that multiplicity of actions should be avoided as far as that object is consistent with the proper administration of justice.

31—Consolidation and division of actions

- (1) The Court may, on its own initiative or on application by a party, order the consolidation of separate actions into a single action.
- (2) The Court may, on its own initiative or on application by a party, order the division of an action into separate actions.
- (3) The Court may give directions consequential on the consolidation of actions or the division of an action into separate actions.

Examples—

- 1 The Court might give directions assigning responsibility for the carriage of a consolidated action or one or more of the actions resulting from division of an action.
- 2 The Court might give directions about the extent evidence taken in an action before consolidation is to be available for resolving questions that were not in issue when the evidence was taken.

Part 2—Proceedings in anticipation of action

Division 1—Investigation

32—Investigation

- (1) If the Court is satisfied, on application by a person (the *plaintiff*) that the plaintiff may have a good cause of action and requires further information—
 - (a) to determine whether a cause of action in fact exists; or
 - (b) to formulate the claim properly; or
 - (c) to determine against whom the claim lies,

the Court may exercise the investigative powers conferred by this rule in anticipation of an action.

[subrule 32(2) amended by District Court Civil Rules 2006 (Amendment No. 3)]

- (2) The Court may, if satisfied that a person may be in possession of evidentiary material relevant to the possible cause of action, make an order imposing one or more of the following requirements—
 - (a) to disclose to the Court or to the plaintiff whether the person is or has been in possession of relevant evidentiary material and, if so, to disclose full particulars of relevant evidentiary material that is, or has been, in the person's possession;
 - (b) if the person is in possession of relevant evidentiary material—to produce it to the Court or to the plaintiff;
 - (c) to verify the person's response to the order by affidavit.

- (3) After considering a person's response (or failure to respond) to an order under subrule (2), the Court may require the person to appear before the Court for cross-examination.
- (4) Subject to any direction by the Court to the contrary, a person against whom an order is made under this rule is entitled to reasonable compensation from the plaintiff for the time, trouble and expense involved in complying with the order.
- (5) The compensation is to be fixed by agreement between the plaintiff and the person entitled to the compensation or, in default of agreement, by the Court.

Division 2—Offers of settlement before action

33—Offers of settlement before action

- (1) This rule applies to a primary action based on a monetary claim, other than—
 - (a) an action in which urgent relief is sought; or
 - (b) an action brought in circumstances where the plaintiff—
 - (i) reasonably believes there is a risk that the defendant will take action to remove assets from the jurisdiction; and
 - (ii) intends to seek an injunction to prevent the defendant from removing assets from the jurisdiction; or

[paragraph 33(1)(c) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) an action excluded from the application of this rule by the Supplementary Rules or by direction of the Court.

[paragraph 33(1)(d) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (d) an action in a category for which the Supplementary Rules prescribe alternative requirements.

[subrule 33(2) amended by District Court Civil Rules 2006 (Amendment No. 20)]

- (2) In actions to which this rule applies the plaintiff must, at least 90 calendar days before commencing an action for damages for personal injuries, and at least 21 calendar days before commencing an action in all other cases, give to the defendant or the defendant's insurer written notice containing or accompanied by—
 - (a) an offer to settle the plaintiff's claim on a basis set out in the notice; and
 - (b) sufficient details of the claim, and sufficient supporting material, to enable the defendant to assess the reasonableness of the plaintiff's offer of settlement and to make an informed response to that offer; and
 - (c) if the plaintiff is in possession of expert reports relevant to the claim—copies of the expert reports.

[subrule 33(3) amended by District Court Civil Rules 2006 (Amendment No. 20)]

- (3) If the plaintiff believes the defendant to be insured against the relevant liability by an insurer whose identity is known to the plaintiff, the plaintiff may send a copy of the notice and the accompanying materials to the insurer, and not to the defendant.

[subrule 33(4) substituted by District Court Civil Rules 2006 (Amendment No. 20)]

- (4) The defendant or the defendant's insurer, as the case may be, must, within 60 calendar days after receiving a notice in relation to a claim for damages for personal injuries and within 14 calendar days in all other cases, respond in writing to the notice by—
 - (a) accepting the plaintiff's offer of settlement; or

- (b) making a counter offer which is accompanied by sufficient details and supporting material to enable the plaintiff to assess the offer and to make an informed response to it; or
 - (c) stating that liability is denied and the grounds on which it is denied.
- (5) If the defendant is in possession of expert reports relevant to the claim, the defendant's response must be accompanied by copies of the expert reports.
- (6) When an action to which this rule applies is commenced—
- (a) the originating process must include an endorsement stating whether the plaintiff has complied with the requirements of this rule and, if not, why not; and
 - (b) the plaintiff's notice to the defendant and the defendant's response (if any) to the notice must be filed in the Court in a suppressed file.
- (7) In awarding costs of the action, the Court may take into account—
- (a) whether the parties have complied with their obligations under this rule; and
 - (b) the terms of any offer or counter-offer, or of any response to an offer or counter-offer, made under this rule and the extent to which it was reasonable or unreasonable in the circumstances.
- (8) A plaintiff may commence a primary action in anticipation of obtaining an exclusionary order under subrule (1)(c).

[subrule 33(9) amended by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 33(9) deleted by District Court Civil Rules 2006 (Amendment No. 20)]

- (9) *****

Part 3—Commencement of action

Division 1—How action is commenced

34—Commencement of primary action

- (1) A primary action is commenced by filing primary originating process in the Court.

[subrule 34(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) Except when a different form of process is prescribed by a rule, primary originating process is to be in the form of a summons.
- (3) A summons is to be in an approved form.
- (4) This rule applies to the exclusion of an inconsistent statutory rule.

35—Commencement of cross action

- (1) A cross action is introduced into an action if a defendant to the primary action or an existing secondary action files in the Court secondary originating process against an existing party to the action.

[subrule 35(2) amended by District Court Civil Rules 2006 (Amendment No. 3)]

[subrule 35(2) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) A cross action against existing parties is commenced by filing a counterclaim or contribution claim incorporating a statement of claim in an approved form.

Examples—

[subrule 35(2) Example 1 amended by District Court Civil Rules 2006 (Amendment No. 28)]

- 1 A cross action based on a counterclaim by the defendant in the primary action against the plaintiff may be commenced by adding a statement of the counterclaim to the defence when the action is proceeding on pleadings and not affidavits under rule 96. In this case, originating process for the cross action would be the defence with the addition of the statement of the counterclaim.
- 2 A cross action based on a claim by one party against another for an indemnity or contribution is to be commenced by a notice, in an approved form, given by the defendant who claims the indemnity or contribution to the party against whom the contribution or indemnity is claimed.

[subrule 35(2) Note substituted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

A cross action against both an existing party and a person not already a party to the action is governed by rule 37.

- (3) Originating process for a cross action is to be filed and served within the time allowed for filing and serving a defence.

[subrule 35(4) inserted by District Court Civil Rules 2006 (Amendment No. 3)]

[subrule 35(4) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) A cross-action by way of counterclaim may be in the same document as any defence filed by the party making the counterclaim.

36—Commencement of third party action

- (1) A third party action is introduced into an action if a defendant to the primary action or an existing secondary action files in the Court originating process for a claim against a person who is not already a party to the action.
- (2) A third party action must be based on a claim for contribution or indemnity or related in some other way to the subject matter of the action as it existed before the introduction of the third party action.
- (3) Originating process for a third party action must be in an approved form.
- (4) Originating process for a third party action is to be filed and served within the time allowed for filing and serving a defence.
- (5) On the filing of originating process for a third party action, the person against whom the third party action lies becomes a party to the action.

37—Actions that are in part cross actions and in part third party actions

[rule 37 substituted by District Court Civil Rules 2006 (Amendment No. 3)]

[subrule 37(1) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) A party wishing to introduce a cross action and a third party action of the kind referred to in rule 36(2) is to file an originating process in an approved form.
- (2) The originating process for a combined cross action and third party action is to be filed and served within the time allowed for filing and serving a defence.
- (3) On the filing of the originating process for a combined cross action and third party action, a person against whom the third party action lies becomes a party to the action.

[subrule 37(4) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) The defendant to a cross action or a third party action is to file a defence to such an action within the relevant time limit that is appropriate for a third party action.

[subrule 37(5) inserted by District Court Civil Rules 2006 (Amendment No. 32)]

- (5) A combined cross action and third party action may be in the same document as any defence filed by the party bringing the combined cross action and third party action.

38—Originating process

- (1) Originating process in an approved form is to be used in place of any other form of originating process prescribed by law.
- (2) Subrule (1) applies despite any statutory rule to the contrary.
- (3) Originating process must bear the following endorsements—
 - (a) any endorsement required by statute or these Rules;

Examples—

- 1 If an extension of time to bring the action is sought under section 48 of the *Limitation of Actions Act 1936*, the originating process must contain the endorsement required under section 48(4) of that Act.
- 2 One or more of the following endorsements may be required under these Rules—

[rule 38(3) Example 2(a) amended by District Court Civil Rules 2006 (Amendment No. 7)]

- (a) an endorsement indicating whether the plaintiff has made an offer of settlement and, if not, why not (see rule 33(6));
 - (b) if the plaintiff sues in a business name—the name and address of the person carrying on the business (see rule 85(2));
 - (c) if partners sue in the partnership name—the names and addresses of the partners at the time the cause of action is alleged to have arisen (see rule 86(2)).
- (b) in the case of originating process for a primary or third party action—the time allowed for serving the originating process and any extension of the time that has been allowed under these Rules;
 - (c) if the full name of a party is not known—an endorsement, in an approved form, to that effect;
 - (d) if the action is brought in a representative capacity—an endorsement of the capacity in which the plaintiff brings the action.

[subrule 38(4) inserted by District Court Civil (Amendment No. 1) Rules 2006]

- (4) Every person whose interests may be directly and adversely affected by the terms of a judgment, and whose presence before the Court is required for a judgment to be entered in those terms, is to be made a defendant to the originating process.

Part 4 – Service of Originating Process

[Heading inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Division 1—General

[Sub-heading inserted by District Court Civil Rules 2006 (Amendment No. 28)]

38A—Interpretation

[rule 38A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

In this Part—

convention, for a foreign country, means a convention (other than the Hague Convention), agreement, arrangement or treaty about service abroad of judicial documents to which the Crown in right of the Commonwealth or, if appropriate, in right of a State, and a foreign country are parties;

foreign country means a country other than Australia;

originating process or *initiating process* means any document by which a proceeding (including a primary action or third party action or a proceeding in anticipation of action) are commenced.

[sub-heading deleted by District Court Civil Rules 2006 (Amendment No. 28)]

39—Time for Service

[rule 39 (heading) amended by District Court Civil Rules 2006 (Amendment No. 28)]

[subrule 39 (1) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Subject to subrules (2) and (3), originating process for a primary or third party action must be served on the defendant—
 - (a) if it is to be served within the State—within 6 months after it is filed in the Court; or
 - (b) if it is to be served outside the State—within 6 months after it is filed in the Court or a longer period fixed by the Court.

[subrule 39 (2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) The Court may, from time to time, extend the period for serving originating process for a primary or third party action for a period of up to 12 months.
- (3) The Court's discretion to extend the time for serving originating process may be exercised—
 - (a) even though the time allowed for service by or under this rule has expired; and
 - (b) even though the time for commencing an action against the defendant has expired.

[subrule 39(3) Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

Rule 123(5) provides that a party may on service give notice that the action is to be entered in the list of inactive cases.

Division 1A—Service in New Zealand

[sub-heading inserted by District Court Civil Rules 2006 (Amendment No. 28)]

[sub-heading substituted by District Court Civil Rules 2006 (Amendment No. 33)]

39A—Service of originating process in New Zealand

[rule 39A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) In this rule, *Act* means the *Trans-Tasman Proceedings Act 2010* (Cth).
- (2) An application under—
 - (a) section 12(2) of the Act to set aside a proceeding or step in a proceeding;
 - (b) section 15(1) of the Act for security for costs; or
 - (c) section 48 of the Act to appear remotely from New Zealand,
 is to be made by interlocutory application under rule 131 using the approved form for such an application.
- (3) Except in a proceeding to which rule 2.9 of the *Corporations Rules 2003* (*South Australia*) applies, an appearance filed under section 13 of the Act is to comply with the requirements of rule 58 and be in the approved form for notices of address for service.

Division 2—Service out of Australia

[sub-heading inserted by District Court Civil Rules 2006 (Amendment No. 33)]

40—Division does not apply to service in New Zealand of documents for or in certain trans-Tasman proceedings

[rule 40 substituted by District Court Civil Rules 2006 (Amendment No. 33)]

This Division (which contains rules on service out of Australia) does not apply to service in New Zealand of an originating process for, or of any other document to be served in or for, a proceeding an originating process for which may be served in New Zealand under Division 2 of Part 2 of the *Trans-Tasman Proceedings Act 2010* (Cth).

40A—When allowed without leave

[rule 40A inserted by District Court Civil Rules 2006 (Amendment No. 33)]

An originating process may be served out of Australia without leave in the following cases—

- (a) when the claim is founded on a tortious act or omission —
 - (i) which was done or which occurred wholly or partly in Australia; or
 - (ii) in respect of which the damage was sustained wholly or partly in Australia;
 - (b) when the claim is for the enforcement, rescission, dissolution, annulment, cancellation, rectification, interpretation or other treatment of, or for damages or other relief in respect of a breach of a contract which—
 - (i) was made or entered into in Australia; or
 - (ii) was made by or through an agent trading or residing within Australia; or
 - (iii) was to be wholly or in part performed in Australia; or
 - (iv) was by its terms or by implication to be governed by Australian law or to be enforceable or cognisable in an Australian court;
 - (c) when the claim is in respect of a breach in Australia of any contract, wherever made, whether or not that breach was preceded or accompanied by a breach out of Australia that rendered impossible the performance of that part of the contract that ought to have been performed in Australia;
 - (d) when the claim—
 - (i) is for an injunction to compel or restrain the performance of any act in Australia; or
 - (ii) is for interim or ancillary relief in respect of any matter or thing in or connected with Australia, where such relief is sought in relation to judicial or arbitral proceedings commenced or to be commenced, or an arbitration agreement made, in or outside Australia (including without limitation interim or ancillary relief in relation to any proceedings under the *International Arbitration Act 1974* (Cth)) or the *Commercial Arbitration Act 2011* ([State/Territory]); or
- [subparagraph 40A(d)(iii) amended by District Court Civil Rules 2006 (Amendment No. 34)]
- (iii) without limiting (ii), is an application for a freezing order or ancillary order under rule 274 in respect of any matter or thing in or connected with Australia;
- (e) when the subject matter of the claim is land or other property situated in Australia, or any act, deed, will, instrument, or thing affecting such land or

- property, or the proceeding is for the perpetuation of testimony relating to such land or property;
- (f) when the claim relates to the carrying out or discharge of the trusts of any written instrument of which the person to be served is a trustee and which ought to be carried out or discharged according to Australian law;
 - (g) when any relief is sought against any person domiciled or ordinarily or habitually resident in Australia (whether present in Australia or not);
 - (h) when any person out of Australia is—
 - (i) a necessary or proper party to a proceeding properly brought against another person served or to be served (whether within Australia or outside Australia) under any other provision of these Rules; or
 - (ii) a defendant to a claim for contribution or indemnity in respect of a liability enforceable by a proceeding in the Court;
 - (i) Note- there is no sub rule (i) – see rule 3A
 - (j) when the claim arises under an Australian enactment and—
 - (i) any act or omission to which the claim relates was done or occurred in Australia; or
 - (ii) any loss or damage to which the claim relates was sustained in Australia; or
 - (iii) the enactment applies expressly or by implication to an act or omission that was done or occurred outside Australia in the circumstances alleged; or
 - (iv) the enactment expressly or by implication confers jurisdiction on the court over persons outside Australia (in which case any requirements of the enactment relating to service must be complied with);
 - (k) when the person to be served has submitted to the jurisdiction of the Court;
 - (l) when a claim is made for restitution or for the remedy of constructive trust and the person to be served’s alleged liability arises out of an act or omission that was done or occurred wholly or partly in Australia;
 - (m) Note- There is no sub rule (m) – see rule 3A
 - (n) when the claim is founded on a cause of action arising in Australia;
 - (o) when the claim affects the person to be served in respect of his or her membership of a corporation incorporated in Australia, or of an association formed or carrying on any part of its affairs in Australia;
 - (p) when the claim concerns the construction, effect or enforcement of an Australian enactment;
 - (q) when the claim—
 - (i) relates to an arbitration held in Australia or governed by Australian law; or
 - (ii) is to enforce in Australia an arbitral award wherever made; or
 - (iii) is for orders necessary or convenient for carrying into effect in Australia the whole or any part of an arbitral award wherever made;

- (r) Note- there is no sub clause (r) – see rule 3A
- (s) when the claim, so far as concerns the person to be served, falls partly within one or more of the above paragraphs and, as to the residue, within one or more of the others of the above paragraphs.

Note—

- (i) Originating process includes a document that initiates a civil proceeding as well as a cross claim or third party claim.
- (ii) If a proceeding is instituted in the court and originating process is served out of Australia under this rule but the court later decides that it is more appropriate that the proceeding be determined by a court of another Australian jurisdiction, the Court may transfer the proceeding to that other court under the applicable *Jurisdiction of Courts (Cross Vesting) Act* and may make an order for costs against the party who instituted the proceeding in the Court rather than in the transferee court.

40B—When allowed with leave

[rule 40B inserted by District Court Civil Rules 2006 (Amendment No. 33)]

- (1) In any proceeding when service is not allowed under rule 40A, an originating process may be served out of Australia with the leave of the court.
- (2) An application for leave under this rule must be made on notice to every party other than the person intended to be served.
- (3) A sealed copy of every order made under this rule must be served with the document to which it relates.
- (4) An application for leave under this rule must be supported by an affidavit stating any facts or matters related to the desirability of the Court assuming jurisdiction, including the place or country in which the person to be served is or possibly may be found, and whether or not the person to be served is an Australian citizen.
- (5) The Court may grant an application for leave if satisfied that—
 - (a) the claim has a real and substantial connection with Australia; and
 - (b) Australia is an appropriate forum for the trial; and
 - (c) in all the circumstances the court should assume jurisdiction.

40C—Court's discretion whether to assume jurisdiction

[rule 40C inserted by District Court Civil Rules 2006 (Amendment No. 33)]

- (1) On application by a person on whom an originating process has been served out of Australia, the court may dismiss or stay the proceeding or set aside service of the originating process.
- (2) Without limiting subrule (1), the Court may make an order under this rule if satisfied—
 - (a) that service of the originating process is not authorised by these Rules, or
 - (b) that the Court is an inappropriate forum for the trial of the proceeding; or
 - (c) that the claim has insufficient prospects of success to warrant putting the person served outside Australia to the time, expense and trouble of defending the claim.

40D—Notice to person served outside Australia

[rule 40D inserted by District Court Civil Rules 2006 (Amendment No. 33)]

If a person is to be served out of Australia with an originating process, the person must also be served with a notice in an approved form informing the person of—

- (a) the scope of the jurisdiction of the Court in respect of claims against persons who are served outside Australia; and
- (b) the grounds alleged by the plaintiff to found jurisdiction; and
- (c) the person’s right to challenge service of the originating process or the jurisdiction of the Court or to file a conditional appearance.

40E—Time for filing appearance

[rule 40E inserted by District Court Civil Rules 2006 (Amendment No. 33)]

[rule 40E amended by District Court Civil Rules 2006 (Amendment No. 34)]

Except when the Court otherwise orders, a defendant who has been served out of Australia must file a notice of address for service or defence within 42 days from the date of service.

40F—Leave to proceed where no appearance by person

[rule 40F inserted by District Court Civil Rules 2006 (Amendment No. 33)]

[subrule 40F(1) amended by District Court Civil Rules 2006 (Amendment No. 34)]

- (1) If an originating process is served on a person outside Australia and the person does not file a notice of address for service or defence, the party serving the document may not proceed against the person served except by leave of the Court.
- (2) An application for leave under subrule (1) may be made without serving notice of the application on the person served with the originating process.

40G—Service of other documents outside Australia

[rule 40G inserted by District Court Civil Rules 2006 (Amendment No. 33)]

- (1) Any document other than an originating process may be served outside Australia with the leave of the Court, which may be given with any directions that the Court thinks fit.

Note 1—

The law of a foreign country may permit service through the diplomatic channel or service by a private agent—see Division 3.

Note 2—

Division 4 deals with service of local judicial documents in a country, other than Australia, that is a party to the Hague Convention.

- (2) An application under subrule (1) is to be accompanied by an affidavit stating—
 - (a) the name of the foreign country where the person to be served is or is likely to be; and
 - (b) the proposed method of service; and
 - (c) that the proposed method of service is permitted by—
 - (i) if a convention applies—the convention; or
 - (ii) if the Hague Convention applies—the Hague Convention; or
 - (iii) in any other case—the law of the foreign country.
- (3) If a document, other than originating process, was served on a person in a foreign country without the permission of the Court, a party may apply to the Court for an order confirming the service.
- (4) For subrule (3), the party must satisfy the Court that—

- (a) the service was permitted by—
 - (i) if a convention applies—the convention; or
 - (ii) if the Hague Convention applies—the Hague Convention; or
 - (iii) in any other case—the law of the foreign country; and
- (b) there is a sufficient explanation for the failure to apply for permission.

40H—Mode of service

[rule 40H inserted by District Court Civil Rules 2006 (Amendment No. 33)]

A document to be served outside Australia need not be personally served on a person so long as it is served on the person in accordance with the law of the country in which service is effected.

41—*****

[rule 41 heading amended by District Court Civil Rules 2006 (Amendment No. 10)]

[rule 41 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

[rule 41 deleted by District Court Civil Rules 2006 (Amendment No. 33)]

41AA—Application of other rules

[rule 41AA inserted by District Court Civil Rules 2006 (Amendment No. 28)]

The other provisions of this Part apply to service of a document on a person in a foreign country in the same way as they apply to service on a person in Australia, to the extent that they are—

- (a) relevant and consistent with this Division; and
- (b) consistent with—
 - (i) if a convention applies—the convention; or
 - (ii) if the Hague Convention applies—the Hague Convention; or
 - (iii) in any other case—the law of the foreign country.

41AB—*****

[rule 41AB inserted by District Court Civil Rules 2006 (Amendment No. 28)]

[rule 41AB deleted by District Court Civil Rules 2006 (Amendment No. 33)]

41AC—Proof of service

[rule 41AC inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) This rule does not apply to a document served in accordance with the Hague Convention.

Note—

Division 4 deals with service of local judicial documents in a country, other than Australia, that is a party to the Hague Convention.

- (2) An official certificate or declaration (whether made on oath or otherwise) stating that a document has been personally served on a person in a foreign country, or served on the person in another way in accordance with the law of the foreign country, is sufficient proof of the service of the document.
- (3) If filed, a certificate or declaration mentioned in subrule (2)—
 - (a) is taken to be a record of the service of the document; and
 - (b) has effect as if it were an affidavit of service.

41AD—Deemed service

[rule 41AD inserted by District Court Civil Rules 2006 (Amendment No. 28)]

A party may apply to the Court without notice for an order that a document is taken to have been served on a person on the date mentioned in the order if—

- (a) it is not practicable to serve the document on the person in a foreign country in accordance with a convention, the Hague Convention or the law of a foreign country; and
- (b) the party provides evidence that the document has been brought to the attention of the person to be served.

Note—

without notice is defined in rule 4.

41AE—Substituted service

[rule 41AE inserted by District Court Civil Rules 2006 (Amendment No. 28)]

If service was not successful on a person in a foreign country, in accordance with a convention, the Hague Convention or the law of a foreign country, a party may apply to the Court without notice for an order—

- (a) substituting another method of service; or
- (b) specifying that, instead of being served, certain steps be taken to bring the document to the attention of the person; or
- (c) specifying that the document is taken to have been served—
 - (i) on the happening of a specified event; or
 - (ii) at the end of a specified time.

Note 1—

without notice is defined in rule 4.

Note 2—

The Court may make an order for presumptive service under rule 69 in respect of a document that may be served under this Division.

Division 3—Service through diplomatic channel or by transmission to foreign government

[sub-heading inserted by District Court Civil Rules 2006 (Amendment No. 28)]

41AF—Documents to be lodged with the Court

[rule 41AF inserted by District Court Civil Rules 2006 (Amendment No. 28)]

If a party has been given permission to serve a document on a person in a foreign country—

- (a) through the diplomatic channel; or
- (b) by transmission to a foreign government in accordance with a convention (the relevant convention),
the party is to lodge in the Registry—
- (c) a request for service in an approved form;
- (d) a request for transmission in an approved form (when applicable);
- (e) the party’s or the party’s lawyer’s written undertaking to pay to the Registrar the amount of the expenses incurred by the Court in giving effect to the party’s request;
- (f) the number of copies of each document that are required by the relevant convention to be served; and
- (g) if necessary, a translation into the foreign country’s official language (including a statement by the translator attesting to the accuracy of the translation) of the following—
 - (i) the request for transmission mentioned in paragraph (d);
 - (ii) each document to be served.

Note—

This rule does not apply if a person has been given permission to serve a document on a person in a foreign country that is a party to the Hague Convention. Service in a foreign country that is a party to the Hague Convention is dealt with in Division 4.

41AG—Order for payment of expenses

[rule 41AG inserted by District Court Civil Rules 2006 (Amendment No. 28)]

If a party, or a party’s lawyer, gives an undertaking under rule 41AF(e) and does not, within 14 calendar days after being sent an account for expenses incurred in relation to the request, pay to the Registrar the amount of the expenses, the Court may without notice make an order that—

- (a) the amount of the expenses be paid to the Registrar within a specified period of time; and
- (b) the proceeding be stayed, to the extent that it concerns the whole or any part of a claim for relief by the party, until the amount of the expenses is paid.

Note—

without notice is defined in rule 4.

Division 4—Service under the Hague Convention

[Division 3 inserted by District Court Civil Rules 2006 (Amendment No. 10)]

[Division 3 renumbered to Division 4 by District Court Civil Rules 2006 (Amendment No. 28)]

Sub-Division 1—Preliminary

[Note 1 amended by District Court Civil Rules 2006 (Amendment No. 28)]

Note 1—

Division 4 of Part 4 forms part of a scheme to implement Australia’s obligations under the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters. Under the Convention, the Attorney-General’s Department of the Commonwealth is designated as the Central Authority (under Article 2 of the Convention) and certain courts, including the Supreme Court of South Australia, and government departments are, for certain purposes, designated as “other” or “additional” authorities (under Article 18 of the Convention).

Note 2—

This Division provides (in Sub-Division 2) for service in overseas Convention countries of local judicial documents (documents that relate to proceedings in the Court) and (in Sub-Division 3) for default judgment in proceedings in the Court after service overseas of such a document. Sub-Division 4, on the other hand, deals with service by the Court or arranged by the Court in its role as another or additional authority, of judicial documents emanating from overseas Convention countries.

Note 3—

The Attorney-General’s Department of the Commonwealth maintains a copy of the Convention, a list of all Convention countries, details of declarations and objections made under the Convention by each of those countries and the names and addresses of the Central and other authorities of each of those countries. A copy of the Convention can be found at www.hcch.net.

[Note 4 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note 4—

This Division follows the form of harmonised rules adopted in jurisdictions across Australia. The term initiating process refers to what elsewhere in these Rules is called originating process.

41A—Definitions

[rule 41A inserted by District Court Civil Rules 2006 (Amendment No. 10)]

In this Division:

additional authority, for a Convention country, means an authority that is:

- (1) for the time being designated by that country, under Article 18 of the Hague Convention, to be an authority (other than the Central Authority) for that country, and
- (2) competent to receive requests for service abroad emanating from Australia.

applicant, for a request for service abroad or a request for service in this jurisdiction, means the person on whose behalf service is requested;

Note—

The term *applicant* has a different meaning in other provisions of these Rules.

Central Authority, for a Convention country, means an authority that is for the time being designated by that country, under Article 2 of the Hague Convention, to be the Central Authority for that country;

certificate of service means a certificate of service that has been completed for the purposes of Article 6 of the Hague Convention;

certifying authority, for a Convention country, means the Central Authority for the country or some other authority that is for the time being designated by the country, under Article 6 of the Hague Convention, to complete certificates of service in the form annexed to the Hague Convention;

civil proceedings means any judicial proceedings in relation to civil or commercial matters;

Convention country means a country, other than Australia, that is a party to the Hague Convention;

defendant, for a request for service abroad of an initiating process, means the person on whom the initiating process is requested to be served;

foreign judicial document means a judicial document that originates in a Convention country and that relates to civil proceedings in a court of that country;

forwarding authority, for a Convention country, means an authority that, or judicial officer who, under the law of the country, is competent to forward a request for service under Article 3 of the Hague Convention.

[definition *initiating process* amended by District Court Civil Rules 2006 (Amendment No. 28)]

initiating process means any document by which proceedings (including proceedings on any cross-claim or third party claim) are commenced;

local judicial document means a judicial document that relates to civil proceedings in the Court;

request for service abroad means a request for service in a Convention country of a local judicial document, as referred to in rule 41D;

request for service in this jurisdiction means a request for service in this jurisdiction of a foreign judicial document, as referred to in rule 41M;

this jurisdiction means South Australia.

41B—Provisions of this Division to prevail

[rule 41B inserted by District Court Civil Rules 2006 (Amendment No. 10)]

[rule 41B heading amended by District Court Civil Rules 2006 (Amendment No. 28)]

The provisions of this Division prevail to the extent of any inconsistency between those provisions and any other provisions of these Rules.

Sub-Division 2—Service abroad of local judicial documents

41C—Application of Division

[rule 41C inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) Subject to subrule (2), this Sub-Division applies to service in a Convention country of a local judicial document.
- (2) This Sub-Division does not apply if service of the document is effected, without application of any compulsion, by an Australian diplomatic or consular agent, as referred to in Article 8 of the Hague Convention.

41D—Application for request for service abroad

[rule 41D inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) A person may apply to the Registrar for a request for service in a Convention country of a local judicial document.
- (2) The application must be accompanied by 3 copies of each of the following documents—
 - (a) a draft request for service abroad, which must be in the approved form;

- (b) the document to be served;
 - (c) a summary of the document to be served, which must be in the approved form;
 - (d) if, under Article 5 of the Hague Convention, the Central Authority or any additional authority of the country to which the request is addressed requires the document to be served to be written in, or translated into, the official language or one of the official languages of that country, a translation into that language of both the document to be served and the summary of the document to be served.
- (3) The application must contain a written undertaking to the Court, signed by the lawyer on the record for the applicant in the proceedings to which the local judicial document relates or, if there is no lawyer on the record for the applicant in those proceedings, by the applicant—
- (a) to be personally liable for all costs that are incurred—
 - (i) by the employment of a person to serve the documents to be served, being a person who is qualified to do so under the law of the Convention country in which the documents are to be served; or
 - (ii) by the use of any particular method of service that has been requested by the applicant for the service of the documents to be served; and
 - (b) to pay the amount of those costs to the Registrar within 28 calendar days after receipt from the Registrar of a notice specifying the amount of those costs under rule 41F(3); and
 - (c) to give such security for those costs as the Registrar may require.
- (4) The draft request for service abroad—
- (a) must be completed (except for signature) by the applicant, and
- [paragraph 41D(4)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]
- (b) must state whether (if the time fixed for entering an appearance or address for service in the proceedings to which the local judicial document relates expires before service is effected) the applicant requests service to be attempted after the expiry of that time, and
 - (c) must be addressed to the Central Authority, or to an additional authority, for the Convention country in which the person is to be served, and
 - (d) may state that the applicant requires a certificate of service that is completed by an additional authority to be countersigned by the Central Authority.
- (5) Any translation required under subrule (2)(d) must bear a certificate (in both English and the language used in the translation) signed by the translator stating—
- (a) that the translation is an accurate translation of the documents to be served; and
 - (b) the translator’s full name and address and his or her qualifications for making the translation.

41E—How application to be dealt with

[rule 41E inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) If satisfied that the application and its accompanying documents comply with rule 41D, the Registrar—
- (a) must sign the request for service abroad; and
 - (b) must forward 2 copies of the relevant documents—

- (i) if the applicant has asked for the request to be forwarded to a nominated additional authority for the Convention country in which service of the document is to be effected—to the nominated additional authority; or
 - (ii) in any other case—to the Central Authority for the Convention country in which service of the document is to be effected.
- (2) The *relevant documents* referred to in subrule (1)(b) are the following—
 - (a) the request for service abroad (duly signed);
 - (b) the document to be served;
 - (c) the summary of the document to be served;
 - (d) if required under rule 41D(2)(d), a translation into the relevant language of each of the documents referred to above.
- (3) If not satisfied that the application or any of its accompanying documents complies with rule 41D, the Registrar must inform the applicant of the respects in which the application or document fails to comply.

41F—Procedure on receipt of certificate of service

[rule 41F inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) Subject to subrule (5), on receipt of a certificate of service in due form in relation to a local judicial document to which a request for service abroad relates, the Registrar—
 - (a) must arrange for the original certificate to be filed in the proceedings to which the document relates; and
 - (b) must send a copy of the certificate to—
 - (i) the lawyer on the record for the applicant in those proceedings; or
 - (ii) if there is no lawyer on the record for the applicant in those proceedings - the applicant.
- (2) For the purposes of subrule (1), a certificate of service is in due form if—
 - (a) it is in the approved form; and
 - (b) it has been completed by a certifying authority for the Convention country in which service was requested; and
 - (c) if the applicant requires a certificate of service that is completed by an additional authority to be countersigned by the Central Authority, it has been so countersigned.
- (3) On receipt of a statement of costs in due form in respect of the service of a local judicial document referred to in subrule (1), the Registrar must send to the lawyer or applicant who gave the undertaking referred to in rule 41D(3) a notice specifying the amount of those costs.
- (4) For the purposes of subrule (3), a statement of costs is in due form if—
 - (a) it relates only to costs of a kind referred to in rule 41D(3)(a); and
 - (b) it has been completed by a certifying authority for the Convention country in which service was requested.
- (5) subrule (1) does not apply unless—
 - (a) adequate security to cover the costs mentioned in subrule (3) has been given under rule 41D(3)(c); or

- (b) to the extent to which the security so given is inadequate to cover those costs, an amount equal to the amount by which those costs exceed the security so given has been paid to the Registrar.

41G—Payment of costs

[rule 41G inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) On receipt of a notice under rule 41F(3) in relation to the costs of service, the lawyer or applicant, as the case may be, must pay to the Registrar the amount specified in the notice as the amount of those costs.
- (2) If the lawyer or applicant fails to pay that amount within 28 calendar days after receiving the notice:

[paragraph 41G(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) except by permission of the Court, the applicant may not take any further step in the proceedings to which the local judicial document relates until those costs are paid to the Registrar, and
- (b) the Registrar may take such steps as are appropriate to enforce the undertaking for payment of those costs.

41H—Evidence of Service

[rule 41H inserted by District Court Civil Rules 2006 (Amendment No. 10)]

A certificate of service in relation to a local judicial document, (being a certificate in due form within the meaning of rule 41F(2)) that certifies that service of the document was effected on a specified date, is, in the absence of any evidence to the contrary, sufficient proof that—

- (1) service of the document was effected by the method specified in the certificate on that date; and
- (2) if that method of service was requested by the applicant, that method is compatible with the law in force in the Convention country in which service was effected.

Sub-Division 3—Default judgment following service abroad of initiating process

41I—Application of Division

[rule 41I inserted by District Court Civil Rules 2006 (Amendment No. 10)]

This Sub-Division applies to civil proceedings in respect of which an initiating process has been forwarded following a request for service abroad to the Central Authority (or to an additional authority) for a Convention country.

41J—Restriction on power to enter default judgment if certificate of service filed

[rule 41J inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) This rule applies if—
 - (a) a certificate of service of initiating process has been filed in the proceedings, (being a certificate in due form within the meaning of rule 41F(2)) that states that service has been duly effected; and
 - (b) the defendant has not appeared or filed a notice of address for service.
- (2) In circumstances to which this rule applies, default judgment may not be given against the defendant unless the Court is satisfied that—
 - (a) the initiating process was served on the defendant—
 - (i) by a method of service prescribed by the internal law of the Convention country for the service of documents in domestic proceedings on persons who are within its territory; or

- (ii) if the applicant requested a particular method of service (being a method under which the document was actually delivered to the defendant or to his or her residence) and that method is compatible with the law in force in that country, by that method; or
 - (iii) if the applicant did not request a particular method of service, in circumstances in which the defendant accepted the document voluntarily; and
- (b) the initiating process was served in sufficient time to enable the defendant to enter an appearance or a notice of address for service in the proceedings.
- (3) In subrule (2)(b), *sufficient time* means—
 - (a) 42 calendar days from the date specified in the certificate of service in relation to the initiating process as the date on which service of the process was effected; or
 - (b) such lesser time as the Court considers, in the circumstances, to be a sufficient time to enable the defendant to enter an appearance or notice of address for service in the proceedings.

41K—Restriction on power to enter default judgment when certificate of service not filed

[rule 41K inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) This rule applies if—
 - (a) a certificate of service of initiating process has not been filed in the proceedings; or
 - (b) a certificate of service of initiating process has been filed in the proceedings (being a certificate in due form within the meaning of rule 41F(2)) that states that service has not been effected, and the defendant has not appeared or filed a notice of address for service.
- (2) If this rule applies, default judgment may not be given against the defendant unless the Court is satisfied that—
 - (a) the initiating process was forwarded to the Central Authority, or to an additional authority, for the Convention country in which service of the initiating process was requested; and
 - (b) a period that is adequate in the circumstances (being a period of not less than 6 months) has elapsed since the date on which initiating process was so forwarded; and
 - (c) every reasonable effort has been made—
 - (i) to obtain a certificate of service from the relevant certifying authority; or
 - (ii) to effect service of the initiating process, as the case requires.

41L—Setting aside judgment in default of appearance or notice of address for service

[rule 41L inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (1) This rule applies if default judgment has been entered against the defendant in proceedings to which this Division applies.
- (2) If this rule applies the Court may set aside the judgment on the application of the defendant if it is satisfied that the defendant—

- (a) without any fault on the defendant's part, did not have knowledge of the initiating process in sufficient time to defend the proceedings; and
 - (b) has a prima facie defence to the proceedings on the merits.
- (3) An application to have a judgment set aside under this rule may be filed—
- (a) at any time within 12 months after the date on which the judgment was given; or
- [paragraph 41L(3)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]
- (b) after the expiry of that 12 month period, within such time after the defendant acquires knowledge of the judgment as the Court considers reasonable in the circumstances.
- (4) Nothing in this rule affects any other power of the Court to set aside or vary a judgment.

Chapter 4—Documents and service

Part 1—Documents

Division 1—Approved forms

42—Approved forms

[rule 42 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) It is intended that approved forms will be promulgated in a schedule to the Supplementary Rules.
- (2) On promulgation of a form, it is to be published on the Court's website.

Division 2—Filing of documents in Court

43—Form of documents for filing in Court

- (1) A document to be filed in the Court must be in an approved form.
- (2) The Court may, in a particular action, give directions—
 - (a) about the form in which documents are to be filed in the Court; and
 - (b) imposing additional requirements about the filing or form of documents.

44—Filing and safe-keeping of documents

- (1) The Registrar is responsible for establishing and maintaining appropriate systems for—
 - (a) filing documents in the Court; and
 - (b) the safe-keeping of the Court's records.

[subrule 44(2) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) *****

[subrule 44(3) amended and renumbered to 44(2) by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) Any of the following requirements may be imposed by the Supplementary Rules on a person seeking to file a document in the Court—
 - (a) a requirement that the document be filed in electronic form;
 - (b) a requirement that there be produced to the Court on the filing of a document in the form of a hard copy a computer disc containing, in a specified format, computer data from which the document was produced;
 - (c) a requirement that the person producing the document for filing pay a fee, calculated in accordance with a specified scale, for scanning the document to reproduce the document in electronic form.

45—Electronic case management system

[subrule 45(1) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The Registrar may create and operate an electronic case management system—
 - (a) to enable a registered user—

- (i) to file documents in electronic form in the Court; and

[subparagraph 45(1)(a)(ii) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (ii) to serve documents in electronic form by means of the system.

[paragraph 45(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) to enable a notice or other communication to be given to a registered user, or a person represented by the registered user, in electronic form; or
- (c) to facilitate the hearing and determination of proceedings by enabling the Court to call up documents and information about the filing and service of documents in readable form.

[subrule 45(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) If a person on whom the Registrar is to serve a notice or other document under these Rules is a registered user, or a party represented by a registered user, the Registrar may serve the notice or other document by transmitting it, in electronic form, to the registered user's email address for service.

46—Registered users

- (1) A lawyer or a firm of lawyers may be admitted by the Registrar as a registered user of the Court's electronic case management system.
- (2) A lawyer or firm of lawyers seeking admission as a registered user of the Court's electronic case management system must enter into arrangements with the Registrar for the prompt payment of fees that become due in respect of electronic transactions.

47—Filing of documents in electronic form where document requires particular signature or authentication

- (1) If a document requires a particular signature or authentication, and is to be filed in electronic form, the person proposing to file the document must, before doing so—
 - (a) bring into existence a hard copy of the document; and
 - (b) ensure that it is signed or authenticated as required.
- (2) The person filing the document in electronic form—
 - (a) must keep the signed or authenticated hard copy of the document so as to be available—
 - (i) for production to the Court; and
 - (ii) for inspection at the request of a party or an officer of the Court; and
 - (b) must comply with any requirements imposed by the Supplementary Rules with regard to the preservation, production or inspection of the document; and
 - (c) is taken to undertake to the Court that the requirements of this rule have been and will be complied with in relation to the document.

[rule 48 deleted by District Court Civil Rules 2006 (Amendment No. 28)]

48—*****

49—Receipt to be issued for document accepted for filing or service

[rule 49 amended by District Court Civil Rules 2006 (Amendment No. 28)]

If a document in electronic form is transmitted for filing or service to the Registrar, the Registrar may, on accepting the document for filing or service, issue a receipt (in electronic form) stating the date and time of receipt of the document for filing or service.

50—Filing of documents

- (1) A document is filed—
 - (a) if filed in the form of a written document—when it is accepted for filing by an officer of the Court at a Court Registry;

- (b) if filed in electronic form—at the time shown in the receipt issued by the Registrar as the time of receipt of the document.
- (2) If a document is received in electronic form for filing at a Registry, it will be presumed, in the absence of proof to the contrary, that the registered user whose electronic authentication code was used for transmission of the document authorised the filing of the document in the form in which it is received at the Registry.
- (3) A registered user who files a document by transmitting it, in electronic form, to the Registrar's email address undertakes to the Court, by so doing, that the requirements of these Rules with regard to the document have been, and will be, complied with.

Example—

A registered user who files an affidavit by transmitting it to the Registrar's email address undertakes that a hard copy of the affidavit has been duly sworn by the deponent and will be preserved by the registered user as required under these Rules.

- (4) If a document is filed in electronic form and is to be served on another party, time for service of a document will not begin to run until the next business day after receipt or, if the document is received on a day that is not a business day, until the second business day after its receipt.

[subrule 50(5) inserted by District Court Civil Rules 2006 (Amendment No. 10)]

- (5) When a document is required for a hearing which is to take place within 2 business days after the document is filed, the document must have noted prominently on or near the top of its Form 1: “Urgent: This document is required for use before [*insert name of Judge*] on [*insert date and time*]”.

51—Issue of sealed copy

- (1) The proper officer of the Court must, at the request of a party, issue a sealed copy of originating process, or another document that has been filed in the Court, that is required for service on another party to the action.

[subrule 51(2) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) *****

[subrule 51(3) renumbered to 51(2) by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) If a document is required for service on different parties, the proper officer of the Court must, at the request of a party who is to serve the document, issue different versions of the same document with the variations appropriate to the circumstances in which service is to be effected.

52—Issue of office copy

The proper officer of the Court must, at the request of a party (accompanied by the appropriate fee), issue an office copy of a document filed in the Court.

53—Power to reject documents submitted for filing

- (1) A document is an abuse of the process of the Court if it contains matter that is scandalous, frivolous or vexatious.
- (2) If it appears to the Registrar that a document submitted for filing is an abuse of the process of the Court, the Registrar must refer the matter to a Judge or Master.
- (3) If the Judge or Master so directs, the Registrar will reject the document.
- (4) If it appears to the Court that a document that is an abuse of the process of the Court has been filed in the Court, the Court may direct that it be struck from the file.

Division 3—Amendment

54—Amendment

- (1) A party may amend a document filed by the party.
- (2) An amendment is made by filing in the Court the amended document on which the amendments are to be shown as follows—
 - (a) material deleted from the previous version of the document is to be shown in erased type (that is, type through which a single line is drawn);
 - (b) material not previously included is to be distinguished from material previously appearing in the document by underlining or by shaded type.
- (3) A party who amends a document must serve copies of the amended document on all other parties as soon as practicable after the amendment is made.
- (4) An amendment may be made—
 - (a) with the Court's permission; or
 - (b) with the consent of all other parties to the action; or
 - (c) as authorised by subrule (5).
- (5) A party is authorised to amend without the consent of the other parties or the Court's permission if—
 - (a) the amendment is made within the period allowed for disclosure of documents or a further 14 calendar days from the end of that period; and
 - (b) the party has not exercised the right to amend under this subrule on an earlier occasion.
- (6) However, an amendment cannot be made without the Court's permission or the consent of the other parties if the effect of the amendment is—
 - (a) to withdraw an admission; or
 - (b) to add or substitute a cause of action that is statute barred; or
 - (c) to introduce a defendant against whom a fresh action would be statute barred.
- (7) The Court's power to grant permission for amendment under subrule (6) is subject to the following qualifications—
 - (a) the Court may only grant permission for the addition or substitution of a cause of action that is statute barred if the new cause of action arises out of substantially the same facts as the original cause of action;
 - (b) the Court may only grant permission for the introduction of a defendant against whom a fresh action would be statute barred if satisfied that the plaintiff's failure to joint the defendant arose from a genuine mistake.

[subrule 54(8) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

- (8) For the avoidance of doubt, nothing in this rule prevents the Court permitting an amendment to add a cause of action that is statute barred or introduce a defendant against whom a fresh action would be statute barred on the basis that the amendment not relate back to the commencement of the action and the addition or introduction be subject to the subsequent granting of an extension of time under section 48 of the Limitations of Actions Act 1936 or other statutory power.

Note—

See *Brook v Flinders University of South Australia* (1988) 47 SASR 119.”

[subrule 54(8) renumbered to 54(9) by District Court Civil Rules 2006 (Amendment No. 34)]

(9) The following documents cannot be amended under this rule—

- (a) an affidavit;
- (b) a judgment or order.

55—Amendment of pleadings

- (1) This rule applies to an amendment to a pleading.
- (2) If a party amends a pleading, the opposing party may respond to the amendment within 14 calendar days after the amended pleading is filed.
- (3) If the opposing party has already filed a pleading and makes no response to an amendment, the opposing party is taken to rely on the pleading already filed as a response to the amendment.
- (4) However, if an amendment is made by permission of the Court, the Court may when granting its permission make any other provision it considers appropriate for the response of other parties to an amendment.

56—Power to disallow amendment

- (1) If a party has made an amendment without the Court's permission, the Court may, on its own initiative or on application by another party, disallow the amendment in whole or part.
- (2) An application under this rule must be made within 14 calendar days after notice of the amendment is given to the applicant.

