

UNIFORM CIVIL RULES 2020

SOUTH AUSTRALIA

The Uniform Civil Rules 2020 that came into operation on 18 May 2020 (*South Australian Government Gazette* 18 May 2020, page 1392) have been varied by Uniform Civil Amending Rules:

<i>No.</i>	<i>Date</i>	<i>Gazette</i>	<i>Date of operation</i>
1	3 August 2020	13 August 2020, p. 4282	17 August 2020
2	29 September 2020	8 October 2020, p. 4813	12 October 2020
3	17 December 2020	24 December 2020, p. 6158	1 January 2021
4	16 February 2021	25 February 2021, p. 654	1 March 2021
5	10 June 2021	24 June 2021, p. 2382	1 July 2021
6	9 December 2021	16 December 2021, p. 4433	1 January 2022
7	16 August 2022	25 August 2022, p. 2637	29 August 2022
8	13 December 2022	22 December 2022, p. 6956	3 January 2023
9	6 June 2023	22 June 2023, p. 1932	3 July 2023
10	11 December 2023	22 December 2023, p. 4282	1 January 2024
11	7 August 2024	21 August 2024, p. 2520	26 August 2024
12	20 September 2024	20 September 2024, p. 3285	20 September 2024
13	2 December 2024	18 December 2024, p. 4820	1 January 2025
14	26 May 2025	12 June 2025, p.1412	1 July 2025

By virtue and in pursuance of the *Supreme Court Act 1935*, the *District Court Act 1991*, the *Magistrates Court Act 1991*, the *Youth Court Act 1993*, the *Environment, Resources and Development Court Act 1993*, the *Local Government (Elections) Act 1999*, the *First Nations Voice Act 2023* and all other enabling powers, we, the Chief Justice of the Supreme Court, the Chief Judge of the District Court (in respect of the District Court and the Court of Disputed Returns), the Acting Chief Magistrate of the Magistrates Court, the Judge of the Youth Court, and the Senior Judge of the Environment, Resources and Development Court make the following Uniform Civil Rules 2020.

MADE UNDER THE:
SUPREME COURT ACT 1935
DISTRICT COURT ACT 1991
MAGISTRATES COURT ACT 1991
YOUTH COURT ACT 1993
ENVIRONMENT, RESOURCES AND DEVELOPMENT COURT ACT 1993
LOCAL GOVERNMENT (ELECTIONS) ACT 1991
FIRST NATIONS VOICE ACT 2023

Table of Contents—

Note—

The numbering convention adopted in these Rules provides for a gap in the numbering of rules between chapters. The rule numbering in each chapter begins with a new factor of ten. For example, the last rule in Chapter 1 is rule 4 but the first rule in Chapter 2 is rule 11.

Chapter 1—General.....	1
Part 1—Introduction	1
1.1—Title.....	1
1.2—Commencement	1
1.3—Repeal	1
1.4—Transition.....	1
1.5—Object.....	2
1.6—Application of Rules	3
Part 2—Interpretation	3
2.1—Definitions	3
2.2—Calculation of time	11
2.3—Interpretation.....	12
2.4—Statutory equivalent language.....	12
Part 3—Overarching obligations of parties and lawyers	13
3.1—Overarching obligations.....	13
3.2—Breach of obligations.....	13
Part 4—Power of Chief Judicial Officer to vary rules	14
4.1—Emergency power	14
Chapter 2—The Court	15
Part 1—Jurisdiction	15
11.1—Original jurisdiction—Supreme Court.....	15
11.2—Original jurisdiction—District Court.....	16
11.3—Original jurisdiction—Magistrates Court	17
11.4—Original jurisdiction—Youth Court.....	17
11.5—Original jurisdiction—ERD Court	18
11.6—Original jurisdiction—Court of Disputed Returns.....	18
11.7—Exercise of jurisdiction	19
11.8—Allocation of jurisdiction	19
11.9—Assessors and arbitrators—Supreme, District and Magistrates Courts.....	19
11.10—Experts—Supreme, District, Magistrates and ERD Courts	20
Part 2—Judicial powers	20
12.1—General powers	20
12.2—Regard to object of Rules.....	21
Part 3—Administration.....	21
Division 1—General.....	21
13.1—Chief Judicial Officer.....	21
13.2—Registrar.....	22
13.3—Registrar may seek directions	23
13.4—Review of exercise of function by Registrar	24
Division 2—Electronic court management system.....	24
13.5—Establishment and operation	24

13.6—Registered users	25
13.7—Originals of documents uploaded into Electronic System	25
13.8—Official record of the Court.....	26
Division 3—Registry	26
13.9—Registry hours	26
Division 4—Access to court documents.....	26
13.10—Document access	26
Division 5—Court fees	26
13.11—Remission or reduction	26
Part 4—Divisions	27
14.1—Supreme Court	27
14.2—District Court	27
14.3—Magistrates Court.....	27
Part 5—Hearings	27
Division 1—Hearings	27
15.1—Determination without hearing	27
15.2—Hearings ordinarily in presence of parties	27
15.3—Hearings ordinarily in court in public	28
15.4—Appearance by audio visual link or telephone	28
15.5—Recording events in court	29
15.6—Electronic communications in court	30
15.7—Attire	30
15.8—Facilities in court	30
15.9— Requirement to produce hard copies.....	31
15.10—Listing practices	31
Part 6—Communication with Court.....	31
16.1—Email and telephone communications	31
Chapter 3—Parties and representation	32
Part 1—Parties	32
Division 1—Type	32
21.1—Party types	32
Division 2—Capacity	33
21.2—Party in particular capacity	33
Division 3—Multiple parties	34
21.3—Multiple applicants	34
21.4—Multiple respondents.....	34
21.5—Multiple interested parties	35
Part 2—Change of parties.....	35
Division 1—Joinder and disjoinder	35
22.1—Joinder of parties.....	35
22.2—Substitution or addition of parties.....	35
22.3—Removal of parties	36
22.4—Errors	36
Division 2—Death of party	36

22.5—Death of party	36
Part 3—Particular parties.....	36
Division 1—Partnerships and unincorporated associations.....	36
23.1—Introduction.....	36
23.2—Partnership name	37
23.3—Unincorporated association name.....	37
23.4—Disclosure of members	38
23.5—Dispute about identity of members	38
Division 2—Persons under legal incapacity.....	38
23.6—Definitions	38
23.7—Eligibility to be litigation guardian	39
23.8—Proceeding by person under legal incapacity.....	39
23.9—Proceeding against or naming person under legal incapacity	40
23.10—Constitution and conduct of proceeding	40
23.11—Failure to appoint litigation guardian.....	41
Part 4—Representative parties.....	41
Division 1—Introduction.....	41
24.1—Definitions	41
Division 2—Parties with common interest.....	41
24.2—Bringing proceeding	41
24.3—Defending or participating in proceeding	42
Division 3—Parties with common question	42
24.4—Bringing action	42
24.5—Process to opt out or opt in	43
Division 4—Beneficiaries etc.....	43
24.6—Appointment of representative.....	43
Division 5—General.....	44
24.7—Constitution of proceeding.....	44
24.8—Conduct of proceeding.....	44
24.9—Effect of orders and judgments on represented parties	44
24.10—Costs	44
24.11—Costs of representative party.....	44
Part 5—Representation.....	45
Division 1—Lawyers.....	45
25.1—Right of representation of parties.....	45
25.2—Law firm acting for party	45
25.3—Responsible solicitor acting for party	46
25.4—Counsel for party	47
25.5—Party bound by conduct of lawyer	47
Division 2—Non