57—Court's power to amend

- (1) The Court may at any stage of proceedings—
 - (a) order the amendment of any document; or
 - (b) itself amend a document.
- (2) The Court may make an amendment, or an order for amendment, on its own initiative or on application by a party.
- (3) An amendment, or an order for amendment, may be made on conditions the Court considers appropriate.

Part 2—Service

Division 1—Address for service

58—Address for service

- (1) The *address for service* of a party is an address recorded (or to be recorded) in the Court's records as an address at which documents may be served on the party.
- (2) A party must submit a physical address as an address for service.
- (3) A *physical address* for service is an address of premises at which service may be effected on the party—
 - (a) by leaving the document for the party; or
 - (b) if there is no separate postal address for service—by sending the document by prepaid post in an envelope addressed to the party at that address.

(4) The premises to which a physical address for service relates—

(a) must be in separate occupation; and

[paragraph 58(4)(b) substituted by District Court Civil Rules 2006 (Amendment No. 13)]

(b) must—

(i) be premises at which the party’s lawyer practises in South Australia; or

[subparagraph 58(4)(b)(ii) amended by District Court Civil Rules 2006 (Amendment No. 18)]

(ii) unless service was effected on the party under the *Service and Execution of Process Act 1992* (Cth) or the *Trans-Tasman Proceedings Act 2010* (Cth), be within 50 kilometres of the GPO at Adelaide.

(5) A party may submit, in addition to a physical address, one or more of the following as an address for service—

(a) a postal address at which service may be effected on the party by sending the document by prepaid post in an envelope addressed to the party at that address (a *postal address*);

(b) a box number at an approved document exchange, or a branch of an approved document exchange, at which service may be effected on the party by delivery of the document to the box in an envelope addressed to the party (a *DX address*);

(c) a fax number at which the party is prepared to accept service of documents transmitted by fax (a *fax address*);

(d) an address at which the party is prepared to accept service of documents by the transmission of documents, in electronic form, to the relevant address (an *email address*).

59—Obligation to give address for service

(1) A document filed in the Court by or on behalf of a party must be endorsed with the party’s address for service.

(2) The address for service shown on the first document filed in the Court by a party is to be recorded as the party’s address for service.

[subrule 59(3) substituted by District Court Civil Rules 2006 (Amendment No. 13)]

[subrule 59(3) amended by District Court Civil Rules 2006 (Amendment No. 18)]

[subrule 59(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

(3) If a defendant does not file a defence or other document showing the defendant’s address for service within 14 calendar days after service of originating process on the defendant (21 days if service was effected on the defendant under the *Service and Execution of Process Act 1992* (Cth) and 30 days if service was effected on the defendant under the *Trans-Tasman Proceedings Act 2010* (Cth)), the defendant must, within that period, file a notification (in an approved form) of the defendant’s address for service.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 18)]

[Note amended by District Court Civil Rules 2006 (Amendment No. 28)]

Note 1—

‘Working day’ is defined in section 4 of the *Trans-Tasman Proceedings Act 2010* (Cth) to mean a day on which documents may be filed in the Registry of the court or tribunal for the proceeding.

[Note 2 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note 2—

Rule 123(5) provides that a party may on service give notice that the action is to be entered in the list of inactive cases, in which event no address for service need be filed.

- (4) A party may change the party's address for service by giving the Registrar notice, in an approved form, of the change.

[subrule 59(5) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) The Court may strike out an address for service if it appears that documents served at that address are not being received by the party or the address for service is false or misleading.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note —

Section 18(3) of the *Service and Execution of Process Act 1992* (Cth) requires that an appearance be set aside if, on application by the party by whom the process was served, the court is satisfied that the address for service is false or misleading.

- (6) If service is effected by means of an address for service, the non receipt of a document by the party to be served does not invalidate service.
- (7) However, if a document sent by post is returned unclaimed or the party serving the document has other evidence of non-receipt, the party must bring the relevant facts to the attention of the Court and the Court may direct that a further attempt be made to bring the document to the attention of the party.

Division 2—Service of documents related to action

60—Service of other documents

- (1) A party that files a document in the Court after the primary action has been commenced must, as soon as practicable after the document is filed, serve a copy of the document on all other parties to the action for whom a current address for service is on file in the Court.
- (2) However, subrule (1) does not apply to—
- (a) a document relating to an application that may be made without notice to other parties; or
 - (b) a request for the issue of a subpoena; or
 - (c) a document excluded from the application of this rule by the Supplementary Rules or by specific direction of the Court.

61—Copies of documents to be provided

- (1) If—
- (a) a party files in the Court a document that refers to some other document; and
 - (b) the party is in possession of the original or a copy of the document referred to,
- the party must, at the request of another party, provide the other party with a copy of the document.
- (2) A party who files a secondary originating process introducing a new party to the action must, at the request of the new party, provide the new party with a copy of all documents filed in the action before that party was served with the originating process.
- (3) A party who files a document in the Court must, at the request of another party and payment of the appropriate fee, provide the other party with a number of photocopies of the document (not exceeding 10) requested by the other party.

Division 3—Service on certain parties

62—Bodies corporate

A document is to be served on a company—

- (a) as authorised by any relevant statutory provision; or
- (b) by serving the document on a director, the secretary or the public officer of the company.

63—Persons who require protection

- (1) Service on a person under a disability is to be effected—
 - (a) by service on a guardian, administrator or other person with responsibility for administering the affairs of the person under a disability; or
 - (b) as directed by the Court.
- (2) However, service is to be regarded as valid service on a person under a disability if—
 - (a) service is effected in the usual way; and
 - (b) the party effecting service is, at the time of service, unaware that the party is a person under a disability; and
 - (c) the Court is satisfied that the document came to the attention of someone who could deal with the document in an appropriate way for the person under a disability.

64—Partnership or unincorporated association

- (1) If the members of an existing partnership are sued in the partnership name, a document is taken to have been served on all members of the partnership if served on—
 - (a) any member of the partnership; or
 - (b) a person who has the management or control of the partnership business.
- (2) If, however, a partnership has been dissolved, all members against whom the plaintiff desires to pursue the cause of action must be individually served.
- (3) If an unincorporated association is sued in the name of the association, a document is taken to have been served on the association if served on—
 - (a) any member of the committee of management of the association; or
 - (b) a person who holds property on trust for the purposes of the association; or
 - (c) a person who has the management or control of the business of the association.

65—Agent

- (1) A document to be served on a person may, if the Court permits, be served on an agent of that person.
- (2) A document served on an agent under this rule is taken to have been served on the principal.

Division 4—Cases where personal service required

66—Cases where personal service required

- (1) Unless the Court otherwise orders, the following documents must be served personally—
 - (a) primary originating process;

- (b) secondary originating process introducing a new party into an action or introducing an existing party into the action in a different capacity;
 - (c) a document initiating proceedings for contempt of court or for the attachment of the defendant;
 - (d) an injunction;
 - (e) any other document for which personal service is required by statute.
- (2) The Court may, by order, require personal service of any document for which personal service is not otherwise required.

67—How personal service effected

- (1) Personal service of a document is effected if—
- (a) the document is given to, and accepted by, the person to be served; or
 - (b) the person to be served is offered the document and, if he or she appears unwilling to accept it, is informed orally of the nature of the document; or
 - (c) a solicitor accepts service of the document on behalf of the person to be served (whether the solicitor is served personally with the document or not) and issues an acknowledgment to that effect; or
 - (d) the document is served in accordance with an agreement between the parties as to the manner of service.
- (2) Personal service of a document will be presumed if—
- (a) an answering document is filed in the Court or served on the party required to serve the document; or
 - (b) it is established in some other way that the document and its contents have come to the attention of the person to be served.

Division 5—Non-personal service

68—Non-personal service

- (1) If personal service of a document on a person is not required, the document may nevertheless be served personally or may be served as provided in this rule.
- (2) The document may be served on the person (irrespective of whether the person is a party with an address for service)—
- (a) by leaving a copy of the document for the person at the person's physical address for service with an adult person who normally resides, works or is present at that address; or
 - (b) by sending a copy of the document, by prepaid post, in an envelope addressed to the party, at the party's postal address for service; or
 - (c) in accordance with a method of service agreed by the person on whom service is to be effected; or
 - (d) in any other way the Court may direct.
- (3) If the person to be served is a party with an address for service, the document may be served on the party—
- (a) by transmitting the document in electronic form to the party at the party's email address for service; or

- (b) by delivering a copy of the document to an approved document exchange, in an envelope addressed to the party at the party's DX address; or
 - (c) by transmission of a copy of the document to the party's fax address.
- (4) If—
- (a) a document is served by fax and the document received at the fax address is not clear and legible; or
 - (b) a document is served by transmission to an email address and the document is not received in a form that is complete and intelligible,

the party required to serve the document must, at the request of the person to be served, comply with a reasonable request to retransmit the document or to give the person a copy of the document personally or by post.

Division 6—Presumptive service

69—Presumptive service

- (1) The Court may, on application by a party, make an order for presumptive service of a document.
- (2) An order for presumptive service provides that, if the conditions of the order are complied with, service of the document is to be presumed.

Examples—

- 1 An order for presumptive service might provide for service on a person who might reasonably be expected to bring the document to the attention of the party.

[Example 2 amended by District Court Civil Rules 2006 (Amendment No. 28)]

- 2 An order for presumptive service might provide for the publication of notice of the document in a particular newspaper or newspapers.
- 3 In a case where the plaintiff seeks an order for possession of land and it is not clear who (if anyone) is in occupation of the land, the Court might order that notice of the action be affixed in a prominent position on the land.

- (3) It is not necessary for the applicant to establish that the proposed alternative to personal or non-personal service will bring the document to the notice of the person to be served.
- (4) If the court orders service on a party's insurer under this rule, the order may be set aside on the application of the insurer if the insurer establishes that—
 - (a) it is not liable to indemnify the party against the claim; or
 - (b) it has no right to conduct the proceedings on behalf of the party.

Division 7—Miscellaneous

70—Service of documents on behalf of foreign courts and tribunals

- (1) The Court may, on application by an interested person, give directions for the service in South Australia of—
 - (a) civil process of a foreign court or tribunal; or
 - (b) any other document that is to be served for the purposes of civil proceedings in a foreign court or tribunal.
- (2) The following are interested persons—
 - (a) the Attorney-General;
 - (b) the Crown Solicitor;

- (c) a party to the proceedings in the foreign court or tribunal.
- (3) If service of the process or other document is proved to the satisfaction of the Court, the Registrar will issue a certificate under the seal of the Court certifying service of the document and when and how service was effected.
- (4) If attempts to serve the process or other document prove to be unsuccessful, the Registrar will issue a certificate to that effect under the seal of the Court.

71—Time of service etc

[subrule 71(1) substituted by District Court Civil Rules 2006 (Amendment No. 32)]

- (1) A document served by post is taken to have been served four business days after the date on which it was posted.
- (2) A document served by delivery to an approved document exchange is taken to have been served on the next business day after its delivery.
- (3) If a document is transmitted to a fax or email address before 5pm on a business day, it is taken to have been served on that day but otherwise is taken to have been served on the next business day after its transmission.
- (4) A document transmitted to the Registrar for service by transmission to the email addresses of the parties to be served is taken to have been served on a party at the time of the transmission of the document by the Registrar to the party's email address.
- (5) A notice or other communication transmitted by the Registrar to the email address of an authorised user is taken to have been given at the time recorded by the Registrar as the time of transmission.

[subrule 71(6) inserted by District Court Civil Rules 2006 (Amendment No. 32)]

- (6) The presumptions created by the foregoing subrules may be rebutted by evidence to the contrary about whether a document was actually received or when it was actually received by the recipient.

72—Proof of service

- (1) Service of a document may be proved by an affidavit made by the person who served the document setting out—
 - (a) the date, time and place of service; and
 - (b) how the person to be served was identified; and
 - (c) how service was effected.
- (2) Service of a document outside Australia may also be proved by an official certificate stating how and when service was effected given by—
 - (a) a foreign court; or
 - (b) an embassy, high commission, consular or government authority of the country in which service was effected.
- (3) The Court may, however, require oral evidence of service.

[subrule 72(4) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) The Court may dispense with the requirement to prove the matters in subrule (1) if satisfied that personal service was effected on the person.

Chapter 5—Parties and pleadings

Part 1—Parties and non-party participation

Division 1—Parties generally

73—Action may include multiple parties

- (1) A single action may be brought by two or more plaintiffs if—
 - (a) they each claim to have a cause of action against the same defendant arising from the same or similar facts; or
 - (b) the claim of each involves the determination of a common question of law or fact; or
 - (c) the Court gives its permission.
- (2) A single action may be brought against two or more defendants if—
 - (a) the claim against each arises out of the same or similar facts; or
 - (b) the claim against each involves the determination of a common question of law or fact; or
 - (c) the Court gives its permission.
- (3) If a plaintiff is jointly interested in the subject matter of an action with some other person who has not consented to be joined as a plaintiff, the plaintiff must apply to the Court for directions and, on such an application, the Court may exercise one or more of the following powers—
 - (a) authorise the plaintiff to proceed with the action as representative of any interested person who is not a party to the action;
 - (b) authorise the plaintiff to proceed with the action in a non-representative capacity despite the other person's non-participation and determine the extent (if any) to which the other person is to be entitled to participate in any proceeds of the action;
 - (c) give directions the Court considers appropriate in the circumstances.

74—Joinder and disjoinder of parties

- (1) The Court may, on application or on its own initiative, order that a person who is not a party to the action be joined as a party if satisfied that—
 - (a) the person has an interest in the subject matter of the action or in a question of law or fact involved in the action; or
 - (b) the Court may require the person's cooperation in order to enforce a judgment; or
 - (c) the person has a right to joinder as a party under an Act or rule; or
 - (d) the person should be joined as a party to ensure that all matters in dispute in the action are determined; or
 - (e) the person should be joined as a party in order to enable determination of a related dispute and thus avoid multiplicity of proceedings.
- (2) The Court may, on application or on its own initiative, order the disjoinder of a party if satisfied that it is in the interests of the efficient administration of justice to do so.

- (3) Before the Court makes an order for the joinder or disjoinder of a party, the Court must ensure that all parties to the action and, if appropriate, the person who may be joined as a party, have had notice of the proposed joinder or disjoinder and an opportunity to be heard on the question.
- (4) The Court may make an order for the joinder or disjoinder of a party on conditions the Court considers appropriate.

[subrule 74(5) deleted by District Court Civil Rules 2006 (Amendment No. 34)]

- (5) *****

[subrule 74(6) deleted by District Court Civil Rules 2006 (Amendment No. 34)]

- (6) *****

[Note inserted by District Court Civil Rules 2006 (Amendment No. 34)]

Note—

Rule 54 governs applications to introduce a defendant against whom a fresh action would be statute barred.

75—Substitution or addition of party where interest or liability passes

- (1) If an interest or liability of a party to an action passes from the party to another person by assignment, transmission, devolution or in some other way, the Court may—
 - (a) substitute the other person as a party in place of the party from whom the interest or liability has passed; or
 - (b) add the other person as an additional party to the action.
- (2) If the other person is already a party to the action in some other capacity, an order under this rule makes the person a party in the additional capacity.
- (3) An order under this rule must be served on—
 - (a) any person who is introduced as a party into the action by the order; and
 - (b) all existing parties to the action.

76—Death of party

- (1) If a party is dead when an action is commenced apparently by or against the party, the action is irregular but not invalid.
- (2) If a party dies after an action commences but before it is finally determined, the action is not invalidated by the party's death.
- (3) The Court may deal with the action in any of the following ways—
 - (a) the Court may substitute the party's personal representative for the party (irrespective of whether probate or administration has been granted or re-sealed in the State);
 - (b) the Court may appoint a representative of the estate for the purposes of the action;
 - (c) if provision is made by statute for the action to be brought or continued by or against an insurer in the event of the party's death—the Court may substitute the insurer.

Example—

See section 113 of the *Motor Vehicles Act 1959*.

- (4) However, if the action is based on a cause of action that does not survive the party's death, the Court must dismiss the action.

- (5) If a representative of an estate is appointed under this rule for the purposes of an action, a judgment of the Court given in the action is, subject to any contrary order of the Court, binding on the estate, the administrators and beneficiaries of the estate.

77—Misjoinder or non-joinder not to affect validity of action

- (1) The validity of an action is not affected by the misjoinder or non-joinder of a particular person as a party.
- (2) In the case of misjoinder or non-joinder, the Court may determine the issues in dispute so far as they affect the persons who have been properly joined as parties.

Division 2—Representation of party under disability

78—Representation of party under disability

- (1) As a general rule, a person under a disability (a *protected person*) may only take or defend proceedings through a guardian who has authority to represent the interests of the protected person (a *litigation guardian*).

Exception—

The Court may, however, permit a protected person to act personally in bringing, or taking any step in, proceedings.

- (2) The litigation guardian is responsible for the conduct of the proceedings on behalf of the protected person and may take any step in the proceedings and do anything else that the protected person might have done if of full age and capacity.
- (3) A party to an action who becomes aware that another party is a protected person and is not represented by a litigation guardian as required by this rule must inform the Court of that fact.
- (4) A judgment or proceeding of the Court is not invalid because a party was not represented by a litigation guardian as required by this rule, but the Court may set aside the judgment or proceeding if satisfied that the party has been substantially prejudiced through the lack of such representation.

79—Litigation guardians

- (1) Any of the following may be the litigation guardian of a protected person—
 - (a) a parent or guardian;
 - (b) a person who holds an enduring power of attorney authorising the person to act on the person's behalf;
 - (c) a person who has some other lawful authority to manage or administer the person's affairs;
 - (d) a person permitted or appointed by the Court to represent the interests of the protected person.
- (2) However—
 - (a) if a person's authority would not (apart from these Rules) extend to representing the protected person in proceedings before the Court—the person requires the Court's permission to act as litigation guardian in the proceedings; and
 - (b) a person who has an interest in proceedings before the Court (apart from his or her interest as representative of the protected person) cannot act as the protected person's litigation guardian in the proceedings unless the Court directs to the contrary.

- (3) The Court may, on application by an interested person or on its own initiative, permit or appoint a suitable person to be a protected person's litigation guardian.
- (4) The Court may remove the litigation guardian of a protected person (whether or not appointed by the Court) on any reasonable ground and may permit or appoint some other person to be the litigation guardian.
- (5) The Court may require the solicitor for a protected person to inquire into, and give it an assurance about, the suitability of a proposed litigation guardian.

Division 3—Representation of groups etc

80—Bringing of representative action where common interest exists

- (1) If a group of persons has a common interest in the subject matter of an action or proposed action and a member of the group is authorised in writing by the other members of the group to bring or defend the action as representative of the group, the person may bring or defend the action as representative of the group.
- (2) A person who brings an action as representative of a group under this rule must file in the Court the written authorisation to represent the group when filing originating process.
- (3) A person who defends an action under this rule as representative of a group must file in the Court the written authorisation to represent the group as soon as practicable after the authorisation is given.
- (4) The written authorisation must contain a list of the names and addresses of the persons authorising the person bringing or defending the action to act on their behalf.
- (5) The Court may, at any time, terminate the right of a representative plaintiff or defendant under this rule to represent the relevant group of plaintiffs or defendants.

81—Court's power to authorise representative actions

- (1) The Court may authorise a plaintiff to bring an action as representative of a group with a common interest in questions of law or fact to which the action relates.
- (2) If a plaintiff intends to apply for an authorisation under this rule, the action may be commenced in the ordinary way but the originating process must bear an endorsement in the approved form stating that the plaintiff proposes to apply for the authorisation.
- (3) An application for an authorisation under this rule must be made within 28 calendar days after the time allowed for the defendant to file a defence.
- (4) An authorisation under this rule is not to be refused on the ground that—
 - (a) damages which would require individual assessment are sought by way of remedy; or
 - (b) the action is based on separate contracts or transactions between individual members of the group and the defendant.
- (5) An order authorising a plaintiff to proceed with an action as a representative action under this rule must—
 - (a) define the group on whose behalf the action is brought; and
 - (b) define the nature of the claim or claims made on behalf of the members of the group and specify the remedy sought; and
 - (c) define the common questions of law or fact that are to be determined in the action; and

- (d) give directions about the determination of other issues raised in the action that are not common to all members of the group.
- (6) The Court may vary the order at any time before the Court gives final judgment in the action.

[subrule 81(7) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (7) For example, the Court may vary the order so as to alter the definition of the group.

[subrule 81(8) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (8) The definition of the group may be altered so as to include a person—
 - (a) whose cause of action accrued after the commencement of the representative action; and
 - (b) who would have been included in the group, or, with the consent of the person would have been included in the group, if the cause of action had accrued before the commencement of the action.

82—Appointment of representative party in case of multiple parties

- (1) If an action is commenced by or against two or more plaintiffs or defendants who have a common interest in the action, the Court may appoint one or more of the plaintiffs or defendants to represent the whole body of plaintiffs or defendants (as the case may require).
- (2) The Court may, at any time, terminate an appointment under this rule.

83—Representative actions by or against executors, administrators and trustees

- (1) An action may be brought by or against the executors or administrators of the estate of a deceased person as representatives of all persons interested in the estate.
- (2) An action may be brought by or against trustees as representatives of all persons interested in a trust.
- (3) However, the Court may, on its own initiative or on application, join a person with a beneficial interest or potential beneficial interest as a party to such an action.
- (4) The Court may appoint a person to represent the estate of a deceased person in an action.

84—Appointment of representative parties for class of beneficiaries etc

- (1) This rule applies to an action about—
 - (a) the administration of the estate of a deceased person; or
 - (b) the administration of a trust; or
 - (c) the construction of a written instrument.
- (2) The Court may appoint a person to represent the interests of a class of persons in the action if—
 - (a) the class cannot be readily ascertained; or
 - (b) the class can be ascertained but its members, or some of its members, cannot be found; or
 - (c) the appointment should be made in order to minimise costs.
- (3) A person appointed under subrule (2) becomes a party to the action.

Division 4—Special rules for businesses, partnerships and unincorporated associations

85—Use of business name

- (1) A person who carries on business in a business name may sue and be sued in that name.
- (2) A person who sues in a business name must endorse on the originating process the name and address of the person carrying on that business.
- (3) A person who is sued in a business name must, on taking its first step in the action, file in the court a notice setting out the name and address of the person carrying on business under that name at the time the cause of action is alleged to have arisen.

86—Use of partnership name

- (1) A partnership may sue or be sued in the partnership name.
- (2) A partnership that sues in the partnership name must endorse on the originating process the names and addresses of the partners at the time the cause of action is alleged to have arisen.
- (3) A partnership that is sued in the partnership name must, on taking its first step in the action, file in the Court a notice setting out the names and addresses of the partners at the time the cause of action is alleged to have arisen.
- (4) The Court may, on application by a person claiming not to be liable to the plaintiff's action as a member of a partnership—
 - (a) if the Court upholds the claim—order that the applicant is no longer to be regarded as a party to the action; or
 - (b) order that the question of the applicant's liability to the action be reserved until the hearing of the action,and give any directions that may be appropriate in the circumstances.

87—Unincorporated associations

- (1) An unincorporated association may bring or defend an action in the name of the association.
- (2) An unincorporated association that brings an action in the name of the association must file in the Court with the originating process a list of the members of the association at the time the cause of action is alleged to have arisen.
- (3) An unincorporated association that defends an action in the name of the association must, on taking its first step in the action, file in the Court a list setting out the names and addresses of the persons who were members of the association at the time the cause of action is alleged to have arisen.

88—Actions by and against partnerships and other unincorporated associations

- (1) A person may bring an action against a partnership or an unincorporated association even though the person is, or was at a material time, a member of the partnership or association.
- (2) A partnership or unincorporated association may bring an action against a person even though the person is, or was at a material time, a member of the partnership or association.

Division 5—Non-party intervention

89—Non-party intervention

[subrule 89(1) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The Court may, on application by a person who seeks to intervene in an action, permit intervention on conditions determined by the Court.
- (2) An application for permission to intervene must be supported by an affidavit stating—
 - (a) the nature of the applicant's interest in the action (which need not be a legal or equitable interest); and
 - (b) the applicant's object in seeking permission for intervention; and
 - (c) the extent of the proposed intervention.
- (3) A copy of the application and the supporting affidavit must be served on all parties to the action.
- (4) The Court may permit intervention on conditions it considers appropriate.
- (5) The Court may, on application or on its own initiative, vary or revoke an order allowing non-party intervention under this rule.

Part 2—Defining issues

Division 1—Formal definition of basis of parties' respective cases

90—Definition of issues in action

- (1) The issues to be resolved in an action are defined by the pleadings.
- (2) A *pleading* is a formal statement of the basis of a party's case filed in the Court.
- (3) The principal pleadings are—
 - (a) the statement of claim; and
 - (b) the defence; and
 - (c) the reply.
- (4) The principal pleadings are applicable to an action irrespective of whether it is a primary action, a cross action or a third party action.

91—Statement of plaintiff's claim

- (1) Originating process for a primary or secondary action must include, or be accompanied by, a statement of the plaintiff's claim.

Note—

It may be appropriate in some cases for the statement of the plaintiff's claim to be made by way of affidavit (see rule 96).

[subrule 91(2) amended by District Court Civil Rules 2006 (Amendment No. 3)]

- (2) However, if the originating process is endorsed with a statement to the effect that the plaintiff seeks an exemption from the obligation to file formal pleadings or affidavits and files the application for exemption together with the originating process, the originating process need not be accompanied by a statement of the plaintiff's claim or by affidavits but the following provisions apply—
 - (a) if the application is unsuccessful—the plaintiff must file and serve a statement of claim or an affidavit as directed by the Court on hearing the application;

- (b) if the application is successful—the plaintiff must comply with any alternative requirements fixed by the Court on hearing the application.

[subrule 91(3) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

(3) *****

92—Statement of defendant's defence

- (1) A defendant who proposes to resist the plaintiff's claim must file in the Court the defendant's defence to the plaintiff's claim.

[Exception deleted by District Court Civil Rules 2006 (Amendment No. 28)]

Exception—*****

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

The defendant to a secondary action commenced by contribution claim must file a defence to the statement of claim forming part of the contribution claim.

- (2) The defence must be filed within 28 calendar days after service of the plaintiff's statement of claim.
- (3) The filing of a defence does not prevent the defendant from—
- (a) challenging the jurisdiction of the Court; or
 - (b) raising any question about the validity or regularity of the proceedings.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

Rule 123(5) provides that a party may on service give notice that the action is to be entered in the list of inactive cases, in which event no defence need be filed.

93—Right of third party to file defence to antecedent claims

- (1) A third party may, as well as, or instead of, filing a defence to the secondary action introducing the party into the action, file a defence to any claim, relevant to the party's ultimate liability, made in the primary action or an antecedent secondary action that forms part of the action as a whole.
- (2) A defence under subrule (1) is to be filed and served within the time allowed for filing and serving a defence to the secondary action introducing the party into the action.

94—Plaintiff's reply

- (1) A plaintiff may file in the Court a reply to the defendant's (or a third party's) defence.
- (2) The reply must be filed within 14 calendar days after service of the defence.

95—Supplementary pleadings

- (1) A party may, with the Court's permission, file a supplementary pleading and, if a supplementary pleading is filed, an opposing party may file a response to the supplementary pleading.
- (2) The time limit for filing a supplementary pleading and the response to it are to be fixed by the Court.

[subrule 95(3) deleted by District Court Civil Rules 2006 (Amendment No. 31)]

(3) *****

96—Affidavit may substitute for pleading in certain cases

- (1) An affidavit is, subject to this rule, an acceptable substitute for a pleading.

- (2) If the Supplementary Rules require that a case proceed on affidavits rather than pleadings, affidavits must, unless the Court orders to the contrary, be used as substitute pleadings.
- (3) The Court may order that an action, begun on pleadings, continue on affidavits or that an action begun on affidavits continue on pleadings.
- (4) Subject to the Supplementary Rules and any order under subrule (3), an action begun on affidavit must continue on affidavits and an action begun on pleadings must continue on pleadings.

[subrule 96(5) inserted by District Court Civil Rules 2006 (Amendment No. 30)]

- (5) Unless the contrary intention appears, when an action is proceeding on affidavits in lieu of pleadings under this rule, a reference in these Rules and in the Supplementary Rules to—
 - (a) “pleadings” is to be taken to include affidavits in lieu of pleadings;
 - (b) “statement of claim” is to be taken to include an affidavit in lieu of statement of claim;
 - (c) “defence” is to be taken to include an affidavit in lieu of defence;
 - (d) “reply” is to be taken to include an affidavit in lieu of reply;
 - (e) “counterclaim” is to be taken to include an affidavit in lieu of counterclaim.

97—Court's power of exemption

- (1) The Court may, on its own initiative or on application by a party, exempt a party from the obligation to file pleadings (or affidavits in substitution for pleadings).
- (2) The Court may grant an exemption under this rule on conditions the Court considers appropriate.

Example—

The Court might exempt the parties to an action from the obligation to file pleadings on condition that they file in the Court an agreed statement of issues.

[subrule 97(3) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) The Supplementary Rules may exempt a party in a particular category of action, on conditions or unconditionally, from the obligation to comply with some or all of the pleading rules contained in this Part.

Division 2—General rules about pleadings

98—General rules of pleading

- (1) A pleading—
 - (a) must be in an approved form; and
 - (b) must—
 - (i) if the party is represented by a solicitor whose name appears on the Court's record as the solicitor representing the party—be endorsed with a certificate by the solicitor certifying that the pleading has been prepared in accordance with the party's instructions and conforms with these Rules; or
 - (ii) if the party is not represented by a solicitor—be signed by the party.
- (2) A pleading—
 - (a) must be as brief as the nature of the case allows; and

[paragraph 98(2)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) must state only material facts and matters relied on and not the evidence or arguments by which the facts and matters are to be proved; and
- (c) must not contain matter that is—
 - (i) scandalous; or
 - (ii) evasive or ambiguous; or
 - (iii) frivolous or vexatious; or
 - (iv) an abuse of the process of the Court in some other respect.

[paragraph 98(2)(d) inserted by District Court Civil (Amendment No. 1) Rules 2006]

[paragraph 98(2)(d) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (d) must plead such facts and matters as give fair notice of the party's case at trial.
- (3) If a claim or defence is based wholly or in part on a document or conversation, the effect rather than the actual words of the document or conversation should be pleaded unless there is good reason to state the actual words.

Exception—

In a case of defamation, it is necessary to plead the words alleged to give rise to the defamation and, if a defamatory innuendo is alleged to arise from the words or the circumstances in which they were used, the defamatory innuendo as well.

[subrule 98(4) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) If a question of liability has been decided by agreement between the plaintiff and the defendant, a party relying on the agreement must refer to the agreement and its effect in the relevant pleading but not the facts and matters giving rise to the question except to the extent necessary to describe the effect of the agreement.
- (5) It is not necessary to identify a person referred to in a pleading by the person's full name—any conventional form of identification that identifies the person with reasonable particularity is sufficient.
- (6) Allegations of fact in a pleading must be mutually consistent.
- (7) However, a party may make inconsistent allegations of fact in the alternative.
- (8) If a party makes a claim or defence that assumes the fulfilment of a condition precedent, the party is taken to allege fulfilment of the condition precedent without specifically pleading it.

99—Requirements for statement of claim

- (1) A statement of claim—

[paragraph 99(1)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (a) must state the name of each cause of action; and
- (b) must state the basis of each cause of action (including reference to any statutory provision on which the plaintiff relies); and

[paragraph 99(1)(c) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) must contain a short statement of the material facts and matters on which each cause of action is based; and
- (d) must state any remedy for which the plaintiff asks; and
- (e) if the plaintiff seeks an ancillary remedy (such as an extension of a period of limitation or a temporary injunction)—must state the nature of the remedy and the basis on which it is sought.

[subrule 99(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) If the plaintiff relies on separate causes of action, the statement of material facts and matters must differentiate between—

[paragraph 99(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) facts and matters that are common to both or all causes of action; and

[paragraph 99(2)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) facts and matters that are relevant only to a particular cause of action.

- (3) If a plaintiff claims damages for personal injury, the statement of claim must state—

- (a) the general nature of the injury and any resulting disability; and
 (b) the general nature of treatment received; and
 (c) the general effect of the injury and any resulting disability on the plaintiff's—
 (i) capacity to work; and
 (ii) enjoyment of life; and
 (d) the kinds of economic and non-economic loss suffered by the plaintiff,

(but is not to contain details of treatment and loss that are required for the statement of loss).

100—Requirements for defence

- (1) A defence—

- (a) must raise any preliminary issue; and

[paragraph 100(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) must indicate which (if any) allegations in the plaintiff's statement of claim the defendant admits or does not propose to challenge at the trial; and
 (c) must specifically raise any special defence on which the defendant relies; and
 (d) must state the basis of each special defence on which the defendant relies (including reference to any statutory provision on which the defendant relies); and

[paragraph 100(1)(e) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (e) must contain a short statement of the material facts and matters on which each special defence is based.

- (2) A *preliminary issue* is—

- (a) a challenge to the jurisdiction of the Court; or
 (b) a challenge to the validity of an action on the ground—
 (i) that no cause of action is apparent from the plaintiff's pleadings; or
 (ii) that a procedural irregularity affecting the validity of the action has occurred; or
 (c) a challenge to the appropriateness of the Court as a forum for hearing the action.

[subrule 100(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) A *special defence* is a defence other than a denial of facts and matters alleged by the plaintiff, or a denial that facts alleged by the plaintiff give rise to a cause of action.

Examples—

- | | |
|---|---|
| 1 | An assertion that the plaintiff is estopped from maintaining the claim. |
| 2 | An assertion that the plaintiff's claim is statute barred. |

- (4) A claim for a set off may be raised as a defence (or a partial defence) to a claim.

[subrule 100(5) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) If a statement of claim contains an allegation, the defendant is to be taken to deny the allegation unless the defence indicates that the allegation is admitted or that the defendant does not propose to challenge it at the trial.

101—Requirements for reply

- (1) A reply—

[paragraph 101(1)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) must indicate which (if any) allegationst in the defendant's defence the plaintiff admits or does not propose to challenge at the trial; and

[paragraph 101(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) must outline the plaintiff's answer to each special defence raised by the defendant (with a short summary of any material facts and matters on which the plaintiff's answer is based).

- (2) A reply and a defence to a counter-claim may be included in the same document if they are differentiated by separate headings.

[subrule 101(3)amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) If a defence contains an allegation, the plaintiff is to be taken to deny the allegation unless the reply indicates that the allegation is admitted or that the plaintiff does not propose to challenge it at the trial.

102—Power to order further particulars of party's case

- (1) The Court may, on its own initiative or on application, order a party to file further particulars of its case.

[subrule 101(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) The further particulars are, however, to be confined to facts and matters that are material to the party's action.
- (3) The Court will only make an order for further particulars if satisfied that—
- (a) the pleadings do not give fair notice of the party's case; and
 - (b) the order is necessary to avoid substantial prejudice to the party in whose favour the order is to be made.
- (4) Unless the Court directs to the contrary, the further particulars are to be provided by substituting for an existing pleading a new pleading incorporating the further particulars required by the Court.
- (5) No pleading is defective for want of particularity unless the missing particulars would be ordered under this rule.

103—Effect of pleadings

- (1) A party must not, without the Court's permission—

- (a) introduce at the trial of an action evidence of facts that should have been, but were not, alleged in the party's pleadings; or

[paragraph 103(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) raise at the trial of an action issues of which notice should have been, but was not, given in the party's pleadings.

- (2) However—

- (a) the Court's permission is not required to introduce evidence, or to raise issues, relevant to credit; and

- (b) the Court will not exercise its discretion to exclude relevant evidence, or to prevent relevant issues from being raised, unless satisfied that—
 - (i) the default was deliberate; or
 - (ii) the default was in the circumstances so prejudicial or embarrassing to another party that permission should be refused in the interests of the proper administration of justice.
- (3) In deciding whether its permission is required under subrule (1) and, if so, how to exercise its discretion to grant or refuse that permission, the Court should—
 - (a) avoid captious or unduly technical interpretation of pleadings; and
 - (b) have regard to material that was available to the parties apart from the pleadings; and
 - (c) seek to achieve substantial justice between the parties.
- (4) A party is bound, at the trial of an action, by—

[paragraph 103(4)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) an assertion made in a pleading filed by or on behalf of the party; or

[paragraph 103(4)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) an admission of fact the party makes in a pleading filed by or on behalf of the party,

unless the Court gives the party permission to withdraw or amend the assertion or admission.

104—Court's power to strike out pleading

The Court may strike out a pleading in whole or part if the pleading—

- (a) does not comply with these Rules; and
- (b) is an abuse of the process of the Court or prejudices the proper conduct of the action.

Example—

If a statement of claim discloses no reasonable cause of action, or a defence discloses no reasonable ground of defence, the Court may strike it out as an abuse of the process of the Court.

105—Court's permission required if pleading raises later cause of action

- (1) A pleading may refer to events occurring before or after the date of the commencement of the action to which the pleading relates.
- (2) However, a pleading cannot raise a new cause of action based on events occurring after the commencement of the action unless the Court—
 - (a) is satisfied that the new cause of action can be included without injustice to another party; and
 - (b) gives its permission.

Division 3—Cases where damages claimed for personal injury

106—Cases where damages claimed for personal injury

[subrule 106(1) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (1) If a plaintiff claims damages for personal injury, the plaintiff must, as required under subrule (5), file in the Court a statement of the plaintiff's injury and loss (a *statement of loss*) in the form of an affidavit.

- (2) The statement must contain the following information—
- (a) full details of special damages up to the date of the notice, including an itemised list showing—
 - (i) each amount paid or payable for treatment or rehabilitation; and
 - (ii) the person or body to which the amount has been paid or is payable;
 - (b) if the plaintiff claims damages for loss of earning capacity—
 - (i) the plaintiff's date of birth; and
 - (ii) the nature of the plaintiff's occupation (or occupations) at the time of the injury and during the previous 3 years; and
 - (iii) the period for which the plaintiff was engaged in each of the above occupations and, if any of them was a period of employment, the name and address of the employer; and
 - (iv) the plaintiff's gross income for—
 - (A) the 3 financial years preceding the financial year in which the injury occurred; and
 - (B) the part of the financial year in which the injury occurred up to the date of the injury; and
 - (v) the amounts of income tax paid or payable for each of the above periods; and
 - (vi) the periods for which the plaintiff has been wholly incapacitated for work since the date of the injury and the reasons for the incapacity; and
 - (vii) the periods for which the plaintiff has been partially incapacitated for work since the date of the injury, the nature and extent of the incapacity and the reasons for it; and
 - (viii) the periods for which the plaintiff has been engaged in remunerative work since the date of the injury, the nature and location of the work, the name and address of any employer, and the gross and net income derived from any such work; and
 - (ix) the amount of income lost up to the date of the notice (expressed both as a gross figure and net of income tax); and
 - (x) if the plaintiff has been getting a pension from the Department of Social Security or compensation from an employer—the amount of the pension or compensation and the period to which it relates; and
 - (xi) whether the plaintiff has made any attempt to obtain employment or alternative employment since the injury and, if so, the nature of each such attempt, when it was made, the name and address of the person from whom employment was sought, the nature of any work attempted and the outcome of the attempt;
 - (c) any physical or mental disability the plaintiff has suffered or is suffering as a result of the injury and the effect of each such disability on normal enjoyment of life;
 - (d) whether the plaintiff has sustained any other injury in an incident occurring before or after the date of the injury to which the action relates and, if so—
 - (i) the date and place of each such incident; and

- (ii) the nature of each such incident; and
 - (iii) the nature of the injury sustained in each such incident; and
 - (iv) the nature of the disabilities (if any) the plaintiff now suffers as a result of each such injury.
- (3) If a period is to be specified under this rule, the commencement date and the termination date are to be specified.
 - (4) Information need not be included in a statement of loss if the defendant has notified the plaintiff in writing that the information is not required.
 - (5) A statement of loss must be filed under this rule—
 - (a) within 28 calendar days after service of the defence; and
 - (b) if more than 6 months have elapsed since the last statement was filed and the defendant files a request for a further statement—within 28 calendar days after the date of the request.
 - (6) If a statement of loss has already been filed under this rule, a later statement need only update the earlier statement by referring to relevant changes occurring since the date of the earlier statement.

Part 3—Discontinuance of action or part of action

107—Discontinuance of action etc

- (1) A plaintiff may discontinue an action by filing a notice of discontinuance.
- (2) A party may discontinue a claim or defence by—

[paragraph 107(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) filing a notice of discontinuance identifying a claim or defence previously asserted by the party that the party now seeks to abandon; or
 - (b) making an appropriate amendment to the party's pleadings.
- (3) If the Court has ordered that the action proceed to trial, a plaintiff may only discontinue the action or a claim in the action with the Court's permission or the written consent of all other parties.
 - (4) Unless the parties agree or the Court orders to the contrary, the party against whom the action, or a claim or defence in the action, is discontinued is entitled to costs arising from the action, or the claim or defence (as the case may require) up to the time of receiving notice of the discontinuance.

108—Discontinuance not generally bar to future action

Subject to the following exceptions, a party who discontinues an action or a claim is not prevented from bringing a further action based on the same or substantially the same claim.

Exceptions—

- 1 If a party to the later action is entitled to costs in relation to the earlier action, the Court may, on the application of that party, stay an action based on the same or substantially the same claim until the costs have been paid.

[Exception 2 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- 2 The Court may, on application by the defendant made within 21 calendar days of service on the defendant of the notice of discontinuance, order that the discontinuance of an action or a claim is to have the same effect as a final judgment against the party discontinuing.

Part 4—Transfer or removal of actions between courts

Note—

There is no rule 109—see rule 3A

110—Orders for removal or transfer of action into Court

- (1) If the Court orders the removal or transfer of an action from another court or a tribunal into the Court, the Registrar will notify the registrar or other proper officer of the other court or tribunal.
- (2) If an action is to be transferred or removed into the Court from another court or a tribunal by order of the Court or by order of the other court or tribunal, the registrar or other proper officer of the court or tribunal from which the action is to be transferred must forward to the Registrar of the Court—
 - (a) a file containing all documents filed in the court or tribunal in the action; and
 - (b) a transcript of evidence taken before the court or tribunal in the action; and
 - (c) copies of all orders made by the court or tribunal in the action.
- (3) The action is taken to be removed or transferred into the Court on a date recorded by the Registrar as the date on which the materials referred to in subrule (2) were received by the Registrar.

111—Removal or transfer of action into Court

- (1) If an action is transferred or removed into the Court from another court or a tribunal, the action continues in the Court under a description assigned to the action by the Registrar.
- (2) The Court may order the consolidation of an action transferred or removed from another court or a tribunal with some other action in the Court.
- (3) Subject to any direction by the Court—
 - (a) a step taken in the action before its transfer or removal into the Court is taken to be the equivalent step in an action in the Court; and
 - (b) the time for taking the next step in the action runs from the date of the transfer or removal of the action; and
 - (c) any monetary limit that applied because of monetary limitations on the jurisdiction of the court or tribunal from which the action is transferred or removed ceases to apply to the action.
- (4) The party responsible for the carriage of an action transferred or removed into the Court must, within 14 calendar days after transfer or removal, apply to the Court for directions about how the action is to proceed in the Court.
- (5) On transfer or removal of the action into the Court, the title to the action changes to conform to the form appropriate to the Court.

112—Orders for transfer of action to another court or tribunal

- (1) If the Court orders the transfer of an action in the Court to another court or a tribunal, the Registrar will notify the registrar or other proper officer of the other court or tribunal of the order.
- (2) The Registrar must forward to the registrar or other proper officer of the court or tribunal to which the action is to be transferred—
 - (a) a file containing all documents filed in the Court in the action; and

- (b) a transcript of evidence taken before the Court in the action; and
- (c) copies of all orders made by the Court in the action.

Chapter 6—Case management

Part 1—Duty of parties

113—General duty of parties

- (1) The parties to a proceeding, and their lawyers, have a duty to the Court to assist in the orderly progress of the action from its commencement until it has been finally dealt with by the Court.

Note—

The powers to enforce compliance, or to penalise non-compliance, with this rule, and indeed the rules generally, conferred by rules 12 and 13 should be noted.

- (2) In particular, the parties have a duty to the Court to ensure that—
 - (a) they comply with the Court's directions as to the conduct of the proceeding; and
 - (b) they are ready to proceed with each interlocutory hearing at the time appointed under these Rules; and

[paragraph 113(2)(c) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) all interlocutory proceedings are completed well before trial and in any event before a certificate of readiness is completed and, in particular, the pleadings properly reflect the case that is to be presented at trial; and
- (d) the trial can proceed, as far as practicable without interruption, from the time appointed for its commencement.

114—Responsibility for carriage of proceedings

- (1) The plaintiff in a primary action has, subject to this rule, the primary responsibility for ensuring the orderly progress of the litigation.
- (2) This is called responsibility for the *carriage* of an action.
- (3) The Court may, by order, assign (or re-assign) responsibility for the carriage of an action, or any part of an action, to any party.

Example—

The Court might, on making an order for consolidation of proceedings, assign responsibility for the consolidated proceedings to a particular party.

Part 2—Assignment of special classification to action

115—Assignment of special classification to action

- (1) The Chief Judge (or the Chief Judge's delegate) may, if satisfied that an action is sufficiently complex to warrant a special classification, assign such a classification to the action.
- (2) If a special classification is assigned to an action, the Chief Judge (or the Chief Judge's delegate)—
 - (a) may assign a particular Judge to supervise conduct of the action to the point of trial; and
 - (b) may assign the same or a different Judge to conduct the trial.

- (3) A Judge to whom the supervision of a particular action is assigned under this rule may determine (as a matter of administrative discretion) whether to deal personally with a particular interlocutory matter arising in the course of the action or to leave it for determination by another Judge or Master.
- (4) The Chief Judge (or the Chief Judge's delegate) may cancel a classification assigned under this rule.

Part 3—Court's powers to manage and control litigation

Division 1—General powers of management and control

116—Court's power to manage litigation

- (1) The Court has the power to manage litigation to the extent necessary to ensure that it is conducted—
 - (a) fairly; and
 - (b) as expeditiously and economically as is consistent with the proper administration of justice.

[subrule 116(2) inserted by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 116(2) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) *****

[subrule 116(3) inserted by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 116(3) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) *****

[subrule 116(4) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 116(4) renumbered to 116(2) by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) The Court may, at any time, review the progress of a case in the Court and, on a review, may—
 - (a) exercise its power under subrule (1) by giving directions appropriate to the circumstances of the case; and
 - (b) make any other order that may be appropriate in the circumstances (including orders imposing penalties for non-compliance with these Rules).

117—Power to make orders controlling conduct of litigation

- (1) The Court may make any order it considers necessary for the proper conduct of a proceeding or otherwise in the interests of justice.

Note—

In addition to the powers specifically mentioned in this rule, the Court's powers to enforce compliance with the rules (see rule 12) and the Court's powers to penalise procedural irregularities in costs (see rule 13) should be noted.

- (2) The Court may (for example)—
 - (a) dispense with compliance with a rule;
 - (b) extend or reduce the time for taking any step in a proceeding;
 - (c) fix the time for taking a step in a proceeding if the time is not otherwise fixed;
 - (d) permit a party to withdraw a pleading or other document;
 - (e) strike out a document or proceeding if the Court considers it frivolous, vexatious or an abuse of the process of the Court;
 - (f) require the parties to state issues in a particular way;

Example—

In cases where there may be numerous issues for determination by the Court, the Court may require preparation of a schedule, in tabular form, listing each item for determination by the Court and the contentions of the plaintiff and the defendant in relation to each item (for example, the so-called Scott schedule used in cases of building disputes).

[paragraph 117(2)(g) inserted by District Court Civil Rules 2006 (Amendment No. 21)]

- (g) make orders giving effect to, or modifying, litigation plans;

[paragraph 117(2)(h) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

- (h) require the parties to prepare a joint or separate statement of the issues in contention between them for the Court's use;

[paragraph 117(2)(i) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

- (i) require each party to file in the Court affidavits sworn by the witnesses the party proposes to call at the trial setting out the substance of the evidence the party proposes to adduce from each witness;

[paragraph 117(2)(j) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

- (j) require the parties to file in the Court statements of the documents they propose to tender at the trial;

[paragraph 117(2)(k) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

- (k) deal with the form in which evidence is to be taken at the trial;

[paragraph 117(2)(l) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

- (l) dispense with compliance with the rules of evidence in relation to a particular issue or range of issues;

[paragraph 117(2)(m) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

- (m) fix the time and place of trial.

- (3) The Court may exercise its power to extend a time limit even though the relevant time limit has already expired.
- (4) An order under this rule may vary or revoke an earlier order.
- (5) An order under this rule prevails, to the extent of any inconsistency, over any rule relevant to the subject matter of the order.

118—Court may inform itself without formal proof

The Court may exercise a discretion or make an order under this Part on the basis of information the Court considers reasonably reliable without requiring formal proof.

Example—

The Court might obtain the assistance of an engineer, accountant or other expert to determine a matter on which the exercise of its discretion is dependent.

Division 2—Urgent cases

119—Urgent cases

- (1) The Court may, on its own initiative or on application by a party, make an order for the urgent determination of a proceeding, or an issue in a proceeding.
- (2) An application under this rule may (but need not) be endorsed on the originating process.
- (3) An application under this rule must be supported by an affidavit setting out the reasons for the urgency.
- (4) On the hearing of the application for urgent determination, the Court may make orders the Court considers necessary and appropriate to ensure the determination of the relevant proceeding or issue as a matter of urgency.

- (5) The Court may (for example) exercise one or more of the following powers—
- (a) establish a special case management program for the action;
 - (b) dispense with formal pleadings and order that the issues be defined in some other way approved by the Court;
 - (c) order that a party file in the Court affidavits sworn by the party's proposed witnesses setting out the evidence the party intends to introduce at the trial;
 - (d) dispense with an interlocutory proceeding or reduce the time for taking a particular interlocutory proceeding.

Part 4—Listing of actions for trial

120—Proceeding to trial—litigation plan

[rule 120 substituted by District Court Civil Rules 2006 (Amendment No. 21)]

[rule 120 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) In an action in which orders have been made implementing a litigation plan, the Court may, at any time, fix the trial date or the date at which a trial date will be fixed.
- (2) The Court may fix a trial date or trial listing date under subrule (1) even though, when the Court makes that order, the action is not ready for trial.
- (3) When the Court makes an order under subrule (1), it is the responsibility of the parties to ensure that the action is ready for trial at the fixed trial date or the trial listing date, as the case may be.
- (4) When the Court makes an order under subrule (1) and the interlocutory steps the subject of the orders implementing a litigation plan have been completed, the party responsible for the carriage of the action is to procure the parties to certify to the Court in an approved form that the action is ready to proceed to trial.

Note—

interlocutory steps is defined by rule 125.

- (5) If an action will not be ready for trial at the fixed trial date or trial listing date, as the case may be, a party becoming aware of that fact is, as soon as practicable, to file and serve an application under rule 131 seeking directions from the Court.

120A—Proceeding to trial—other cases

[rule 120A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Actions other than those to which rule 120 refers are not to proceed to trial unless the Court makes an order to that effect.
- (2) Before the hearing of an application for an order that an action may proceed to trial, the parties are to certify to the Court in an approved form that the action is ready to proceed to trial.
- (3) The certificate is to consist of a check list, in an approved form, signed by the party or the party's lawyer.
- (4) A party is required to review the adequacy of its pleadings before an order is made that the action be listed for trial and thereafter a party will not be permitted to amend the pleading – particularly if the amendment would cause a postponement or adjournment of the trial – unless the Court is satisfied that special circumstances exist justifying permission in the interests of justice.
- (5) If the Court is of the opinion that—
 - (a) one or more of the parties are not ready for trial because of their own default; but

- (b) the action should nevertheless proceed to trial,
the Court may, on its own initiative or on an application by a party, order that the action proceed to trial.

120B—Change of circumstances

[rule 120B inserted by District Court Civil Rules 2006 (Amendment No. 28)]

If, after the Court has fixed a trial date or a trial listing date or made an order that an action proceed to trial, the action is settled or discontinued in whole or part or a party becomes aware of other circumstances that may affect the length of the trial, the party must as soon as practicable—

- (a) notify the Registrar in writing giving full particulars; and
(b) serve a copy of the written notification on the other parties.

121—Delivery of trial book

[subrule 121(1) amended by District Court Civil Rules 2006 (Amendment No. 21)]

- (1) The party who has the carriage of an action must deliver to the Registrar a trial book consisting of indexed copies of the following—
- (a) the pleadings of each party to the proceedings;
(b) if a statement of loss has been filed—the statement of loss;
(c) any judgment, order or direction relevant to the conduct of the trial;
(d) any certificate of readiness for trial.

[subrule 121(2) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) *****

[subrule 121(3) inserted by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 121(3) renumbered to 121(2) by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) The trial book must be delivered—

[paragraph 121(3)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) when a trial date has been fixed before the action is ready for trial, at least 6 weeks before the listed trial date;
(b) in all other actions, at least 5 clear business days before the date fixed for the listing conference.

[subrule 121(4) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 121(4) renumbered to 121(3) by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) The party responsible for the carriage of an action must serve a copy of the trial book on each of the other parties to the action.

[subrule 121(5) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 121(5) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) *****

[subrule 121(6) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 121(6) renumbered to 121(4) by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) The responsible party may charge an appropriate fee for providing a copy of the trial book to another party.

[subrule 121(7) renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 121(7) renumbered to 121(5) by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) The Court may resolve any dispute about the contents of the trial book in a summary way.

122—Place of trial

- (1) The Court may fix any appropriate place within or outside the State as the place of trial.

- (2) The place of trial may change during the progress of the trial from place to place.
- (3) Subject to any direction by the Court under subrule (1), the place of trial of an action will be in Adelaide.

Part 5—Inactive actions

123—Inactive actions

- (1) An action becomes liable to be entered on the list of inactive cases if 3 months after the end of the time allowed for serving the originating process—
 - (a) no application for extending the time for serving originating process has been made, or such an application has been made but has been refused; and
 - (b) no defendant has filed an address for service; and

[paragraph 123(1)(c) amended by District Court Civil Rules 2006 (Amendment No. 4)]

- (c) the plaintiff has not applied for judgment in default of the filing of a defence.
- (2) An action ceases to be liable to be entered on the list of inactive cases (and if already entered on that list is to be removed from the list) if—
 - (a) a defence is filed; or
 - (b) the plaintiff obtains a judgment in default of defence; or
 - (c) the Court orders that the action is not to be entered, or to remain, on the list of inactive cases.

- (3) Before entering an action on the list of inactive cases, the Registrar must send notice to the plaintiff's address for service notifying the plaintiff that the action is to be entered on the list one month after the date of the notice if it then remains liable to be entered on the list.

[subrule 123(4) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) Subject to subrule (5), if an action remains on the list of inactive cases two months after being entered on the list, the action is automatically dismissed for want of prosecution.

[subrule 123(5) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) If the plaintiff files and serves with the originating process a notice in an approved form stating that the plaintiff does not intend to take any further steps in the action until after the action is removed from the list of inactive cases, the action will be entered in the list of inactive cases but will not be liable to be dismissed under subrule (4) and—
 - (a) the defendant is not required to file and serve an address for service or defence and the time for the defendant to take any step in the action as against the plaintiff does not begin to run;
 - (b) the plaintiff is not entitled to seek default judgment;
 - (c) no party is entitled to take any steps in the action;

unless and until the Court makes an order removing the action from the list of inactive cases on the application of a party having given to all parties at least 14 calendar days written notice.

[subrule 123(5) renumbered to 123(6) by District Court Civil Rules 2006 (Amendment No. 28)]

[subrule 123(6) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (6) A dismissal effected by subrule (4) takes effect at 4 pm on the last day of the period.

[subrule 123(6) renumbered to 123(7) by District Court Civil Rules 2006 (Amendment No. 28)]

- (7) Despite the dismissal of an action under this rule, the Court may, for special reasons, reinstate the action.

Chapter 7—Pre-trial procedures

Part 1—Initial Steps

[Title amended by District Court Civil Rules 2006 (Amendment No. 28)]

Division 1—Introduction

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

124—Application of this Part

[rule 124 title amended by District Court Civil Rules 2006 (Amendment No. 28)]

[subrule 124(1) amended by District Court Civil Rules 2006 (Amendment No. 13)]

(1) Subject to the following exceptions, this Part applies to all adversarial actions.

Exceptions—

[subrule 124(1) Exception 1 amended by District Court Civil Rules 2006 (Amendment No. 21)]

1 An action governed by the *Corporations Rules 2003* (South Australia) if no direction has been given that the action proceed on pleadings.

2 An action brought without notice to another party (and for which such notice is not required).

[subrule 124(1) Exception 3 amended by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 124(1) Exception 3 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

3 An action governed by Chapter 8 or Chapter 15 (other than actions under the *Family Relationships Act 1975*).

[subrule 124(1) Exception 4 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

4 An action governed by rules of the Court other than or as well as these Rules

[subrule 124(1) Exception 5 deleted by District Court Civil Rules 2006 (Amendment No. 28)]

5 *****

[subrule 124(1) Exception 6 renumbered to Exception 5 by District Court Civil Rules 2006 (Amendment No. 28)]

5 An action in the Criminal Injuries Division of the Court

[subrule 124(1) Exception 7 inserted by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 124(1) Exception 7 deleted by District Court Civil Rules 2006 (Amendment No. 28)]

7 *****

[subrule 124(1) Exception 8 renumbered by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 124(1) Exception 8 deleted by District Court Civil Rules 2006 (Amendment No. 28)]

8 *****

[subrule 124(2) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

(2) A category of actions may be excluded from or included in the application of all or part of this Part by the Supplementary Rules.

[subrule 124(3) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

(3) The Court may, on application by a party or on its own initiative, exclude an action from the application of all or part of this Part.

[subrule 124(4) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

(4) The Court may direct that all or part of this Part applies to an action that would otherwise fall within the exceptions to subrule (1).

125—Interpretation

[rule 125 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

In this Chapter, unless the contrary intention appears —

interlocutory steps means bilateral steps taken in preparation for trial including steps relating to pleadings, disclosure, expert reports and notices to admit when applicable but does not include pre-trial steps;

pre-action step—see rule 126(1);

pre-trial steps means the preparation of a tender book, written lay witness evidence or a list of objections to evidence;

prescribed date is 5 business days after the last to occur of—

- (a) the date or due date (whichever first occurs) of or for filing the defence by the defendant or each defendant to the primary action; and
- (b) the date or due date (whichever first occurs) of or for filing the defence by the defendant or each defendant to a cross action when a cross action is commenced at the same time as a defence; and
- (c) the date or due date (whichever first occurs) of or for filing the defence by the third party or each third party to a third party action when a third party action is commenced at the same time as a defence;

prescribed period—see rule 136(4);

preliminary hearing means a hearing convened before the initial directions hearing and includes a hearing referred to in rule 127, 130B or 130E.

Division 2—Compliance with pre-action requirements

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

126—Application by party

[rule 126 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) This rule applies when steps required by these Rules or the Supplementary Rules to be taken before commencement of the action (pre-action steps) have not been taken in breach of these Rules or the Supplementary Rules or because a party was excused from taking a pre-action step due to urgency or other grounds identified in these Rules or the Supplementary Rules.
- (2) A party not in default (including a plaintiff if excused from compliance) may apply for directions as to what steps should be taken in lieu of the pre-action steps and altering the steps otherwise required by this Part to be taken.
- (3) Unless the Court otherwise orders, any such application is to be made by a plaintiff within 5 business days after commencement of the action and by a defendant within 5 business days after being served with the originating process.

127—Preliminary hearing

[rule 127 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Upon application being made under rule 126, the Registrar will convene a preliminary hearing.
- (2) At the preliminary hearing, the Court may—
 - (a) direct that a party or the parties take a pre-action step;
 - (b) stay the action or suspend the time for taking a step in the action until after the pre-action step is taken;
 - (c) direct that the parties attend or not attend a settlement conference or make any directions that can be made under Division 4;
 - (d) order that a party who failed to take a pre-action step in breach of these Rules or the Supplementary Rules pay the costs of the other parties caused by the failure to comply, which costs may be fixed in a lump sum on an indemnity basis and payable immediately;
 - (e) make any order that could be made at a directions hearing under Part 2.

Division 3— Initial documents

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

128—Key documents

[rule 128 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The plaintiff is to serve on the other parties to the action at the same time as the primary originating process a list of the key documents in the case.
- (2) The defendant to a primary action or third party action is to serve on the other parties to the action at the same time as the defence a list of the key documents in the case.
- (3) A document is a key document regardless of whether it assists or is adverse to the case of the disclosing party.
- (4) A party is, within 3 business days after a request by another party, to make available for inspection and, upon an undertaking by the requesting party to pay the reasonable cost thereof, to provide a copy of, a document identified in a list of key documents.

Examples—

- 1 The contract, when the primary issue in the case is the construction of the contract, is a key document.
- 2 The calculations of an engineer to produce an engineering report, when the primary issue in the case is whether the calculations were negligent, is a key document.
- 3 Financial statements of a business, when the primary issue in the case is an appraisal of loss of profits, are key documents.
- 4 By definition, there may be expected to be a small number of key documents out of the total disclosable documents in a case.

129—Expert reports

[rule 129 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Subject to subrule (2), each party is to serve on each other party by the prescribed date a copy of any expert reports that have been obtained by the party relevant to the subject matter of the proceeding (whether or not the party intends to rely on the reports at trial).
- (2) A party need not serve on another party a copy of any expert report that has been previously served on that party.

Division 4—Settlement conference

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

130—Settlement conference

[rule 130 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) This rule does not apply to a category of action excluded by the Supplementary Rules.
- (2) Subject to this rule, no later than 21 calendar days after the prescribed date, the parties are to arrange and attend a settlement conference on a date and at a place agreed.
- (3) The purpose of the settlement conference is—
 - (a) to explore the possibility of reaching a settlement of the action; and
 - (b) if there is no immediate prospect of settlement—to explore the appropriateness of referring the action or certain aspects of it for alternative dispute resolution.
- (4) The settlement conference is to be attended by—
 - (a) the parties and their counsel or solicitors; and

- (b) anyone whose instructions are required for settlement of the action.
- (5) Subject to a contrary agreement of the parties or order of the Court, nothing said or done at a settlement conference is to be the subject of evidence or to be referred to at the trial or any contested interlocutory hearing.

130A—Application by party

[rule 130A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) If, by 5 business days after the prescribed date, the parties have been unable to agree on the date or place or any other detail necessary for the settlement conference, the plaintiff is to apply immediately to the Court to fix the date, place or other details for the settlement conference.
- (2) A party may, no later than 5 business days after the prescribed date, apply to the Court for an order extending the time for holding the settlement conference if the party needs first to obtain information to be able to participate in a settlement conference with a view to reaching a settlement of the action.
- (3) A party may, no later than 5 business days after the prescribed date, apply to the Court for an order for limited particulars of another party's case or limited disclosure of documents and an order deferring the settlement conference until it is provided if the party is not able to participate in a settlement conference with a view to reaching a settlement of the action without first obtaining that information.
- (4) A party may, no later than 5 business days after the prescribed date, apply to the Court to dispense with the need for a settlement conference.
- (5) A party may, no later than 5 business days after the prescribed date, apply to the Court for an order that a settlement conference be convened to be presided over by a judicial or administrative officer of the Court.

130B—Preliminary hearing

[rule 130B inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Upon application being made under rule 130A, the Registrar will convene a preliminary hearing.
- (2) At the preliminary hearing, the Court may—
 - (a) fix the date, place or other detail for the settlement conference;
 - (b) extend the time for holding the settlement conference;
 - (c) order that a party provide limited particulars of the party's case or limited disclosure of documents;
 - (d) dispense with the need for a settlement conference;
 - (e) direct that the parties attend a settlement conference presided over by a judicial or administrative officer of the Court;
 - (f) fix the date for a directions hearing;
 - (g) make any order that could be made at a directions hearing under Part 2.

Division 5—Deferral of other interlocutory steps

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

130C—Other interlocutory applications

[rule 130C inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) A party must not make an interlocutory application before closure of the settlement conference unless—

- (a) the nature of the application requires that it be made before that time;
 - (b) the nature of the application requires that it be made without delay;
 - (c) it is necessary to make the application before closure of the settlement conference in order to avoid prejudice to the applicant; or
 - (d) the Court grants permission to do so.
- (2) Subrule (1) does not apply to an interlocutory application—
- (a) for an extension of time to serve originating process;
 - (b) for permission to serve originating process;
 - (c) to constitute or continue the action as a representative action;
 - (d) for a search order;
 - (e) for a freezing order;
 - (f) for an interim or interlocutory injunction;
 - (g) for security for costs;
 - (h) for default or summary judgment;
 - (i) for transfer of the action to another court or stream;
 - (j) under rule 126 for orders in consequence of pre-action steps not having been taken;
 - (k) for a stay of proceedings;
 - (l) for referral to mediation; or
 - (m) under rule 130A for orders relating to a settlement conference.
- (3) An interlocutory application made before closure of the settlement conference under this rule will be heard at a preliminary hearing.

130D—Other interlocutory steps

[rule 130D inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Subject to rule 128 and unless the Court otherwise directs, before the closure of the settlement conference—

- (a) no disclosure of documents is required to be made; and
- (b) no notice to admit facts or documents is to be filed or served.

Division 6—Preliminary hearing

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

130E—Preliminary hearing

[rule 130E inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Upon application being made under rule 130C, the Registrar will convene a preliminary hearing.
- (2) At a preliminary hearing, the Court may—
 - (a) make an order of the type sought by the applicant;
 - (b) fix the date for a directions hearing;
 - (c) make any order that could be made at a directions hearing under Part 2.
- (3) Rules 131 to 135 apply to a preliminary hearing.

Part 2—Interlocutory steps generally

[Title amended by District Court Civil Rules 2006 (Amendment No. 28)]

Division 1—Litigation plan

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

130F—Application of Division

[rule 130F inserted by District Court Civil Rules 2006 (Amendment No. 28)]

(1) Subject to subrules (2) and (3), this Division applies to the following actions—

[paragraph 130F(1)(a) amended by District Court Civil Rules 2006 (Amendment No. 31)]

- (a) commercial disputes;
 - (b) disputes between partners;
 - (c) actions against a director for breach of duty to the company or shareholders or between members of a company or between a member and a company;
 - (d) building, construction or engineering disputes;
 - (e) negligence or breach of duty claims against an engineer, architect, lawyer, doctor or other professional required by statute to have professional qualifications and be registered to practice a profession;
 - (f) actions in which there are two or more defendants or there is a third party;
 - (g) actions in which, at the time when a litigation plan would be due under these Rules, a party has served expert reports, except reports confined to quantum, by experts in at least two different fields of expertise;
 - (h) actions in which the amount or value of the claim or claims exceeds \$1,000,000;
 - (i) actions in which all parties agree that a litigation plan should be prepared;
 - (j) actions to which the Court, on application by a party or on its own initiative, directs that this Division applies.
- (2) Despite subrule (1), unless the Court otherwise orders, this Division does not apply to an action—
- (a) for damages for personal injury; or
 - (b) in respect of a deceased estate.
- (3) A category of action may by the Supplementary Rules be excluded from or included in the application of this Division.
- (4) A party may, no later than 5 business days after the prescribed date or, if there is a settlement conference, 5 business days after closure of the settlement conference, apply to the Court for an order that this Division not apply to the action.

130G—Litigation plan

[rule 130G inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The parties in an action to which this Division applies are to file and serve a litigation plan.
- (2) A litigation plan is to be prepared for the following purposes—
 - (a) to identify the issues in the case and the interlocutory steps necessary to prepare the matter for trial;

- (b) to enable the Court to make orders at the initial directions hearing which address in an integrated way all the necessary steps for preparation for trial;
 - (c) to enable interlocutory steps to be taken in parallel whenever practicable rather than in a mechanical or sequential way;
 - (d) to avoid or reduce the need for repetition of procedural steps and multiple directions hearings and adjournments;
 - (e) to narrow the issues in dispute at an early stage; and
 - (f) to facilitate an early listing of a date for trial.
- (3) A litigation plan is to be prepared in an approved form with such insertions, modifications and additions as necessary to provide a complete statement of the interlocutory steps required or contemplated by the parties before the trial.
 - (4) The length and detail of a litigation plan is to be proportionate to the nature, extent and complexity of the issues and is not to be disproportionate to the amount in dispute.
 - (5) The course of action to trial is intended to be determined by reference to the litigation plan.
 - (6) Departures from the timetable fixed by the Court after consideration of the litigation plan will not readily be permitted.

130H—Preparation of litigation plan

[rule 130H inserted by District Court Civil Rules 2006 (Amendment No. 28)]

The parties are to cooperate in the preparation of, and file and serve, a litigation plan before the initial directions hearing in accordance with the timetable prescribed by the Supplementary Rules.

Division 2—Directions hearing

[Sub-title inserted by District Court Civil Rules 2006 (Amendment No. 28)]

130I—Convening initial directions hearing

[rule 130I inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Subject to subrule (3), an initial directions hearing is to be held on a date fixed by the Registrar.
- (2) Subject to subrule (3), as a general rule, the date fixed under subrule (1) will be approximately 8 weeks after a defence or affidavit in lieu of defence is first filed by a defendant (and in fixing the date the Registrar may consider but is not bound by wishes expressed by a party).
- (3) A Judge or Master may fix the date for the initial directions hearing at a preliminary hearing or on an application by a party.

130J—Conduct of initial directions hearing

[rule 130J inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The principal matters to be considered at the initial directions hearing are—
 - (a) when applicable, a litigation plan;
 - (b) when applicable, compliance with pre-action steps required to be taken;
 - (c) identification of the real issues in dispute;
 - (d) future interlocutory steps;
 - (e) the form in which evidence will be adduced at trial;

- (f) the likely trial duration and whether there should be trials on different issues;
 - (g) whether, and if so when, a trial listing conference or trial should be listed;
 - (h) hearing or fixing a date for hearing any interlocutory application or other pre-trial matter.
- (2) At the initial directions hearing, the Court may—
- (a) when applicable, make orders for the implementation of a litigation plan;
 - (b) when applicable, make costs or other orders due to a party’s failure to take any pre-action steps required;
 - (c) prepare or require the parties to prepare a joint statement of the issues in the action;
 - (d) assign a special classification to the action;
 - (e) give directions about the future conduct of the action including fixing a timetable for taking interlocutory or pre-trial steps;
 - (f) hear or fix a date for hearing any interlocutory application;
 - (g) if satisfied that the action is then ready for trial, order that it proceed to trial;
 - (h) if directions are made implementing a litigation plan, fix the date on which a trial date will be fixed or fix the trial date;
 - (i) make directions for evidence to be adduced at trial by affidavit or evidence in chief to be adduced at trial by affidavit or written witness statement;
 - (j) make directions for the preparation of a tender book;
 - (k) exercise any of the powers set out in rule 117;
 - (l) adjourn further consideration of interlocutory or pre-trial directions to a further directions hearing.
- (3) At the initial directions hearing, the Court may, on application by a party or on its own initiative, direct that the parties attend mediation or some other form of alternative dispute resolution.

130K—Compliance with directions

[rule 130K inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The parties have a duty to the Court to comply with directions made at a directions hearing, including a timetable for taking interlocutory or pre-trial steps.
- (2) Upon its becoming apparent that a step will not be taken by a party in accordance with a timetable fixed at a directions hearing, the party must by email inform the other parties and the Court of that fact and apply for an extension of time to take the step.
- (3) If all parties consent to an extension of time, the Court may if it thinks fit deal with the application under rule 132.

130L—Further directions hearing

[rule 130L inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) When the Court at the initial directions hearing adjourns further consideration of pre-trial directions to a further directions hearing, unless the Court otherwise orders, a further directions hearing will be held on that date.
- (2) A further directions hearing may be convened on a date fixed by the Registrar under rule 133 or on the initiative of the Court.

- (3) At a directions hearing, the Court may exercise any of the powers set out in rule 130J.

Part 2*****

[Heading deleted by District Court Civil Rules 2006 (Amendment No. 28)]

Division 3—Interlocutory applications

[Sub-heading inserted by District Court Civil Rules 2006 (Amendment No. 28)]

131—Interlocutory applications

- (1) An interlocutory application is to be in an approved form.
- (2) The applicant must give the other parties affected by the application written notice of the time and place appointed for hearing the application at least 2 clear business days before the time appointed for the hearing.
- (3) Notice to other parties is not required if—
 - (a) the application does not affect the interests of other parties; or
 - (b) the applicant is authorised to make the application without notice to other parties.
- (4) The Court may, on conditions the Court considers appropriate, dispense with requirements of this rule—
 - (a) if the urgency of the case so requires; or
 - (b) by consent of the parties; or
 - (c) if for any other reason the Court considers it appropriate to do so.

Example—

The Court might permit a party to make an interlocutory application orally without written notice to the other parties if it considers the application appropriate in the circumstances of the case.

[subrule 131(5) substituted by District Court Civil Rules 2006 (Amendment No. 21)]

[subrule 131(5) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) When the parties have signed a certificate of readiness for trial under rule 120(4) or 120A(2) or the Court has dispensed with the need for a certificate under rule 120A(5), an interlocutory application may only be made with the Court's permission.

[subrule 131(6) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (6) If the application should have been made before the certificate of readiness for trial was signed or dispensed with, the Court will only permit the application if satisfied that special circumstances justify the grant of permission.

132—Determination of interlocutory application without hearing oral submissions

- (1) The Court may determine an interlocutory application without hearing oral submissions from the parties if—
 - (a) the application is not contentious; or
 - (b) the Court decides on the application of a party to determine the application on the basis of written submissions.
- (2) Subject to any contrary direction by the Court, any submissions to be made on an application to which this rule applies are to be forwarded to the Court in electronic form.

133—Setting down application for hearing

- (1) Unless the Court decides to determine an interlocutory application without hearing oral submissions, the Registrar will—
 - (a) appoint a time and place for the hearing of an interlocutory application; or
 - (b) if the application is to proceed by way of audiovisual hearing—fix a time for the audiovisual hearing.
- (2) If a Judge or Master has given a direction about the time and place of hearing, the setting down should conform with that direction.
- (3) Subject to any direction dispensing with or modifying the requirements of this subrule, it is the responsibility of the applicant to ensure that notice of the time and place at which an interlocutory application is to be heard, or an adjourned hearing is to be resumed, is given to any other parties entitled to be heard on the application at least 2 clear business days before the date appointed for the hearing or the resumption of the hearing.
- (4) Even though an interlocutory application has been set down for hearing at a particular time and place, a Judge or Master may hear the application at another time or place, or hear the application by audiovisual hearing, if satisfied the parties have received appropriate notice of the change.
- (5) Even though an interlocutory application has been set down for hearing by a particular Judge or Master, another Judge or Master may hear the application if satisfied the parties have received appropriate notice of any change in the time or place of hearing.

134—Hearing of application

- (1) Unless an interlocutory application is to be determined without hearing oral submissions—
 - (a) the lawyer for each party must attend the hearing of an interlocutory application and, unless the Court specifically requires the personal attendance of the party, the party is taken to be present through the representative; but
 - (b) if a party is not represented by a lawyer—the party must personally attend the hearing.
- (2) However, attendance is not required under this rule if—
 - (a) the application does not affect the party's interest; or
 - (b) all parties consent to the application proceeding in the party's absence; or
 - (c) the Court excuses the party from attendance.

[subrule 134(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) A party is taken to have failed to attend a hearing of an interlocutory application if the application has been set down for hearing by audiovisual hearing and the party's lawyer is not available to participate in the audiovisual hearing as required under the Supplementary Rules.

135—Interlocutory relief

- (1) On an interlocutory application, the Court may make orders and give directions relating to the subject matter of the application irrespective of whether the applicant has asked for them in the application.
- (2) If, on an interlocutory application, the Court allows or requires something to be done but does not fix a time within which it is to be done, it is to be done within 14 calendar days from the date of the Court's order or direction.

Part 3—Disclosure and production of documents

136—Obligation to disclose documents

- (1) Each party must disclose the documents that are, or have been, in the party's possession and—

[paragraph 136(1)(a) amended by District Court Civil Rules 2006 (Amendment No. 22)]

- (a) are directly relevant to any issue raised in the pleadings or affidavits files in lieu of pleadings; or
 - (b) are to be disclosed by order of the Court.
- (2) The disclosure is made by filing in the Court a list of documents in the approved form.
 - (3) The disclosure is to be made as follows—
 - (a) in the first instance, disclosure is to be made within the prescribed period and is to relate to documents that are in the party's possession or have previously been in the party's possession;
 - (b) if documents come into the party's possession after the initial disclosure—supplementary disclosure is to be made as soon as practicable after they come into the party's possession.

[subrule 136(4) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) Unless the Court otherwise directs, the prescribed period is the period of—
 - (a) if Part 1 applies to the action and there is a settlement conference, 21 calendar days after the end of the settlement conference;
 - (b) if Part 1 applies to the action but it is determined that there is to be no settlement conference, 21 calendar days after that determination;

[paragraph 136(4)(c) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (c) if Part 2 Division 1 applies to the action, the date fixed by the Court in implementation of a litigation plan; or
 - (d) if Part 1 and Part 2 Division 1 do not apply to the action, the close of pleadings.
- (5) If a document is no longer in a party's possession, the list must state how the document left the party's possession and any information the party may have about where the document might be found.

[subrule 136(6) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (6) Unless the Court otherwise directs the following documents need not be disclosed—
 - (a) an investigative film made for the purposes of the action;
 - (b) documents that have been filed in the action;
 - (c) communications between the parties' lawyers or notes of such communications;
 - (d) correspondence between a party and the party's lawyer or notes of oral communications between a party and the party's lawyer;
 - (e) opinions of counsel;
 - (f) copies of documents that have been disclosed or are not required to be disclosed.
- (7) If a party required to disclose a document claims that the document is privileged from production, the list must state the nature of the privilege and the grounds on which it is claimed.
- (8) If a party who has filed a list of documents later becomes aware that the list is defective or incomplete, the party must file a supplementary list as soon as practicable.

137—Principles governing compilation of list of documents

- (1) Subject to the following exceptions, the list of documents for disclosure under this Part is to contain a concise description of each document and a means of identifying it so that it is later practicable to identify the document with certainty and precision.

Exceptions—

- 1 If a file is listed and the document is part of the file, the document is not to be separately listed.
- 2 If a document is recorded on a computer disc and the disc is listed, the document is not to be separately listed.
- 3 If the document is part of a bundle of documents of the same or a similar character, and the bundle is listed with a description of its contents and (if it is not clear from the description) a statement of the number of documents comprised in the bundle, the document is not to be separately listed.

Examples—

- Accounting records for a stated financial year.
 - Drafts 1 to 4 of document X.
 - Letters from X to Y between 1 January 1999 and 31 December 2000.
- (2) However, the Court may, on its own initiative or on application by a party, order a party to file a supplementary list identifying documents disclosed under a general description with greater precision than required under subrule (1).
- (3) The list of documents is to be verified on oath if the Court so directs.

138—Power to regulate disclosure by agreement

[subrule 138(1) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The parties to an action may, by agreement (a *document disclosure agreement*)—
- (a) dispense with disclosure of documents under this Part; or
 - (b) regulate the extent of disclosure and how it is to be made.
- (2) Notice of an agreement under this rule must be filed in the Court before the time limited for making disclosure.

[subrule 138(3) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) If an agreement is filed under this rule, for the purpose of rule 160(2) disclosure is taken to have been completed at the end of the prescribed period.

139—Court's power to regulate disclosure of documents

- (1) The Court may, on application by an interested party—
- (a) extend the obligation to disclose to classes of documents specified by the Court; or

Example—

The Court might extend the obligation of disclosure to documents that are only indirectly relevant to a particular issue arising in the action.

[paragraph 139(1)(b) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) order disclosure by reference to categories or issues;

[paragraph 139(1)(b) renumbered to 139(1)(c) by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) relieve a party from the obligation to disclose documents or limit the obligation to documents or classes of documents specified by the Court; or

[paragraph 139(1)(c) renumbered to 139(1)(d) by District Court Civil Rules 2006 (Amendment No. 28)]

- (d) provide for disclosure of documents in separate stages; or

[paragraph 139(1)(d) renumbered to 139(1)(e) by District Court Civil Rules 2006 (Amendment No. 28)]

- (e) require a list of documents to be arranged or indexed in a particular way; or

[paragraph 139(1)(e) renumbered to 139(1)(f) by District Court Civil Rules 2006 (Amendment No. 28)]

- (f) require disclosure in the form of computer readable lists; or

[paragraph 139(1)(f) renumbered to 139(1)(g) by District Court Civil Rules 2006 (Amendment No. 28)]

- (g) modify or regulate disclosure of documents in some other way.

- (2) The Court may, on application by a party to a document disclosure agreement—

- (a) make orders for the enforcement of obligations arising under the agreement; or

- (b) cancel the agreement and require disclosure of documents in accordance with these Rules or the Court's order.

140—Obligation to produce documents for inspection

- (1) A party must produce documents disclosed under this Part for inspection.

- (2) If a document is not in the party's immediate possession but is obtainable by the party, the party must take all reasonable steps to obtain the document or a copy of it.

- (3) A party must nominate a place at which documents disclosed under this Part may be inspected and copied during ordinary business hours.

[subrule 140(4) substituted by District Court Civil Rules 2006 (Amendment No. 3)]

- (4) Unless the parties otherwise agree, or the Court otherwise orders, the place for inspection must be premises—

- (i) at which a lawyer practices in South Australia; or

- (ii) within 50 kilometres of the GPO at Adelaide,

as nominated by the party holding the documents to be inspected.

- (5) Instead of making documents available for inspection, a party may, with the agreement of the party to whom the documents are to be produced for inspection or by direction of the Court, provide the other party with photocopies of documents at the appropriate fee.

- (6) The Court may, on application by a party, relieve the party from the obligation to produce a particular document under this rule.

[subrule 140(7) inserted by District Court Civil Rules 2006 (Amendment No. 1)]

- (7) A party is not required to produce any document which is subject to privilege from production.

140A*****

[rule 140A inserted by District Court Civil Rules 2006 (Amendment No. 26)]

[rule 140A deleted by District Court Civil Rules 2006 (Amendment No. 28)]

141—Inspection of documents

- (1) Documents produced for inspection must be—

- (a) arranged in a logical sequence or according to some logical and readily understandable system; and

- (b) indexed so that a particular document can be readily identified and retrieved.

- (2) The inspection may be carried out by—

- (a) the party for whom they are to be produced personally; or

- (b) a lawyer acting for the party; or

- (c) a person nominated by the party or the party's lawyer.
- (3) The party making the documents available for inspection must—
 - (a) make available to the person carrying out the inspection reasonable facilities for inspecting the documents; and
 - (b) at the request of the person carrying out the inspection, make available to that person on reasonable terms as to payment—
 - (i) facilities for copying the documents; and
 - (ii) the services of a person who is able and willing to explain the arrangement of the documents and assist in locating documents in which the person carrying out the inspection is specifically interested; and
 - (iii) if the document is a computer record or requires some other form of processing in order to render its contents intelligible—equipment for obtaining access to the information contained in the document in intelligible form and, if necessary, the services of a person who is experienced in the operation of the equipment.
- (4) If a party to whom documents are to be produced for inspection reasonably asks for the documents to be produced in specified stages, the party who is to produce the documents for inspection must comply with the request.

142—Order for production of document

- (1) The Court may order a party to produce documents for inspection and copying by another party at a time and place specified in the order.
- (2) The Court may make supplementary orders to facilitate the inspection or copying of documents, such as—
 - (a) an order that the party producing the documents provide specified assistance in locating or identifying documents;
 - (b) an order that documents be arranged and indexed in a specified way to facilitate their inspection;
 - (c) an order that the party producing the documents make available equipment for copying the documents at the cost of the party to whom they are produced;
 - (d) if the document is in the form of a computer record, or requires some other form of processing in order to render its contents intelligible—an order that the party producing the document provide the means of access to information recorded in the document on terms fixed by the Court.
- (3) The Court may, instead of, or as well as, ordering the production of a document, order a party—
 - (a) to provide another party with a photocopy of the document at the appropriate fee; or
 - (b) if the document is a computer record or in some other form that requires processing in order to render its contents intelligible—to provide a transcript of the contents of the document in an intelligible form.
- (4) The Court may decline to make an order under this rule on the ground that the order would be contrary to the public interest.

143—Determination of objection to production

- (1) If a party objects to producing a particular document, the Court may order its production to the Court so the Court can determine the objection.
- (2) The Court has a discretion, on objection to the production of a document, to relieve the objector from the obligation to produce the document if satisfied that the document neither advances nor prejudices the case of any party to the action.

144—Orders to protect confidentiality of documents

The Court may make orders to protect the confidentiality of documents that are to be disclosed or produced under this Part.

145—Non-compliance with obligations of disclosure and production of documents

- (1) If there is reason to doubt whether a party has fully complied with the party's obligations to disclose and produce documents under this Part, the Court may make orders the Court considers appropriate to ensure that the obligations have been fully complied with and, if necessary, to enforce those obligations.
- (2) The Court may (for example)—
 - (a) require the party, or another person who may be in a position to provide relevant information, to appear before the Court for examination; or
 - (b) require the party to answer written questions relevant to ascertaining whether the party has made full disclosure.

Part 4—Non-party disclosure**146—Non-party disclosure**

- (1) If the Court is satisfied, on application by a party to proceedings, that a person (the *respondent*) who is not a party may be in possession of evidentiary material relevant to a question in issue in the proceedings, the Court may order the respondent—
 - (a) to disclose to the Court whether the respondent is or has been in possession of relevant evidentiary material; and
 - (b) if the respondent remains in possession of relevant evidentiary material—to produce it to the Court or to any party or, if the respondent has been but is no longer in possession of relevant evidentiary material, to give the Court any information in the respondent's possession about the present whereabouts of the material.
- (2) Subject to any direction by the Court to the contrary, the respondent is entitled to reasonable compensation from the applicant for the time and expense involved in complying with the order.
- (3) The compensation is to be fixed by agreement between the applicant and the respondent or, in default of agreement, by the Court.

[paragraph 146(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 3)]

Part 5—Gathering of evidentiary material

147—Court may make orders for gathering evidence

- (1) The Court may, on its own initiative or on application by a party to proceedings (or proposed proceedings) before the Court, make orders for the gathering of evidentiary material by—
 - (a) taking samples;
 - (b) making and recording observations;
 - (c) taking photographs or making films;
 - (d) carrying out tests, analyses or experiments.
- (2) The Court may, for any good reason, dispense with notice of an application under this rule.

148—Search Order

[rule 148 substituted by District Court Civil Rules 2006 (Amendment No. 1)]

(1) Interpretation

In this rule, unless the contrary intention appears:

applicant means an applicant for a search order.

described includes described generally whether by reference to a class or otherwise.

premises includes a vehicle or vessel of any kind.

respondent means a person against whom a search order is sought or made.

search order has the meaning given by subrule (2).

(2) Search order

The Court may make an order (a *search order*), in any proceeding or in anticipation of any proceeding in the Court, with or without notice to the respondent, for the purpose of securing or preserving evidentiary material and requiring a respondent to permit persons to enter premises for the purpose of securing the preservation of evidentiary material which is, or may be, relevant to an issue in the proceeding or anticipated proceeding.

(3) Requirements for grant of search order

The Court may make a search order if the Court is satisfied that—

- (a) an applicant seeking the order has a strong prima facie case on an accrued cause of action; and
- (b) the potential or actual loss or damage to the applicant will be serious if the search order is not made; and
- (c) there is sufficient evidence in relation to a respondent that—
 - (i) the respondent possesses important evidentiary material; and
 - (ii) there is a real possibility that the respondent might destroy such material or cause it to be unavailable for use in evidence in a proceeding or anticipated proceeding before the Court.

(4) Jurisdiction

Nothing in this rule diminishes the inherent, implied or statutory jurisdiction of the Court to make a search order.

(5) Terms of search order

- (a) A search order may direct each person who is named or described in the order—
 - (i) to permit, or arrange to permit, such other persons as are named or described in the order—
 - (A) to enter premises specified in the order; and
 - (B) to take any steps that are in accordance with the terms of the order; and
 - (ii) to provide, or arrange to provide, such other persons named or described in the order with any information, thing or service described in the order; and
 - (iii) to allow such other persons named or described in the order to take and retain in their custody anything described in the order; and
 - (iv) not to disclose any information about the order, for up to 3 business days after the date on which the order was served, except for the purposes of obtaining legal advice or legal representation; and
 - (v) to do or refrain from doing any act as the Court considers appropriate.
 - (b) Without limiting the generality of subparagraph (a)(i)(B), the steps that may be taken in relation to a thing specified in a search order include—
 - (i) searching for, inspecting or removing the thing; and
 - (ii) making or obtaining a record of the thing or any information it may contain.
 - (c) A search order may contain such other provisions as the Court considers appropriate.
 - (d) In subrule (b) —
record includes a copy, photograph, film or sample.
- (6) Independent lawyers
- (a) If the Court makes a search order, the Court must appoint one or more lawyers, each of whom is independent of the applicant’s lawyers, (the *independent lawyers*) to supervise the execution of the order, and to do such other things in relation to the order as the Court considers appropriate.
 - (b) The Court may appoint an independent lawyer to supervise execution of the order at any one or more premises, and a different independent lawyer or lawyers to supervise execution of the order at other premises, with each independent lawyer having power to do such other things in relation to the order as the Court considers appropriate.
- (7) Costs
- (a) The Court may make any order as to costs that it considers appropriate in relation to an order made under this rule.
 - (b) Without limiting the generality of subrule (1), an order as to costs includes an order as to the costs of any person affected by a search order.

149—Orders for custody and control of evidentiary material

- (1) The Court may, on its own initiative or on application by a party to proceedings (or proposed proceedings) before the Court, make orders for—
 - (a) the custody and control of evidentiary material;

- (b) the preservation of evidentiary material.
- (2) The Court may make orders for access to evidentiary material in the control of the Court or a person to whom the Court has given the custody or control of the material under subrule (1).
- (3) The Court may, for any good reason, dispense with notice of an application under this rule.

Part 6—Pre-trial examination by written questions

150—Pre-trial examination by written questions

- (1) The Court may, on application by a party to an action, make an order for the pre-trial examination of another party to the action (that is, an order requiring the other party (the *respondent*) to supply before the trial written answers to written questions formulated by the applicant).
- (2) Before an application for an order under this rule is heard by the Court, the applicant must—
 - (a) file the written questions in the Court; and
 - (b) serve a copy of the application and the written questions on the party from whom the answers are required (the *respondent*).
- (3) An application for the pre-trial examination of a party must be made after the close of pleadings but before a date falling 28 calendar days after all parties have made disclosure of documents.
- (4) Once the Court has made an order for the pre-trial examination of a party, no further order will be made on the application of the same applicant for the examination of the same respondent unless the Court is satisfied that there are special reasons for the further order.
- (5) If the respondent is a company, the questions must be answered by an officer of the company with authority to answer the questions on its behalf and the Court may, if it thinks fit, nominate a particular officer to answer the questions on behalf of the company.

151—Respondent's obligations

- (1) The respondent must respond to the questions—
 - (a) if no period is fixed by the Court for the respondent's response—within 28 calendar days after the Court's order; or
 - (b) if the Court fixes the time for the respondent's response—within the time fixed by the Court.
- (2) The response must set out the text of each question and (subject to subrule (3)) the respondent's answer to it.
- (3) The respondent may object to answering a question on any ground on which an objection might be properly made if the question were asked in the course of the trial and, in that event, the respondent must set out in the response the text of the question and the grounds of the objection.
- (4) The Court may, on application by a party who has put the questions, within 14 calendar days after the response is filed—
 - (a) disallow an objection and require the respondent to answer a particular question; or

- (b) require the respondent to make a further or better answer to a question.

152—Answers may be tendered at trial

The Court may receive a respondent's response, or part of it, in evidence at the trial.

Part 7—Medical examinations

153—Obligation to submit to medical examination at request of another party

- (1) A party whose medical condition is in issue in an action must, at the request of another party to the action, submit to a medical examination, at the cost of the party making the request, by a medical expert nominated by that party.
- (2) If a party is asked to submit to a medical examination after the action has been referred for trial, the party is not obliged to comply with the request unless the Court authorises or ratifies the request.
- (3) A party who asks another to submit to a medical examination must, at the request of the other party, pay to the other party a reasonable sum to cover the cost of travelling expenses and loss of earnings from attendance at the medical examination.
- (4) A medical practitioner who carries out a medical examination at the request of a party must prepare a written report setting out the results of the examination.
- (5) A party who asks another party to submit to a medical examination under this rule must give the other parties to the action a copy of the report obtained on the examination.
- (6) If the party undergoing the examination does not receive a copy of the medical expert's report within 14 calendar days after the date of the medical examination, that party may ask the medical practitioner for a report on the examination.

154—Non-compliance with obligation to submit to medical examination

- (1) If a party fails to comply with an obligation to submit to a medical examination under this Part, the Court may stay the action until the party complies with that obligation.

[subrule 154(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) The Court may order that a party is not to be entitled to damages or interest or both for a period for which the party is in default of an obligation to submit to a medical examination under this Part.

155—Court's power to direct biological test to establish paternity

- (1) If paternity is in issue in an action, the Court may direct—
 - (a) a party to the action to submit to a relevant biological test; or
 - (b) a parent or guardian of a child whose paternity is in issue to have the child submit to a relevant biological test.
- (2) A *relevant biological test* is a test that may provide evidence from which an inference relevant to paternity can be drawn.
- (3) A person cannot be compelled to submit to, or to have a child submit to, a relevant biological test under this rule but, if the direction is not complied with, the Court may draw inferences from the non-compliance that it considers proper in the circumstances.

Part 8—Admissions

156—Notice to admit facts or documents

- (1) A party may give notice to another party (a *notice to admit*) asking the other party to admit a particular assertion that the party makes for the purposes of the action.
- (2) The assertion may be—
 - (a) a statement purporting to be a statement of fact; or
 - (b) an assertion of the authenticity of a particular document; or
 - (c) an assertion that a particular document is, for stated reasons, relevant to the subject matter of the action; or
 - (d) an assertion that a particular document is, for stated reasons, admissible in evidence at the trial of the action.
- (3) A notice to admit is given by—
 - (a) filing the notice in the Court; and
 - (b) serving the notice on the party asked to make the admission.
- (4) If a notice to admit asserts the authenticity or relevance of a document, a copy of the document must, unless the Court otherwise directs, be attached to the notice.
- (5) A notice to admit cannot be given without the Court's permission under this rule—
 - (a) more than 28 calendar days after the last party in the action to file a list of documents has done so; or
 - (b) if the party proposing to give the notice has previously given two or more notices to admit to the same party.
- (6) A party to whom a notice to admit is addressed (the *respondent*) must, within 14 calendar days after the notice is given or a longer time agreed by the parties or allowed by the Court, give a notice (a *notice of response*) responding to each assertion in the notice to admit—
 - (a) by admitting the assertion; or
 - (b) by—
 - (i) denying the assertion and stating the grounds of the denial; or
 - (ii) stating that the respondent is not in a position to admit or deny the assertion and explaining why the respondent is not in a position to do so; or
 - (iii) claiming privilege or some other proper ground for refusing to respond to the assertion.
- (7) If the respondent fails to respond to an assertion in a notice to admit as required by subrule (6), the respondent is taken to have admitted the assertion.
- (8) A notice of response is given by—
 - (a) filing the notice in the Court; and
 - (b) serving the notice on the party who gave the notice to admit.
- (9) The Court may, on application made within 21 calendar days after a notice of response is given—

- (a) order the respondent to give a further and better notice of response within the time allowed by the Court; or
 - (b) if satisfied that the respondent has denied or failed to admit an assertion without adequate reasons for doing so—determine the issue raised by the assertion in advance of the trial.
- (10) If a party unreasonably denies or fails to admit an assertion, the Court will, unless there are good reasons for not doing so, order the party to pay costs arising from the denial or failure.
- (11) If a party unreasonably asks another party for an admission, the Court will, unless there are good reasons for not doing so, order that party to pay the costs arising from the request.

157—Admissions confined to action in which made

An admission made in response to a notice to admit, or a presumptive admission arising from a response or failure to respond to a notice to admit, is effective only for the purposes of the action in which the notice to admit was given.

158—Withdrawal of admissions

A party may not withdraw an admission without the Court's permission.

Part 9—Notice of evidence to be introduced at trial

Division 1—Notice generally

159—Notice generally

[Amended by District Court Civil Rules 2006 (Amendment No. 28)]

The Court may, before or after an action is listed for trial, direct a party to an action to file a notice in the Court—

[paragraph 159(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) listing the witnesses the party proposes to call at the trial and identifying the evidence and describing the general nature of the evidence to be given by each witness; and
- (b) describing the evidentiary material the party proposes to tender at the trial.

Division 2—Expert reports

160—Pre-trial disclosure of expert reports

- (1) A party must, before the relevant time limit—
- (a) obtain all expert reports that the party intends to obtain for the purposes of the trial of the action; and

[paragraph 160(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) serve on every other party to the action a copy of each expert report in the party's possession relevant to the subject matter of an action (whether the party intends to rely on it at the trial or not) not previously served on that party.

Exception—

This rule does not apply to reports obtained, or to be obtained from a shadow expert (see rule 161(1)).

- (2) The *relevant time limit* is the end of a period of 60 calendar days after the time limited for making an initial disclosure of documents.

[subrule 160(2A) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

(2A) A party requesting an expert report is to set out in a letter to the expert –

- (a) the assumptions the expert is requested to make for the purpose of expressing an opinion;
- (b) the materials provided to the expert for the purpose of expressing an opinion;
- (c) the questions on which the expert is asked to express opinion.

[subrule 160(2B) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

(2B) A party requesting an expert report is within five business days of sending a letter to an expert under subrule (2A) to serve on each other party to the action a copy of the letter.

[subrule 160(2C) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

(2C) To the extent practicable, when preparing a report (a responsive report) in response to or in the same field of expertise and dealing with the same subject matter as an expert report by another expert (a prior expert), an expert should confer with the prior expert about the assumptions and opinions the subject of their respective reports.

(3) An expert report should—

[paragraph 160(3)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

(a) set out the expert's qualifications to make the report;

[paragraph 160(3)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

(b) set out the facts and factual assumptions on which the report is based;

[paragraph 160(3)(c) amended by District Court Civil Rules 2006 (Amendment No. 28)]

(c) identify any documentary materials on which the report is based;

[paragraph 160(3)(d) amended by District Court Civil Rules 2006 (Amendment No. 28)]

(d) distinguish between objectively verifiable facts and matters of opinion that cannot be (or have not been) objectively verified;

[paragraph 160(3)(e) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

(e) set out the reasoning of the expert leading from the facts and assumptions to the expert's opinion on the questions asked;

[paragraph 160(3)(f) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

(f) set out the expert's opinion on the questions asked;

[paragraph 160(3)(g) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

(g) identify whether the expert has complied with subrule (2C) and if not why not;

[paragraph 160(3)(h) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

(h) identify the differences (if any) in assumptions made and opinions expressed compared to those made and expressed by a prior expert (if any);”

[paragraph 160(3)(f) renumbered to 160(3)(g) by District Court Civil Rules 2006 (Amendment No. 28)]

[paragraph 160(3)(g) renumbered to 160(3)(i) by District Court Civil Rules 2006 (Amendment No. 34)]

(i) comply with any requirements imposed by the Supplementary Rules.

(4) However, if an expert has provided a previous expert report to a party, a report complies with subrule (3) if it refers to material contained in the previous report without repeating it.

(5) A party who has disclosed an expert report, and proposes to rely on evidence from the expert at the trial, must, at the request of another party, provide the party making the request with—

- (a) a copy of documentary material (including material in the form of computer data) on which an expert has relied for making a report; and
- (b) details of any fee or benefit the expert has received, or is or will become entitled to receive, for preparation of the report or giving evidence on behalf of the party; and

[paragraph 160(5)(c) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (c) copies of written communications and details of any oral communications relevant to the preparation of the report—
 - (i) between the party, or any representative of the party, and the expert; and
 - (ii) between the expert and another expert.
- (6) The Court may, on application by a party, relieve the party from an obligation to disclose an expert report or information relating to it under this rule.
- (7) An application under subrule (6)—

[paragraph 160(7)(a) amended by District Court Civil Rules 2006 (Amendment No. 29)]

[paragraph 160(7)(a) amended by District Court Civil Rules 2006 (Amendment No. 34)]

- (a) must be made before the time for disclosure of the expert report; and
- (b) must be accompanied by a copy of the relevant report enclosed in a sealed envelope (which is only to be opened at the direction of the Court); and
- (c) may be made without notice to other parties to the action.

Note—

It should be noted that failure to comply with this rule may result in the exclusion of expert evidence at trial (see rule 214(2)). The expert's report may become in effect the expert's evidence-in-chief at trial (see rule 169).

[subrule 160(8) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

- (8) Notwithstanding subrule (3) but without affecting the obligation of a party to serve expert reports complying with subrule (3) by the relevant time limit in accordance with subrule (1), a party is at liberty at any time before the relevant time limit to obtain and serve a summary expert report that does not comply with subrule (3).

[subrule 160(9) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

- (9) For the purpose of this rule, a **summary expert report** is a report that sets out in summary form assumptions made and opinions held by an expert on issues relevant in the action.

[subrule 160(10) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

- (10) For the avoidance of doubt, an expert report (including a summary expert report) served under this rule is not subject to legal professional privilege and may be the subject of questions at trial and, if otherwise admissible, may be tendered in evidence at trial.

[subrule 160(11) inserted by District Court Civil Rules 2006 (Amendment No. 34)]

- (11) If a party obtains an expert report (including a summary expert report) before the relevant time limit, unless the Court otherwise orders, the party is within five business days of receipt to serve a copy of the report on each other party to the action.

161—Shadow experts

- (1) A shadow expert is an expert who—
 - (a) is engaged to assist with the preparation or presentation of a party's case but not on the basis that the expert will, or may, give evidence at the trial; and
 - (b) has not previously been engaged in some other capacity to give advice or an opinion in relation to the party's case or any aspect of it.
- (2) An expert will not be regarded as a shadow expert unless, at or before the time the expert is engaged, the expert gives a certificate, in an approved form, certifying that—
 - (a) the expert understands that it is not his or her role to provide evidence at the trial; and

- (b) the expert has not been previously engaged in any other capacity to give advice or an opinion in relation to the party's case or any aspect of it.
- (3) Evidence of a shadow expert is not admissible at the trial unless the Court determines that there are special reasons to admit the evidence.
- (4) If a party engages a shadow expert, the party must—
 - (a) notify the other parties—
 - (i) of the engagement; and
 - (ii) of the date of the engagement; and
 - (iii) of the name, address and qualifications of the relevant expert; and
 - (b) serve copies of the expert's certificate under subrule (2) on the other parties.
- (5) The notification must be given—
 - (a) if the engagement takes effect before the time for disclosing expert reports expires—before that time expires;
 - (b) in any other case—as soon as practicable after the engagement takes effect.

Part 10—Evidence

Division 1—Affidavits

162—Form of affidavit

- (1) An affidavit is to be in an approved form.
- (2) Subject to the following exceptions, an affidavit is to be confined to matters that the witness knows of his or her own knowledge.

Exceptions—

- 1 An affidavit made for the purpose of interlocutory proceedings may contain statements that the witness honestly believes to be true if the witness also states the grounds of the belief.
- 2 The Court may dispense with the requirements of this subrule to the extent it considers appropriate in a particular case.

[subrule 162(3) amended by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 162(3) substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (3) An affidavit must be made before an authorised person (the authorised person) to whom the maker of the affidavit (the witness) swears or affirms his or her honest belief in the truth of the contents of the affidavit.

[subrule 162(4) substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (4) The contents of an affidavit cannot be altered after it has been sworn or affirmed (but this subrule does not prevent the making of a later affidavit drawing attention to the error in the earlier affidavit).
- (5) An exhibit to an affidavit must be marked in a way that clearly identifies it as the exhibit referred to in the affidavit.
- (6) The Registrar may give directions about custody of, and access to, an exhibit and such an exhibit is to be dealt with in accordance with the Registrar's directions.

[subrule 162(7) substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (7) If the witness is illiterate or blind the authorised person must state in the attestation clause that—

- (a) he or she read the affidavit to the witness or that the affidavit was read in his or her presence to the witness; and
- (b) the witness appeared to understand and approve the contents of the affidavit.

[subrule 162(8) substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (8) Subject to the operation of s 14(2) of the *Evidence Act 1929* (SA), if the witness does not appear to understand English sufficiently, the authorised person must state in the attestation clause that an interpreter swore or affirmed before the authorised person that—

- (a) the interpreter had, in the presence of the authorised person, interpreted the contents of the affidavit to the witness;
- (b) the witness appeared to understand and approve the contents of the affidavit;
- (c) the interpreter had interpreted the oath to the witness;
- (d) the witness swore or affirmed that the contents of the affidavit were true;

and must state in the attestation clause the name and address of the interpreter.

- (9) The Court may receive an affidavit despite an irregularity in form.
- (10) The Court may receive an affidavit in an action whether the affidavit is made before or after the commencement of the action.

[subrule 162(11) inserted by District Court Civil Rules 2006 (Amendment No. 1)]

- (11) An affidavit is to be sworn or affirmed—
 - (a) if made in this State, in accordance with section 6 of the *Evidence Act 1929*; or
 - (b) if made elsewhere, in accordance with the law for the taking of oaths or the making of affirmations in that place.

163—Taking of Affidavits

[rule 163 heading substituted by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 163(1) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (1) Any of the following is an authorised person who may take an affidavit—
 - (a) the Registrar, a Deputy Registrar, or any other officer of the Court whom the Registrar has assigned for the purpose;
 - (b) a public notary;
 - (c) a commissioner for taking affidavits;
 - (d) a justice of the peace for South Australia;
 - (e) any other person authorised by law to take affidavits.
- (2) An affidavit may not be made before the party, or an employee or agent of the party, on whose behalf the affidavit is filed unless—
 - (a) the party is the Crown; or
 - (b) the person taking the affidavit is a lawyer acting for the party.

164—Power to strike out affidavit

The Court may order that an affidavit or part of an affidavit be struck out if satisfied that it is—

- (a) scandalous; or
- (b) irrelevant; or
- (c) an abuse of the process of the Court.

165—Power to require witness to appear for oral examination

- (1) Subject to these Rules, the Court may, on its own initiative or on application by a party, order a witness who has made an affidavit to attend for cross-examination on the affidavit.
- (2) If a witness fails to comply with an order under subrule (1), the Court may (instead of, or as well as, exercising its other powers to deal with the failure) exclude the affidavit from evidence.
- (3) If the witness is cross-examined, a re-examination may be conducted in the usual way.

166—Power to require oral evidence from a person who should have made affidavit

If a party satisfies the Court that—

- (a) the party reasonably requires an affidavit from a particular person; and
- (b) the person has failed to comply with a reasonable request to make an affidavit,

the Court may make an order requiring the person to attend for examination before the Court.

Division 2—Use of affidavits in interlocutory proceedings**167—Use of affidavits in interlocutory proceedings**

A party who proposes to rely on an affidavit in an interlocutory proceeding must file the affidavit and give copies of the affidavit to all other parties at least 2 clear business days before the hearing.

Division 3—Use of affidavit or expert report at trial**168—Trial without oral evidence**

- (1) The parties to an action may, by agreement, determine that a trial is to proceed on the basis of affidavits rather than oral evidence.
- (2) The Court may, on its own initiative or on application by a party, order that a trial proceed on the basis of affidavits rather than oral evidence.

169—Reception of certain evidence by way of affidavit or expert report

- (1) A party may, with the Court's permission, tender evidence in the form of an affidavit or expert report at the trial of the action.
- (2) The party must, within time limits fixed by the Court, serve on the other parties notice of intention to tender evidence in the relevant form together with a copy of the affidavit or expert report (but if the party has already given the other parties copies of the expert report as required by these Rules, a further copy need not be given).

[subrule 169(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) The Court may, on its own initiative or on application, order a party to an action to give notice of evidence the party intends to adduce from a witness at the trial by obtaining an affidavit or written statement from the proposed witness and giving copies of the affidavit or written statement to the other parties.

170—Notice to produce witness for cross-examination

[subrule 170(1) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) If evidence is to be tendered at trial in the form of an affidavit or expert report, another party to the action may, by written notice given to the party not more than 14 calendar days after the later of—
 - (a) the order that the evidence is to be tendered in that form; or
 - (b) service of the affidavit or expert report,
 require the party for whom the evidence is to be given to produce the witness for cross-examination at trial.
- (2) A party must comply with a requirement under subrule (1) unless the Court determines that it is unreasonable.

Division 4—Subpoenas

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

This Division generally follows the form of harmonised rules adopted in jurisdictions across Australia.

171—Interpretation

- (1) In this Division, unless the contrary intention appears—

addressee means the person who is the subject of the order expressed in a subpoena;

conduct money means a sum of money or its equivalent, such as prepaid travel, sufficient to meet the reasonable expenses of the addressee of attending court as required by the subpoena and returning after so attending;

issuing party means the party at whose request a subpoena is issued;

subpoena means an order in writing requiring a person (an *addressee*)—

 - (a) to attend to give evidence; or
 - (b) to produce the subpoena or a copy of it and a document or thing; or
 - (c) to do both those things.
- (2) To the extent that a subpoena requires the addressee to attend to give evidence, it is called a *subpoena to attend to give evidence*.
- (3) To the extent that a subpoena requires the addressee to produce the subpoena or a copy of it and a document or thing, it is called a *subpoena to produce*.

172—Issuing subpoena

- (1) The Court may, in any proceeding, by subpoena order an addressee—
 - (a) to attend to give evidence as directed by the subpoena; or
 - (b) to produce the subpoena or a copy of it and any document or thing as directed by the subpoena; or
 - (c) to do both those things.
- (2) The Court may exercise its power to issue a subpoena not only for the purposes of an action in the Court but also for the purposes of proceedings extraneous to the Court for which the issue of a subpoena by the Court is authorised by statute.

Example—

The Court may issue a subpoena for the purposes of arbitration proceedings under the *Commercial Arbitration Act 1986* on application by a party to the proceedings, supported by an affidavit setting out the reasons justifying its issue (see section 17 of that Act).

- (3) The Registrar is empowered to issue subpoenas on the Court's behalf.
- (4) The Registrar—
 - (a) may issue a subpoena if requested by a party to a proceeding to do so; and
 - (b) must issue a subpoena if directed by the Court to do so.
- (5) A subpoena is not to be issued—
 - (a) if the Court has made an order, or there is a rule of the Court, having the effect of requiring that the proposed subpoena—
 - (i) not be issued; or
 - (ii) not be issued without permission of the Court and that permission has not been given; or
 - (b) requiring the production of a document or thing in the custody of the Court or another court.
- (6) A subpoena is not to be issued—
 - (a) for the purposes of interlocutory proceedings; or
 - (b) to compel the production of a public document,unless a Judge or Master authorises the issue of the subpoena.
- (7) On issuing a subpoena, the Court will authenticate it by affixing its seal or in some other appropriate manner.

173—Form of subpoena

[subrule 173(1) substituted by District Court Civil Rules 2006 (Amendment No. 32)]

[subrule 173(1) substituted by District Court Civil Rules 2006 (Amendment No. 35)]

- (1) A subpoena under rule 173 of the Rules:
 - (a) to attend to give evidence is to be in an approved form;
 - (b) to produce is to be in an approved form;
 - (c) to do both those things is to be in an approved form.
- (2) A subpoena—
 - (a) may be addressed to one or more persons; and
 - (b) must, unless the Court otherwise orders, identify the addressee or addressees by name, or by description of office or position.
- (3) A subpoena may, however, be issued without the identification of the addressee or addressees on the basis that the necessary identifying names or descriptions are to be inserted before service of the subpoena by a solicitor for the party on whose application the subpoena was issued.
- (4) A subpoena to produce must—
 - (a) identify the document or thing to be produced; and
 - (b) specify the date, time and place for production.
- (5) A subpoena to attend to give evidence must specify, for each addressee who is required to attend, the date, time and place for attendance.
- (6) If a subpoena requires an addressee's personal attendance at a particular date, time and place to produce a document or thing, or to give evidence (or both)—

- (a) the date, time and place for attendance must be the date, time and place at which the trial is scheduled to commence or some other date, time and place permitted by the Court; but
- (b) if the course of the Court's business makes it necessary or expedient to change the date, time or place for attendance—

[subparagraph 173(6)(b)(i) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (i) the issuing party may amend the date, time or place by serving notice of the amendment on the addressee personally and tendering any additional conduct money that may be reasonable in the light of the amendment; and
 - (ii) the subpoena then operates in its amended form.
- (7) The place specified for production may be the Court or the address of any person authorised to take evidence in the proceeding as permitted by the Court.
 - (8) The last date for service of a subpoena—

[paragraph 173(8)(a) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (a) is the date falling 5 business days before the earliest date on which an addressee is required to comply with the subpoena or an earlier or later date fixed by the Court; and
 - (b) must be specified in the subpoena.
- (9) If an addressee is a company, the company must comply with the subpoena by its appropriate or proper officer.
 - (10) If there is a mistake in the terms in which a subpoena is issued, and the mistake is discovered before the subpoena is served, the issuing party may correct the mistake and, after filing a corrected copy of the subpoena in the Court, proceed with service of the subpoena in its corrected form.

173A—Alteration of date for attendance or production

[rule 173A inserted by District Court Civil Rules 2006 (Amendment No. 5)]

- (1) The issuing party may give notice to the addressee of a date or time later than the date or time specified in a subpoena as the date or time for attendance or for production or for both.
- (2) When notice is given under subrule (1), the subpoena has the effect as if the date or time notified appeared in the subpoena instead of the date or time which appeared in the subpoena.

174—Setting aside or other relief

- (1) The Court may on the application of a party or any person having a sufficient interest, set aside a subpoena in whole or part, or grant other relief in respect of it.
- (2) Any application under subrule (1) must be made on notice to the issuing party.
- (3) The Court may order that the applicant give notice of the application to any other party or to any other person having a sufficient interest.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

Sections 33, 43 and 44 of the *Service and Execution of Process Act 1992* (Cth) contain provisions governing applications to set aside subpoenas served interstate.

175—Service

- (1) A subpoena must be served personally on the addressee on or before the last day for service specified in the subpoena.
- (2) The issuing party must serve a copy of a subpoena to produce on each other party as soon as practicable after the subpoena has been served on the addressee or addressees.

176—Compliance with subpoena

[subrule 176(1) amended by District Court Civil Rules 2006 (Amendment No. 5)]

[subrule 176(1) amended by District Court Civil Rules 2006 (Amendment No. 35)]

- (1) An addressee need not comply with the requirements of a subpoena to attend to give evidence or a subpoena both to attend to give evidence and to produce unless conduct money has been handed or tendered to the addressee a reasonable time before the date on which attendance is required.
- (2) An addressee need not comply with the requirements of a subpoena unless it is served on or before the date specified in the subpoena as the last date for service of the subpoena.

[Note 1 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note 1—

Section 30 of the *Service and Execution of Process Act 1992* (Cth) provides that, when a subpoena is served interstate, service is only effective if it is not less than 14 days before the person is required to comply unless the Court allows a shorter period in defined circumstances.

[Note 2 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note 2—

Section 31 of the *Service and Execution of Process Act 1992* (Cth) provides that, when a subpoena is served interstate, service is only effective if prescribed notices and a copy of any order under section 30 are attached to the subpoena served.

[Note 3 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note 3—

Section 32 of the *Service and Execution of Process Act 1992* (Cth) provides that, when a subpoena is served interstate, service is only effective if, a reasonable time before compliance is required, sufficient allowances and travelling expenses are paid or tendered to the person.

- (3) Despite rule 175(1), an addressee must comply with the requirements of a subpoena even if it has not been served personally on that addressee if the addressee has, by the last date for service of the subpoena, actual knowledge of the subpoena and of its requirements.

[subrule 176(4) substituted by District Court Civil Rules 2006 (Amendment No. 5)]

[subrule 176(4) amended by District Court Civil Rules 2006 (Amendment No.13)]

- (4) Subject to subrules (6) and (7) the addressee must comply with a subpoena to produce—
 - (a) by attending at the date, time and place specified for production or, if the addressee has received notice of a later date or time from the issuing party, at that later date or time and producing the subpoena or a copy of it and the document or thing to the Court or to the person authorised to take evidence in the proceeding as permitted by the Court; or
 - (b) by delivering or sending the subpoena or a copy of it and the document or thing to the Registrar at the address specified for the purpose in the subpoena, or, if

more than one address is so specified, at any one of those addresses, so that they are received not less than 2 clear business days before the date specified in the subpoena for attendance and production or, if the addressee has received notice of a later date or time from the issuing party, before that later date.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

Section 34 of the *Service and Execution of Process Act 1992* (Cth) provides that, when a subpoena is served interstate, a document or thing may be delivered to the Registrar not less than 24 hours before the date for compliance.

[subrule 176(5) amended by District Court Civil Rules 2006 (Amendment No. 5)]

- (5) In the case of a subpoena that is both a subpoena to attend to give evidence and a subpoena to produce, production of the subpoena or a copy of it and of the document or thing in any of the ways permitted by subrule (4) does not discharge an addressee from the obligation to attend to give evidence.

[subrule 176(6) inserted by District Court Civil Rules 2006 (Amendment No. 13)]

- (6) Unless a subpoena specifically requires the production of the original, the addressee may produce a copy of any document required to be produced by the subpoena.

[subrule 176(7) inserted by District Court Civil Rules 2006 (Amendment No. 13)]

- (7) The copy of a document may be—

(a) a photocopy; or

[paragraph 176(7)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

[paragraph 176(7)(b) substituted by District Court Civil Rules 2006 (Amendment No. 35)]

(b) in an electronic form in any of the following electronic formats –

- (i) .doc and .docx – Microsoft Word documents;
- (ii) .pdf – Adobe Acrobat documents;
- (iii) .xls and .xlsx – Microsoft Excel spreadsheets;
- (iv) .jpg – image files;
- (v) .rtf – rich text format
- (vi) .gif – graphics interchange format;
- (vii) .tif – tagged image format; or
- (viii) any other format agreed with the issuing party

177—Production otherwise than on attendance

- (1) This rule applies if an addressee produces a document or thing in accordance with rule 176(4)(b).
- (2) The Registrar must, if requested by the addressee, give a receipt for the document or thing to the addressee.
- (3) If the addressee produces more than one document or thing, the addressee must, if requested by the Registrar, provide a list of the documents or things produced.

[subrule 177(4) deleted by District Court Civil Rules 2006 (Amendment No. 13)]

- (4) *****

[subrule 177(5) deleted by District Court Civil Rules 2006 (Amendment No. 13)]

- (5) *****

178—Removal, return, inspection, copying and disposal of documents and things

The Court may give directions in relation to the removal from and return to the Court, and the inspection, copying and disposal, of any document or thing that has been produced to the Court in response to a subpoena.

179—Inspection of, and dealing with, documents and things produced otherwise than on attendance

- (1) On request in writing of a party, the Registrar must inform the party whether production in response to a subpoena has occurred in accordance with rule 176(4)(b), and, if so, include a description, in general terms, of the documents and things produced.
- (2) The following provisions of this rule apply if an addressee produces a document or thing in accordance with rule 176(4)(b).
- (3) Subject to this rule, no person may inspect a document or thing produced unless the Court has granted permission and the inspection is in accordance with that permission.

[subrule 179(4) substituted by District Court Civil Rules 2006 (Amendment No. 16)]

- (4) Unless the Court otherwise orders, the Registrar may permit the parties to inspect at the Registry any document or thing produced if—
 - (a) the Registrar is satisfied that a copy of the subpoena to produce was served on each other party in accordance with rule 175(2); and
 - (b) there has been no objection to inspection under this rule by a party or any person having a sufficient interest.
- (5) If the addressee objects to a document or thing being inspected by any party to the proceeding, the addressee must, at the time of production, notify the Registrar in writing of the objection and of the grounds of the objection.
- (6) If a party or person having a sufficient interest objects to a document or thing being inspected by a party to the proceeding, the objector may notify the Registrar in writing of the objection and of the grounds of the objection.
- (7) On receiving notice of an objection under this rule, the Registrar—
 - (a) must not permit any, or any further, inspection of the document or thing the subject of the objection; and
 - (b) must refer the objection to the Court for hearing and determination.
- (8) The Registrar must notify the issuing party of the objection and of the date, time and place at which the objection will be heard, and the issuing party must notify the addressee, the objector and each other party accordingly.
- (9) The Registrar must not permit any document or thing produced to be removed from the Registry except on application in writing signed by the solicitor for a party.
- (10) A solicitor who signs an application under subrule (9) and removes a document or thing from the Registry undertakes to the Court by force of this rule that—

[paragraph 179(10)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) the document or thing will be kept in the personal custody of the lawyer for the party; and
 - (b) the document or thing will be returned to the Registry in the same condition, order and packaging in which it was removed, as and when directed by the Registrar.
- (11) The Registrar may, in the Registrar's discretion, grant an application under subrule (9) subject to conditions or refuse to grant the application.

180—Disposal of documents and things produced

- (1) Unless the Court otherwise orders, the Registrar may, in the Registrar's discretion, return to an addressee any document or thing produced in response to the subpoena.

Note—

It should be noted, however, that if the document or thing has been tendered as an exhibit, the Registrar is to deal with the exhibit as directed by the Court (see rule 18(2)(c)).

- (2) Unless the Court otherwise orders, the Registrar must not return any document or thing under subrule (1) unless the Registrar has given to the issuing party at least 14 calendar days' notice of the intention to do so and that period has expired.

[subrule 180(3) substituted by District Court Civil Rules 2006 (Amendment No. 13)]

[subrule 180(3) substituted by District Court Civil Rules 2006 (Amendment No. 35)]

- (3) The addressee of a subpoena to give evidence or to give evidence and to produce must complete the declaration by the addressee provided for in the approved form.

[subrule 180(4) substituted by District Court Civil Rules 2006 (Amendment No. 13)]

[subrule 180(3) substituted by District Court Civil Rules 2006 (Amendment No. 35)]

- (4) The completed declaration must be included in the subpoena or copy of the subpoena which accompanies the documents produced under the subpoena.

[subrule 180(5) inserted by District Court Civil Rules 2006 (Amendment No. 13)]

- (5) Subject to subrule (6), the Registrar may, on the expiry of four months from the conclusion of the proceeding, cause to be destroyed all the documents produced in the proceedings in compliance with a subpoena which were declared by the addressee to be copies.

[subrule 180(6) inserted by District Court Civil Rules 2006 (Amendment No. 13)]

- (6) The Registrar may cause to be destroyed those documents declared by the addressee to be copies which have become exhibits in the proceeding when they are no longer required in connection with the proceeding, including on any appeal.

181—Costs and expenses of compliance

- (1) The Court may order the issuing party to pay the amount of any reasonable loss or expense incurred in complying with the subpoena.
- (2) If an order is made under subrule (1), the Court must fix the amount or direct that it be fixed in accordance with the Court's usual procedure in relation to costs.
- (3) An amount referred to in this rule is separate from and in addition to—
- (a) any conduct money paid to the addressee; or
 - (b) any witness expenses payable to the addressee.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

Sections 35 and 45 of the *Service and Execution of Process Act 1992* (Cth) provide that, when a subpoena is served interstate, the person served is entitled to reasonable expenses incurred in compliance and empowers the Court to make orders for this purpose.

182—Failure to comply with subpoena—contempt of court

- (1) An addressee who fails to comply with a subpoena without lawful excuse is in contempt of court and may be dealt with accordingly.
- (2) Despite rule 175(1), if a subpoena has not been served personally on an addressee, the addressee may be dealt with for contempt of court as if the addressee had been so served if it is proved that the addressee had, by the last date for service of the subpoena, actual knowledge of the subpoena and its requirements.

- (3) Subrules (1) and (2) are without prejudice to any power of the Court under any rules of the Court (including any rules of the Court providing for the arrest of an addressee who defaults in attendance in accordance with a subpoena) or otherwise, to enforce compliance with a subpoena.

183—Documents and things in court custody

- (1) A party who seeks production of a document or thing in the custody of the Court or of another court may inform the Registrar in writing accordingly, identifying the document or thing.
- (2) If the document or thing is in the custody of the Court, the Registrar must produce the document or thing—
 - (a) in court or to any person authorised to take evidence in the proceeding, as required by the party; or
 - (b) as the Court directs.
- (3) If the document or thing is in the custody of another court, the Registrar must, unless the Court has otherwise ordered—
 - (a) request the other court to send the document or thing to the Registrar; and
 - (b) after receiving it, produce the document or thing—
 - (i) in court or to any person authorised to take evidence in the proceeding as required by the party; or
 - (ii) as the Court directs.

183A—Service of subpoena in New Zealand

[rule 183A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

[rule 183A heading amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (1) In this rule, Act means the *Trans-Tasman Proceedings Act 2010* (Cth).
- (2) An application under section 31 of the Act for permission to serve a subpoena in New Zealand under the Act in relation to a current proceeding in the Court is to be made by interlocutory application in accordance with rule 131.
- (3) The application is to be supported by an affidavit—
 - (a) exhibiting a copy of the subpoena in respect of which permission to serve is sought;
 - (b) identifying the name, occupation and address of the proposed addressee;
 - (c) identifying whether the addressee is over 18 years old;
 - (d) identifying the nature and significance of the evidence to be given, or the document or thing to be produced, by the addressee;
 - (e) identifying the steps taken (if any) to ascertain whether the evidence, document or thing could be obtained by other means without significantly greater expense, and with less inconvenience, to the addressee;
 - (f) identifying the date by which it is intended to serve the subpoena in New Zealand;
 - (g) identifying the amounts to be tendered to the addressee to meet the addressee's reasonable expenses of complying with the subpoena;
 - (h) identifying the way in which the amounts mentioned in paragraph (g) are to be given to the addressee;

- (i) identifying if the subpoena requires a specified person to attend to give evidence, an estimate of the time during which the addressee will be required to attend; and
 - (j) identifying any facts or matters known to the applicant that may constitute grounds for an application by the addressee to have the subpoena set aside under subsections 36(2) or (3) of the Act.
- (4) In cases to which subrule (2) does not apply, an application to serve a subpoena in New Zealand under the Act is to be made in a proceeding commenced under rule 34 and is to be supported by an affidavit addressing the matters listed in subrule (3).
- (5) An application under section 35 of the Act to set aside a subpoena served in New Zealand is to be made by an interlocutory application under rule 131 using the approved form for such an application.

Division 5—Examination of witnesses

184—Court's power to order examination of witness

- (1) The Court may, on its own initiative or on application, appoint an examiner to take the evidence of a witness.
- (2) A Judge or Master is eligible to be appointed as an examiner.
- (3) The Court may exercise its powers under this rule for the purposes of—
 - (a) an action in the Court; or
 - (b) a proceeding in a foreign court or tribunal.

Example amended by District Court Civil Rules 2006 (Amendment No. 28)]

Example—

The Court may appoint an examiner to conduct the examination of a witness if it appears from a commission rogatoire, a letter of request, the Crown Solicitor's certificate, or other evidence acceptable to the Court that a foreign court or tribunal seeks to obtain evidence for the purposes of a civil proceeding.

185—Procedure before examiner

- (1) Subject to any direction by the Court, a witness in proceedings before an examiner may be examined, cross-examined and re-examined in the same way as a witness at the trial of an action.
- (2) If the Court so directs, a videotape record of the examination is to be made.
- (3) An examiner is an officer of the Court and has such of the Court's powers as the Court may assign (but not, unless the examiner is a Judge, the power to punish for contempt).
- (4) The Court may, on application by an examiner or an interested person, make an order for punishment of—
 - (a) a contempt committed in the face of the examiner; or
 - (b) a contempt of an order of the examiner.

186—Record of examination

- (1) A record of the examination must be made and certified by the examiner.
- (2) The examiner must allow the witness to note any objection made to the accuracy of the record.
- (3) At the conclusion of the examination, the examiner—

- (a) must forward the certified record of the examination to the Registrar; and
 - (b) must report to the Court any failure by a witness to answer lawful questions or to produce evidentiary material to the examiner when lawfully required to do so.
- (4) If the examination was conducted for the purpose of proceedings before a foreign court or tribunal, the Registrar must forward to the proper officer of the foreign court or tribunal—
- (a) a certificate under the seal of the Court to the effect that the examination has been conducted in accordance with the order or request of the foreign court or tribunal; and
 - (b) a copy of the certified record of the examination; and
 - (c) a copy of any report made on the examination by the examiner.

Part 11—Offers of settlement

187—Making of a formal offer

[rule 187 substituted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) A party (*the offeror*) may, by notice in writing, make an offer to any other party (*the offeree*) to compromise any claim in the proceeding, either in whole or in part, on specified terms (a *formal offer*).

Note—

A claim is defined by rule 30. A single action may include multiple claims. A formal offer may be made by a plaintiff or defendant in the principal action or a plaintiff or defendant in a cross action (including a counterclaim or contribution claim) or a plaintiff or defendant in a third party action. A formal offer might relate to one or more but not all claims in an action or it might relate to all claims in the action. A formal offer might relate to one action only in a proceeding (eg a cross action but not to the principal action) or it might relate to all actions in the proceeding.

- (2) A formal offer is to be expressed—
- (a) in terms of a judgment to be entered upon acceptance (a *judgment offer*); or
 - (b) in terms of a contract to come into existence upon acceptance including terms for the disposition of the claim the subject of the offer (by discontinuance, judgment or otherwise) (a *contract offer*).

Note—

The judgment the subject of a judgment offer might be expressed as a money judgment; a judgment for or for a proportion of damages to be assessed; for declaratory, injunctive or other special relief; for costs in a fixed amount or to be adjudicated; for a combination of such matters or any other judgment which the Court could enter.

- (3) A formal offer that does not comply with subrule (2) is incapable of acceptance for the purposes of this Part and is void for the purposes of this Part.
- (4) A formal offer is to—
- (a) be in an approved form;
 - (b) state that it is made in accordance with this rule;
 - (c) if there is more than one action in the proceeding, state the action to which it relates; and
 - (d) if it relates to some, but not all, claims in the action to which it relates – state to which claims it relates.

- (5) A formal offer is to be—
- (a) filed at Court in an envelope marked “formal offer – not to be opened except in accordance with an order of a Judge or Master” unless it is expressed to be an open offer in which case it is to be filed in the usual way; and
 - (b) served on all other parties to the proceeding immediately upon being filed.
- (6) A formal offer—
- (a) may be expressed to be an open offer but if silent will be taken to be made on the basis that it is without prejudice save as to costs;
 - (b) may include any terms as to costs (including that the offer is inclusive of costs or that the parties will submit to any order the Court may make in the exercise of its discretion) but if silent will be taken to include a term that the defendant to the relevant claim is to pay the plaintiff’s costs of the relevant claim on a party and party basis up to the time of acceptance;
 - (c) may be expressed to lapse after the expiration of a stipulated time, being not less than 14 days after service of the offer, but if silent will be taken to remain open until it lapses or is withdrawn in accordance with rule 188;
 - (d) if a contract offer involving payment of money, may stipulate time for payment but if silent will be taken to include a term that payment be made within 28 days of acceptance;
 - (e) may include any terms as to principal relief whether or not sought or obtainable in the proceeding;
 - (f) may annex reasons why it would be unreasonable for the offer not to be accepted.

188—Time for making, withdrawing and accepting a formal offer

[rule 188 substituted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) If no time for acceptance is stipulated and the offer has not been withdrawn, a formal offer cannot be accepted after 7 clear calendar days before the commencement of the trial of the claim to which it relates.

Note—

If the trial is vacated or adjourned without being part heard, the original trial date the subject of the vacation or adjournment order is to be ignored for the purpose of subrule (1).

- (2) A party may make more than one formal offer.
- (3) Provided that it has not been accepted, a party may withdraw a formal offer at any time by filing and serving on each party to the proceeding a notice of withdrawal in an approved form.
- (4) If a party withdraws a formal offer within 14 days after it has been served, the formal offer is to be treated as if it never existed.

188A—Response to offer

[rule 188A inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) A party to whom a formal offer has been made is to respond to the offer within 14 days of service by a response (a *formal response*)—
- (a) accepting the offer; or
 - (b) not accepting the offer; or
 - (c) contending that the offer does not comply with rule 187 and explaining why.

- (2) An offeree who contends that the offeree cannot reasonably decide whether to accept the offer within 14 days is to include in the formal response a statement to that effect, identify how long the offeree reasonably needs to decide whether to accept the offer and explain why such additional time is required.
- (3) The making of a formal response that does not accept the formal offer does not prevent later acceptance of the offer by the offeree.
- (4) A formal response is to—
 - (a) be in an approved form;
 - (b) state that it is made in accordance with this rule;
 - (c) be filed at Court in an envelope marked “formal response – not to be opened except in accordance with an order of a Judge or Master” unless it is expressed to be an open response and is in response to an open offer in which case it is to be filed in the usual way; and
 - (d) be served on all other parties to the proceeding immediately upon being filed.

[subrule 188A(5) amended by District Court Civil Rules 2006 (Amendment No. 32)]

- (5) Unless the Court otherwise orders in exceptional circumstances, an offeree is not entitled on an application for costs under rule 188F, 188G, 188H or 188I to contend that an offer does not comply with rule 187 or did not give the offeree a reasonable time to decide whether to accept the offer other than on any grounds identified in a formal response served in compliance with subrule (1).

188B—Communication of offer and response

[rule 188B inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) Unless expressed to be an open offer and subject to subrule (3)—
 - (a) no reference to the terms of a formal offer is to be made in any pleading, affidavit or other document filed or lodged with the Court;
 - (b) a formal offer will be kept by the Court in a suppressed file and the terms of a formal offer are not to be disclosed to the trial Judge.
- (2) Unless expressed to be an open response in response to an open offer and subject to subrule (3)—
 - (a) no reference to the terms of a formal response is to be made in any pleading, affidavit or other document filed or lodged with the Court;
 - (b) a formal response will be kept by the Court in a suppressed file and the terms of a formal response are not to be disclosed to the trial Judge.
- (3) Subrules (1) and (2) do not apply—
 - (a) after the offer is accepted in accordance with rule 188C; or
 - (b) after all questions to which the offer is relevant have been determined; or
 - (c) if the Court permits or requires disclosure.

188C—Acceptance of offer

[rule 188C inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) A party to whom a formal offer has been made, which offer remains open for acceptance, may accept the offer or, where the offer contains alternatives, an alternative contained in the offer.
- (2) A party may accept an offer which remains open for acceptance notwithstanding the existence of a concurrent offer by the offeror or offeree in different terms.

- (3) The acceptance of a formal offer is to be in an approved form.
- (4) When a judgment offer is accepted, judgment reflecting the terms of the offer may be entered by consent. The offeror is to—
 - (a) lodge with the Court for settling a draft judgment within 14 days of acceptance of the offer; or
 - (b) file a notice of discontinuance; or
 - (c) apply for an appropriate order.
- (5) When a contract offer is accepted, either party may apply to the Court for appropriate orders in light of the terms of the contract constituted by the offer and acceptance.
- (6) When a formal offer is accepted which is expressed to include payment of a party's costs of action up to the time of acceptance or any other time specified in the offer, the party whose costs are to be paid is entitled to an adjudication of costs up to that time on the relevant basis.

188D—Party under disability

[rule 188D inserted by District Court Civil Rules 2006 (Amendment No. 31)]

A person under disability may make or accept a formal offer, but no acceptance of an offer made by that person and no acceptance by that person of an offer is binding until the Court has approved the compromise.

188E—Failure to comply with accepted offer

[rule 188E inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) If a party to an accepted judgment offer fails to comply with the terms of the offer, the Court may on the application of another party to the accepted offer—
 - (a) enter judgment to give effect to the terms of the accepted offer;
 - (b) stay or dismiss the claim the subject of the accepted offer if the plaintiff is in default or strike out the defendant's defence to the claim the subject of the accepted offer if the defendant is in default;
 - (c) set aside the acceptance of the offer and make directions for the claim the subject of the accepted offer to proceed to trial; or
 - (d) make such other order as the Court thinks fit.
- (2) If a party to an accepted contract offer fails to comply with the terms of the contract constituted on acceptance of the offer, the Court may on the application of another party to the accepted offer—
 - (a) make orders to give effect to the terms of the accepted offer; or
 - (b) stay or dismiss the claim the subject of the accepted offer if the plaintiff is in default or strike out the defendant's defence to the claim the subject of the accepted offer if the defendant is in default;
 - (c) set aside the acceptance of the offer and make directions for the claim the subject of the accepted offer to proceed to trial; or
 - (d) make such other order as the Court thinks fit.

188F—Costs where complying offer not accepted

[rule 188F inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) In this Part

complying offer means a formal offer that—

- (a) complies with rule 187;
- (b) involves a genuine compromise;
- (c) contains a term either that the defendant on the relevant claim is to pay the costs of the plaintiff on the relevant claim on a party and party basis or that the parties will submit to any order the Court may make in the exercise of its discretion;
- (d) if a contract offer—
 - (i) is a monetary offer; and
 - (ii) if made by the party who is to pay the money, the money is payable under the terms of the offer within not more than 28 days after acceptance of the offer and the party is ready, willing and able to pay the money in accordance with the terms of the offer; and
- (e) was filed at least 21 clear calendar days before the commencement of the trial of the claim to which it relates or such later date as may be specified by the Court on application for an extension of time made before the formal offer is made.

Note—

If the trial is vacated or adjourned without being part heard, the original trial date the subject of the vacation or adjournment order is to be ignored for the purpose of paragraph (e).

monetary offer means a formal offer under which the principal consideration payable by one party to the other (disregarding costs) is the payment of money.

- (2) The provisions of this rule are subject to the overriding discretion of the Court.
- (3) When a complying offer is made by a plaintiff and not accepted by a defendant and the plaintiff obtains judgment on the claim to which the offer relates no less favourable to the plaintiff than the terms of the offer—
 - (a) the costs incurred in respect of the claim up to 14 days after service of the formal offer are unaffected by the making of the formal offer;
 - (b) the plaintiff is entitled to an order against the defendant for the plaintiff's costs of action in respect of the claim to which the complying offer relates thereafter on an indemnity basis.
- (4) When a complying offer is made by a defendant and not accepted by a plaintiff and the defendant obtains judgment on the claim to which the offer relates—
 - (a) the costs incurred in respect of the claim up to 14 days after service of the formal offer are unaffected by the making of the formal offer;
 - (b) the defendant is entitled to an order against the plaintiff for the defendant's costs of action in respect of the claim to which the complying offer relates thereafter on an indemnity basis.
- (5) When a complying offer is made by a defendant and not accepted by a plaintiff and the plaintiff obtains judgment in respect of the claim to which the offer relates less favourable to the plaintiff than the terms of the offer—
 - (a) the costs incurred in the action up to 14 days after service of the formal offer are unaffected by the making of the formal offer;
 - (b) the defendant is entitled to an order against the plaintiff for the defendant's costs of action in respect of the claim to which the complying offer relates thereafter on a party and party basis.

- (6) When a party makes a complying offer for a proportion of damages to be assessed, the provisions of this rule do not apply to costs incurred in relation to the quantum of damages unless the Court specifically orders.

188G—Costs in other cases

[rule 188G inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) This rule applies in cases to which rule 188F does not apply.
- (2) When—
- (a) a party has made a formal offer;
 - (b) the offer was not accepted; and
 - (c) judgment is granted in respect of the claim the subject of the offer on terms no less favourable to the offeror than the terms of the offer—
- the Court is to take those matters into account in determining what order for costs to make.
- (3) Without affecting the generality of the discretion of the Court, in exercising its discretion as to costs in accordance with subrule (2), if the Court considers that a party unreasonably rejected a formal offer, the Court may—
- (a) order that the offeree pay the costs of the offeror in respect of the claim the subject of the offer after 14 days after service of the formal offer on an party and party basis or some other basis; or
 - (b) order that the offeree bear its own costs in respect of the claim the subject of the offer after 14 days after service of the formal offer; or
 - (c) make such other order as to costs as it thinks appropriate.

188H—Costs on appeals

[rule 188H inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) In this Part
- appeal*** includes a review standing in the stead of or analogous to an appeal—
- (2) A party (***the offeror***) may, by notice in writing, make an offer to any other party (***the offeree***) to compromise an appeal, either in whole or in part, on specified terms (an ***appeal offer***).

[subrule 188H(3) amended by District Court Civil Rules 2006 (Amendment No. 32)]

- (3) The provisions of rules 187, 188 and 188A to 188E apply *mutatis mutandis* to an appeal offer as if it were a formal offer in a proceeding at first instance.
- (4) An appeal offer may be on terms that take into account any cross-appeal.
- (5) Where on an appeal—
- (a) a party has made an appeal offer;
 - (b) the offer was not accepted; and
 - (c) the offeror obtains an order on the appeal no less favourable to that party than the terms of the offer—

the Court is to take those matters, and also the stage of the appeal at which the offer was made, into account in determining what order for costs to make in respect of the appeal or in respect of the appeal and the proceeding more generally.

- (6) Without affecting the generality of the discretion of the Court, in exercising its discretion under subrule (5), the Court may order that the offeree pay the costs of the offeror on a solicitor/client basis or a party and party basis or not recover that party's costs from the time the offer was served or from any other time that the Court thinks fit.

188I—Costs on adjudication of costs

[rule 188I inserted by District Court Civil Rules 2006 (Amendment No. 31)]

- (1) In this Part

adjudication means the process of adjudicating costs under Chapter 12 Part 3 and includes all stages of the adjudication from commencement to final conclusion.

- (2) A party (*the offeror*) may, by notice in writing, make an offer to any other party (*the offeree*) to compromise an adjudication, either in whole or in part, on specified terms (an *adjudication offer*).

[subrule 188I(3) amended by District Court Civil Rules 2006 (Amendment No. 32)]

- (3) The provisions of rules 187, 188 and 188A to 188E apply mutatis mutandis to an adjudication offer as if it were a formal offer in a proceeding at first instance.

- (4) Where on an adjudication—

- (a) a party has made an adjudication offer;
- (b) the offer was not accepted; and
- (c) the offeror obtains an order on the adjudication no less favourable to that party than the terms of the offer—

the Court is to take those matters, and also the stage of the adjudication at which the offer was made, into account in determining what order for costs to make in respect of the adjudication.

- (5) Without affecting the generality of the discretion of the Court, in exercising its discretion under subrule (4), the Court may order that the offeree pay the costs of the offeror on a solicitor/client basis or a party and party basis or not recover that party's costs from the time the offer was served or from any other time that the Court thinks fit.

Part 12—Suitors fund

189—Continuation of District Court Suitors Fund

The District Court Suitors Fund (the *Suitors Fund*) continues in existence.

190—Payment of money into and out of Suitors Fund

- (1) All money paid into the Court is to be paid into the Suitors Fund.
- (2) Money is to be paid out of the Suitors Fund—
 - (a) by order of the Court; or
 - (b) by direction of the Registrar.

191—Investment of Suitors Fund

[subrule 191(1) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (1) The Suitors Fund (and any income of the Fund) is to be invested by the Registrar as a common fund pursuant to section 21 of the *Public Finance and Audit Act 1987*.
- (2) However, the Court may direct that any part of the Suitors Fund be separately invested.

[subrule 191(3) substituted by District Court Civil Rules 2006 (Amendment No. 1)]

- (3) As soon as practicable after the last days of June and December in each year the Registrar is to fix the rate of interest payable in respect of funds in Court for the preceding half-year and to credit interest to the common fund or any special fund at those times.

[subrule 191(4) inserted by District Court Civil Rules 2006 (Amendment No. 1)]

- (4) When money is paid out during any half-yearly period the rate of interest applicable to the previous half-year shall apply unless the Registrar otherwise directs.

[subrule 191(5) inserted by District Court Civil Rules 2006 (Amendment No. 1)]

- (5) Interest accrues from day to day up to the date when the cheque for payment out is signed.

Part 13—Power to stay or dismiss proceedings

192—Court's power to stay proceedings

The Court may stay proceedings if the justice of the case so requires.

193—Court's power to dismiss proceedings

The Court may dismiss proceedings if—

- (a) the pleadings disclose no reasonable cause of action; or
- (b) the proceedings are frivolous, vexatious or an abuse of the process of the Court.

Part 14—Security for costs

194—Security for costs

- (1) The Court may order a plaintiff to provide security for costs if—
- (a) the action is brought in a representative capacity and the plaintiff is insolvent or would have insufficient resources to meet an order for costs if the action were to prove to be unsuccessful; or
 - (b) the plaintiff is ordinarily resident outside Australia; or
 - (c) there are reasonable grounds to suspect that the action may have been brought for an ulterior purpose; or
 - (d) the order is authorised by statute; or
 - (e) the order is necessary in the interests of justice.

[Note 1 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note 1—

Section 1335 of the *Corporations Act 2001* (Cth), section 19 of the *Service and Execution of Process Act 1992* (Cth) and section 15 of the *Trans-Tasman Proceedings Act 2010* (Cth) empower the Court to order security for costs in defined circumstances.

[Note 2 numbered by District Court Civil Rules 2006 (Amendment No. 28)]

Note 2—

If a defendant makes a counterclaim, the defendant is the plaintiff in the cross action—see definition of *plaintiff*.

- (2) Security for costs is to be given in the form and manner directed by the Court.

[subrule 194(3) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (3) If the Court orders security for costs, the action may be stayed until the security is given.

- (4) The Court may, at any time, vary or revoke an order for security for costs and make consequential directions.
- (5) An amount paid into the Court by way of security for costs may be paid out by consent of the interested parties.

[subrule 194(6) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (6) If the action has been stayed for 6 months, the action is automatically dismissed for want of prosecution.

[subrule 194(7) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (7) A dismissal effected by subrule (6) takes effect at 4.30 pm on the last day of the period.

[subrule 194(8) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (8) Despite the dismissal of an action under this rule, the Court may, for special reasons, reinstate the action.

Chapter 8—Special kinds of action

Part 1—Application of general rules

195—Application of general rules

[rule 195 amended by District Court Civil Rules 2006 (Amendment No. 28)]

The rules apply generally to actions to which this Chapter applies except to the extent of any inconsistency.

Note—

There are no Parts 2 or 3 (rules 196 to 201)—see rule 3A

Part 4—Interpleader actions

202—Interpleader actions

(1) If—

- (a) a person is in possession of property; and
- (b) the person claims no personal interest in the property; and
- (c) the person is not sure to whom the property belongs or the property is subject to conflicting claims,

the person may commence an action (an *interpleader action*) to have the Court determine who is entitled to the property.

- (2) If the person is a party to an existing action relating to the property, the interpleader action may be introduced into that action as a secondary action.
- (3) The Court may give any directions it thinks appropriate for the just determination of an interpleader action, including directions about any one or more of the following—
 - (a) the persons to be served with notice of the proceedings;
 - (b) the addition or substitution of parties;
 - (c) the trial of an issue;
 - (d) the carriage of proceedings;
 - (e) the consolidation of the interpleader action with other actions relating to the same property;
 - (f) costs and any other incidental matter.

Part 5—Actions for possession of land

203—Types of action for possession of land

For the purposes of this Part, a distinction is made between two types of action for possession of land, as follows—

- (a) an action in which the plaintiff seeks an order enforceable against a named defendant (but against no-one else);
- (b) an action in which the plaintiff seeks an order enforceable against anyone who may happen to be in possession of, or physically present on, the land.

204—Actions for possession of land

- (1) This rule applies to an action for possession of land in which the plaintiff seeks an order enforceable against anyone who may happen to be in possession of, or physically present on, the land.
- (2) The originating process for an action to which this rule applies is to be accompanied by an affidavit stating the grounds on which the plaintiff claims to be entitled to possession.
- (3) The Court will not give judgment for possession of land in an action to which this rule applies unless satisfied that appropriate notice of the action has been given to those presently in occupation of the land.
- (4) However, notice need not be given to an occupier if the Court is satisfied that the occupier is a trespasser who entered the land without any actual or apparent right to do so and an order for possession should be made as a matter of urgency.
- (5) Any person to whom notice is given, or who is entitled to notice, under this rule—
 - (a) may file a notice of address for service; and
 - (b) on doing so, becomes a defendant to the action.

[subrule 204(6) inserted by District Court Civil Rules 2006 (Amendment No. 16)]

- (6) Any applications under sections 55A or 55B of the *Law of Property Act 1936* or under the National Credit Code which relate to the subject matter of an action under Part 17 of the *Real Property Act 1886* may be made by interlocutory application in that action.

Exceptions: subrule (6) does not apply to applications under sections 76-79 and 124 of the National Credit Code.

[subrule 204(7) inserted by District Court Civil Rules 2006 (Amendment No. 16)]

- (7) The Court may determine any application under subrule (6) summarily and on the basis of evidence which does not necessarily conform with the rules of evidence.

204A – Warrants of possession to be executed more than 6 months after the possession order

[rule 204A inserted by District Court Civil Rules 2006 (Amendment No. 9)]

- (1) This rule applies to any warrant of possession which is to be executed more than 6 months after the making of the order for possession on which it is based.
- (2) A plaintiff must not cause a warrant to which this rule applies to be executed unless—
 - (a) it was issued by permission of the Court under this rule; or
 - (b) it was issued under subrule (8).
- (3) At least 10 calendar days before applying for the issue of a warrant to which this rule applies, a plaintiff is to send, by ordinary prepaid post, a notice in an approved form to—
 - (a) each defendant at their last known address; and
 - (b) the occupiers of the premises which are to be the subject of the warrant.
- (4) A defendant or occupier who wishes to oppose the issue of the warrant, must, within 10 calendar days of the date of the notice sent to them, file in the Court a request, in an approved form, for a hearing together with any affidavits deposing to facts on which they seek to rely.
- (5) If a request under subrule (4) is filed the Registrar will, before issuing a warrant of possession, convene an urgent hearing by the Court and will send notice of it to all plaintiffs and defendants and to all persons identified in the application for the issue of the warrant or in the request for a hearing as an occupier of the premises.

- (6) Upon a hearing under subrule (5) the Court will consider whether, having regard to the circumstances which have occurred since the making of the order for possession, there is any good and sufficient reason why permission for the warrant to issue should not then be granted and, unless satisfied that such reason exists, will order the issue of the warrant.
- (7) The plaintiff may prove compliance with subrule (3) by filing a certificate in the approved form.

When a certificate has been filed under subrule (7), and no request has been received under subrule (4), the Registrar may issue the warrant of possession.

Note—

There is no Part 6 (rule 205)—see rule 3A

Part 7—Actions for administration

206—Actions for administration

- (1) In an action related to a trust, the Court may (if it thinks fit) determine questions arising in the action without making an order for administration.
- (2) In any such action, the Court may make orders for the protection of persons who may be interested in the trust (whether or not they are parties to the action).

Examples—

- | | |
|---|---|
| 1 | The Court might make orders for the ascertainment of possible beneficiaries. |
| 2 | The Court might order the trustees to file accounts of their administration in the Court. |

Note—

There is no Part 8 (rule 207)—see rule 3A

Part 9—Caveats

[Part 9 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

207A—Application for extension of time for removal of caveat

[rule 207A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) An application for an extension of time for removal of a caveat under section 191 of the *Real Property Act 1886* is to be supported by an affidavit.
- (2) The affidavit is to—
- (a) exhibit the caveat and notice from the Registrar-General;
 - (b) identify the facts allegedly giving rise to the caveator’s interest in the land; and
 - (c) explain why and for how long an extension of time is required.

Chapter 9—Trial

Part 1—Constitution of Court for trial

208—Constitution of Court for trial

- (1) As a general rule, an action is to be tried before a single Judge.
- (2) The Court constituted of a Judge may direct that an action or an issue in an action be tried before—
 - (a) a Master; or
 - (b) an arbitrator or officer of the Court.

Example—

The Court might refer to a Master the assessment of damages or an assessment of the value of goods.

Part 2—Court's power to control trial

209—Court's power to control trial

- (1) The Court may give directions about—
 - (a) the issues on which it requires evidence; and
 - (b) the nature of the evidence it requires to decide those issues; and
 - (c) the way in which the evidence is to be placed before the Court; and
 - (d) limiting the number of witnesses or the amount of evidence that a party may call or introduce on a particular issue.
- (2) The Court may, at any time—
 - (a) limit the time to be taken by a trial or any part or aspect of a trial; or
 - (b) amend any such limitation.

Examples—

- 1 The Court might limit the time to be taken in examining, cross-examining or re-examining a witness.
- 2 The Court might limit the time to be taken by a party in presenting its case or making a particular oral submission.

- (3) In deciding whether and, if so, how to exercise its powers under this rule, the Court—
 - (a) must have regard to—
 - (i) the need to ensure that justice is administered expeditiously and economically; and
 - (ii) the need to ensure that each party is allowed an adequate opportunity to present its case; and
 - (iii) the need to prevent abuse of the judicial system for the purpose of delay or other ulterior purposes; and
 - (b) may have regard to other relevant considerations.
- (4) The Court may use its power under this rule to exclude evidence that would otherwise be admissible.

[subrule 209(5) inserted by District Court Civil Rules 2006 (Amendment No. 1)]

- (5) Rule 209 extends to any hearing conducted by the Court.

Part 3—Issues involved in trial of action

210—Trial of action

- (1) Unless the Court otherwise directs, all issues involved in both primary and secondary actions are to be tried together.
- (2) A party to a secondary action is entitled to introduce, to the extent permitted by the trial judge, evidence relevant to the primary action and, if the party's interest may be affected by the outcome of another secondary action, that other secondary action.
- (3) A party to a secondary action is entitled to cross-examine, to the extent permitted by the trial judge, the witnesses of—
 - (a) a party to the primary action; or
 - (b) if the party's interest may be affected by the outcome of another secondary action—a party to that secondary action.
- (4) Each party is bound by the Court's judgment so far as it determines issues affecting the interest of the party even though the party's participation in the action arose from a secondary action in which those issues were not raised.

211—Trial of separate issues

The Court may order the separate trial of an issue of fact or law (or an issue involving mixed questions of fact and law) involved in an action.

Part 4—Evidence at trial

Division 1—General rules about taking evidence

212—Evidence to be given orally in open court at trial of action

Subject to these Rules, and any direction by the Court, evidence of a witness at the trial of an action is to be taken orally in open court.

213—Special power in relation to expert evidence

- (1) The Court may exercise either or both of the following powers in regard to expert evidence—
 - (a) direct that the evidence of an expert witness be deferred until all (non-expert) factual evidence has been taken;
 - (b) ask an expert witness to review the (non-expert) factual evidence and to state (by affidavit or in oral evidence) whether the witness wants to modify an opinion earlier expressed in the light of that evidence or a particular part of that evidence.
- (2) If two or more expert witnesses are to be called to give evidence about the same, or a similar, question, the Court may, on its own initiative or at the request of a party, give one or more of the following directions—
 - (a) that the expert witnesses confer;
 - (b) that the expert witnesses produce for use by the Court a document identifying—
 - (i) the matters and issues on which they are in agreement; and

- (ii) the matters and issues on which they differ;
- (c) that an expert witness be asked to review the opinion of another expert and to state (by affidavit or in oral evidence) whether the witness wants to modify an opinion earlier expressed in the light of the opinion of the other expert;

[paragraph 213(2)(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (d) that the evidence of two or more expert witnesses be taken in a particular sequence or that they give evidence or re-examined as a group, each being asked to answer, in turn, questions relevant to the subject-matter of the action put by or on behalf of the parties to the action or the trial Judge.

Note—

As to expert evidence generally and the notice to be given of an intention to introduce expert evidence, see Chapter 7 Part 9 Division 2.

Division 2—Limitation on right to call evidence etc

214—Limitation on right to call evidence etc

[subrule 214(1) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) If a party has been directed to give notice of witnesses or of the evidence of witnesses the party proposes to call, or of evidentiary material the party proposes to tender, the party may only call a witness or lead evidence or tender evidentiary material at the trial of the action if—
 - (a) the required notice of the party's intention to call the witness or tender the evidentiary material has been given; or

[paragraph 214(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) the Court permits the party to call the witness or adduce the evidence of the witness or tender the evidentiary material despite the failure to give the required notice.

[Note amended by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

For the power to direct that notice be given of a party's evidentiary intentions, see rules 159 and 169.

- (2) A party may only call a witness to give expert evidence at the trial of the action if—
 - (a) the expert evidence to be adduced from the witness has been disclosed to the other parties in the form of an expert report or an affidavit (or the Court has relieved the party from the obligation of disclosure); or
 - (b) the Court permits the party to call the witness despite non-disclosure of the evidence.
- (3) If the Court grants permission under subrule (2)(b), the Court will, unless there is good reason for not doing so, make an order that the party in whose favour the permission is granted, or that party's lawyer, is to be liable for costs related to the non-disclosure.

Division 3—Documentary evidence

215—Production of documents at trial

- (1) A party must produce at the trial a document in the party's possession if—
 - (a) the party referred to the document in a document filed in the action; or
 - (b) the document was disclosed in a list of documents filed by the party in the Court; or

- (c) another party has, by notice to the party, required production of the document at the trial; or
 - (d) the Court orders its production.
- (2) If a party is required under subrule (1)(c) to produce a document that is not relevant or necessary, the costs of production are to be borne by the party requiring its production.
- (3) For the purposes of this rule, a person produces a document—
- (a) in the case of a document in written, printed or some other physical form—
 - (i) by bringing it to the precincts of the Court and having it available for production at the request of another party or at the direction of the Court; and
 - (ii) if such a request or direction is made—by producing it as requested or directed;

[paragraph 215(3)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) in the case of a document in electronic form if the trial is conducted as an electronic trial—by transmitting the document to the Registrar, so that it is available for production from the Court's electronic case management system.

216—Court to receive certain evidence in documentary form

- (1) Unless the Court directs to the contrary, the evidence in chief of the following witness will be received by the Court in documentary form—
- (a) if the trial is to proceed on the basis of affidavits—the party adducing the evidence must tender it in the form of affidavits;

[paragraph 216(1)(b) inserted by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) if the trial is to proceed on the basis of evidence in chief being led by the adoption of written witness statements—the party adducing the evidence is to tender it in the form of written witness statements adopted by the witness in oral evidence.

[paragraph 216(1)(b) renumbered to 216(1)(c) by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) if the party intending to adduce the evidence has given notice of intention to tender the evidence in the form of an affidavit—the party adducing the evidence must tender the affidavit;

[paragraph 216(1)(c) renumbered to 216(1)(d) by District Court Civil Rules 2006 (Amendment No. 28)]

- (d) if a party intending to adduce expert evidence has given notice of intention to tender the evidence in the form of an expert report—the evidence is to be tendered in the form of an expert report.

[Note amended by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

For the reception of evidence in documentary form, see rule 169.

- (2) A party will only be required to produce for cross-examination a witness whose evidence in chief has been given by affidavit or an expert report if—

[paragraph 216(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (a) another party has before the relevant time limit under rule 170 given notice as required under these Rules requiring production of the witness for cross-examination; or
- (b) the Court orders the party to produce the witness for cross-examination.

[subrule 216 (3) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) *****

[subrule 216(4) renumbered to 216(3) by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) Although a party has given notice that the evidence in chief of a particular witness is to be given in documentary form, the Court may permit the party to adduce further oral evidence from the witness at the trial of the action.

Division 4—Cross-examination on pleadings

217—Cross-examination on pleadings

- (1) If a party gives evidence at the trial of an action, the party may be cross-examined about the party's knowledge of or belief in the truth of the facts alleged in the party's pleadings.
- (2) The Court may draw an inference adverse to the party's credit from a discrepancy between what it finds proved and the allegations of fact as stated in the party's pleadings.

Part 5—Record of trial

218—Record of trial

A record of each trial is to be kept in accordance with the Registrar's directions.

Part 6—Effect of death or incapacity of Judge

219—Effect of death or incapacity of Judge

- (1) If a Judge dies or becomes incapacitated before completing the hearing and determination of proceedings, another Judge may complete the hearing and determination.
- (2) If reasons for judgment in final form were prepared before the Judge died or became incapacitated, the other Judge must publish the reasons and give judgment in accordance with them.
- (3) In any other case, the Judge may—
 - (a) rehear evidence and submissions in whole or part; and
 - (b) give any directions that may be appropriate in the circumstances.

Chapter 10—Alternative dispute resolution

Part 1—Mediation

220—Mediation

- (1) A Judge or Master may appoint a mediator in an action and refer the action or a particular issue arising in the action for mediation.

[subrule 220(2) deleted by District Court Civil Rules 2006 (Amendment No. 22)]

- (2) *****

[subrule 220(3) renumbered to 220(2) by District Court Civil Rules 2006 (Amendment No. 22)]

- (2) The mediator is to be a person determined by the Court (either with or without the consent of the parties).

[subrule 220(4) renumbered to 220(3) by District Court Civil Rules 2006 (Amendment No. 22)]

- (3) A Judge or Master may be a mediator.

Part 2—Arbitration

221—Court's power to refer action for arbitration

- (1) The Court may, on its own initiative or on application by a party, appoint an arbitrator in an action and refer the action or a particular issue arising in the action for arbitration.
- (2) The arbitrator is to be appointed if practicable with the agreement of the parties (but their agreement is not essential).
- (3) A Judge or Master is eligible to be appointed as an arbitrator.

222—Conduct of arbitration

- (1) An arbitration is to be conducted as directed by the Court.

[Example amended by District Court Civil Rules 2006 (Amendment No. 28)]

Example—

The Court might direct that an arbitration be conducted in the same way as an arbitration under the *Commercial Arbitration Act 2011*.

- (2) An arbitrator is an officer of the Court and has such of the Court's powers as the Court may assign (but not the power to punish for contempt).
- (3) The Court may, on application by an arbitrator or an interested person, make an order for punishment of—
 - (a) a contempt committed in the face of an arbitrator; or
 - (b) a contempt of an order of an arbitrator.
- (4) The arbitrator's award may be registered in the Court and enforced as a judgment of the Court.

Chapter 11—Judgment

Part 1—Nature of relief

223—Nature of relief

The Court may, in an appropriate case, give judgment for a form of relief that differs from the kind of relief sought by the plaintiff.

224—Judgment where opposing claims established

- (1) If a defendant establishes a right to set off, the Court may give judgment for the balance.
- (2) If a plaintiff succeeds on a claim, and the defendant on a counterclaim, the Court may give judgment in favour of the party who establishes the greater entitlement for the difference.

225—Judgment requiring compliance with positive or negative requirements

- (1) A judgment requiring a person to do, or to refrain from doing, an act must have endorsed on it a warning, in a form approved by the Court or the Registrar, of the possible consequences of failure to comply with the judgment.
- (2) A judgment requiring a person to do, or refrain from doing, an act may specify a time within which compliance is required and, if it does not do so, the Court may, on application by a party in whose favour the judgment was given, specify a time within which compliance is required.
- (3) A judgment requiring a person to do, or to refrain from doing, an act must be served personally on the person or, if that person is a company, on a director or executive officer of the company.

226—When judgment takes effect

- (1) A judgment that the Court gives following a process of adjudication takes effect when the Court pronounces judgment.
- (2) A judgment that is entered without adjudication takes effect when it is entered in the records of the Court.

[subrule 226(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) The Court may deliver judgment by giving the parties notice of the judgment, and the reasons for judgment and, in that event, the judgment takes effect when notice is served on the parties.
- (4) The Court may, however, order that a judgment take effect earlier or later than as prescribed in this rule.

Part 2—Judgment by consent

227—Judgment by consent

- (1) The Court may give judgment by consent of the parties.
- (2) Unless the Court directs to the contrary, a sum of money for which judgment is given by consent of the parties is taken to be in addition to any sum already recovered.
- (3) A judgment given by consent has the same force and effect as a judgment given on adjudication of claims on which the judgment is based.

- (4) A consent to judgment—
- (a) may be given by the party personally or by a lawyer acting on behalf of a party; and
 - (b) may be given—
 - (i) orally before a Judge or Master; or
 - (ii) by written notice of consent, signed by the consenting party or his or her lawyer, and filed with the Registrar; or
 - (iii) by electronic notice of consent transmitted to the Registrar's email address.
- (5) The Registrar may enter a judgment by consent if satisfied by written or electronic notices of consent that all parties consent to the judgment.

Part 3—Default judgments

Division 1—Entry of default judgment by permission of Court

228—Entry of default judgment by permission of Court

- (1) If a party fails to file a pleading, or particulars of its case, as required under these Rules, or commits some other procedural irregularity that seriously prejudices the proper and expeditious conduct of the action, another party may, with the Court's permission, enter a default judgment.
- (2) If the defendant is in default, judgment may be entered for the relief claimed or some other relief the Court considers appropriate.
- (3) If the claim is for the possession of land, the Court may require that notice of an application for permission to enter a default judgment be given to anyone in possession of the land.

Note—

Rule 123(5) provides that a party may on service give notice that the action is to be entered in the list of inactive cases, in which event no defence need be filed.

Division 2—Entry of default judgment where Court's permission not required

229—Entry of default judgment where Court's permission not required

- (1) In the following cases, a plaintiff may enter default judgment in default without first obtaining the Court's permission to do so—
 - (a) if a defendant does not file a defence to a liquidated claim within 28 calendar days after service of the plaintiff's statement of claim—the plaintiff may enter judgment in default of a defence against the defendant for an amount not exceeding the amount of the liquidated sum plus interest;
 - (b) if a defendant does not file a defence to an unliquidated claim within 28 calendar days after service of the plaintiff's statement of claim—the plaintiff may enter judgment in default of a defence against the defendant for an amount to be assessed;
 - (c) if a defendant does not file a defence to a claim for the detention of goods within 28 calendar days after service of the plaintiff's statement of claim—the plaintiff may enter judgment in default of a defence against the defendant—

- (i) for delivery of the goods; or
- (ii) for the value of the goods to be assessed.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 20)]

[Note amended by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

A party seeking the entry of judgment by default under section 15(4) or section 16(4) of the *Building and Construction Industry Security of Payment Act 2009* (SA) will have to satisfy the Court by evidence of the circumstances referred to in section 15(1) or 16(1) of that Act. Rule 343(4) provides that that evidence may be provided by means of affidavit.

[subrule 229(2) inserted by District Court Civil Rules 2006 (Amendment No. 20)]

[subrule 229(2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) In the cases to which subrule (1) refers, any non-compliance by a plaintiff with rule 33 or a provision of the Supplementary Rules requiring the taking of a pre-action step does not preclude the plaintiff from entering judgment in default without first obtaining the Court’s permission.

[subrule 229(2) renumbered to 229(3) by District Court Civil Rules 2006 (Amendment No. 20)]

- (3) In subrule (1)—

[definition inserted by District Court Civil Rules 2006 (Amendment No. 30)]

defence includes an affidavit in lieu of a defence when the action is proceeding on affidavits in lieu of pleadings under rule 96;

a *liquidated claim* is a claim for a specific amount or a claim for an amount that can be precisely calculated;

an *unliquidated claim* is a claim for an amount that requires assessment by the Court.

[subrule 229(3) substituted by District Court Civil Rules 2006 (Amendment No. 3)]

[subrule 229(3) renumbered to 229(4) by District Court Civil Rules 2006 (Amendment No. 20)]

- (4) A plaintiff who enters judgment under this rule is, subject to any order of the Court to the contrary, entitled to costs up to the date of entering judgment and—

[paragraph 229(3)(a) amended by District Court Civil Rules 2006 (Amendment No. 2)]

- (a) if judgment is entered for a specified amount – the judgment may, at the option of the plaintiff—

- (i) require the defendant to pay the plaintiff’s costs to be adjudicated; or

[subparagraph 229(4)(a)(ii) amended by District Court Civil Rules 2006 (Amendment No. 27)]

- (ii) require the defendant to pay lump sum costs fixed in accordance with subrule (5);

- (b) if the Court is yet to assess the amount of the judgment – the Court will make the appropriate order for costs at the conclusion of the assessment proceedings.

[subrule 229(4) inserted by District Court Civil Rules 2006 (Amendment No. 3)]

[subrule 229(4) renumbered to 229(5) by District Court Civil Rules 2006 (Amendment No. 20)]

[subrule 229(5) substituted by District Court Civil Rules 2006 (Amendment No. 27)]

[subrule 229(5) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (5) Under subrule 229(4)(a)(ii) the costs will be fixed, without any need for the plaintiff to present details of the costs incurred, at the amount prescribed in the relevant Schedule to the Supplementary Rules in addition to the amount of the appropriate fee for the filing of the summons which was paid by the plaintiff.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

Rule 123(5) provides that a party may on service give notice that the action is to be entered in the list of inactive cases, in which event no defence need be filed.

Division 3—Power to set aside default judgments etc

230—Power to set aside or vary default judgment

The Court may, on conditions it considers just, set aside or vary a default judgment.

231—Continuation of action by or against parties not in default

- (1) If default judgment is entered in an action against a plaintiff or a defendant but there remains another plaintiff or defendant who is not in default, the action by or against that other party continues.
- (2) However, this does not apply if a claim is satisfied by enforcement of the default judgment.

Part 4—Summary judgment

232—Summary judgment

- (1) The Court may, on application by a party, give summary judgment for that party.
- (2) Summary judgment may only be given if the Court is satisfied that—
 - (a) if the applicant is a plaintiff—there is no reasonable basis for defending the applicant's claim; or
 - (b) if the applicant is a defendant—there is no reasonable basis for the claim against the applicant.

233—General discretion as to summary judgment

- (1) The Court may, in its discretion, give summary judgment on a particular issue without disposing of the claim as a whole.
- (2) If the Court gives summary judgment without disposing of the claim as a whole, the Court may give directions about the determination of the remaining issues and, in the absence of such directions, the action proceeds in the normal way as to the remaining issues.

234—Judgment in default of attendance of parties at trial

- (1) If, when an action is called on for trial, the plaintiff does not attend (or no party attends), the Court may enter judgment dismissing the action in default of the plaintiff's attendance.
- (2) If, when an action is called on for trial—
 - (a) the plaintiff attends but the defendant does not; and
 - (b) the plaintiff would have been entitled to judgment if the defendant had failed to file a defence,the Court may enter judgment for the plaintiff in default of the defendant's attendance.

Part 5—Judgment on admissions

235—Judgment on admissions

- (1) The Court may, on application by a party, give judgment on the basis of admissions.
- (2) The Court may give judgment under this rule even though the judgment does not resolve all issues between the parties.

Part 6—Publication of reasons for judgment

236—Publication of reasons for judgment

[subrule 236(1) substituted by District Court Civil Rules 2006 (Amendment No. 14)]

- (1) The reasons for a judgment, order or direction may be published in an appropriate case both in the form of a summary and in a more extended form.

[subrule 236(2) substituted by District Court Civil Rules 2006 (Amendment No. 14)]

- (2) After publication of reasons for a judgment, the Registrar will include a copy of the reasons in the Court's records relating to the proceedings.

[subrule 236(3) deleted by District Court Civil Rules 2006 (Amendment No. 14)]

- (3) *****

[subrule 236(4) deleted by District Court Civil Rules 2006 (Amendment No. 14)]

- (3) *****

Part 7—Judgments against partnerships etc

237—Judgment against partnership in partnership name

If judgment is given against a partnership in the partnership name and not against the individual members of the partnership, proceedings for execution against individual members of the partnership may only be taken with the Court's permission.

238—Judgment for or against unincorporated association

- (1) A judgment for or against an unincorporated association that has sued or been sued in the name of the association may be enforced in the same way as a judgment for or against a company.
- (2) A judgment in the nature of a mandatory or restrictive injunction against an unincorporated association may, with the Court's permission, be enforced against a member or officer of the association.

Part 8—Judgment in representative action

239—Judgment in representative action

- (1) A judgment given in a representative action against a representative party is, subject to an order of the Court under subrule (2), binding on all persons represented by the representative party.
- (2) A person apparently represented, or alleged to have been represented, in a representative action may apply to the Court for a declaration that the person is not bound by the judgment.
- (3) The Court may make such a declaration if satisfied that the person was not in fact represented by the representative party.
- (4) A judgment given in a representative action may only be enforced against a person represented by the representative party by permission of the Court and, before the Court gives its permission, it must allow the person a reasonable opportunity to make an application under subrule (2).

Part 9—Entry of judgment

240—Entry of judgment

- (1) A party who claims to be entitled to judgment may apply to the Court for judgment.

- (2) The application is to be made—
 - (a) in the case of a default judgment—by way of administrative request; or
 - (b) in any other case—by way of interlocutory application.

Note—

For entry of default judgment, see rules 228 and 229.

241—Registrar to settle and enter judgments

- (1) Subject to this rule, a judgment must be formally entered in the Court's record.
- (2) The Registrar will, on application by a party in whose favour judgment has been given, or who is entitled to judgment, enter judgment in the Court's record.
- (3) The Registrar may—
 - (a) determine the form in which the judgment is to be entered and enter it accordingly; or
 - (b) require the applicant to lodge a draft of the judgment for settling.
- (4) The Registrar may require all parties to attend before the Registrar for the purpose of settling a judgment (but if a party fails to attend, the Registrar may proceed in the absence of that party).
- (5) Subject to a direction by the Court to the contrary, a judgment of the following kind does not need to be formally entered in the Court's record—
 - (a) a judgment for the extension or reduction of a time limit specified by these Rules;
 - (b) a judgment in the nature of an interlocutory order;
 - (c) a judgment in the nature of a direction to an officer of the Court (other than a lawyer) to do something.

Part 10—Power to correct, vary or set aside judgment

242—Power to correct, vary or set aside judgment

- (1) The Court may correct an error in a judgment at any time.
- (2) If satisfied that the justice of a case so requires, the Court may—
 - (a) vary a judgment; or
 - (b) set aside a judgment and reopen an action.

Example—

The Court might set aside a judgment and reopen an action if satisfied that the judgment is vitiated by a mistake.

- (3) The Court may act under this rule on its own initiative or on application by a party.
- (4) If the Court proposes to act under this rule on its own initiative, it must notify the parties and allow them an opportunity to make representations on the proposed course of action.

Part 11—Orders ancillary to judgment

243—Orders ancillary to judgment

- (1) The Court may, on application by a party, make any order necessary to give effect to a judgment.

- (2) For example—
- (a) the Court may order that accounts be taken or an inquiry conducted and give ancillary directions about how the proceeding is to be conducted and the evidence to be taken;
 - (b) if a judgment requires the making of an instrument, the Court may give directions for—
 - (i) the preparation and delivery of a draft instrument; and
 - (ii) the preparation and delivery of a statement of objections to the draft; and
 - (iii) the settling of the draft; and
 - (iv) the execution of the instrument;
 - (c) the Court may direct the publication of an advertisement to ascertain creditors, next of kin, or any other unascertained class;
 - (d) the Court may direct an inquiry into the claim or interest of any persons who respond to an advertisement under paragraph (c);
 - (e) if a judgment debtor is a member of a partnership—the Court may make an order charging the judgment debtor's interest in the property or profits of the partnership with the judgment debt (see section 23 of the *Partnership Act 1891*).
- (3) Notice of an application for an order under subrule (2)(e) must be given to all other partners.

244—Powers directed at securing compliance with judgment by company

If a judgment against a company has been disobeyed, the Court may, on its own initiative or on application by a person entitled to the benefit of the judgment, make orders against a director, officer or other person who may be in a position of control or influence requiring the director, officer or other person to take specified steps with a view to securing the company's compliance with the judgment.

245—Extension of judgment to bind non-party

- (1) The Court may, on application by a party to an action involving the administration of the estate of a deceased person, the administration of a trust, or a transaction or proposed transaction relating to property, order that a judgment in the action extend to a person who was not a party to the action at the time judgment was given.
- (2) The Court must allow the person to be bound by the judgment a reasonable opportunity to be heard on the application.

Part 12—Injunctions

246—Court's power to grant injunction

- (1) The Court may, on application by a party to an action, grant an injunction before, at or after the hearing and determination of proceedings in the Court.
- (2) In a case of urgency, an application may be made without notice to other parties but the Court may, if it thinks fit, require the applicant to give notice of the application to other parties.
- (3) If an injunction is granted on an application made without notice to other parties—

- (a) the Court must fix a time for a hearing (a *confirmation hearing*) either at the time of making the injunction or on the later application of a party affected by the injunction; and
- (b) if the Court decides at a confirmation hearing not to confirm the injunction—it then lapses.

[subrule 246(4) inserted by District Court Civil Rules 2006 (Amendment No. 14)]

- (4) ‘The usual undertaking as to damages’, if given to the Court in connection with any interlocutory order or undertaking, is an undertaking to the Court to:
 - (a) submit to such order (if any) as the Court may consider to be just for the payment of compensation, to be assessed by the Court or as it may direct, to any person (whether or not a party) affected by the operation of the interlocutory order or undertaking or any continuation (with or without variation) of the order or undertaking; and
 - (b) pay the compensation referred to in (a) to the person or persons referred to in the order.

247—Freezing orders

[rule 247 substituted by District Court Civil Rules 2006(Amendment No. 1)]

(1) Interpretation

In this rule, unless the contrary intention appears—
ancillary order has the meaning given by subrule; (3).

another court means a court outside Australia or a court in Australia other than the Court;

applicant means a person who applies for a freezing order or an ancillary order.

freezing order has the meaning given by subrule (2);

judgment includes an order;

respondent means a person against whom a freezing order or an ancillary order is sought or made.

(2) Freezing order

- (a) The Court may make an order (a *freezing order*), upon or without notice to a respondent, for the purpose of preventing the frustration or inhibition of the Court’s process by seeking to meet a danger that a judgment or prospective judgment of the Court will be wholly or partly unsatisfied.
- (b) A freezing order may be an order restraining a respondent from removing any assets located in or outside Australia or from disposing of, dealing with, or diminishing the value of, those assets.

(3) Ancillary order

- (a) The Court may make an order (an *ancillary order*) ancillary to a freezing order or prospective freezing order as the Court considers appropriate.
- (b) Without limiting the generality of subrule (a), an ancillary order may be made for either or both of the following purposes—
 - (i) eliciting information relating to assets relevant to the freezing order or prospective freezing order;
 - (ii) determining whether the freezing order should be made.

(4) Respondent need not be party to proceeding

The Court may make a freezing order or an ancillary order against a respondent even if the respondent is not a party to a proceeding in which substantive relief is sought against the respondent.

- (5) Order against judgment debtor or prospective judgment debtor or third party
- (a) This rule applies if—
 - (i) judgment has been given in favour of an applicant by—
 - (A) the Court; or
 - (B) in the case of a judgment to which subrule (b) applies – another court; or
 - (ii) an applicant has a good arguable case on an accrued or prospective cause of action that is justiciable in—
 - (A) the Court; or
 - (B) in the case of a cause of action to which subrule (c) applies – another court.
 - (b) This subrule applies to a judgment if there is a sufficient prospect that the judgment will be registered in or enforced by the Court.
 - (c) This subrule applies to a cause of action if—
 - (i) there is a sufficient prospect that the other court will give judgment in favour of the applicant; and
 - (ii) there is a sufficient prospect that the judgment will be registered in or enforced by the Court.
 - (d) The Court may make a freezing order or an ancillary order or both against a judgment debtor or prospective judgment debtor if the Court is satisfied, having regard to all the circumstances, that there is a danger that a judgment or prospective judgment will be wholly or partly unsatisfied because any of the following might occur—
 - (i) the judgment debtor, prospective judgment debtor or another person absconds; or
 - (ii) the assets of the judgment debtor, prospective judgment debtor or another person are—
 - (A) removed from Australia or from a place inside or outside Australia; or
 - (B) disposed of, dealt with or diminished in value.
 - (e) The Court may make a freezing order or an ancillary order or both against a person other than a judgment debtor or prospective judgment debtor (a *third party*) if the Court is satisfied, having regard to all the circumstances, that—
 - (i) there is a danger that a judgment or prospective judgment will be wholly or partly unsatisfied because—
 - (A) the third party holds or is using, or has exercised or is exercising, a power of disposition over assets (including claims and expectancies) of the judgment debtor or prospective judgment debtor; or

- (B) the third party is in possession of, or in a position of control or influence concerning, assets (including claims and expectancies) of the judgment debtor or prospective judgment debtor; or
 - (ii) a process in the Court is or may ultimately be available to the applicant as a result of a judgment or prospective judgment, under which process the third party may be obliged to disgorge assets or contribute toward satisfying the judgment or prospective judgment.
 - (f) Nothing in this rule affects the power of the Court to make a freezing order or ancillary order if the Court considers it is in the interests of justice to do so.
- (6) **Jurisdiction**
- Nothing in this rule diminishes the inherent, implied or statutory jurisdiction of the Court to make a freezing order or ancillary order.
- (7) **Service outside Australia of application for freezing order or ancillary order**
- An application for a freezing order or an ancillary order may be served on a person who is outside Australia (whether or not the person is domiciled or resident in Australia) if any of the assets to which the order relates are within the jurisdiction of the Court.
- (8) **Costs**
- (a) The Court may make any order as to costs as it considers appropriate in relation to an order made under this rule.

[paragraph 247(8)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (b) Without limiting the generality of paragraph (a), an order as to costs includes an order as to the costs of any person affected by a freezing order or ancillary order.

Part 13—Orders dealing with property

248—Property subject to proceedings

- (1) The Court may make orders for the preservation of property subject to or connected with proceedings before the Court.
- (2) The Court may (for example) order the payment of a fund into the Court or make other provision for the security of a fund.
- (3) If the property is perishable, or it is desirable for some other reason to sell the property, the Court may order the sale of the property.
- (4) If—
 - (a) a party brings an action for the recovery of specific property other than land; and
 - (b) the defendant does not dispute the plaintiff's title but claims to be entitled to retain the property under a lien or other security for the payment of money,
 the Court may order the party in possession of the property to give it up to the other on the other paying into Court an amount fixed by the Court to cover the amount covered by the lien or other security and (if the Court thinks fit) interest and costs.
- (5) The Court may give directions about—
 - (a) the management of real or personal property subject to proceedings in the Court; or
 - (b) how real or personal property subject to proceedings in the Court is to be dealt with; or

Example—

The Court might order the sale, exchange or partition of land.

- (c) the payment of income derived from real or personal property subject to proceedings in the Court.

249—Sale of land

- (1) This rule applies if the Court decides to order the sale of land.
- (2) The Court may—
 - (a) appoint a party or other person to have the conduct of the sale; and
 - (b) give directions about the conduct of the sale and the execution of any conveyance necessary to give effect to the sale.
- (3) A person appointed to sell land must certify the result of the sale to the Court.

250—Partially ascertained class

If some, but not all, of the persons entitled to share in the distribution of property have been identified and the Court expects difficulty or delay in identifying the others, the Court may authorise or require distribution to the persons who have been identified without diminishing their shares to allow for costs yet to be incurred in identifying the others.

Part 14—Orders for accounts or report

251—Orders for accounts or report

- (1) The Court may, on its own initiative or on application by a party, order that accounts or a report relevant to a question in issue in an action be prepared and filed in the Court.
- (2) The order may provide for preparation of the accounts or report by a party, an independent expert or other person.

[subrule 251(3) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) The Court may, in the same or a later order, give directions about the nature and extent of the inquiry to be carried out for the preparation of the accounts or report.

Example—

The Court might (for example) give directions about the extent to which the person preparing the accounts or report is required to inquire into the adequacy of existing accounts or records.

- (4) The Court may order the examination of a party or other person on accounts or a report filed under this rule.
- (5) The Court may order that, on the filing of accounts under this rule, a party is to pay to another an amount certified by the person preparing the accounts, to be owing from that party to another party.

252—Non-compliance with order for accounts or report

If there has been undue delay in the preparation of accounts or a report, the Court may—

- (a) require the person responsible for preparing the accounts or report to appear before the Court to explain the delay;
- (b) if the plaintiff is responsible for the delay—stay the proceedings until the order is complied with;
- (c) if the defendant is responsible for the delay—strike out the defence.

Part 15—Appointment of receiver

253—Appointment of receiver

- (1) The Court may, on its own initiative or on application by a party, appoint a receiver if it appears to be just and convenient to do so.
- (2) On the hearing of an application for the appointment of a receiver, the Court may grant an injunction restraining a party from dealing with property subject to the proposed receivership until the application is determined.
- (3) The Court may make the appointment conditional on the receiver giving security to the Registrar for the proper conduct of the receivership.
- (4) The Court may fix, and provide for the payment of, the remuneration of a receiver.

254—Obligations of receiver

- (1) A receiver must deal with money and property received by the receiver in the course of the receivership as directed by the Court.
- (2) The receiver must file accounts of the receivership in the Court at the intervals directed by the Court.

255—Defaults by receiver

- (1) If there are grounds to suspect that a receiver may have failed to carry out the receiver's duties as required by the Court, the Court may order the receiver to appear before the Court to explain the default.
- (2) If the Court finds that the receiver is in default, the Court may exercise one or more of the following powers—
 - (a) disallow the receiver's remuneration in whole or part;
 - (b) require the receiver to pay interest on money that should have been paid to the Court or someone else under the terms of the receivership;
 - (c) order the receiver to pay compensation for loss resulting from the default;
 - (d) order the receiver to pay costs;
 - (e) revoke the appointment of the receiver and make any consequential orders for handing over money or property in the receiver's hands.

256—Revocation of appointment in case of receiver's illness etc

- (1) The Court may remove a receiver from office if—
 - (a) the receiver—
 - (i) becomes mentally or physically incapable of carrying out the receiver's duties satisfactorily; or
 - (ii) becomes bankrupt or applies to take the benefit of a law for the benefit of bankrupt or insolvent debtors; or
 - (iii) is convicted of an indictable offence; or
 - (b) there is some other proper reason for removing the receiver from office.
- (2) If a receiver dies or is removed from office, the Court may make orders for the handing over of property in the hands of the former receiver or his or her personal representatives.

Part 16—Protection of persons under disability

257—Settlement requires Court's approval

- (1) A settlement of proceedings for the benefit of, or against the interests of, a person under a disability, or of a claim that might have formed the basis of such proceedings, is not binding on the person under a disability unless the Court approves the terms of the settlement.
- (2) An action for the Court's approval of a settlement may be brought under this rule even though no related proceeding has been commenced in the Court.

258—Court's power to regulate dealings with money to which person under disability entitled

- (1) Any money to which a person under a disability is entitled under a judgment of the Court, or on the settlement of proceedings or a claim that might have formed the basis of proceedings, is to be dealt with in accordance with the Court's directions.
- (2) The Court may give directions under this rule from time to time as circumstances require.

Part 17—Representative Actions

[Title amended by District Court Civil Rules 2006 (Amendment No. 28)]

[rule 258A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

258A—Effect of judgment

A judgment given in a representative action under Chapter 5 Part 1 Division 3—

- (a) is to describe or otherwise identify the persons represented who will be affected by it; and
- (b) unless the Court otherwise orders, binds all such persons.

[rule 259 inserted by District Court Civil Rules 2006 (Amendment No. 28)]

259—Settlement and discontinuance

- (1) An action under Chapter 5 Part 1 Division 3 may not be settled or discontinued without the approval of the Court.
- (2) A settlement of an action to which a representative agrees is binding on the persons represented if approved by the Court.
- (3) However, the Court may, on application by an interested person, set aside a settlement agreed by a representative if the interests of justice require.

[rule 259A inserted by District Court Civil Rules 2006 (Amendment No. 28)]

259A—Representative party's costs

- (1) When the Court has granted relief in a representative action under Chapter 5 Part 1 Division 3 or the action has been settled subject to the approval of the Court, the representative party, or a person who has been such a party, may apply to the Court for an order under this rule.
- (2) If, on an application under this rule, the Court is satisfied that the costs reasonably incurred in relation to the representative proceeding by the person making the application are likely to exceed the costs recoverable from the respondent, the Court may order that an amount equal to the whole or a part of the excess be paid to that person out of the monies awarded under the judgment or to be paid under the settlement.
- (3) On an application under this rule, the Court may also make any other order it thinks fit.

[rule 259 renumbered to 259B and title amended by District Court Civil Rules 2006 (Amendment No. 28)]

[rule 259B amended by District Court Civil Rules 2006 (Amendment No. 29)]

259B—Compromise or settlement of matter in proceeding

- (1) A settlement of an action to which a class representative agrees is binding on the class if approved by the Court.
- (2) However, the Court may, on application by an interested person, set aside a settlement agreed by a class representative if the interests of justice so require.

[rule 259C inserted by District Court Civil Rules 2006 (Amendment No. 29)]

259C—Judgment against defendant

- (1) A judgment given in a representative action against a representative party is, subject to an order of the Court under subrule (2), binding on all persons represented by the representative party.
- (2) A person apparently represented, or alleged to have been represented, in a representative action may apply to the Court for a declaration that the person is not bound by the judgment.
- (3) The Court may make such a declaration if satisfied that the person was not in fact represented by the representative party.
- (4) A judgment given in a representative action may only be enforced against a person represented by the representative party by permission of the Court and, before the Court gives its permission, it must allow the person a reasonable opportunity to make an application under subrule (2).

Part 18—Service of judgment

260—Service of judgment

- (1) Subject to any contrary direction of the Court, a judgment must be served on a person against whom it is to be enforced.

Exception—

The following judgments do not need to be served—

- (a) an interlocutory judgment;
 - (b) a judgment authorising or requiring an officer of the Court (other than a solicitor) to take or refrain from a particular action;
 - (c) a judgment requiring a person present in court immediately to take or refrain from a particular action;
 - (d) a judgment of any other kind excluded by the Supplementary Rules from the requirement to be served.
- (2) The judgment need not, however, be served personally but, if it is not served personally, the Court will not issue a warrant to attach a person for contempt of the judgment, or take any other action against a person for contempt, unless satisfied that the judgment has actually come to the person's attention.

Part 19—Interest on judgment debt

261—Interest on judgment debt

[rule 261 amended by District Court Civil Rules 2006 (Amendment No. 4)]

[rule 261 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

Unless some other rate is fixed by law, interest on a judgment debt accrues at the rate fixed by the Supplementary Rules.

[subrule 261(1) inserted by District Court Civil Rules 2006 (Amendment No. 4)]

- (1) in respect of the period from and including 4 September 2006 to and including 30 September 2008, at the rate of 6.5% per annum;

[subrule 261(2) inserted by District Court Civil Rules 2006 (Amendment No. 4)]

[subrule 261(2) substituted by District Court Civil Rules 2006 (Amendment No. 13)]

- (2) in respect of the period from and including 1 October 2008 to and including 30 June 2010, at the rate of 10 percent per annum.

[subrule 261(3) inserted by District Court Civil Rules 2006 (Amendment No. 13)]

- (3) with effect from and including 1 July 2010—

- (a) in respect of the period from 1 January to 30 June in any year or any part of that period in any year, the cash rate of interest last set by the Reserve Bank of Australia prior to that 1 January, plus 6 percent;

and

- (b) in respect of the period from 1 July to 31 December in any year or any part of that period in any year, the cash rate of interest last set by the Reserve Bank of Australia prior to that 1 July, plus 6 percent.

Chapter 12—Costs

Part 1—Record of costs to be kept

262—Record of costs to be kept

- (1) A party to proceedings must maintain an adequate record of the party's costs.
- (2) An adequate record is one that enables the party, within 28 calendar days of the date of judgment, to formulate a claim for costs—
 - (a) stating—
 - (i) the total amount claimed; and
 - (ii) the component of that amount referable to disbursements; and
 - (b) showing in general terms how the amount of the claim is arrived at.
- (3) A solicitor acting for a party must maintain a record under this rule on the party's behalf and is not entitled to charge a fee for doing so.
- (4) If a party fails to comply with obligations under this rule, the Court may refuse to award costs or reduce the amount of the costs that might otherwise have been awarded in the party's favour.
- (5) This rule does not apply in relation to work carried out, and disbursements made, before its commencement.

Part 2—Court's discretion as to costs

263—Court's discretion as to costs

- (1) As a general rule, costs follow the event.
- (2) The general rule is, however, subject to specific rules to the contrary¹ and also to the following exceptions (which apply subject to the Court's order to the contrary)—
 - (a) the costs of an amendment are to be awarded against the party making the amendment;
 - (b) the costs of an application to extend time fixed by or under these Rules are to be awarded against the applicant;
 - (c) the costs of an application that should have been (but was not) made at an earlier stage of the proceedings are to be awarded against the applicant;
 - (d) the costs of an adjournment arising from a party's default are to be awarded against the party in default;
 - (e) the costs of proving a fact or document that a party has unreasonably failed to admit are to be awarded against that party;

[paragraph 263(2)(f) amended by District Court Civil Rules 2006 (Amendment No. 23)]

[paragraph 263(2)(f) deleted by District Court Civil Rules 2006 (Amendment No. 29)]

- (f) *****

[paragraph 263(2)(g) renumbered to 263(2)(f) and amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (f) in an action founded on a claim for defamation, general costs of action are not to be awarded in favour of the successful plaintiff unless the damages exceed \$25,000;

[paragraph 263(2)(h) amended by District Court Civil Rules 2006 (Amendment No. 23)]
[paragraph 263(2)(h) renumbered to 263(2)(g) and amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (g) in an action founded on a claim for damages or any other monetary sum (other than a claim for defamation), general costs of action are not to be awarded in favour of the successful plaintiff unless the amount awarded exceeds \$60,000.

Example—

- 1 For example, the special provisions as to costs where a party fails to accept an offer of settlement and the amount obtained by judgment does not exceed the amount of the offer (see rule 188).
- (3) In exercising its discretion, the Court may (subject to any other relevant rule) have regard to any offer to consent to judgment or other attempt to settle the action or an issue involved in the action.
- (4) In exercising its discretion with regard to counsel fees, the Court will have regard to the importance of the case, its difficulty and the time reasonably occupied by counsel.
- (5) If an action is transferred or removed into the Court, the Court will not disturb orders for costs made in the other court or tribunal unless there is good reason to do so.

264—Basis for awarding costs

- (1) The Court may, in the exercise of its discretion as to costs, award costs on any basis the Court considers appropriate.

[subrule 264 (2) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) As a general rule, however, costs are awarded as between party and party (that is, on the basis that the party entitled to the costs will be reimbursed for costs reasonably incurred by the party in the conduct of the litigation to an extent determined by reference to the scale of costs in force, under these Rules or the old rules, when the costs were incurred).

[subrule 264(3) substituted by District Court Civil Rules 2006 (Amendment No. 17)]

[subrule 264(3) substituted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) The scale of costs for work done in the period commencing on 4 September 2006 is fixed by schedules to the Supplementary Rules.

[subrule 264(3A) inserted by District Court Civil Rules 2006 (Amendment No. 2)]

[subrule 264(3A) substituted by District Court Civil Rules 2006 (Amendment No. 4)]

[subrule 264(3A) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3A) *****

[subrule 264(3B) inserted by District Court Civil Rules 2006 (Amendment No. 4)]

[subrule 264(3B) amended by District Court Civil Rules 2006 (Amendment No. 11)]

[subrule 264(3B) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3B) *****

[subrule 264(3C) inserted by District Court Civil Rules 2006 (Amendment No. 11)]

[subrule 264(3C) substituted by District Court Civil Rules 2006 (Amendment No. 14)]

[subrule 264(3C) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3C) *****

[subrule 264(3D) inserted by District Court Civil Rules 2006 (Amendment No. 14)]

[subrule 264(3D) amended by District Court Civil Rules 2006 (Amendment No. 17)]

[subrule 264(3D) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3D) *****

[subrule 264(3E) inserted by District Court Civil Rules 2006 (Amendment No. 20)]

[subrule 264(3E) amended by District Court Civil Rules 2006 (Amendment No. 24)]

[subrule 264(3E) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3E) *****

[subrule 264(3F) inserted by District Court Civil Rules 2006 (Amendment No. 24)]

[subrule 264(3F) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (3F) *****

[subrule 264(4) amended by District Court Civil Rules 2006 (Amendment No. 17)]

[subrule 264(4) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (4) The Court may depart from the scale if there is good reason to do so.

Example—

The Court might allow a fee greater than allowed by the scale for a pleading if satisfied that the fee is justified by the difficulty of the case.

- (5) In exercising its general discretion as to costs, the Court may—

[paragraph 264(5)(a) amended by District Court Civil Rules 2006 (Amendment No. 31)]

- (a) award costs as between solicitor and client (that is, on the basis that the party will be fully reimbursed for costs incurred by the party in the conduct of the litigation to the extent that the party entitled to the costs shows them to have been reasonably incurred); or
- (b) award costs on the basis of an indemnity (that is, on the basis that the party will be fully reimbursed for costs incurred by the party in the conduct of the litigation except to the extent that the party liable for the costs shows them to have been unreasonably incurred); or

[Note inserted by District Court Civil Rules 2006 (Amendment No. 31)]

Note—

The difference between solicitor and client costs and indemnity costs is as to the onus of proof and persuasion: that onus lies on the party entitled to costs when solicitor and client costs are ordered and lies on the party liable for costs when indemnity costs are ordered.

- (c) award costs by way of lump sum; or
- (d) award costs on any other basis the Court considers appropriate.
- (6) The Court may award different components of costs on different bases.
- (7) The Court may include in an award of costs an amount representing interest.
- (8) A party who is entitled to costs, or against whom costs have been awarded, may apply to the Court to have costs, or a particular component of costs, awarded on a particular basis.

265—Time for making and enforcing orders for costs

- (1) The Court may deal with costs at any stage of proceedings (before or after final judgment has been given).
- (2) However, subject to any order of the Court to the contrary—

[paragraph 265(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (a) a Schedule of costs is not to be adjudicated upon until after the principal proceedings have been concluded; and
- (b) an order for costs is not to be enforced until after the principal proceedings have been concluded.

266—Power to adjust liability to costs

- (1) The Court may order that costs be set off against a countervailing liability.
- (2) If a party (the *first party*) is entitled to be indemnified in whole or part by another party (the *second party*) for costs awarded in favour of a further party (the *third party*), the Court may make an order for costs against the second party in favour of the third party.
- (3) If a party is entitled to be indemnified for costs by a person who is not a party, the Court may make an order for costs against the person liable on the indemnity.

267—Orders for payment of costs of guardian or other representative party

- (1) The Court may order the payment of the costs of a representative party out of a fund or by persons nominated by the Court.
- (2) The representative of a person under a disability is not to be personally liable for costs unless the Court orders to the contrary.

268—Reservation of costs

If the Court reserves the costs of an application or other proceeding incidental to an action, the costs of the application or other incidental proceeding follow the event of the action unless the Court later orders to the contrary.

269—Over-representation of parties with common interest

If two or more parties to an action have identical or similar interests in an action but are separately represented in the action and, in the Court's opinion, unnecessarily so, the Court may exercise either or both of the following powers—

- (a) the Court may order that costs to which the parties are entitled be determined on a basis that would be appropriate if they had common legal representation;
- (b) the Court may order the over-represented parties to compensate other parties to the action for additional costs incurred by them as a result of the over-representation.

270—Reference of question for inquiry

- (1) The Court may refer for inquiry and determination by a Master—
 - (a) any question about—
 - (i) whether costs should or should not be allowed; or
 - (ii) who should pay costs; or
 - (iii) the basis on which costs should be allowed; or
 - (b) any other question related to costs.

[subrule 270(2) amended by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 270(2) amended by District Court Civil Rules 2006 (Amendment No. 2)]

- (2) Before the Court exercises a power or discretion relating to costs, the Court may refer the matter for inquiry and report by an adjudicating officer.

Part 3—Adjudication upon costs

[Heading for Chapter 12 Part 3 amended by District Court Civil Rules 2006 (Amendment No. 1)]

271—Initiation of proceeding for adjudication upon costs

[Heading for rule 271 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 271(1) amended by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 271(1) substituted by District Court Civil Rules 2006 (Amendment No. 33)]

- (1) A person (*the claimant*) who claims to be entitled to costs or the person liable for such costs (*the respondent*) may apply for directions from the Court on issues relating to the adjudication of costs notwithstanding that a formal claim has not been filed or served and the Court may make such orders or directions as it considers appropriate in the circumstances.

[subrule 271(1A) inserted by District Court Civil Rules 2006 (Amendment No. 33)]

- (1A) Before proceeding to an adjudication of costs, the claimant must make a genuine offer to the respondent. The offer is to be made in writing and may be in letter form,

stating the amounts claimed for costs divided into costs scale periods, external disbursements, and counsel fees, and requiring a response within 28 days.

[subrule 271(1B) inserted by District Court Civil Rules 2006 (Amendment No. 33)]

(1B) If the costs cannot be agreed, the claimant is to serve on the respondent a claim for the costs prepared in an approved form.

(2) The claim must include—

(a) a notice in the approved form; and

[paragraph 272(b) amended by District Court Civil Rules 2006 (Amendment No. 33)]

(b) a general description of how the claim is made up; and

[paragraph 272(c) inserted by District Court Civil Rules 2006 (Amendment No. 33)]

(c) copies of all counsel fees and external disbursements.

[subrule 271(2A) inserted by District Court Civil Rules 2006 (Amendment No. 33)]

(2A) Unless there is good reason not to do so, the claimant is to provide a copy of the claim in Microsoft Excel or a similar computerised spreadsheet format.

[subrule 271(3) amended by District Court Civil Rules 2006 (Amendment No. 33)]

(3) The claimant must, at the request of the respondent, produce for inspection by the respondent all documents on which the claimant proposes to rely if the claim proceeds to adjudication, and notice of the extent to which privilege is waived.

(4) Within 28 calendar days after service of the claim on the respondent, the respondent must respond to the claim by filing a notice in the Court—

(a) admitting the claim in full; or

(b) admitting the claim to an extent stated in the response; or

(c) rejecting the claim in its entirety,

(and if the respondent fails to respond as required by this subrule, the respondent will be taken to have admitted the claim in full).

[subrule 271(4) Note inserted by District Court Civil Rules 2006 (Amendment No. 33)]

Note—

This claim for costs as edited by the respondent will serve as the basis for a detailed adjudication pursuant to rule 273.

(5) The Court will, on administrative request, make an order for payment of costs to the extent they are admitted or presumed to be admitted under subrule (4).

(6) If the claim is not admitted in full, either party may apply to the Court for a preliminary assessment of the issues in dispute and, on such an application, the Court may exercise any one or more of the following powers—

(a) determine the basis on which costs are to be awarded and give any directions that may be necessary or desirable to arrive at a proper award of costs on the relevant basis;

(b) resolve issues in dispute between the parties or give directions for resolving such issues by mediation, arbitration or reference to an expert for report;

[paragraph 271(6)(c) amended by District Court Civil Rules 2006 (Amendment No. 1)]

(c) make such orders for costs as may appropriately be made without proceeding to detailed adjudication of the costs;

[paragraph 271(6)(d) amended by District Court Civil Rules 2006 (Amendment No. 1)]

[paragraph 271(6)(d) amended by District Court Civil Rules 2006 (Amendment No. 33)]

(d) order that the claim for costs proceed in whole or part to detailed adjudication;

[paragraph 271(6)(e) inserted by District Court Civil Rules 2006 (Amendment No. 33)]

- (e) order that the claim proceed in whole or part to a lump sum assessment pursuant to rule 264(5)(c).

272—Adjudication of costs when right to adjudication arises under some other law

[Heading for rule 272 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[rule 272 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

Note—

Adjudication of costs between lawyer and client is addressed by rule 409.

- (1) An application for an adjudication of costs under section 33B of the *Commercial Arbitration Act 2011* or some other law is to be made by filing an application for adjudication of costs in an approved form.
- (2) The application is to be accompanied by details of the costs claimed.
- (3) The Registrar will refer the application to the Court constituted of a Master for preliminary assessment.
- (4) On a preliminary assessment, the Court may exercise one or more of the following powers—
 - (a) direct that the adjudication proceed in the first instance in accordance with rule 271 subject to such modifications as the Court thinks fit;
 - (b) determine the basis on which costs are to be awarded and give any directions that may be necessary or desirable to arrive at a proper award of costs on the relevant basis;
 - (c) resolve issues in dispute between the parties or give directions for resolving such issues by mediation, arbitration or reference to an expert for report;
 - (d) make such orders for the payment of costs as may appropriately be made without proceeding to a detailed adjudication of the costs;
 - (e) order that the claim for costs proceed in whole or part to detailed adjudication under this Part;
 - (f) make any other order as the Court thinks fit.
- (5) On the conclusion of an adjudication under this rule, the Court may direct that a certificate be issued by the Court setting out the result of the adjudication and that a judgment not be entered under rule 279.

273—Preparation of claim in cases where detailed adjudication ordered

[Heading for rule 273 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[rule 273 substituted by District Court Civil Rules 2006 (Amendment No. 33)]

- (1) When the Court orders that a claim for costs proceed in whole or part to detailed adjudication, subject to any directions of the Court at the preliminary assessment or otherwise, the claimant is—
 - (a) before filing the claim, to add a column headed “amounts disallowed” and delete the column headed “offer”;
 - (b) file the claim including the responses, and adding further particulars as ordered;
 - (c) serve a copy on the respondent.
- (2) The Court may allow an undisputed item of costs without inquiry.

274—General provisions about adjudication upon costs

[Heading for rule 274 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 274(1) amended by District Court Civil Rules 2006 (Amendment No. 1)]

(1) This rule applies both to proceedings in the nature of a preliminary assessment of costs and proceedings in the nature of a detailed adjudication upon costs.

(2) The Court has—

(a) the same powers as it has in relation to an action in the Court;

Examples—

1 The Court may take evidence on affidavit or orally.

2 The Court may require the attendance of witnesses or the production of documents (or both).

[subrule 274(2)(a), example 3 amended by District Court Civil Rules 2006 (Amendment No. 1)]

3 The Court may make orders about the representation of persons interested in the adjudication.

(b) the following special powers—

(i) the Court is not bound by the rules of evidence but may decide questions by estimation or in any other way that may be expedient in the circumstances;

(ii) the Court may make interim orders.

(3) The following general principles will be applied—

(a) costs will be allowed so far as they are necessary and reasonable but not so far as they result from over-caution, negligence or mistake;

(b) the necessary and reasonable costs of procuring evidence reasonably required for the presentation of a party's case will generally be allowed;

(c) if the same solicitor or firm of solicitors represents two or more parties to an action—costs will not be allowed separately for each party but on the basis of the aggregate work necessary and reasonable for the representation of both or all parties;

(d) if proceedings are adjourned because of the default of a party—the party should bear the costs and, if proceedings are adjourned because of the default of a party's lawyer—the lawyer should bear the costs.

(4) The Court may—

(a) require a party to produce its records of costs and disbursements and any other material that might be relevant to the assessment;

(b) require a party to provide further details of any item in respect of which the party claims to be entitled to costs.

(5) If it appears that costs have been overpaid, the Court may make an order for repayment.

275—Delay

If a party entitled to costs (the *claimant*) unduly delays the bringing of a claim for costs under these Rules and the party liable for the costs (the *respondent*) suffers prejudice as a result of the delay, the Court may—

(a) assess compensation for the delay in favour of the respondent and reduce the costs awarded by the amount so assessed; or

- (b) reduce on any other basis the amount to which the claimant would have been entitled if there had been no delay; or
- (c) disallow the claim for costs in its entirety.

276—Adjudication by a Master

[Heading for rule 276 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[rule 276 amended by District Court Civil Rules 2006 (Amendment No. 1)]

If costs are adjudicated by a Master, the Master will, in the first instance, make a provisional order for the payment of costs or any other amount found to be payable on the adjudication (a *provisional costs order*).

277—Adjudication by adjudicating officer

[Heading for rule 277 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[subrule 277(1) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (1) This rule applies if costs are adjudicated upon by an officer (an *adjudicating officer*) who is not a judicial officer of the Court.

[subrule 277(2) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (2) Subject to any rule to the contrary, an adjudicating officer has the same powers and discretions with regard to the adjudication of costs as a judicial officer of the Court.

[subrule 277(3) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (3) If a party objects to the allocation of the adjudication of costs to an adjudicating officer, the objection will be considered by a Master who may—
 - (a) take over the proceeding; or
 - (b) overrule the objection.

[subrule 277(4) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (4) On completion of adjudication, the adjudicating officer may make a provisional order for the payment of costs or any other amount found to be payable on the adjudication (a *provisional costs order*).

278—Review of provisional costs order

- (1) A party who is dissatisfied with a provisional costs order may, within 14 calendar days after the date of the order, apply for review of the order by a Master.

[subrule 278(2) amended by District Court Civil Rules 2006 (Amendment No. 1)]

- (2) An application for review must specify, in detail, the applicant's objection to the decisions made on the adjudication.
- (3) If the provisional costs order was made by a Master, the review will, as a general rule, be in the nature of a reconsideration by the Master who made the order (but another Master may conduct the review if for some reason it is not possible or convenient for the same Master to do so).
- (4) On a review, the Court may—
 - (a) confirm the provisional costs order and order that it be entered in the Court's record as a judgment of the Court; or
 - (b) vary the provisional costs order as may be appropriate in the circumstances and order that it be entered in the Court's record as a judgment of the Court.
- (5) A party who is dissatisfied with the decision on review may, within 14 calendar days of that decision, apply for a further review by a Judge.
- (6) The Court may, on the further review, confirm the costs order as entered in the Court's record as a judgment of the Court or order that it be varied as the Court thinks appropriate.

279—Unchallenged provisional costs order may be entered as judgment

A provisional costs order is to be entered, at the request of the person entitled to costs, in the Court's record as a judgment of the Court if no application for review of the order is made within 14 calendar days after the date of the order.

Chapter 12A—Applications to review proceedings and decisions

[Heading for Chapter 12A amended by District Court Civil Rules 2006 (Amendment No. 6)]

[Heading for Chapter 12A amended by District Court Civil Rules 2006 (Amendment No. 20)]

279A—Reviews

[rule 279A substituted by District Court Civil Rules 2006 (Amendment No. 20)]

- (1) This rule applies in cases where the Court has jurisdiction to review the judgment of some other court or a tribunal or a decision of a Minister.
- (2) An application for review of the judgment of some other court or tribunal or a decision of a Minister must be commenced within 21 calendar days after the date of the judgment or decision subject to the review.
- (3) The applicant for a review must file in the Court a notice—
 - (a) identifying the judgment or decision subject to the application; and
 - (b) stating the grounds on which the review is sought; and
 - (c) stating the orders sought by the applicant on the review.
- (4) The applicant must, as soon as practicable after filing the notice, notify—
 - (a) all parties; and
 - (b) The proper officer of the court or tribunal from which the review lies.
- (5) Notification of a review is given by serving a copy of the notice.
- (6) Any other party to the review may, within 14 calendar days after service of the notice—
 - (a) file a cross-notice also seeking review of the judgment or decision, stating the grounds on which that party seeks the review and stating the orders sought by that party on the review; and
 - (b) serve copies of the cross-notice on all other parties.
- (7) On receipt of a notice under this, the proper officer of the court or tribunal, or in the case of a review of the decision of a Minister, the Minister or his authorised delegate, must, subject to any direction by the District Court, transmit to the Registrar—
 - (a) all documents lodged with the court or tribunal in the relevant proceedings or all documents considered by the Minister for the purposes of his decision, as the case may be, and;
 - (b) a copy of any transcript of evidence or proceedings; and
 - (c) any other evidentiary material relating to the proceedings in the custody of the court or tribunal; and
 - (d) a copy of the judgment, order or decision subject to the review and of any reasons given for it.
- (8) The proper officer of the court or tribunal or the Minister or his authorised delegate, as the case may be, should comply with any reasonable request from the Registrar for transmission of the materials referred to in subrule (7) in electronic form.
- (9) The review will be heard at a time and place appointed by the Registrar and notified to the parties.
- (10) The Court may exercise, in relation to a review, any of the following powers—
 - (a) the Court may order that a particular person be joined as a party to the review;

- (b) the Court may order an applicant for the review, or a party filing a cross-notice under subrule (6), to give security for costs;
- (c) the Court may correct an error or omission in a notice or cross-notice;
- (d) the Court may ask the court or tribunal from which the review lies or the Minister to make a report (which is to be made available to the parties) on the subject matter of the review or on specified aspects of that subject matter;
- (e) the Court may exercise any procedural or other powers that the court or tribunal from which the review lies had in relation to the original proceedings;
- (f) the Court may set aside a judgment or decision of the court or tribunal from which the review lies or the Minister and give such judgment or directions as may be just in the circumstances;
- (g) the Court may make an order for the costs of the review.

Note—

There is no equivalent to Chapter 12A in the Supreme Court Civil Rules 2006.”

Chapter 12B—Disciplinary Proceedings in the Administrative and Disciplinary Division of the Court

[Chapter 12B inserted by District Court Civil Rules 2006 (Amendment No. 6)]

279B—Application and Commencement of Proceedings

- (1) This rule applies to disciplinary proceedings commenced in the Administrative and Disciplinary Division of the Court pursuant to jurisdiction conferred on the Court by statute.

[paragraph 279B(2) amended by District Court Civil Rules 2006 (Amendment No.8)]

- (2) A complaint lodged pursuant to the provisions of an Act—
 - (a) must be in an approved form;
 - (b) must state in detail the particulars constituting the basis for the complaint; and

[paragraph 279B(2)(c) substituted by District Court Civil Rules 2006 (Amendment No.8)]

- (c) must be served personally on the defendant.
- (3) Unless the Court otherwise directs, a complainant may not rely on grounds not stated in the complaint.

[subrule 279B(4) inserted by District Court Civil Rules 2006 (Amendment No.8)]

- (4) A complaint under section 264 of the *Local Government Act 1999* must be lodged within 12 months after the grounds of the complaint first arose.

Chapter 13—Appellate proceedings

[Chapter 13 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

Part 1—General

Note—

There is no rule 280—see rule 3A

Part 2—Appeals

281—Time for appeal

[rule 281 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

Subject to any other relevant law, an appeal must be commenced within 21 calendar days after the date of the judgment, order or decision subject to the appeal.

Note—

See rule 288 to the contrary.

282—How to commence appeal

[rule 282 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) An appeal is commenced by filing a notice of appeal.
- (2) A notice of appeal—
 - (a) must be in an approved form; and
 - (b) must identify the judgment, order or decision subject to the appeal; and
 - (c) must state in detail the grounds of the appeal; and
 - (d) must state the orders sought by the appellant on the appeal; and
 - (e) If the appeal is of a kind for which permission to appeal is necessary—
 - (i) must include a request for the necessary permission; or
 - (ii) if permission has been obtained already, must state when, and from whom permission to appeal was obtained; and
 - (f) if an extension of time for commencing the appeal is necessary—must include an application for the necessary extension of time.
- (3) Unless the Court otherwise directs, an appellant may not rely on grounds that are not stated in the notice of appeal.

283—Parties to appeal

[rule 283 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) A party to the proceedings in which the judgment under appeal was given is a party to the appeal unless the party has no interest in the subject matter of the appeal.
- (2) The Court may order the addition or removal of a person as a party to an appeal.
- (3) A person cannot be added as an appellant without the person's consent.

284—Notification to be given of appeal

[rule 284 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) The appellant must, within 2 business days after filing a notice of appeal, serve a copy of the notice of appeal on—
 - (a) all other parties to the appeal; and

- (b) if the appeal is from a tribunal – the proper officer of the tribunal; and
 - (c) if the appeal is from a decision of the Guardianship Board – the Public Advocate.
- (2) On receipt of a notice of appeal under this rule, the proper officer of the tribunal must, subject to any direction by the Court, transmit to the Registrar-
- (a) all documents lodged with the tribunal in the relevant proceedings; and
 - (b) a copy of any transcript of evidence or proceedings; and
 - (c) any other evidentiary material relating to the proceedings in the custody of the tribunal; and
 - (d) a copy of the judgment, order or decision subject to the appeal and of any reasons given for it.
- (3) The proper officer of the tribunal should comply with any reasonable request from the Registrar for transmission of the materials referred to in subrule (2) in electronic form.
- (4) If the appeal is from a decision of the Guardianship Board, the Registrar will give notice of the filing of an appeal to those persons whom the Guardianship Board identifies as persons who were given notice of the hearing before the Board or who were given an opportunity to make submissions at the hearing before the Board.

285—Notices of cross-appeal and contention

[rule 285 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) If a respondent to an appeal also wants to appeal against the judgment subject to the appeal, the respondent may, within 14 calendar days after service of the notice of appeal, lodge a notice of cross-appeal.
- (2) A notice of cross-appeal must conform with the requirements for a notice of appeal (so far as applicable).
- (3) If a respondent wants to contend that a decision subject to appeal should be upheld for reasons that differ from those given at first instance, the respondent must, within 14 calendar days after service of the notice of appeal, file notice of the respondent's contention stating in detail the grounds on which the respondent asserts the decision should be upheld.

286—Hearing of appeal

[rule 286 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) An appeal is to be by way of rehearing (unless the law under which the appeal is brought provides to the contrary).
- (2) Subject to any limitation on its powers arising apart from these Rules, the Court may determine an appeal as the justice of the case requires despite the failure of parties to the appeal to raise relevant grounds of appeal, or to state grounds of appeal appropriately, in the notice of appeal.
- (3) Subject to any limitation on its powers arising apart from these Rules, the Court may—
 - (a) draw inferences of fact from evidence taken at the original hearing and, in its discretion, hear further evidence on a question of fact;
 - (b) amend or set aside the judgment subject to the appeal and give any judgment that the justice of the case requires;
 - (c) remit the case or part of the case for rehearing or reconsideration;
 - (d) make orders for the costs of the appeal.

287—Discontinuance of appeal

[rule 287 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) An appellant may discontinue an appeal by filing a notice of discontinuance in the Court.
- (2) If there are two or more appellants and not all discontinue the appeal, the discontinuance does not prevent the remaining appellant or appellants from continuing the appeal.
- (3) The appellant must, as soon as practicable after filing a notice of discontinuance, give a copy of the notice to—
 - (a) all other parties to the appeal; and
 - (b) if the appeal is from a tribunal—the proper officer of the tribunal.

[subrule 287(4) substituted by District Court Civil Rules 2006 (Amendment No. 18)]

- (4) An appellant discontinuing an appeal is, subject to any contrary order of the Court, liable to the other parties to the appeal for the costs arising from the appeal.
- (5) The discontinuance of an appeal does not affect a cross-appeal in the same proceedings.

Part 3—Applications for permission to appeal**288—Applications Requiring Permission**

[rule 288 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) When an appeal requires the Court’s permission the appellant may—
 - (a) commence the appeal in the ordinary way and include in the notice of appeal a request for the necessary permission; or
 - (b) within 14 calendar days after the date of the judgment against which the appellant seeks to appeal, make a separate application to the Court for permission to appeal.
- (2) If the appellant commences the appeal before obtaining permission to appeal, the appeal is conditional on permission to appeal being granted, and, if permission is refused, the appeal lapses.
- (3) If the appellant makes a separate application for permission to appeal to the Court before filing a notice of appeal, the appellant must file with the application an affidavit setting out the grounds of the application.

Note—

There are no rules 289, 290, 291 and 292 —see rule 3A.

Part 4—Reservation or reference of questions of law**293—Reservation or reference of questions of law**

[rule 293 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) If the Court (constituted of a Master) reserves or refers a question of law for determination by the Court constituted of a Judge, the Court must, when reserving or referring the question, designate a party to the action to be the responsible party who is to have the carriage of the proceedings.
- (2) If some other court or a tribunal reserves or refers a question of law for determination by the Court under any other law, the court or tribunal must (subject to contrary direction by the Court) designate a party to the action to be the responsible party who is to have the carriage of the proceedings.

- (3) The responsible party must, as soon as practicable after a question of law is reserved or referred for determination, submit a concise statement stating the question for determination and the facts out of which it arises.
- (4) The statement must be approved by the judicial officer who made the decision to refer the question for determination by the Court.
- (5) Unless the Court otherwise directs, the proper officer of a court or tribunal by which a question of law is reserved or referred for determination by the Court must forward to the Registrar of the Court—
 - (a) those of the documents filed in the court or tribunal in relation to the case; and
 - (b) that part of the transcript of any evidence taken in the court or tribunal;

identified by the judicial officer approving the statement of the question to be referred as necessary to be considered by the Court in relation to the question referred or reserved.
- (6) The proper officer of the court or tribunal should comply with any reasonable request from the Registrar for transmission of the materials referred to in subrule (5) in electronic form.

Part 5—Miscellaneous

294—Amendment of appeal notice

[rule 294 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

[subrule 294(1) deleted by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) *****

[subrule 294(2) renumbered to 294(1) by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) An appeal notice may be amended by filing an amended appeal notice.

[subrule 294(3) renumbered to 294(2) by District Court Civil Rules 2006 (Amendment No. 28)]

- (2) After an appeal has been set down for hearing an appeal notice may be amended only by permission of the Court.

[subrule 294(4) renumbered to 293(3) by District Court Civil Rules 2006 (Amendment No. 28)]

- (3) A party who amends an appeal notice must serve copies of the amended notice on all other parties.

295—Powers of Court incidental to appeal or permission to appeal

[rule 295 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) The Court may exercise any of the following powers in relation to an appeal—
 - (a) the Court may extend the time for commencing the appeal or taking any step in the appeal;
- [paragraph 295(1)(b) amended by District Court Civil Rules 2006 (Amendment No. 28)]
- (b) the Court may permit a party to amend an appeal notice or other document filed in the Court in relation to the appeal;
 - (c) the Court may make, vary or reverse interlocutory orders in relation to the appeal or application for permission to appeal, or vary or reverse interlocutory orders of the tribunal from which the appeal arises;
 - (d) the Court may direct that notice of the appeal or application be given to a nominated person;
 - (e) the Court may direct a party to prepare and file in the Court a written statement of its case prepared in accordance with the Court's directions and to give copies of the statement of case to the other parties to the appeal or application;

[paragraph 295(1)(f) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (f) the Court may order that security be given for the costs of an appeal;
 - (g) the Court may summarily dismiss the appeal if it is obvious that it cannot succeed.
- (2) The powers conferred by this rule may be exercised on the hearing of the appeal or application or in interlocutory proceedings before a single Judge or a Master.
 - (3) The Court may, in interlocutory proceedings for the exercise of a power conferred by this rule, reserve a question raised in the proceedings for determination at the hearing of the appeal.

Note—

There is no rule 296—see rule 3A.

297—Summary of argument for hearing of the appeal

[rule 297 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) Subject to any direction given by a Judge or Master, each party must deliver to the Court a summary of the party’s argument in the Court.
- (2) The summary of argument must be delivered to the Court within the relevant time limit prescribed by the Supplementary Rules.
- (3) Subject to any direction given by a Judge or Master, a summary of argument must conform with the following requirements—
 - (a) it must contain a concise statement of any facts on which the party relies;
 - (b) if an error is alleged in the reasoning at first instance, it must identify any relevant passage in the reasons for judgment;

[paragraph 297(3)(c) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (c) if an error of fact is alleged, it must identify relevant passages in the transcript of evidence or exhibits;
- (d) if an error of law is alleged, or the appellate proceeding is in the nature of the reservation or reference of a question of law, it must refer to relevant decided cases and to relevant legislation;
- (e) it must identify those of the grounds of appeal which are to be pursued and those which are not;
- (f) it must comply with any requirements imposed—
 - (i) by the Supplementary Rules; or
 - (ii) by direction of a Judge or Master.

298—Case book

[rule 298 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) Subject to any direction given by a Judge or Master, the party responsible for the carriage of appellate proceedings must—
 - (a) prepare a case book; and
 - (b) lodge the case book at the Registry within the time limit prescribed by the Supplementary Rules.
- (2) The case book is to be prepared in accordance with the Supplementary Rules.
- (3) If the case book is not lodged in electronic form, the responsible party must lodge sufficient copies of the case book (as determined by the Registrar) for the use of the Court.

- (4) The Court or the Registrar may give directions about the contents of the case book.
- (5) The party who prepared the case book must, on receiving the appropriate fee for a copy of the case book, provide another party to the proceedings with a copy of the case book.

Note—

There is no rule 299—see rule 3A.

300—Stay of execution

[rule 300 substituted by District Court Civil Rules 2006 (Amendment No. 12)]

- (1) An appeal does not operate to stay execution of, or proceedings on, the judgment subject to the appeal nor does it invalidate proceedings that have already been taken on the judgment.
- (2) The Court may, however, order a stay of execution of, or proceedings on, a judgment because it is subject to appeal or for any other proper reason.

Chapter 14—Contempt of Court

Part 1—Contempt committed in face of Court

301—Contempt committed in face of Court

- (1) If a contempt is committed in the face of the Court and it is necessary to deal urgently with it, the Court may—
 - (a) if the person alleged to have committed the contempt (the *accused*) is within the precincts of the Court—order that the accused be taken into custody; or
 - (b) issue a warrant to have the accused arrested and brought before the Court to be dealt with on a charge of contempt.
- (2) The Court must formulate a written charge containing reasonable details of the alleged contempt and have the charge served on the accused when, or as soon as practicable after, the accused is taken into custody.

Part 2—Court initiated proceedings for contempt—other cases

302—Court initiated proceedings for contempt—other cases

- (1) If the Court decides on its own initiative to deal with a contempt of the Court, the Court will require the Registrar to formulate a written charge containing reasonable details of the alleged contempt.
- (2) The Registrar will then issue a summons requiring the person alleged to have committed the contempt (the *accused*) to appear before the Court at a nominated time and place to answer the charge.
- (3) The Court may issue a warrant to have the accused arrested and brought before the Court to answer the charge if—
 - (a) there is reason to believe that the accused will not comply with a summons; or
 - (b) a summons has been issued and served but the accused has failed to appear in compliance with it.

Part 3—Contempt proceedings by party to proceeding

303—Contempt proceedings by party to proceeding

- (1) A party to a proceeding who claims to have been prejudiced by a contempt of the Court committed by another party, a witness or another person in relation to the proceeding (the *accused*) may apply to the Court to have the accused charged with contempt.
- (2) The application—
 - (a) must be made as an interlocutory application; and
 - (b) must include details of the alleged contempt.
- (3) The application may be made without notice to the accused or other parties to the action but the Court may direct the applicant to give notice of the application to the accused or the parties (or both).
- (4) If the Court is satisfied on an application under this rule that there are reasonable grounds to suspect the accused of the alleged contempt, subject to subrule (7), the Court may require the Registrar to formulate a written charge containing reasonable details of the alleged contempt.

- (5) The Registrar will then issue a summons requiring the accused to appear before the Court at a nominated time and place to answer the charge.
- (6) The Court may issue a warrant to have the accused arrested and brought before the Court to answer the charge if—
 - (a) there is reason to believe that the accused will not comply with a summons; or
 - (b) a summons has been issued and served but the accused has failed to appear in compliance with it.

[subrule 303(7) inserted by District Court Civil Rules 2006 (Amendment No. 15)]

[subrule 303(7) amended by District Court Civil Rules 2006 (Amendment No. 28)]

- (7) Despite subrule (4), the Court may, if satisfied that there are reasonable grounds to suspect the accused of the alleged contempt, grant permission to the applicant to issue a summons requiring the accused to appear before the Court at a nominated time and place to answer the charge and, in that event, the applicant—
 - (a) must, within the time fixed by the Court, issue and serve a summons in an approved form requiring the accused to appear before the Court at the nominated time and place to answer the charge;
 - (b) must be named as the prosecuting party in the summons;
 - (c) will have the carriage of the prosecution of the charge;
 - (d) must prosecute the charge at its own expense and satisfy any costs orders made in favour of the accused;
 - (e) must comply with any direction of the Court in relation to the prosecution of the charge.

Part 4—Hearing of charge of contempt

304—Charge to be dealt with by Judge

A charge of contempt is to be dealt with by the Court constituted of a Judge.

305—Procedure on charge of contempt

[subrule 305(1) substituted by District Court Civil Rules 2006 (Amendment No. 15)]

- (1) Apart from those cases to which rule 303(7) applies, the Registrar will have the carriage of the prosecution of a charge of contempt, and the Registrar may retain solicitors and counsel for that purpose.

[subrule 305(2) inserted by District Court Civil Rules 2006 (Amendment No. 15)]

- (2) In relation to proceedings for contempt which were initiated by an application under rule 303(1), the Court may direct the applicant to indemnify the Registrar in respect of the costs incurred by the Registrar or ordered to be paid by the Registrar.

Note—

This right of cost recovery is additional to that contained in rule 306(3).

[subrule 305(3) renumbered by District Court Civil Rules 2006 (Amendment No. 15)]

- (3) The Court will deal with a charge of contempt as follows—
 - (a) the Court will hear relevant evidence for and against the charge from the prosecutor and the accused;
 - (b) the Court may, on its own initiative, call witnesses who may be able to give relevant evidence;

- (c) at the conclusion of the evidence, the Court will allow the prosecutor and the accused a reasonable opportunity to address the Court on the question whether the charge has been established;
- (d) if, after hearing the evidence and representations from the prosecutor and the accused, the Court is satisfied beyond reasonable doubt that the charge has been established, the Court will find the accused guilty of the contempt;
- (e) the Court will, if it finds the accused guilty of the contempt, allow the prosecutor and the accused a reasonable opportunity to make submissions on penalty;
- (f) the Court will then determine and impose penalty.

[subrule 305(4) renumbered by District Court Civil Rules 2006 (Amendment No. 15)]

- (4) A witness called by the Court may be cross-examined by the prosecutor and the accused.

[subrule 305(5) renumbered by District Court Civil Rules 2006 (Amendment No. 15)]

- (5) In proceedings founded on a charge of contempt—

- (a) the Court—
 - (i) may exercise with respect to the charge any of the powers that it has with respect to a charge of an indictable offence; and
 - (ii) may exercise with respect to the accused any of the powers that it has in relation to a person charged with an indictable offence; and
- (b) evidence may be received by way of affidavit if the accused does not require attendance of the witness for cross-examination.

306—Punishment of contempt

- (1) The Court may punish a contempt by a fine or imprisonment (or both).
- (2) If the Court imposes a fine, the Court may—
 - (a) fix the time for payment of the fine; and
 - (b) fix a term of imprisonment in default of payment of the fine.
- (3) The Court may order a person who has been found guilty of a contempt to pay the costs of the proceedings for contempt.
- (4) The Court may release a person who has been found guilty of a contempt on the person entering into an undertaking to the Court to observe conditions determined by the Court.
- (5) The Court may, on its own initiative or on application by an interested person, cancel or reduce a penalty imposed for a contempt.
- (6) An order for the imposition of a penalty for a contempt, or for the cancellation of a penalty imposed for a contempt—
 - (a) may be made on conditions the Court considers appropriate; and
 - (b) may be suspended on conditions the Court considers appropriate.
- (7) The Court may, on its own initiative or on application by the Registrar—
 - (a) cancel the release of a person who has been released under subrule (4) for breach of a condition of the undertaking; and
 - (b) issue a warrant to have the person arrested and brought before the Court to be dealt with for the original contempt.
- (8) The Registrar, if so directed by the Court, must make an application under subrule (7).

Chapter 15—Statutory proceedings

[Chapter 15 substituted by District Court Civil Rules 2006 (Amendment No. 28)]

Part 1—General principles

307—Proceedings under statute

- (1) A statutory action is, subject to the provisions of the relevant statute, to be commenced and to proceed in the Court in the same way as an action at common law.
- (2) It follows that statutory and common law claims may be brought together in the same action.

Example—

A claim for statutory solatium may be integrated with a claim for common law damages.

- (3) If a statutory action is incidental to an existing action in the Court, it may be integrated with that action.

Example—

A party seeking an order to take evidence outside the State under Part 6B of the *Evidence Act 1929* would normally initiate the proceeding by interlocutory summons in the proceeding to which the evidence is relevant.

- (4) If any question arises about who should be joined as parties to a statutory action, or who should be served, or how the action should proceed in the Court, a party may apply by interlocutory application for advice and directions to resolve the question.
- (5) This rule is subject to the provisions relating to proceedings under specified statutes set out below.

308—Administrative proceedings and minor judicial proceedings under statute

- (1) If a statute assigns a function of an administrative nature to the Court, the function is to be carried out by the Registrar.

Examples—

- 1 The payment of money into (or out of) the Court in cases where a statute authorises or requires the payment independently of the existence of a proceeding in the Court relevant to the payment.
- 2 The registration of a judgment or order of another Australian court or tribunal under a statutory right. (However, if the judgment or order requires substantive adaptation or modification for enforcement as a judgment or order of the Court, its registration would not be a function of an administrative nature.)

- (2) A person who proposes to ask the Court to carry out—
 - (a) an administrative function; or
 - (b) a minor judicial function that lies within the scope of functions delegated to the Registrar under these Rules,

is to apply, in an approved form, to the Registrar.

Examples—

- 1 The adjudication or review of costs or charges that are by statute liable to adjudication or review by the Court but are unrelated to a proceeding in the Court.
- 2 The exercise of powers under the *Enforcement of Judgments Act 1991* which lie within the province of the Registrar.

- (3) The Registrar may refer an application to a Master or Judge if he or she thinks fit.
- (4) A person may apply to a Master or Judge for a review of the Registrar's decision on an application under this rule and the Master or Judge may set aside the decision and make any decision that should have been made in the first instance.

Part 2—Substantive proceedings under particular Acts

Division 1—*Aged and Infirm Persons' Property Act 1940*

309—Interpretation

In this Division—

Act means the *Aged and Infirm Persons' Property Act 1940*.

310—Applications for protection orders

- (1) This rule applies to an application for, or relating to, a protection order under the Act and to protection orders made under the Act in a proceeding commenced after 4 September 2006.

Note—

Part 2 of the Act deals with the making, variation and rescission of protection orders.

- (2) Before serving the summons initiating the proceeding, the applicant is to seek directions, by filing an interlocutory application, with regard to service and the Court may on such an application—
 - (a) direct that the defendant be notified of the nature and significance of the proceeding, and the defendant's right to be heard in the proceeding, in a way the Court considers best adapted to the circumstances of the case; or
 - (b) if the Court is satisfied that any attempt at rational explanation would be futile—dispense with service on the defendant.

Note—

This subrule supplements section 8(2) of the Act which requires service of originating process on the defendant except in exceptional cases.

- (3) The Court may direct that the Public Advocate be joined as a party to the proceeding to represent the interests of the defendant (but no order for costs can be made against the Public Advocate).
- (4) A manager must, within 21 calendar days of the date upon which the Court made the order of appointment—
 - (a) serve a copy of the protection order on the protected person; and
 - (b) if the manager is a person other than Public Trustee, serve a copy of the protection order on Public Trustee.

311—Managers' statements

- (1) The statements verified by affidavit that are required by section 19(1) of the Act in relation to the affairs of the protected estate are to be filed as follows—
 - (a) the manager is to file a first statement (the *initial statement*) within 3 months of the manager's appointment;
 - (b) thereafter the manager is, before 30 September of each year, to file a statement relating to the immediately preceding financial year (the *annual statement*).

Exception—

If the initial statement was filed in accordance with subrule (1)(a) after 30 April, the manager need not file an annual statement in relation to the period ending on the immediately following 30 June but, in that event, the next annual statement should relate to the whole of the period from the manager's appointment to the end of the financial year to which the statement relates.

- (c) in addition to the information required by section 19(1) of the Act—
- (i) the initial statement is to particularise, by reference to the date of the manager's appointment, each asset of the protected estate including its condition and estimated value, the income payable to the protected estate, and the liabilities of the protected estate (whether present, future or contingent);
 - (ii) the annual statement is to contain a full, true and fair account of all income and expenditure of the protected estate during the period to which the statement relates, as well as a full, true and fair statement of the assets and liabilities of the protected estate as at the immediately preceding 30 June.

Note—

Section 19(2) of the Act requires a manager who is not Public Trustee to serve forthwith upon Public Trustee a copy of each statement filed in the Court under section 19(1).

- (2) The manager is—
- (a) within 1 month of the rescission of the appointment of the manager under section 11(1) of the Act;
 - (b) within 2 months of the determination of the manager's appointment under section 11(3) of the Act;
- to file a statement, verified by affidavit, containing with reference to the date of rescission or determination (as the case may be) the information required by subrule (1)(c)(ii).

Exception—

The Court or the Registrar may, on application by the manager or by the persons beneficially interested in the estate of the deceased or of the personal representative of the deceased, dispense with the obligation contained in subrule (2)(b) if satisfied that the costs of the preparation of such a statement are not warranted.

- (3) A manager other than Public Trustee is, within 14 calendar days after a request by Public Trustee, to deliver to Public Trustee such documents as Public Trustee may request in relation to a statement of the manager that has been, or should have been, filed under subrules (1) or (2).
- (4) If a manager other than Public Trustee does not comply with an obligation contained in subrules (1), (2) or (3), or Public Trustee or an interested person considers that a statement, or a report filed under section 19(4) of the Act, discloses matters that should be drawn to the Court's attention, Public Trustee or the interested person may, by interlocutory application made under rule 131, seek orders from the Court.
- (5) On an application under subrule (4) the Court may—
 - (a) make orders as the circumstances of the case require;
 - (b) terminate the manager's appointment, and make consequential orders as necessary.

Division 2—*Criminal Assets Confiscation Act 2005 and Proceeds of Crime Act 2002 (Cth)*

312—Proceedings under the Acts

- (1) In this rule—

Confiscation Acts means the *Proceeds of Crime Act 2002 (Cth)* and the *Criminal Assets Confiscation Act 2005*.
- (2) Unless the Court otherwise directs—
 - (a) a proceeding under the Confiscation Acts is to be based on affidavits rather than formal pleadings;
 - (b) evidence for the purposes of a proceeding is to be given by way of affidavit rather than orally; and
 - (c) the rules relating to pre-trial disclosure of documents do not apply.
- (3) A party commencing a proceeding under the Confiscation Acts is, within the relevant time limit, to apply for directions as to the course of proceedings.
- (4) The *relevant time limit* is—
 - (a) in the case of a proceeding brought without notice—14 calendar days; or
 - (b) in the case of a proceeding brought on notice to another party or other parties—14 calendar days after all parties to be served with notice of the proceeding have been served.
- (5) The Court may, on an application for directions under this rule, give such directions as it considers appropriate in the circumstances.

Division 3—*Family Relationships Act 1975*

313—Proceedings under the Act

- (1) In this rule —

Act means the *Family Relationships Act 1975*.
- (2) This rule applies to all actions commenced under the Act, including actions to which section 14(1) of the Act refers.
- (3) Any party seeking an order under the Act is to ensure that all persons whose interests may be directly and adversely affected by the order are parties to the action.
- (4) A party seeking an order under the Act is to file an affidavit in which the party—
 - (a) identifies to the best of his or her knowledge, information and belief the full names, addresses and, if infants, the respective ages, of all persons whose interests would, or may, be directly and adversely affected by the order;
 - (b) identifies the use which the party intends to make of the order if it is made;
 - (c) if the paternity of the child is in issue, exhibits any birth certificate for the child.
- (5) If corroborative evidence is required under section 9(4) of the Act, the affidavit or affidavits containing that evidence are to be filed with the summons, statement of claim or other process by which the application is made.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note- there is no Division 4 (rules 314 to 317) - see rule 3A

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note- there is no Division 5 (rule 318) - see rule 3A

Division 6—Criminal Injuries Compensation

[sub-heading inserted by District Court Civil Rules 2006 (Amendment No. 29)]

[rule 318A inserted by District Court Civil Rules 2006 (Amendment No. 29)]

318A— Criminal Injuries Compensation

- (1) This rule applies to actions commenced in the Criminal Injuries Division of the Court pursuant to jurisdiction conferred on the *Court by the Victims of Crime Act 2001* and the repealed *Criminal Injuries Compensation Act 1978*.
- (2) In this rule, plaintiff means the person who is the claimant within the meaning of the relevant legislation.
- (3) Rules 33, 106 and 261 and Parts 6, 7, and 8 of Chapter 7 of these Rules do not apply to actions in the Criminal Injuries Division of the Court.
- (4) An extension of a limitation period may be sought under section 18(7) of the *Victims of Crime Act 2001* or under section 7(4) of the *Criminal Injuries Compensation Act 1978*—
 - (a) in the summons commencing the action or
 - (b) by an interlocutory application.
- (5) Third party actions under section 28(2)(a) of the *Victims of Crime Act 2001* or section 11A(1)(b) of the *Criminal Injuries Compensation Act 1978* are governed by rule 36 but the time limit imposed by rule 36(4) for bringing such actions does not apply to the Attorney-General.
- (6) Any document required to be served personally in proceedings in the Criminal Injuries Division of the Court shall be deemed to have been personally served—
 - (a) when service is to be made on the State of South Australia—if the document is sent to the Crown Solicitor by ordinary pre-paid post in an envelope addressed to the Crown Solicitor’s office or by delivering the document in an envelope to the Crown Solicitor’s DX address;
 - (b) when service is to be made on a person who is in a prison or a training centre in the State of South Australia—if the document is served upon or sent by pre-paid post addressed to the prisoner, care of the Chief Executive of the Department for Correctional Services.
- (7) When the Attorney-General lodges a certificate under section 28(3)(a) of the *Victims of Crime Act 2001* or files a certificate under section 11A(5) of the *Criminal Injuries Compensation Act 1978*, the Registrar may administratively enter judgment for the amount specified in the certificate.
- (8) When section 28(4) of the *Victims of Crime Act 2001* applies to a judgment obtained under section 28(3) of that Act—
 - (a) the Crown Solicitor is to serve a sealed copy of the judgment on the offender together with notice of the offender’s rights under section 28(4) of that Act to have the judgment set aside or varied;
 - (b) whether the offender is then a party to the proceedings or not, the offender may make an interlocutory application in the action seeking to set aside or vary the judgment;
 - (c) unless the Court otherwise directs, the plaintiff is not to be given notice of, or to be heard on, an application under paragraph (b).

- (9) (a) An application under section 28(5) of the *Victims of Crime Act 2001* may be made in the action in which the statutory compensation was claimed, but the plaintiff is not to be served with, or to be heard on, such an application;
- (b) If no action has been brought in the Court for statutory compensation, an application under section 28(5)(b) of the *Victims of Crime Act 2001* is to be made by summons filed by the State of South Australia.
- (10) An application by the offender under section 28(6) of the *Victims of Crime Act 2001* is to be made by filing an affidavit in answer to the application under section 28(5) of that Act setting out the matters relied on.

Division 7—Dust Diseases Act 2005

[sub-heading inserted by District Court Civil Rules 2006 (Amendment No. 29)]

[rule 318B inserted by District Court Civil Rules 2006 (Amendment No. 29)]

318B—Dust Diseases List

- (1) In this rule—

Act means the *Dust Diseases Act 2005*.

- (2) All documents filed in an action to which the Act applies must have immediately underneath the action number the words “Dust Diseases Act 2005”. The proceedings will be put into the Dust Diseases List and managed in accordance with this Rule.
- (3) At the first interlocutory hearing, a category will be assigned to the action based on the state of health of the plaintiff or such other matter as the Court considers relevant. These categories are—

Ordinary cases: when the case is not urgent because the plaintiff is suffering from a non life-threatening dust disease or a claim is made for compensation to relatives or for other reasons.

Urgent cases: when the plaintiff is seriously ill and an expedited hearing is needed or there are other circumstances giving rise to urgency.

Note—

Rule 33(1)(a) and (c) exempt urgent cases, and cases where the Court so directs, from the requirements of the 90 day rule.

- (4) If a party seeks to have proceedings categorised as urgent, whether on commencement or at a later time, an interlocutory application seeking a special hearing date for directions is to be filed pursuant to rule 131 together with an affidavit setting out as fully as circumstances permit—
- (a) the nature of the disease alleged;
 - (b) the condition of the plaintiff's health and the degree of urgency;
 - (c) particulars of notification given to other parties to the proceedings and practitioners by whom they are represented;
 - (d) readiness for hearing;
 - (e) whether experts' reports have been obtained and served;
 - (f) whether further medical examinations are required;
 - (g) a proposed expedited interlocutory timetable;
 - (h) if a hearing date is to be sought forthwith, the details and availability of witnesses and where it is requested that evidence be taken; and

- (i) where possible, exhibiting a medical report.
- (5) An application under subrule (4) will be listed as soon as possible.

Note—

Rule 131(4) empowers the Court to dispense with the requirements of rule 131 if the urgency of the case so requires.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note- there is no Part 3 (rules 319 to 322) - see rule 3A

Part 4—Arbitration proceedings

Division 1—General

323—Interpretation

- (1) In this Part, unless a contrary intention appears—

arbitration means an arbitration to which the International Arbitration Act or the Commercial Arbitration Act applies as the case requires;

Commercial Arbitration Act means the *Commercial Arbitration Act 2011*;

International Arbitration Act means the *International Arbitration Act 1974 (Cth)*;

Model Law means the UNCITRAL Model Law on International Commercial Arbitration, adopted by the United Nations Commission on International Trade Law on 21 June 1985 as amended by the United Nations Commission on International Trade Law on 7 July 2006, the English text of which is set out in Schedule 2 to the International Arbitration Act.

- (2) Unless the contrary intention appears—

- (a) expressions used in this Part have the same meaning as in the International Arbitration Act or the Commercial Arbitration Act, as the case requires;
- (b) expressions used in Division 2 have the same meaning as in the International Arbitration Act; and
- (c) expressions used in Division 3 have the same meaning as in the Commercial Arbitration Act.

324—Commencement of proceeding

- (1) Subject to subrules (2) and (3), an application must, if a proceeding has not been started in the Court in relation to the arbitration, be made by originating application.
- (2) An application may, if a proceeding has been started in the Court in relation to the arbitration, be made by interlocutory application.
- (3) An application under rule 326, 328 or 336 is to be made by interlocutory application in the proceeding to which the application relates.

325—Documents not in English language

A party to a proceeding to which this Part applies who seeks to rely on a document that is not in the English language is to provide a certified English translation of the document—

- (a) to the Court; and
- (b) to any other party to the proceeding.

Note 1—

Section 9 of the International Arbitration Act also deals with the translation of awards and arbitration agreements in proceedings to which Part II of the International Arbitration Act applies.

Note 2—

Section 35 of the Commercial Arbitration Act also deals with the translation of awards and arbitration agreements in proceedings to which the Commercial Arbitration Act applies.

Division 2—International commercial arbitration**326—Application for stay and referral to arbitration—foreign arbitration agreements**

- (1) An application under section 7 of the International Arbitration Act to stay the whole or part of a proceeding and refer the parties to arbitration is to be in an approved form.
- (2) The application is to be accompanied by—
 - (a) a copy of the arbitration agreement; and
 - (b) an affidavit stating the material facts on which the application for relief is based.

327—Application to enforce foreign award

- (1) An application under section 8(2) of the International Arbitration Act to enforce a foreign award is to be in an approved form.
- (2) The application is to be accompanied by—
 - (a) the documents referred to in section 9 of the International Arbitration Act; and
 - (b) an affidavit stating—
 - (i) the extent to which the foreign award has not been complied with at the date the application is made; and
 - (ii) the usual or last known place of residence or business of the person against whom it is sought to enforce the foreign award or, if the person is a company, the last known registered office of the company.

328—Application for referral to arbitration—Model Law

- (1) An application under article 8 of the Model Law to refer parties to arbitration is to be in an approved form.
- (2) The application is to be accompanied by—
 - (a) a copy of the arbitration agreement; and
 - (b) an affidavit stating the material facts on which the application for relief is based.

329—Subpoenas

[subrule 329(1) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (1) An application under section 23(3) of the International Arbitration Act for the issue of a subpoena is to be in an approved form.
- (2) The application is to be accompanied by—
 - (a) a draft subpoena in accordance with subrule (3); and

[paragraph 329(2)(b) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (b) an affidavit stating the following—

[subparagraph 329(2)(b)(i) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(i) the names of the parties to the arbitration;

[subparagraph 329(2)(b)(ii) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(ii) the name of the arbitrator or the names of the arbitrators constituting the arbitral tribunal conducting the arbitration;

(iii) the place where the arbitration is being conducted;

(iv) the nature of the arbitration;

(v) the terms of the permission given by the arbitral tribunal for the application;

(vi) the conduct money (if appropriate) to be paid to the addressee; and

(vii) the witness expenses payable to the addressee.

[subrule 329(3) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(3) For the purposes of subrule (2)(a), the draft subpoena is to be—

(a) for a subpoena to attend for examination before an arbitral tribunal—an approved form; or

(b) for a subpoena to produce to the arbitral tribunal the documents mentioned in the subpoena—an approved form; or

(c) for a subpoena to attend for examination and produce documents—an approved form.

(4) The Court may—

(a) fix an amount that represents the reasonable loss and expense the addressee will incur in complying with the subpoena; and

(b) direct that the amount be paid by the applicant to the addressee before or after the addressee complies with the subpoena.

[subrule 329(5) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(5) An amount fixed under subrule (4) may be in addition to any conduct money or witness expenses referred to in subrule (2)(b)(vi) or (vii).

[subrule 329(6) inserted by District Court Civil Rules 2006 (Amendment No. 30)]

(6) A person served with a subpoena is to comply with the subpoena in accordance with its terms.

[subrule 329(7) inserted by District Court Civil Rules 2006 (Amendment No. 30)]

(7) Part 10 Division 4 applies so far as is practicable to a subpoena referred to in this rule.

330—Application relating to evidence for arbitration

(1) An application for an order under section 23A(3) of the International Arbitration Act that a person attend before the Court for examination or to produce documents or do a thing required by an arbitral tribunal for an arbitration is to be in an approved form.

(2) An application under subrule (1) is to be accompanied by an affidavit stating—

[paragraph 330(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(a) the name of the person against whom the order is sought;

(b) the order sought;

(c) the ground under section 23A(1) of the International Arbitration Act relied on;

(d) the terms of the permission given by the arbitral tribunal for the application; and

[paragraph 330(2)(e) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(e) the material facts relied on.

331—Application relating to disclosure of confidential information

(1) An application under section 23F or 23G of the International Arbitration Act for an order prohibiting or allowing the disclosure of confidential information is to be in an approved form.

(2) An application under subrule (1) is to be accompanied by an affidavit stating—

[paragraph 331(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(a) the name of the person against whom the order is sought;

(b) the order sought;

[paragraph 331(2)(c) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(c) the material facts relied on;

[paragraph 331(2)(d) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(d) if the application is made under section 23F of the International Arbitration Act— the terms of the order of the arbitral tribunal allowing disclosure of the information and the date the order was made; and

(e) if the application is made under section 23G of the International Arbitration Act, either—

(i) the date the arbitral tribunal’s mandate was terminated; or

[subparagraph 331(2)(e)(ii) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(ii) the date and terms of—

(A) the request made to the arbitral tribunal for disclosure of the confidential information; and

[subparagraph 331(2)(e)(ii) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(B) the arbitral tribunal’s refusal to make the order.

332—Application for relief under miscellaneous provisions of the Model Law

[Heading – rule 332 substituted by District Court Civil Rules 2006 (Amendment No. 30)]

(1) An application for relief under article 11(3), 11(4), 13(3), 14, 16(3), 17H(3), 17I, 17J or 27 of the Model Law is to be in an approved form.

(2) The application is to be accompanied by an affidavit stating the material facts on which the application for relief is based.

333—Application to set aside award—Model Law

(1) An application under article 34 of the Model Law to set aside an award is to be in an approved form.

(2) The application is to identify—

[paragraph 333(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(a) if the applicant relies on article 34(2)(a) of the Model Law—which subparagraph of article 34(2)(a) is relied upon;

[paragraph 333(2)(b) amended by District Court Civil Rules 2006 (Amendment No. 30)]

(b) if the applicant relies on article 34(2)(b) of the Model Law—which subparagraph of article 34(2)(b) is relied upon; and

(c) brief grounds for seeking the order.

[subrule 333(3) substituted by District Court Civil Rules 2006 (Amendment No. 30)]

(3) The application is to be accompanied by an affidavit—

(a) exhibiting—

(i) a copy of the arbitration agreement; and

- (ii) a copy of the award including the reasons of the arbitral tribunal for the award; and
- (b) identifying—
 - (i) the detailed grounds for seeking the order;
 - (ii) the material facts relied on; and
 - (iii) the date on which the applicant received the award or, if a request was made under article 33 of the Model Law to the arbitral tribunal to correct the award, the date on which that request was disposed of by the arbitral tribunal.

[subrule 333(4) deleted by District Court Civil Rules 2006 (Amendment No. 30)]

- (4) *****

[subrule 333(5) renumbered to 333(4) and amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (4) The application and supporting affidavit are to be served on any person whose interest might be affected by the setting aside of the award.

[subrule 333(6) renumbered to 333(5) and amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (5) Any application by a party to the arbitration under article 34(4) of the Model Law is to be made by interlocutory application in the proceeding commenced under subrule (1).

334—Enforcement of award—Model Law

- (1) An application under article 35 of the Model Law to enforce an award is to be in an approved form.

[subrule 334(2) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (2) The application is to be accompanied by an affidavit—

[paragraph 333(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (a) exhibiting the documents referred to in article 35 (2) of the Model Law; and

[paragraph 333(2)(b) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (b) stating—

- (i) the extent to which the award has not been complied with at the date the application is made; and
- (ii) the usual or last known place of residence or business of the person against whom it is sought to enforce the award or, if the person is a company, the last known registered office of the company.

335—Enforcement of Investment Convention award

[subrule 335(1) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (1) An application under section 35(2) of the International Arbitration Act for leave to enforce an award is to be in an approved form.

Note—

award is defined in section 31(1) of the International Arbitration Act.

- (2) The application is to be accompanied by an affidavit stating—

- (a) the extent to which the award has not been complied with at the date the application is made; and
- (b) the usual or last known place of residence or business of the person against whom it is sought to enforce the award or, if the person is a company, the last known registered office of the company.

Division 3—Domestic commercial arbitration

336—Application for referral to arbitration

- (1) An application under section 8 of the Commercial Arbitration Act to refer the parties to arbitration is to be in an approved form.
- (2) The application is to be accompanied by—

[paragraph 336(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (a) exhibiting a copy of the arbitration agreement; and
- (b) an affidavit stating the material facts on which the application for relief is based.

337—Subpoenas

[subrule 337(1) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (1) An application under section 27A of the Commercial Arbitration Act for the issue of a subpoena is to be in an approved form.

[subrule 337(2) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (2) The application is to be accompanied by the following—
 - (a) a draft subpoena in accordance with subrule (3); and
 - (b) an affidavit stating—

[subparagraph 337(2)(b)(i) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (i) the names of the parties to the arbitration;

[subparagraph 337(2)(b)(ii) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (ii) the name of the arbitrator or the names of the arbitrators constituting the arbitral tribunal conducting the arbitration;
- (iii) the place where the arbitration is being conducted;
- (iv) the nature of the arbitration;
- (v) the terms of the permission given by the arbitral tribunal for the application;
- (vi) the conduct money (if appropriate) to be paid to the addressee; and
- (vii) the witness expenses payable to the addressee.

[subrule 337(3) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (3) For the purposes of subrule (2)(a), the draft subpoena is to be—
 - (a) for a subpoena to attend for examination before an arbitral tribunal—an approved form; or
 - (b) for a subpoena to produce to the arbitral tribunal the documents mentioned in the subpoena—an approved form; or
 - (c) for a subpoena to attend for examination and produce documents—an approved form.
- (4) The Court may—
 - (a) fix an amount that represents the reasonable loss and expense the addressee will incur in complying with the subpoena; and
 - (b) direct that the amount be paid by the applicant to the addressee before or after the addressee complies with the subpoena.

[subrule 337(5) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (5) An amount fixed under subrule (4) may be in addition to any conduct money or witness expenses referred to in subrule (2)(b)(vi) or (vii).

[subrule 337(6) inserted by District Court Civil Rules 2006 (Amendment No. 30)]

- (6) A person served with a subpoena is to comply with the subpoena in accordance with its terms.

[subrule 337(7) inserted by District Court Civil Rules 2006 (Amendment No. 30)]

- (7) Part 10 Division 4 applies so far as is practicable to a subpoena referred to in this rule”.

338—Application relating to evidence for arbitration

- (1) An application for an order under section 27B of the Commercial Arbitration Act that a person attend before the Court for examination or to produce documents or do a thing required by an arbitral tribunal for an arbitration is to be in an approved form.
- (2) An application under subrule (1) is to be accompanied by an affidavit stating—

[paragraph 338(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (a) the name of the person against whom the order is sought;
- (b) the order sought;
- (c) the ground under section 27B of the Commercial Arbitration Act relied on;
- (d) the terms of the permission given by the arbitral tribunal for the application; and

[paragraph 338(2)(e) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (e) the material facts relied on.

339—Application relating to disclosure of confidential information

- (1) An application under section 27H or 27I of the Commercial Arbitration Act for an order prohibiting or allowing the disclosure of confidential information is to be in an approved form.
- (2) An application under subrule (1) is to be accompanied by an affidavit stating—

[paragraph 339(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (a) the name of the person against whom the order is sought;
- (b) the order sought;

[paragraph 339(2)(c) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (c) the material facts relied on;

[paragraph 339(2)(d) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (d) if the application is made under section 27H of the Commercial Arbitration Act— the terms of the order of the arbitral tribunal allowing disclosure of the information and the date the order was made; and
- (e) if the application is made under section 27I of the Commercial Arbitration Act, either —

- (i) the date the arbitral tribunal’s mandate was terminated; or

[subparagraph 339(2)(e)(ii) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (ii) the date and terms of—

- (A) the request made to the arbitral tribunal for disclosure of the confidential information; and

[subparagraph 339(2)(e)(ii) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (B) the arbitral tribunal’s refusal to make the order.

340—Application for relief under miscellaneous provisions of Commercial Arbitration Act

[rule 340 heading substituted by District Court Civil Rules 2006 (Amendment No. 30)]

- (1) An application for relief under section 11(3), 11(4), 13(4), 14, 16(9), 17H, 17I, 17J, 19(6) or 27 of the Commercial Arbitration Act is to be in an approved form.

- (2) The application is to be accompanied by an affidavit stating the material facts on which the application for relief is based.

341—Preliminary point of law

[subrule 341(1) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (1) An application under section 27J of the Commercial Arbitration Act for leave to apply for determination of a question of law arising in the course of an arbitration and, if leave is granted, for the determination of the question of law, is to be in an approved form.
- (2) The application is to be accompanied by an affidavit exhibiting—
- (a) a copy of the arbitration agreement; and
 - (b) evidence of the consent of the arbitrator or the consent of all the other parties as required by section 27J(2) of the Commercial Arbitration Act.
- (3) The application is to be accompanied by an affidavit identifying —
- (a) the name and usual or last known place of residence or business of any person whose interest might be affected by the proposed determination of the question of law or, if the person is a company, the last known registered office of the company;
 - (b) the nature of the dispute with sufficient particularity to give an understanding of the context in which the question of law arises;
 - (c) the facts on the basis of which the question of law is to be determined and the basis on which those facts are stated, including whether they are agreed, assumed, found by the arbitral tribunal or otherwise; and
 - (d) the detailed grounds on which it is contended that leave should be granted.
- (4) The application and supporting affidavit are to be served on any person whose interest might be affected by determination of the question of law.

[subrule 341(5) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (5) The Court may if it thinks fit hear and determine the question of law at the same time as the application for leave to apply for the determination of the question.
- (6) If the Court first hears and grants the application for leave, it may make such orders as it thinks fit for the hearing and determination of the question of law.

342—Application to set aside award

- (1) An application under section 34 of the Commercial Arbitration Act to set aside an award is to be in an approved form.
- (2) The application is to identify—

[paragraph 342(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (a) if the applicant relies on section 34(2)(a) of the Commercial Arbitration Act— which subparagraph of section 34(2)(a) is relied upon;

[paragraph 342(2)(b) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (b) if the applicant relies on section 34(2)(b) of the Commercial Arbitration Act— which subparagraph of section 34(2)(b) is relied upon; and
- (c) brief grounds for seeking the order.

[paragraph 342(3) substituted by District Court Civil Rules 2006 (Amendment No. 30)]

- (3) The application is to be accompanied by an affidavit—
- (a) exhibiting—
 - (i) a copy of the arbitration agreement; and

- (ii) a copy of the award including the reasons of the arbitral tribunal for the award; and
- (b) identifying—
 - (i) the detailed grounds for seeking the order;
 - (ii) the material facts relied on; and
 - (iii) the date on which the applicant received the award or, if a request was made under section 33 of the Commercial Arbitration Act to the arbitral tribunal to correct the award, the date on which that request was disposed of by the arbitral tribunal.

[paragraph 333(4) deleted by District Court Civil Rules 2006 (Amendment No. 30)]

- (4) *****

[paragraph 333(5) renumbered to 333(4) and amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (4) The application and supporting affidavit are to be served on any person whose interest might be affected by the setting aside of the award.

[paragraph 333(6) renumbered to 333(5) and amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (5) Any application by a party to the arbitration under section 34(4) of the Commercial Arbitration Act is to be made by interlocutory application in the proceeding commenced under subrule (1).

343—Appeal

- (1) An application under section 34A of the Commercial Arbitration Act for leave to appeal on a question of law arising out of an award is to be in an approved form.

[subrule 343(2) substituted by District Court Civil Rules 2006 (Amendment No. 30)]

- (2) The application is to state—
- (a) the question of law to be determined; and
 - (b) the grounds on which it is alleged that leave to appeal should be granted.

[subrule 343(3) substituted by District Court Civil Rules 2006 (Amendment No. 30)]

- (3) The application is to be accompanied by an affidavit showing that, before the end of the appeal period referred to in section 34A(1) and (6) of the Commercial Arbitration Act, the parties agreed that an appeal may be made under section 34A of that Act.

[subrule 343(4) substituted by District Court Civil Rules 2006 (Amendment No. 30)]

- (4) The affidavit is to exhibit—
- (a) a copy of the arbitration agreement; and
 - (b) a copy of the award, including the reasons of the arbitral tribunal for the award.

[subrule 343(5) inserted by District Court Civil Rules 2006 (Amendment No. 30)]

- (5) The application is to be accompanied by a submission setting out—
- (a) the name and usual or last known place of residence or business of any person whose interest might be affected by the proposed appeal or, if the person is a company, the last known registered office of the company;
 - (b) the nature of the dispute with sufficient particularity to give an understanding of the context in which the question of law arises;
 - (c) when and how the arbitral tribunal was asked to determine the question of law and where in the award or the reasons, and in what way, the arbitral tribunal determined it;
 - (d) the relevant facts found by the arbitral tribunal on the basis of which the question of law is to be determined by the Court;

- (e) the basis on which it is contended that the determination of the question of law will substantially affect the rights of one or more parties;
- (f) the basis on which it is contended that—
 - (i) the decision of the arbitral tribunal on the question of law is obviously wrong; or
 - (ii) the question of law is of general public importance and the decision of the arbitral tribunal is open to serious doubt;
- (g) the basis on which it is contended that, despite the agreement of the parties to resolve the matter by arbitration, it is just and proper in the circumstances for the Court to determine the question; and
- (h) a succinct statement of the argument in support of the application for leave and the appeal if leave is granted.

[subrule 343(5) renumbered to 343(6) by District Court Civil Rules 2006 (Amendment No. 30)]

- (6) The application and the supporting material are to be served on any person whose interest might be affected by the proposed appeal.

[subrule 343(6) renumbered to 343(7) and amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (7) Within 14 days after service on a party or within such further period as the Court may allow, that party is to file and serve any answering material, including a succinct statement of any argument in opposition to the application for leave and the appeal if leave is granted.

[subrule 343(7) renumbered to 343(8) and amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (8) If it appears to the Court that an oral hearing of the application for leave to appeal is required, the Court may if it thinks fit hear and determine the appeal on the question of law at the same time as it hears the application for leave to appeal.

[subrule 343(8) renumbered to 343(9) and amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (9) If the Court grants the application for leave before hearing the appeal, it may make such orders as it thinks fit for the hearing and determination of the appeal.

[subrule 343(9) renumbered to 343(10) by District Court Civil Rules 2006 (Amendment No. 30)]

- (10) When an application for leave to appeal is brought or leave to appeal is granted, the Court may suspend or discharge any enforcement order made in respect of the award the subject of the proposed appeal.

344—Application to enforce award

- (1) An application under section 35 of the Commercial Arbitration Act to enforce an award is to be in an approved form.

[subrule 344(2) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (2) The application is to be accompanied by an affidavit—

[paragraph 344(2)(a) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (a) exhibiting the documents referred to in section 35 of the Commercial Arbitration Act; and

[paragraph 344(2)(b) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (b) stating—
 - (i) the extent to which the award has not been complied with at the date the application is made; and

[subparagraph 344(2)(b)(ii) amended by District Court Civil Rules 2006 (Amendment No. 30)]

- (ii) the usual or last known place of residence or business of the person against whom it is sought to enforce the domestic award or, if the person is a company, the last known registered office of the company.

Part 5—Ancillary proceedings

345—*Building and Construction Industry Security of Payment Act 2009*

- (1) In this rule—

Act means the *Building and Construction Industry Security of Payment Act 2009*.

- (2) (a) An application under section 25 of the Act for an adjudication certificate to be filed as a judgment is to be made in the form prescribed under rule 308(2);
 (b) The adjudication certificate is to be attached to the application.

Note—

Section 25(2) of the Act precludes an adjudication certificate being filed under that section unless it is accompanied by an affidavit by the claimant stating that the whole or a part of the adjudicated amount has not been paid at the time the certificate is filed.

- (3) As soon as practicable after receiving the sealed judgment, the claimant is to send a copy to the respondent by prepaid post addressed to the respondent’s last known address.
- (4) A party seeking the entry of a judgment by default in an action under section 15(4) or 16(4) of the Act may provide evidence of the circumstances referred to in section 15(1) or 16(1) of the Act, as the case may be, by affidavit.
- (5) In any proceeding by a respondent to have a judgment set aside—
- (a) the respondent is to annex to the summons a copy of the sealed judgment; and
- (b) the money to be paid into Court under section 25(4)(b) of the Act is to be—
- (i) accompanied by a notice of payment in; and
- (ii) held in Court in an account in the name of the proceeding.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note- there is no rule 346 - see rule 3A

347—*Trans-Tasman Proceedings Act 2010 (Cth)*

- (1) In this rule—

Act means the *Trans-Tasman Proceedings Act 2010 (Cth)*.

- (2) An application under—
- (a) section 15(1) of the Act for security for costs;
- (b) section 17(1) of the Act for a stay of proceedings;
- (c) section 48 of the Act to appear remotely from New Zealand;
- (d) section 72 of the Act to set aside registration of a New Zealand judgment; or
- (e) section 76 of the Act for a stay of enforcement of a New Zealand judgment; is to be made by an interlocutory application under rule 131 using the approved form for such an application.
- (3) A party or intended party seeking interim relief under section 25 of the Act is to file a summons in accordance with rule 34.

Note—

1. Service of process under the Act is dealt with in rule 39A.
2. Notice of address for service for process served under the Act is dealt with in rules 58(4)(b)(ii) and 59(3).
3. Subpoenas to be served under the Act are dealt with in rule 183A.

4. An application to register a judgment under section 67 of the Act is to be made in form 5 in the Schedule to the *Trans-Tasman Proceedings Regulations 2012* (Cth).

347AC—Child Sex Offenders Registration Act 2006 (SA)

An appeal to the Court pursuant to section 57 of the *Child Sex Offenders Registration Act 2006* is governed by these Rules.

Part 6—Enforcement of judgments

348—Enforcement of Judgments Act 1991

- (1) In this rule—

Act means the *Enforcement of Judgments Act 1991*;

authorised witness means any of the following—

- (a) the Registrar, a Deputy Registrar, or any other officer of the Court whom the Registrar has assigned for the purpose;
- (b) a public notary;
- (c) a Commissioner for taking affidavits;
- (d) a Justice of the Peace;
- (e) any other person authorised by law to take affidavits or attest signatures;

judgment creditor and *judgment debtor* have the same meanings as in the Act.

- (2) The Court is not bound by the rules of evidence on an investigation under section 4(1) of the Act or an examination under section 5(5) of the Act but may inform itself in such manner as it thinks fit.
- (3) An order under section 6(1) of the Act, or an order under section 6(3) of the Act confirming, varying or revoking an order under section 6(1) of the Act, is to be served by the judgment creditor on the judgment debtor and the garnishee as directed by the Court.
- (4) If an order is made under section 6(1) of the Act in the absence of the judgment debtor—
 - (a) if the order is made by the Registrar—the Registrar will fix a date and time for further consideration of the proceeding by a Master;
 - (b) if the order is made by a Master or Judge—the proceeding will be adjourned to a fixed date and time for further consideration.
- (5) A consent for the attachment of salary or wages under section 6(2) of the Act—
 - (a) if the judgment debtor or his or her solicitor is before the Court—may be given orally;
 - (b) in any other case—must be given in writing and signed by the judgment debtor in front of an authorised witness.
- (6) A warrant may not be issued under section 7 of the Act more than 6 years after the date of the judgment on which the warrant is based without the permission of the Court.
- (7) A warrant may not be issued under section 12 of the Act unless an order for the issue of the warrant has been made by a Judge.
- (8) Each of the following warrants remains in force for one year after being issued and may be renewed for a further period of up to 1 year—
 - (a) a warrant under section 7 of the Act;

- (b) a warrant under section 11 of the Act;
 - (c) a warrant under section 12 of the Act.
- (9) On application by an interested person, the Court may, subject to such conditions as the Court thinks fit, order the stay of a warrant issued under the Act.
- (10) A person arrested on a warrant issued under section 4(4), 5(6) or 12 of the Act must, as soon as practicable, be brought before the Court.

Chapter 16—Sheriff's duties

[Chapter 16 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

349—Interpretation

[rule 317 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 317 renumbered to rule 349 by District Court Civil Rules 2006 (Amendment No. 28)]

In this Chapter, unless the contrary intention appears—

Act means the *Enforcement of Judgments Act 1991*;

fees means the fees under the *Sheriff's Act 1978* or the *District Court Act 1991*;

judgment creditor and *judgment debtor* have the same meanings as in the Act;

sheriff includes—

- (a) the sheriff, a deputy sheriff and a sheriff's officer appointed under the *Courts Administration Act 1993*; and
- (b) a person appointed to be a deputy sheriff or sheriff's officer under section 6 (3) of the *Sheriff's Act 1978*;

warrant of execution or *warrant* means a warrant under the Act.

350—Service of process

[rule 318 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 318 renumbered to rule 350 by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The sheriff must, if requested to do so by a party to a proceeding or the party's solicitor, serve in the State any originating process or other document issued or prepared in relation to the proceeding in respect of which personal service is required by statute, these Rules or the practice of the Court.
- (2) A request for service by the sheriff must be in writing and contain instructions for service.
- (3) Service by the sheriff may be proved by the affidavit of the person effecting service (and a subpoena may not be issued to compel the attendance of the person in respect of any matter arising out of such service except with the Court's permission).

351—Execution of process at a distance

[rule 319 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 319 renumbered to rule 351 by District Court Civil Rules 2006 (Amendment No. 28)]

The sheriff may not charge any more for the cost of execution of process at a distance from Adelaide than the cost of transmitting the document by the least expensive mode to and from the office or residence of the nearest sheriff's officer to the place where execution of process is to be made (and allowance for travelling expenses is to be stated in the officer's return, calculated and paid accordingly).

352—Sale of property

[rule 320 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 320 renumbered to rule 352 by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Subject to subrule (4), before property is sold under a warrant, at least 14 calendar days notice of the intended sale must be given—
 - (a) by notice in writing sent by ordinary prepaid post to the judgment debtor; and
 - (b) by an advertisement in a newspaper circulating generally throughout the State; and
 - (c) if the property is real property, by an advertisement published in the *Gazette*; and

- (d) by such other means as the sheriff considers desirable in the circumstances.
- (2) The publication of an advertisement in the *Gazette* under this rule constitutes seizure of land to which the advertisement relates and actual seizure of the land by the sheriff is not necessary.
 - (3) The sheriff must cause any real or personal property seized under a warrant to be sold at a place that is, in the opinion of the sheriff, most advantageous.
 - (4) If perishable goods are seized under a warrant, the sheriff must give such notice of the intended sale of the goods as may be reasonable in the circumstances.
 - (5) Property may be sold in one lot or several lots and, unless the Court directs otherwise, each sale will be for cash on delivery, conveyance, assignment or transfer.
 - (6) A sale under a warrant or execution will be of the estate, right, title or interest only of the party against whom the warrant has been issued in the real or personal property for sale.
 - (7) Subject to subrule (8), the sheriff may, with the consent in writing of another person having estate, right, title or interest in property for sale under a warrant, sell the other person's estate, right, title or interest if of the opinion that to do so would obtain a more satisfactory sale.
 - (8) Before a sale may take place under subrule (7), the judgment creditor, judgment debtor and the other person involved in the sale must agree in writing as to the proportions in which the net proceeds of the sale will be divided.
 - (9) If property seized by the sheriff in execution is sold through an auctioneer or agent, the gross proceeds of the sale must (if the sheriff so requires) be given to the sheriff who will pay to the auctioneer or agent the proper charges and expenses due in connection with the sale.

353—Adverse claims to money held by sheriff

[rule 321 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 21 renumbered to rule 353 by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) If the sheriff has received money by virtue of a warrant directed to the sheriff and a person claiming an interest in the money serves the sheriff with a notice requiring the sheriff not to pay over the money, the sheriff may retain the money until the claim is resolved.
- (2) If—
 - (a) the claim is not disputed by the relevant judgment creditor or judgment debtor; or
 - (b) the court that issued the warrant directs the sheriff to recognise the validity of the claim,

the sheriff must pay to the person a sufficient amount to satisfy the person's claim.

354—Payment out by sheriff

[rule 322 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 322 renumbered to rule 354 by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) Subject to the provisions of any Act of the Commonwealth relating to bankruptcy and rule 321, when the sheriff receives money by virtue of a warrant directed to the sheriff, he or she must, after making all lawful deductions, pay it on demand to the party entitled to the money or the party's solicitor (whether the warrant is returnable or not).
- (2) The sheriff may deduct from the proceeds of a warrant and pay to the judgment creditor interest accrued on the judgment debt under these Rules from the time of the issue of the warrant to when the sheriff makes payment to the judgment creditor (but if the sheriff

receives payment of the judgment debt instead of effecting a sale, the sheriff need not account to the judgment creditor for interest accrued after the date on which the sheriff receives payment of the debt).

355—Suspension of execution

[rule 323 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 323 renumbered to rule 355 by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) The sheriff may only suspend the execution of a process on—
 - (a) an order of the Court; or
 - (b) an instruction in writing to that effect filed with the sheriff by the judgment creditor.
- (2) Subject to an order of the Court, a judgment creditor who has filed an instruction to suspend the execution of a process may withdraw the instruction by filing with the sheriff a further instruction to execute the process.

356—Claims based on unregistered interests

[rule 324 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 324 renumbered to rule 356 by District Court Civil Rules 2006 (Amendment No. 28)]

- (1) A person claiming to have an unregistered interest in property to be sold by authority of the Court must give notice of the claim under section 16 (2) of the Act in writing to the sheriff or the sheriff’s officer holding a warrant for the sale of the property.
- (2) On receipt of such notice, the sheriff must send a copy of it by prepaid post to the judgment creditor at his or her address for service.

[subrule 356(3) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (3) If the judgment creditor does not recognise the validity of the claim made in the notice, the judgment creditor must, within 5 business days after the posting of the notice, make an application seeking an order that the sheriff not recognise the validity of the claim.
- (4) An application under subrule (3) must be served immediately on the sheriff and on the person making the claim by prepaid post to the person’s address for service.
- (5) If the sheriff—
 - (a) is not served with an application under subrule (3), the sheriff is entitled to act under section 16 of the Act on the basis that the claim is not disputed;
 - (b) is served with an application under subrule (3), the sheriff may only act under the warrant from then on in accordance with the directions of the Court.

357—Fees

[rule 325 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 325 renumbered to rule 357 by District Court Civil Rules 2006 (Amendment No. 28)]

[subrule 325(1) amended by District Court Civil Rules 2006 (Amendment No. 2)]

- (1) Fees payable to the sheriff may be adjudicated if there is a dispute between the sheriff and the person liable to pay the fees.
- (2) If an execution is withdrawn, satisfied or stopped, the fees payable in respect of the execution must be paid by the person on whose application the warrant of execution was issued or the person on whose application the execution was stopped (as the case may be).
- (3) If the sheriff has, on request, withdrawn from property taken under execution, the fees in respect of the full amount the sheriff has been required to charge under the warrant will become payable by the execution creditor or his or her solicitor unless—
 - (a) an arrangement that makes the sale unnecessary is reached between the execution creditor and execution debtor; and

- (b) full particulars of the arrangement are filed with the sheriff within 14 calendar days of the making of the arrangement.

[subrule 357(4) amended by District Court Civil Rules 2006 (Amendment No. 29)]

- (4) If a solicitor who requests the service or execution of process, or any other work for which the sheriff may charge a fee, is in default of payment of a fee for a period of 5 business days after demand in writing by the sheriff, the sheriff may report the name of the solicitor in default to the Court.
- (5) The Court may make an order for the enforcement of fees in respect of a solicitor in default and the sheriff may, with the consent of the Attorney-General, commit the conduct of the matter to the Crown Solicitor.

358—Place of detention on arrest

[rule 326 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 326 renumbered to rule 358 by District Court Civil Rules 2006 (Amendment No. 28)]

If a person is arrested by the sheriff on a civil process of the Court, the person must, where practicable, be taken and detained in the prison nearest to the place of arrest until the Court orders the person's discharge.

359—Sheriff liable as if in contempt

[rule 327 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 327 renumbered to rule 359 by District Court Civil Rules 2006 (Amendment No. 28)]

If the sheriff does not properly execute a process, the sheriff is liable to punishment as if in contempt of the Court.

360—Sheriff may be directed by Court

[rule 328 inserted by District Court Civil (Variation) (No. 1) Rules 2006]

[rule 328 renumbered to rule 360 by District Court Civil Rules 2006 (Amendment No. 28)]

The sheriff may, on the sheriff's own initiative or on application by a party to proceedings, refer a question relating to the performance of the sheriff's duties in relation to the proceedings for the direction of the Court.

[Note inserted by District Court Civil Rules 2006 (Amendment No. 28)]

Note- there is no Chapter 17 (rules 361 to 410) - see rule 3A

Schedule 1—Scale of costs

(the amounts allowable under this Schedule may be increased by the operation of Rule 264)

[Heading to Schedule 1 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[Note to heading inserted by District Court Civil Rules 2006 (Amendment No. 2)]

[Note to heading amended by District Court Civil Rules 2006 (Amendment No. 17)]

[Item 4 substituted by District Court Civil Rules 2006 (Amendment No. 4)]

[Item 9 amended by District Court Civil Rules 2006 (Amendment No. 2)]

[Item 16(a) amended by District Court Civil Rules 2006 (Amendment No. 4)]

[Item 21 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[Item 22 amended by District Court Civil Rules 2006 (Amendment No. 1)]

[Item 24 inserted by District Court Civil Rules 2006 (Amendment No. 3)]

[Notes A, B, D, E, G, H, J and M amended by District Court Civil Rules 2006 (Amendment No. 1)]

[Notes B, F, G and I amended by District Court Civil Rules 2006 (Amendment No. 2)]

Documents

1	Drawing a document that is necessary to originate, or for use in, or in connection with, any proceeding or in a matter, whether litigious or otherwise, including the engrossment of the original, per A4 page, provided that a greater amount may be allowed where the matter is of importance and/or difficulty (see Notes D, E and G)	\$65.00
2	Where a document is partly printed and partly drawn, the drawing fee for the drawn part will be allowed and, in addition, for the printed matter (including all perusals of the same), per A4 page (see Notes D and E)	\$14.50
3	Engrossing the original of a document where no allowance is made for such engrossment elsewhere, including the solicitor's own copy, per A4 page (see Notes D and E)	\$14.50
4	Before 1 October 2008: (a) photocopying or printing a document including printing an email (sent or received), per page. From 1 October 2008: (b) subject to sub-item (c), photocopying or printing a document, including printing an e-mail (sent or received), per page; (c) for photocopying or printing documents which are, or which should be, photocopied or printed at the same time (including the printing of e-mails), for each page after the first 20 pages. (see Note L)	\$1.00
5	Perusing a document, per A4 page or equivalent (However, if the document is of substance, an amount not exceeding \$19.50 per A4 page or equivalent may be allowed)	\$7.20
6	Scanning of documents, including emails, where full perusal is not justified, per A4 page or equivalent (see Note D)	\$2.10

Attendances

(see Note C)

7	The attendance of a solicitor where the nature of the work requires the exercise of special skill or legal knowledge, per hour (see Note K)	\$263.00
8	The attendance of a solicitor where work done does not require special skills or legal knowledge, but where it is proper that a solicitor should personally attend, and travelling time, per hour (see Note K)	\$162.00
9	Attending on an application, matter or adjudication in chambers or on a pre-trial conference, or a settlement conference (not certified fit for counsel) or a callover—	
	(a) if short or matter adjourned without substantial argument;	\$95.00
	(b) if ordinary;	\$163.00
	(c) if protracted or of difficulty, per hour—in a range.	\$263.00
10	Attendance of a clerk on work not properly able to be carried out by a junior clerk, including travelling time, per hour	\$127.00
11	Attending at Court to file or lodge documents or papers, or to set down, attendance to deliver documents or any other attendance capable of performance by a junior clerk, including, attending to set down a chamber application and to search the list for chamber appointments and all attendances necessary to settle and seal an order or other document, and filing or lodging documents or papers at Court electronically, per attendance or lodgment	\$21.00
12	An attendance by telephone of a solicitor, for each 6 minutes interval or part of 6 minutes	\$27.00
13	An attendance by telephone of a clerk—	
	(a) on a matter of substance;	\$13.50
	(b) on a short call where a message is left;	\$3.10
14	An attendance on the swearing of an affidavit—	
	(a) of a solicitor to be sworn to an affidavit;	\$38.20
	(b) of a solicitor to take an affidavit where the solicitor or the solicitor's firm has prepared the affidavit;	\$20.60
	(c) of a clerk to be sworn to an affidavit;	\$20.60
	(d) of a solicitor on another person to be sworn to an affidavit where no charge is made under paragraph (b) (such fee is to include all charges for marking exhibits and for perusing or reading over the affidavit when the attendance properly does not exceed 15 minutes. If the attendance exceeds 15 minutes, the attendance will be allowed proportionately, at the rate fixed by item 7 of the scale.).	\$40.20

Letters

15	Any letter (including an email letter)—	
	(a) per A4 page, provided that letters of less than one page and the first page of a letter are to be charged proportionally;	\$65.00
	(b) circular letters after the first (including the cost of copying/printing), per A4 page.	\$8.30
	(see Notes D and E)	
16	For receiving and sending documents by fax transmission and email and the electronic scanning of documents—	

(a)	for incoming fax transmissions,	
(i)	Before 1 October 2008, per page	\$1.00
(ii)	From 1 October 2008	
	the first 20 pages, per page	\$1.00
	for each subsequent page;	\$0.40
(b)	for outgoing fax transmissions, for the first page (and, for each subsequent page, an additional \$2.10);	\$9.30
(c)	for outgoing emails (not charged under item 15) (and, for each attachment, an additional \$7.30);	\$7.30
(d)	for electronically scanning documents, for the first sheet (and, for each subsequent sheet, an additional \$2.10).	\$7.30
	Where applicable, STD and ISD charges will be allowed as a disbursement	
17	For the payment of an account where an account in writing has been rendered and which is in order, including any letter sent with the payment of that account, if the letter relates solely to the account, and to include all disbursements on cheques	\$8.30
	Registration of certificate of judgment under <i>Service and Execution of Process Act 1992</i>	
18	Instructions for and attending to registration of a certificate of judgment under the <i>Service and Execution of Process Act 1992</i> (Cth), including all correspondence, documents, attendances in relation thereto as assessed pursuant to section 22A(1) of the Act, but not exceeding	\$363.00
	Miscellaneous	
19	Paging, collating, binding and indexing copy documents for use of the Trial Judge, including the index	
(a)	for the first 10 A4 pages;	\$9.30
(b)	for more than 10 A4 pages.	\$17.50
20	Paging, collating, binding and indexing a brief or appeal book—	
(a)	for 10 pages or less;	\$18.60
(b)	from 11 pages to 50 pages;	\$74.30
(c)	from 51 pages to 100 pages;	\$123.00
(d)	from 101 pages to 200 pages;	\$195.00
(e)	for more than 200 pages.	\$285.00
	Where it is proper to deliver more than one brief, and in respect of appeal books after the first, an additional amount of half of the amount allowable under this item for the first copy of the brief or appeal book will be allowed for each additional brief or appeal book.	
	Where a brief or appeal book exceeds 300 pages, the pages in excess of 300 pages may be treated as a separate brief or appeal book.	
21	Care and consideration in the preparation of a brief is to be an amount in the discretion of the adjudicating officer but, in cases where oral evidence is to be called on disputed matters or where there is to be substantial argument on legal matters, the amount allowed is	\$85.00
22	Preparation of short form Claim for costs, per A4 page	\$65.00
23	Drawing and the engrossment of the original, and of the solicitor's own copy of—	
(a)	a proof of a witness for a brief, where it is not necessary substantially to recast any notes made of the statement of the witness or to collate any number of previous statements;	
(b)	indices (where not otherwise provided);	

- (c) formal lists;
- (d) copies of extracts from other documents.

per A4 page \$32.00

24 The Lump Sum allowed on a default judgment pursuant to Rule 229(4) \$1,790.00

Notes

- A** The amount allowed for each of the above items is to be at the discretion of the adjudicating officer, who is at liberty, in the particular circumstances of the matter, to disallow an item entirely or allow a greater or lesser amount for an item. The adjudicating officer may allow a greater amount where the matter is of importance or difficulty.
- B** Each Schedule of costs (other than a short form Claim for costs) must show—
- (a) the time spent on an attendance; and
 - (b) the number of A4 pages (or the equivalent) contained in any document for which a charge is made; and
 - (c) the name of any solicitor and the status of any clerk in respect of whom an attendance is charged; and
 - (d) a separate identifying number for each item and the date of the item; and
 - (e) the items of work and disbursements in chronological order.
- C** Where the time for an attendance is only a portion of an hour, such amount may be allowed in accordance with the scale as the proportion of the hour bears to the amount allowed for the whole of the hour.
- D** Where, in this Schedule, fees (other than for photocopying, printing, electronic scanning, or sending and receiving fax transmissions) are set by reference to an A4 page, such fees are fixed (except in the case of correspondence) on the basis that the typed or printed content of each page consists of 30 lines of 12 size print with a left hand margin no wider than 4 centimetres and a right hand margin no wider than 2 centimetres). Where correspondence is concerned, the fee is fixed on the basis that the typed content of each page consists of 45 lines in 12 size print with margins as previously stated in this note. The fee allowable may be adjusted by the adjudicating officer depending on whether the document or correspondence in question exceeds or falls short of those standards.
- Where the contents of a document (or page of a document) are less than one A4 page in length, the fee allowed is, therefore, to be at the discretion of the adjudicating officer.
- E** Where a document is prepared on other than A4 paper, the amounts to be allowed under items 1, 2, 3 and 15 may be increased or decreased in the discretion of the adjudicating officer.
- F** Only the amount of disbursements actually paid or payable are to be shown in the Schedule as disbursements. Where a disbursement is yet to be paid, this must be specially stated.
- G** For drawing of any Schedule of costs (not including a short form claim for costs), the adjudicating officer may allow an additional 50 per cent on all drawing fees.
- H** Such allowance for kilometrage by motor vehicle or other conveyance will be made as the adjudicating officer considers reasonable.
- I** Where the Court orders a party, or a party or person is otherwise required, to adjudicate costs both as between party and party and solicitor and client, the appropriate form is to be modified by the applicant so as to provide for the inclusion of both party and party and solicitor and client costs and the respondent's respective responses thereto.

- J** The maximum rate for perusal is appropriate for documents such as pleadings, particulars, advices and opinions and for the more complicated medical and expert reports. A middle range figure will be appropriate for standard expert reports, lists of documents and medical reports. The lower rate will apply to appearances, ordinary correspondence, special damages, vouchers and the like. In cases where a large volume of documents is required to be perused, an hourly rate may be allowed by the adjudicating officer instead of a perusal fee.
- K** When an instructing solicitor is in Court, the lower attendance rate should be allowed if the solicitor is merely assisting counsel by being present, but the higher rate should be allowed if the solicitor is more actively involved, for example, by proofing witnesses, preparing indices, etc.
- L** Where a substantial number of sheets are, or should be, photocopied at the same time, regard may be had to commercial photocopying rates in respect of multiple copies of the same document, for each sheet after the first.
- M** The costs allowed in the scale do not include the Goods and Services Tax (GST) which is to be added except in the following circumstances. GST should not be included in a claim for costs in a party/party Schedule of costs if the receiving party is able to recover GST as in input tax credit. Where the receiving party is able to obtain an input tax credit for a proportion of GST only, only the portion which is not eligible for credit should be claimed in the party/party Schedule of costs. Where there is a dispute as to whether GST is properly claimed in the party/party Schedule of costs, the receiving party must provide a certificate signed by the solicitors or auditors of the receiving party as to the extent of any input tax credit available to the receiving party.

Schedule 2 – Scale of costs from 1 July 2011

(The amounts allowable under this Schedule may be increased by the operation of Rule 264)

[Schedule 2 inserted by District Court Civil Rules 2006 (Amendment No. 17)]

DOCUMENTS

Drawing and engrossing

[Including original and the lawyer's file copy]

1	Drawing any document of importance other than correspondence and those listed in item 2, per ¼ page.	\$28.00
2	Drawing proofs, indices, formal lists, extracts from other documents, lists of authorities, or other formal documents, per ¼ page.	\$14.00
3	Engrossing documents, when copying or scanning is not appropriate, per ¼ page.	\$4.00

Perusing and examining documents and electronic documents

4	Perusing documents, per ¼ page.	\$2.00-\$8.00
5	Examining documents, when a perusal is not justified, per ¼ page.	\$0.50

Documents produced by copying or scanning, or receiving emails, faxes, or any other electronic transmissions

6	Per sheet.	\$0.30
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ATTENDANCES AND COMMUNICATIONS

Attendances and oral communications, whether personal or by electronic communication, and including attendances to swear or take affidavits, per six minute unit

7	By a lawyer involving skill.	\$30.00
8	By a lawyer not involving skill.	\$18.00
9	By a non lawyer employed or engaged by a lawyer.	\$14.00
10	Arranging appointments, per person, including all work involved.	\$20.00

Attending Hearings, including preparation, and when not attending as instructing lawyer for counsel

11	Short.	\$110.00
12	Ordinary.	\$190.00
13	If protracted, per 6 minute unit of hearing time.	\$30.00

Filing and delivery

14	Filing or delivery of documents other than personal service, when no other attendance is properly allowable.	\$20.00
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CORRESPONDENCE

[Including original to send and the lawyer's file copy, and the ordinary postal or transmission expenses]

15	Whether sent by letter, email, SMS, or fax, per ¼ page.	\$20.00
16	Circular correspondence, after the first, per item (plus copying for subsequent pages after the first page).	\$10.00

MISCELLANEOUS

17	Paying disbursements by whatever means and including all work and associated expenses.	\$20.00
18	Preparation of Trial Books, Tender Books, Books of Exhibits, Application Books, Appeal Books and Briefs, including indices, pagination and binding, per page.	\$1.50

- 19 Lump sum on a default judgment. \$2040.00

NOTES

General

- A** The amount allowed for each of the above items is to be at the discretion of the adjudicating officer, who is at liberty, in the particular circumstances of the matter, to disallow an item entirely or allow a greater or lesser amount for an item. The adjudicating officer may allow a greater amount where the matter is of importance or difficulty.
- B** The costs allowed in the scale do not include the Goods and Services Tax (GST) which is to be added except in the following circumstances. GST should not be included in a claim for costs in a short form Claim or Schedule of costs if the receiving party is able to recover GST as an input tax credit. If the receiving party is able to obtain an input tax credit for only a proportion of the GST, only the portion which is not eligible for credit should be claimed in the party/party Schedule of costs. If there is a dispute as to whether GST is properly claimed in the party/party Schedule of costs, the receiving party must provide a certificate signed by the lawyers or auditors of the receiving party as to the extent of any input tax credit available to the receiving party.

Attendances

- C** A six minute unit comprises six minutes or part thereof, but no part is to be allowed as a full unit if it is unreasonable to do so.
- D** When a lawyer is instructing counsel, the lower attendance rate should be allowed if the lawyer is merely assisting by being present, but the higher rate should be allowed if the lawyer is more actively involved, for example, by proofing witnesses, preparing indices, etc.

Documents and perusals

- E** Unless the adjudicating officer considers there is good reason to depart from it, pages for items in this Schedule are to be measured by compliance with Supplementary Rules and on the basis that a full page contains 44 lines and a quarter page contains 11 lines. A part of a quarter page is to be treated as a full quarter page. Each page of a short form claim for costs or itemised schedule of costs drawn in accordance with the Supplementary Rules may be allowed as a standard page.
- F** If a document is prepared on other than A4 paper, the amounts to be allowed may be increased or decreased in the discretion of the adjudicating officer.
- G** A rate towards the maximum rate for perusal is appropriate for documents such as pleadings, particulars, advices and opinions and for the more complicated medical and expert reports. A middle range figure will be appropriate for standard expert reports, lists of documents and medical reports. A rate towards the lower rate will apply to appearances, notices of address for service, ordinary correspondence, special damages vouchers and the like. In cases in which a large volume of documents must be perused, an hourly rate may be allowed by the adjudicating officer instead of a perusal fee.

Copying scanning and emailing

- H** When a substantial number of sheets are, or should be, photocopied or scanned at the same time, regard may be had to commercial photocopying rates in respect of multiple copies of the same document, for each sheet after the first.
- I** When multiple emails or SMSs are claimed, those dealing with the same issues over a period of 48 hours extending over not more than 3 consecutive days excluding non-business days will be treated as one.

Disbursements

- J** Allowable disbursements are whenever possible to be included in the same item as the corresponding claim for lawyer's costs, but within the disbursements column.
- K** Only the amount of disbursements actually paid or payable are to be shown in the Schedule as disbursements. If a disbursement is yet to be paid, this must be specially stated.
- L** Such allowance for kilometrage by motor vehicle or other conveyance will be made as the adjudicating officer considers reasonable.

Schedules of Costs

- M** Each Schedule of costs (other than a short form Claim for costs) must show—
- (a) the time spent on an attendance; and
 - (b) the number of A4 pages (or the equivalent) contained in any document for which a charge is made; and
 - (c) the name of any lawyer and the status of any clerk in respect of whom an attendance is charged; and
 - (d) a separate identifying number for each item and the date of the item; and
 - (e) the items of work and disbursements in chronological order; and
 - (f) succinctly the nature of the work done.
- N** When the Court orders a party, or a party or person is otherwise required, to adjudicate costs both as between party and party and lawyer and client, the appropriate form is to be modified by the applicant so as to provide for the inclusion of both party and party and lawyer and client costs and the respondent's respective responses thereto.

History of amendment

It should be noted that these amendments are not recorded in the History of Amendment Table (see below).

Clause 3 of the District Court Civil Rules 2006 (Amendment No. 28) provides—

3. (a) Subject to this clause, the amendments made by these Rules come into effect on 1 October 2014.
- (b) The amendments made by clauses 56 to 60, 79(b), 81 and 115 apply only to proceedings commenced on or after 1 October 2014.
- (c) The amendments made by clauses 103, 105, 107, 108, 110(b) and 113 apply only to appellate proceedings commenced on or after 1 October 2014.
- (d) The Court may, if it thinks fit, direct that the Rules as amended, or the Rules in force before these Amended Rules were made, apply to a transitional proceeding or a particular step or matter in a transitional proceeding.

It should be noted that these amendments are not recorded in the History of Amendment Table (see below)

The Rules are amended by District Court Civil Rules 2006 (Amendment No. 28) by—

- (a) substituting “Supplementary Rules” for “practice directions” or “a practice direction” or “relevant practice direction” wherever those phrases appear in the Rules;
- (b) substituting “lawyer” for “legal practitioner” wherever that phrase appears in the Rules;
- (c) substituting “audiovisual hearing” for “teleconference” wherever that word appears in the Rules;
- (d) substituting the numerical form (eg “6”) for the alphabetical form (eg “six”) of a number wherever reference is made to a number of days designated alphabetically in the Rules;
- (e) inserting “calendar” before “days” wherever there is a reference to 8 days or more in the Rules except in a Note referring to a legislative provision and except for the words in parenthesis in rule 59(3);
- (f) inserting “clear business” before “days” or “day” wherever there is a reference to 7 days or less before a defined event in the Rules except in a Note referring to a legislative provision; and
- (g) inserting “business” before “days” or “day” wherever there is a reference to 7 days or less after a defined event in the Rules except in a Note referring to a legislative provision.

It should be noted that these amendments are not recorded in the History of Amendment Table (see below)

The Rules are further amended by District Court Civil Rules 2006 (Amendment No. 28) by—

- (a) substituting “these Rules” for “these rules” wherever that phrase appears in the Rules;
- (b) substituting “rule” for “Rule” wherever that word designates a specific rule in the Rules;
- (c) substituting “subrule” for “sub-rule” wherever that word appears in the Rules;

- (d) substituting “cross action” for “cross-action” wherever that word appears in the Rules;
- (e) substituting “counter offer” for “counter-offer” wherever that word appears in the Rules;
- (f) substituting “Registry” for “registry” wherever that word appears in the Rules;
- (g) substituting “section” for “s” wherever the abbreviation “s” is used for a section of an Act in the Rules;
- (h) amending all defined terms in the body of the Rules so that they appear in bold italics without inverted commas;
- (i) substituting long dashes (“—”) for any existing punctuation at the end of a line wherever the next line commences a list of subrules, paragraphs, subparagraphs, definitions or suchlike in the Rules;
- (j) substituting a semicolon (“;”) for any existing punctuation at the end of the line wherever the next word begins with a lower case in the Rules except before commencement of a list;
- (k) substituting a comma (“,”) for a space in dollar figures of four or more digits wherever it appears in the Rules, counting three spaces to the left of the last digit to place the first comma and continuing to place commas every three digits (eg “\$1,000,000” or “\$1,378”);
- (l) substituting “kilometre” or “kilometres” for “km” or “kms” respectively wherever those abbreviations appear in the Rules; and
- (m) substituting “prepaid” for “pre-paid” wherever that word appears in the Rules.

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
4	am am2 am am4 am am6 am am10 ins am21 ins, am and delete am28	01-Aug-07 01-Oct-08 01-Mar-09 01-Nov-10 01-Dec 12 1 October 2014
5	sub am19	01-Jan-12
5(1)	am am28 am am29	1 October 2014 1 October 2014
5(2)	am am28 am am29	1 October 2014 1 October 2014
5(3)	am am28 am am29	1 October 2014 1 October 2014
5(4)	am am28	1 October 2014
5(5)	am am28	1 October 2014
6(2)	sub am6	01-Mar-09
6(3)	ins am13	01-Jul-10

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
6(4)	ren am13 sub am31	01-Jul-10 1 December 2015
6(4) example	del am31	1 December 2015
6(5)	ren am13	01-Jul-10
7 (Note)	ren am6	01-Mar-09
7 (Note 2)	ins am6	01-Mar-09
7 (Note 3)	ins am13	01-Jul-10
8(2)(a)	am am1	01-May-07
9A	ins am25	01-Oct-13
9A(3)	am am28	1 October 2014
9B	ins am25	01-Oct-13
9B(5)	am am28	1 October 2014
10(2)(a)	ins am28	1 October 2014
10(2)(b)	ren am28	1 October 2014
10(2)(c)	ren am28	1 October 2014
10(2)(d)	ren am28	1 October 2014
11	sub am28	1 October 2014
11(1)	sub am28	1 October 2014
11(2)	sub am28	1 October 2014
15(4)	del am28	1 October 2014
15(5)	ren am28	1 October 2014
15(6)	ins am6	01-Mar-09
18(2)(c)	sub am28	1 October 2014
18(3)	am am28	1 October 2014
18A	ins am3	01-Jan-08
19(1)	sub v1	04-Sep-06
19(1)(a)	am am2	01-Aug-07
19(1)(b)(ii)	am am28	1 October 2014
19(1)(c)	ins am28	1 October 2014
21(3)	am am29	1 October 2014
22(1)	am am13	01-Jul-10
27(1)	am am30	1 September 2015
27(2)	am am30	1 September 2015
32(2)(a)	am am3	01-Jan-08
32(2)(b)	am am3	01-Jan-08
33(1)(c)	am am28	1 October 2014
33(1)(d)	ins am28	1 October 2014
33(2)	sub am20	1-Oct-12
33(3)	am am20	1-Oct-12
33(4)	sub am20	1-Oct-12

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
33(9)	am am1	01-May-07
33(9)	del am20	1-Oct-12
34(2)	am am28	1 October 2014
35(2)	sub am28	1 October 2014
35(2) example 1	am am28	1 October 2014
35(4) example 1	am am28	1 October 2014
35(2) (examples)	am am3	01-Jan-08
35(2) note	sub am28	1 October 2014
35(3)	ins am3	01-Jan-08
37	sub am3	01-Jan-08
37(1)	am am28	1 October 2014
37(4)	sub am28	1 October 2014
37(5)	ins am32	1 May 2016
38(3)(a) Example 2	am am7	01-Mar-09
38(4)	ins am1	01-May-07
Heading Part 4	ins am28	1 October 2014
Sub-heading 1	ins am 28	1 October 2014
38A	ins am28	1 October 2014
sub-heading	del am28	1 October 2014
39 title	am am28	1 October 2014
39(1)	am am28	1 October 2014
39(2)	am am28	1 October 2014
39 note	ins am28	1 October 2014
sub-heading	ins am28 sub am33	1 October 2014 1 September 2016
39A	ins am28	1 October 2014
sub-heading	ins am33	1 September 2016
39A(1)	ins am28	1 October 2014
39A(2)	ins am28	1 October 2014
39A(3)	ins am28	1 October 2014
40	sub am33	1 September 2016
40A	ins am33	1 September 2016
40A(d)(iii)	am am34	1 October 2016
40B	ins am33	1 September 2016
40C	ins am33	1 September 2016
40D	ins am33	1 September 2016
40E	ins am33 am am34	1 September 2016 1 October 2016
40F	ins am33	1 September 2016
40F(1)	am am34	1 October 2016

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
40G	ins am33	1 September 2016
40H	ins am33	1 September 2016
40(1)(j)	am am1	01-May-07
40(1)(k)	ins am1	01-May-07
41	sub am28 del am33	1 October 2014 1 September 2016
41 (heading)	am am10 sub am28	01-Nov-10 1 October 2014
41(1)	ins am10 sub am28	01-Nov-10 1 October 2014
41(2)	ren am10 sub am28	01-Nov-10 1 October 2014
41(3)	ren am10 sub am28	01-Nov-10 1 October 2014
41(4)	am am28	1 October 2014
41AA	ins am28	1 October 2014
41AB	ins am28 del am33	1 October 2014 1 September 2016
41AC	ins am28	1 October 2014
41AD	ins am28	1 October 2014
41AE	ins am28	1 October 2014
Division 3	ins am28	1 October 2014
Division 4	ren am28	1 October 2014
41AF	ins am28	1 October 2014
41AG	ins am28	1 October 2014
Part 3 Division 3 to Part 4 Division 4	ren am28	1 October 2014
Note 4	ins am28	1 October 2014
41A	ins am10 am am28	01-Nov-10 1 October 2014
41B	ins am10	01-Nov-10
41B heading	am am28	1 October 2014
41C	ins am10	01-Nov-10
41D	ins am10	01-Nov-10
41D(4)(b)	am am28	1 October 2014
41E	ins am10	01-Nov-10
41F	ins am10	01-Nov-10
41G	ins am10	01-Nov-10
41G(2)(a)	am am28	1 October 2014
41H	ins am10	01-Nov-10
41I	ins am10	01-Nov-10

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
41J	ins am10	01-Nov-10
41K	ins am10	01-Nov-10
41L	ins am10	01-Nov-10
41L(3)(b)	am am28	1 October 2014
42	sub am28	1 October 2014
42(1)	sub am28	1 October 2014
42(2)	sub am28	1 October 2014
44(2)	del am28	1 October 2014
44(3)	am am28	1 October 2014
44(3)	ren am28	1 October 2014
45(1)	am am28	1 October 2014
45(1)(a)	am am28	1 October 2014
45(1)(b)	am am28	1 October 2014
45(2)	am am28	1 October 2014
48	del am28	1 October 2014
49	am am28	1 October 2014
50(5)	ins am10	01-Jul-09
51(2)	del am28	1 October 2014
51(3)	ren am28	1 October 2014
54(8)	ins am34	1 October 2016
54(8) to (9)	ren am34	1 October 2016
58(4)(b)	sub am13	01-May-10
58(4)(b)(ii)	am am18	01-Dec-11
59(3)	sub am13 am am18 am am28	01-May-10 01-Dec-11 1 October 2014
59(3) Note	ins am18	01-Dec-11
59(3) Note	ren am28	1 October 2014
59(3) Note 2	ins am28	1 October 2014
59(5)	am am28	1 October 2014
59(5) Note	ins am28	1 October 2014
69(2) Example 2	am am28	1 October 2014
71(1)	sub am32	1 May 2016
71(6)	ins am32	1 May 2016
72(4)	ins am28	1 October 2014
74 Note	ins am34	1 October 2016
74(5)	del am34	1 October 2016
74(6)	del am34	1 October 2016
81(7)	ins am28	1 October 2014
81(8)	ins am28	1 October 2014

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
89(1)	am am28	1 October 2014
91(2)	am am3	01-Jan-08
91(3)	del am28	1 October 2014
92(1) Exception	del am28	1 October 2014
92(1) Note	ins am28	1 October 2014
92(3) Note	ins am28	1 October 2014
95(3)	del am31	1 December 2015
96(5)	ins am30	1 September 2015
97(3)	ins am28	1 October 2014
98(2)(b)	am ins28	1 October 2014
98(2)(d)	ins am1 am am28	01-May-07 1 October 2014
98(4)	am am28	1 October 2014
99(1)(a)	am am30	1 September 2015
99(1)(c)	am am28	1 October 2014
99(2)	am am28	1 October 2014
99(2)(a)	am am28	1 October 2014
99(2)(b)	am am28	1 October 2014
100(1)(b)	am am28	1 October 2014
100(1)(e)	am am28	1 October 2014
100(3)	am am28	1 October 2014
100(5)	am am28	1 October 2014
101(1)(a)	am am28	1 October 2014
101(1)(b)	am am28	1 October 2014
101(3)	am am28	1 October 2014
102(2)	am am28	1 October 2014
103(1)(b)	am am28	1 October 2014
103(4)(a)	am am28	1 October 2014
103(4)(b)	am am28	1 October 2014
106(1)	am am1	01-May-07
107(2)(a)	am am28	1 October 2014
108 Exception 2	sub am28	1 October 2014
113(2)(c)	am am28	1 October 2014
116(2)	ins am21 del am28	01-Dec 12 1 October 2014
116(3)	ins am21 del am28	01-Dec 12 1 October 2014
116(4)	ren am21 ren am28	01-Dec 12 1 October 2014
117(2)(g)	ins am21	01-Dec 12
117(2)(h)	ren am21	01-Dec 12

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
117(2)(i)	ren am21	01-Dec 12
117(2)(j)	ren am21	01-Dec 12
117(2)(k)	ren am21	01-Dec 12
117(2)(l)	ren am21	01-Dec 12
117(2)(m)	ren am21	01-Dec 12
120	sub am21	01-Dec-12
120(1)	sub am28	1 October 2014
120(2)	sub am28	1 October 2014
120(3)	sub am28	1 October 2014
120(4)	sub am28	1 October 2014
120(5)	sub am28	1 October 2014
120A	ins am28	1 October 2014
120B	ins am28	1 October 2014
121(1)	am am21	01-Dec-12
121(2)	del am28	1 October 2014
121(3)	ins am21	01-Dec-12
121(3)(a)	am am28	1 October 2014
121(3)(b)	am am28	1 October 2014
121(4)	ren am21	01-Dec-12
121(5)	ren am21 del am28	01-Dec-12 1 October 2014
121(6)	ren am21 ren am28	01-Dec-12 1 October 2014
121(7)	ren am21 ren am28	01-Dec-12 1 October 2014
123(1)(c)	am am4	01-Oct-08
123(4)	am am28	1 October 2014
123(5)	ins am28	1 October 2014
123(5)	ren am28	1 October 2014
123(6)	ren and am am28	1 October 2014
Title Part 1 Chapter 7	am am28	1 October 2014
Division 1	ins am28	1 October 2014
124 heading	am am28	1 October 2014
124(1)	am am13	01-Jul-10
124(2)	sub am28	1 October 2014
124(3)	ins am28	1 October 2014
124(4)	ins am28	1 October 2014
124(1 st Exception)	am am21	01-Dec-12
124(3 rd Exception)	am am21 sub am28	01-Dec-12 1 October 2014
124 (4 th Exception)	sub am28	1 October 2014

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
124 (5 th Exception)	del am28	1 October 2014
124 (6 th Exception)	ren am28	1 October 2014
124(7th Exception)	ins am21 del am28	01-Dec-12 1 October 2014
124(8th Exception)	ren am21 del am28	01-Dec-12 1 October 2014
125	sub am28	1 October 2014
125(1)	del am28	1 October 2014
125(2)	am am21 del am28	01-Dec-12 1 October 2014
125(3)	sub am21 del am28	01-Dec-12 1 October 2014
125(4)	am am10 del am28	01-Jul-09 1 October 2014
125(4)(a)	ins am21 del am28	01-Dec-12 1 October 2014
125(4)(b)	ren am21 del am28	01-Dec-12 1 October 2014
125(4)(c)	ren am21 del am28	01-Dec-12 1 October 2014
125(4)(d)	ren am21 del am28	01-Dec-12 1 October 2014
125(4)(e)	ren am21 del am28	01-Dec-12 1 October 2014
125(5)	del am28	1 October 2014
125(6)	ins am10 del am21	01-Jul-09 01-Dec-12
126	sub am28	1 October 2014
127	sub am28	1 October 2014
128	sub am28	1 October 2014
129	sub am28	1 October 2014
129(1)	sub am28	1 October 2014
129(2)	sub am28	1 October 2014
129(3)	ins am10 sub am21 del am28	01-Jul-09 1-Dec-12 1 October 2014
130	sub am10 sub am28	01-Jul-09 1 October 2014
130 (1 st para)	sub am21	01-Dec-12
130A	ins am28	1 October 2014
130B	ins am28	1 October 2014
130C	ins am28	1 October 2014

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
130D	ins am28	1 October 2014
130E	ins am28	1 October 2014
130F	ins am28	1 October 2014
130F(1)(a)	am am31	1 December 2015
130G	ins am28	1 October 2014
130H	ins am28	1 October 2014
130I	ins am28	1 October 2014
130J	ins am28	1 October 2014
130K	ins am28	1 October 2014
130L	ins am28	1 October 2014
Heading	del am28	1 October 2014
Division	ins am28	1 October 2014
131(5)	sub am21 sub am28	01-Dec-12 1 October 2014
131(6)	sub am28	1 October 2014
134(3)	am am28	1 October 2014
136	am am22	01-May-13
136(4)	sub am28	1 October 2014
136(4)(c)	am am29	1 October 2014
136(6)(b)	am am28	1 October 2014
138(1)	am am28	1 October 2014
138(3)	sub am28	1 October 2014
139(1)(b)	ins am28	1 October 2014
139(1)(b)	ren am28	1 October 2014
139(1)(c)	ren am28	1 October 2014
139(1)(d)	ren am28	1 October 2014
139(1)(e)	ren am28	1 October 2014
139(1)(f)	ren am28	1 October 2014
139(1)(g)	ren am28	1 October 2014
140(4)	sub am3	01-Jan-08
140(7)	ins am1	01-May-07
140A	ins am26 del am28	01 Oct-13 1 October 2014
146(1)(b)	am am3	01-Jan-08
148	sub am1	01-May-07
154(2)	am am28	1 October 2014
159	am am28	1 October 2014
159(a)	am am28	1 October 2014
160(1)(b)	am am28	1 October 2014
160(2A)	ins am34	1 October 2016

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
160(2B)	ins am34	1 October 2016
160(2C)	ins am34	1 October 2016
160(3)(a)	am am28	1 October 2014
160(3)(b)	am am28	1 October 2014
160(3)(c)	am am28	1 October 2014
160(3)(d)	am am28	1 October 2014
160(3)(e)	ins am28	1 October 2014
160(3)(f)	ins am28	1 October 2014
160(3)(g)	ins am34	1 October 2016
160(3)(h)	ins am34	1 October 2016
160(3)(g) to (i)	ren am28 ren am34	1 October 2014 1 October 2016
160(5)(c)	am am29	1 October 2014
160(7)(a)	am am29 am am34	1 October 2014 1 October 2016
160(8)	ins am34	1 October 2016
160(9)	ins am34	1 October 2016
160(10)	ins am34	1 October 2016
160(11)	ins am34	1 October 2016
162(3)	am am1 sub am12	01-May-07 01-Jan-10
162(4)	sub am12	01-Jan-10
162(7)	sub am12	01-Jan-10
162(8)	sub am12	01-Jan-10
162(11)	ins am1	01-May-07
163 (heading)	sub am1	01-May-07
163(1)	am am1	01-May-07
169(3)	am am28	1 October 2014
170(1)	sub am28	1 October 2014
Note under Division	ins am28	1 October 2014
173(1)	sub am32 sub am35	1 May 2016 1 December 2017
173(6)(b)(i)	am am28	1 October 2014
173(8)(a)	am am29	1 October 2014
173A	ins am5	01-Jan-09
174 Note	ins am28	1 October 2014
176(1)	am am5 am am35	01-Jan-09 1 December 2017
176(2) Note 1	ins am28	1 October 2014
176(2) Note 2	ins am28	1 October 2014
176(2) Note 3	ins am28	1 October 2014

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
176(4)	sub am5 am am1	01-Jan-09 01-May-10
176(4) Note	ins am28	1 October 2014
176(5)	am am5	01-Jan-09
176(6)	ins am13	01-May-10
176(7)	ins am13	01-May-10
176(7)(b)	am am28 sub am35	1 October 2014 1 December 2017
179(4)	sub am16	01-Apr-11
179(10)(a)	am am28	1 October 2014
180(3)	sub am13 sub am35	01-May-10 1 December 2017
180(4)	sub am13 sub am35	01-May-10 1 December 2017
180(5)	ins am13	01-May-10
180(6)	ins am13	01-May-10
181 Note	ins am28	1 October 2014
sub-heading	ins am29	1 October 2014
183A	ins am28	1 October 2014
184	am am28	1 October 2014
187 (in its entirety)	sub am31	1 December 2015
187(2)(a)	am am1	01-May-07
187(2)(b)	am am1 am am2	01-May-07 01-Aug-07
187(7)	ins am1 sub am12	01-May-07 01-Jan-10
187(4)	am am2	01-Aug-07
188 (in its entirety)	sub am31	1 December 2015
188(2)(a)	am am1 am am29	01-May-07 1 October 2014
188(2)(b)	am am2	01-Aug-07
188(6)(b)(ii)	am am1	01-May-07
188(6A)	ins am2 sub am24	01-Aug-07 01-Oct-13
188(7)	am am2	01-Aug-07
188(8)	am am2	01-Aug-07
188A	ins am31	1 December 2015
188A(5)	am am32	1 May 2016
188B	ins am31	1 December 2015
188C	ins am31	1 December 2015
188D	ins am31	1 December 2015

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
188E	ins am31	1 December 2015
188F	ins am31	1 December 2015
188G	ins am31	1 December 2015
188H	ins am31	1 December 2015
188H(3)	am am32	1 May 2016
188I	ins am31	1 December 2015
188I(3)	am am32	1 May 2016
191(1)	am am1	01-May-07
191(3)	sub am1	01-May-07
191(4)	ins am1	01-May-07
191(5)	ins am1	01-May-07
194(1) Note 1	ins am28	1 October 2014
194(1) Note 2	ren am28	1 October 2014
194(3)	am am1	01-May-07
194(6)	ins am28	1 October 2014
194(7)	ins am28	1 October 2014
194(8)	ins am28	1 October 2014
195 heading	am am28	1 October 2014
204(6)	ins am16	01-Apr-11
204(7)	ins am16	01-Apr-11
204A	ins am9	02-April-09
Part 9 Caveats	ins am28	1 October 2014
207A	ins am28	1 October 2014
209(5)	ins am1	01-May-07
213(2)(d)	am am28	1 October 2014
214(1)	am am28	1 October 2014
214(1)(b)	am am28	1 October 2014
214(1)(b) Note	am am28	1 October 2014
215(3)(b)	am am28	1 October 2014
216(1)(b)	ins am28	1 October 2014
216(1)(b)	ren am28	1 October 2014
216(1)(c)	ren am28	1 October 2014
216(1) Note	am am28	1 October 2014
216(2)(a)	am am28	1 October 2014
216(3)	del am28	1 October 2014
216(4)	ren am28	1 October 2014
220(2)	del am22	01-May-13
220(3)	ren am22	01-May-13
220(4)	ren am22	01-May-13
222(1) Example	am am28	1 October 2014

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
226(3)	am am28	1 October 2014
228 Note	ins am28	1 October 2014
229(1)	am am28	1 October 2014
229(1)(note)	ins am20 am am28	1-Oct-12 1 October 2014
229(2)	ins am20 am am28	1-Oct-12 1 October 2014
229(2)	ren am20	1-Oct-12
229(3)	sub am3 ren am20	01-Jan-08 1-Oct-12
229(3) definition	ins am30	1 September 2015
229(3)(a)	am am2	01-Aug-07
229(4)	ins am3 ren am20	01-Jan-08 1-Oct-12
229(4)(a)(ii)	am am27	1-Dec-13
229(5)	sub am27 am am28	1-Dec-13 1 October 2014
229(5) Note	ins am28	1 October 2014
236(1)	sub am14	01-Oct-10
236(2)	sub am14	01-Oct-10
236(3)	del am14	01-Oct-10
236(4)	del am14	01-Oct-10
246(4)	ins am14	01-Oct-10
247	sub am1	01-May-07
247(8)(b)	am am28	1 October 2014
251(3)	am am28	1 October 2014
Heading Part 17	am am28	1 October 2014
258A	ins am28	1 October 2014
259	ins am28	1 October 2014
259A	ins am28	1 October 2014
259B (title)	am am29	1 October 2014
259B	am and ren am28	1 October 2014
259C	in am29	1 October 2014
261	am am4 am am28	01-Oct-08 1 October 2014
261(1)	ins am4	01-Oct-08
261(2)	ins am4 sub am13	01-Oct-08 01-May-10
261(3)	ins am13	01-May-10
263(2)(f)	am am23 del am29	01-July-13 1 April 2015

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
263(2)(g) renumbered to (f)	am am23 ren and am am29	01-July-13 1 April 2015
263(2)(h) renumbered to (g)	am am23 ren and am am29	01-July-13 1 April 2015
264(2)	am am28	1 October 2014
264(3)	sub am17 sub am28	01-July-11 1 October 2014
264(3A)	ins am2 sub am4 del am28	01-Aug-07 01-Oct-08 1 October 2014
264(3B)	ins am4 am am11 del am28	01-Oct-08 01-Oct-09 1 October 2014
264(3C)	ins am11 sub am14 del am28	01-Oct-09 01-Oct-10 1 October 2014
264(3D)	ins am14 am am17 del am28	01-Oct-10 01-July-11 1 October 2014
264(3E)	ins am20 am am24 del am28	01-Oct-12 01-Oct-13 1 October 2014
264(3F)	ins am24 del am28	01-Oct-13 1 October 2014
264(4)	am am17 am am28	01-July-11 1 October 2014
264(5)(a)	am am31	1 December 2015
264(5)(b) Note	ins am31	1 December 2015
265(2)(a)	am am1	01-May-07
Ch. 12, Part 3	am am1	01-May-07
270(2)	am am1 am am2	01-May-07 01-Aug-07
271 (heading)	am am1	01-May-07
271(1)	am am1 sub am33	01-May-07 1 September 2016
271(1A)	ins am33	1 September 2016
271(1B)	ins am33	1 September 2016
271(2)(b)	am am33	1 September 2016
271(2)(c)	ins am33	1 September 2016
271(2A)	ins am33	1 September 2016
271(3)	am am1 am am33	01-May-07 1 September 2016
271(4) Note	ins am33	1 September 2016

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
271(6)(c)	am am1	01-May-07
271(6)(d)	am am1 am am33	01-May-07 1 September 2016
271(6)(e)	ins am33	1 September 2016
272	sub am28	1 October 2014
272 (heading)	sub am1 sub am28	01-May-07 1 October 2014
272(1)	am am1 sub am15 sub am28	01-May-07 24-Feb11 1 October 2014
272(2)	am am15 sub am28	24-Feb11 1 October 2014
272(3)	sub am28	1 October 2014
272(4)	sub am28	1 October 2014
272(4)(b)	am am1 sub am28	01-May-07 1 October 2014
272(4)(c)	am am1 sub am28	01-May-07 1 October 2014
272(5)	ins am15 sub am28	24-Feb11 1 October 2014
273 (heading)	am am1	01-May-07
273	sub am33	1 September 2016
273(1)	am am1	01-May-07
273(4)	ins am4	01-Oct-08
274 (heading)	am am1	01-May-07
274(1)	am am1	01-May-07
274(2) (example 3)	am am1	01-May-07
276 (heading)	am am1	01-May-07
276	am am1	01-May-07
277 (heading)	am am1	01-May-07
277(1)	am am1	01-May-07
277(2)	am am1	01-May-07
277(3)	am am1	01-May-07
277(4)	am am1	01-May-07
278(2)	am am1	01-May-07
Ch. 12A (heading)	am am6	01-Mar-09
Ch. 12A (heading)	am am20	1-Oct-12
279A	sub am20	1-Oct-12
279A(1A)	ins v2 sub am6	08-Feb-07 01-Mar-09
Ch. 12B	ins am6	01-Mar-09

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
279B (Ch. 12B)	ins am6	01-Mar-09
279B(2)(b)	am am8	01-Mar-09
279B(2)(c)	sub am8	01-Mar-09
279B(4)	ins am8	01-Mar-09
279B (Ch. 13)	del am6	01-Mar-09
Chapter 13	sub am12	01-Jan-10
281	sub am12	01-Jan-10
282	sub am12	01-Jan-10
283	sub am12	01-Jan-10
284	sub am12	01-Jan-10
284(2)(e)	ren am6 ins am6	01-Mar-09 01-Mar-09
284(2)(f)	ren am6	01-Mar-09
285	ins am6 sub am12	01-Mar-09 01-Jan-10
286	sub am12	01-Jan-10
287	sub am6 sub am12	01-Mar-09 01-Jan-10
287(4)	sub am18	01-Dec-11
288	sub am12	01-Jan-10
289	sub am12	01-Jan-10
289(1)	am am6	01-Mar-09
290	sub am12	01-Jan-10
290(1)(a)	sub am6	01-Mar-09
292	sub am12	01-Jan-10
292(1)	sub am6	01-Mar-09
293	sub am12	01-Jan-10
293(3)	sub am6	01-Mar-09
293(4)	sub am6	01-Mar-09
294	sub am12	01-Jan-10
294(1)	del am28	1 October 2014
294(2)	ren am28	1 October 2014
294(3)	ren am28	1 October 2014
295	sub am12	01-Jan-10
295(1)(b)	am am28	1 October 2014
295(1)(f)	am am30	1 September 2015
297	sub am12	01-Jan-10
297(1)	am am4 sub am6	01-Oct-08 01-Mar-09
297(2)	am am4	01-Oct-08
297(3)(b)	am am6	01-Mar-09

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
297(3)(c)	am am28	1 October 2014
298	sub am12	01-Jan-10
298(1)	sub am6	01-Mar-09
300	sub am12	01-Jan-10
303(4)	am am15	24-Feb11
303(7)	ins am15 am am28	24-Feb11 1 October 2014
305(1)	sub am15	24-Feb11
305(2)	ins am15	24-Feb11
305(3)	ren am15	24-Feb11
305(4)	ren am15	24-Feb11
305(5)	ren am15	24-Feb11
Chapter 15 (entire chapter)	sub am28	1 October 2014
307	ins am28	1 October 2014
308	ins am28	1 October 2014
309	ins am28	1 October 2014
310	ins am28	1 October 2014
311	ins am28	1 October 2014
312	ins am28	1 October 2014
313	ins am28	1 October 2014
Division 6—Criminal Injuries Compensation	ins am29	1 October 2014
318A	ins am29	1 October 2014
Division 7—Dust Diseases Act 2005	ins am29	1 October 2014
318B	ins am29	1 October 2014
323	ins am28	1 October 2014
324	ins am28	1 October 2014
325	ins am28	1 October 2014
326	ins am28	1 October 2014
327	ins am28	1 October 2014
328	ins am28	1 October 2014
329	ins am28	1 October 2014
329(1)	am am30	1 September 2015
329(2)(b)	am am30	1 September 2015
329(2)(b)(i)	am am30	1 September 2015
329(2)(b)(ii)	am am30	1 September 2015
329(3)	am am30	1 September 2015
329(5)	am am30	1 September 2015
329(6)	ins am30	1 September 2015

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
329(7)	ins am30	1 September 2015
330	ins am28	1 October 2014
330(2)(a)	am am30	1 September 2015
330(2)(e)	am am30	1 September 2015
331	ins am28	1 October 2014
331(2)(a)	am am30	1 September 2015
331(2)(c)	am am30	1 September 2015
331(2)(d)	am am30	1 September 2015
331(2)(e)(ii)	am am30	1 September 2015
331(2)(e)(ii)B	am am30	1 September 2015
332 heading	sub am30	1 September 2015
332	ins am28	1 October 2014
333	ins am28	1 October 2014
333(2)(a)	am am30	1 September 2015
333(2)(b)	am am30	1 September 2015
333(3)	sub am30	1 September 2015
333(4)	del am30	1 September 2015
333(5) to (4)	ren and am am30	1 September 2015
333(6) to (5)	ren and am am30	1 September 2015
334	ins am28	1 October 2014
334(2)	am am30	1 September 2015
334(2)(a)	am am30	1 September 2015
334(2)(b)	am am30	1 September 2015
335	ins am28	1 October 2014
335(1)	am am30	1 September 2015
336	ins am28	1 October 2014
336(2)(a)	am am30	1 September 2015
337	ins am28	1 October 2014
337(1)	am am30	1 September 2015
337(2)(b)	am am30	1 September 2015
337(2)(b)(i)	am am30	1 September 2015
337(2)(b)(ii)	am am30	1 September 2015
337(3)	am am30	1 September 2015
337(5)	am am30	1 September 2015
337(6)	ins am30	1 September 2015
337(7)	ins am30	1 September 2015
338	ins am28	1 October 2014
338(2)(a)	am am30	1 September 2015
338(2)(e)	am am30	1 September 2015
339	ins am28	1 October 2014

Rules	Amendments	Date of Operation
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339(2)(a)	am am30	1 September 2015
339(2)(c)	am am30	1 September 2015
339(2)(d)	am am30	1 September 2015
339(2)(e)(ii)	am am30	1 September 2015
339(2)(e)(ii)B	am am30	1 September 2015
340 heading	sub am30	1 September 2015
340	ins am28	1 October 2014
341	ins am28	1 October 2014
341(1)	am am30	1 September 2015
341(5)	am am30	1 September 2015
342	ins am28	1 October 2014
342(2)(a)	am am30	1 September 2015
342(2)(b)	am am30	1 September 2015
342(3)	sub am30	1 September 2015
342(4)	del am30	1 September 2015
342(5) to (4)	ren and am am30	1 September 2015
342(6) to (5)	ren and am am30	1 September 2015
343	ins am28	1 October 2014
343(2)	sub am30	1 September 2015
343(3)	sub am30	1 September 2015
343(4)	sub am30	1 September 2015
343(5)	ins am30	1 September 2015
343(5) to (6)	ren am30	1 September 2015
343(6) to (7)	ren and am am30	1 September 2015
343(7) to (8)	ren and am am30	1 September 2015
343(8) to (9)	ren and am am30	1 September 2015
343(9) to (10)	ren am30	1 September 2015
344	ins am28	1 October 2014
344(2)	am am30	1 September 2015
344(2)(a)	am am30	1 September 2015
344(2)(b)	am am30	1 September 2015
344(2)(b)(ii)	am am30	1 September 2015
345	ins am28	1 October 2014
347	ins am28	1 October 2014
347A	ins am28	1 October 2014
348	ins am28	1 October 2014
308(2)(b)	am am2 del am28	01-Aug-07 1 October 2014
309(1)	am am19 del am28	01-Jan-12 1 October 2014

Rules	Amendments	Date of Operation
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309(5)	ins am19 del am28	01-Jan-12 1 October 2014
309(6)	ins am19 del am28	01-Jan-12 1 October 2014
309(7)	ins am19 del am28	01-Jan-12 1 October 2014
309(8)	ins am19 del am28	01-Jan-12 1 October 2014
309(9)	ins am19 del am28	01-Jan-12 1 October 2014
309(10)	ins am19 del am28	01-Jan-12 1 October 2014
309A	ins am19 del am28	01-Jan-12 1 October 2014
310B	ins am20 del am28	1-Oct-12 1 October 2014
315	sub am18 del am28	01-Dec-11 1 October 2014
316	ins v1 del am28	04-Sep-06 1 October 2014
316A	ins am13 del am28	01-May-10 1 October 2014
316B	ins am13 del am28	01-Jul-10 1 October 2014
316B(6)(b)	am am22 del am28	01-May-13 1 October 2014
316C	ins am20 del am28	1-Oct-12 1 October 2014
Ch. 16	ins v1	04-Sep-06
349	ins v1 ren am28	04-Sep-06 1 October 2014
350	ins v1 ren am28	04-Sep-06 1 October 2014
351	ins v1 ren am28	04-Sep-06 1 October 2014
352	ins v1 ren am28	04-Sep-06 1 October 2014
353	ins v1 ren am28	04-Sep-06 1 October 2014
354	ins v1 ren am28	04-Sep-06 1 October 2014
355	ins v1 ren am28	04-Sep-06 1 October 2014

Rules	Amendments	Date of Operation
am = amended; del = deleted; ins = inserted; ren = renumbered; sub = substituted		
356	ins v1 ren am28	04-Sep-06 1 October 2014
356(3)	am am29	1 October 2014
357	ins v1 ren am28	04-Sep-06 1 October 2014
357(1)	am am2 ren am28	01-Aug-07 1 October 2014
357(4)	am am29	1 October 2014
358	ins v1 ren am28	04-Sep-06 1 October 2014
359	ins v1 ren am28	04-Sep-06 1 October 2014
360	ins v1 ren am28	04-Sep-06 1 October 2014
Sch. 1 (heading)	am am1 am am17	01-May-07 01-July-11
Item 4	sub am4	01-Oct-08
Item 9	am am2	01-Aug-07
Item 16(a)	sub am4	01-Oct-08
Item 21	am am1	01-May-07
Item 22	am am1	01-May-07
Item 24	ins am3	01-Jan-08
Note A	am am1	01-May-07
Note B	am am1 am am2	01-May-07 01-Aug-07
Note D	am am1	01-May-07
Note E	am am1	01-May-07
Note F	am am2	01-Aug-07
Note G	am am1 am am2	01-May-07 01-Aug-07
Note H	am am1	01-May-07
Note I	am am2	01-Aug-07
Note J	am am1	01-May-07
Note M	am am1	01-May-07
Schedule 2	ins am17	01-July-11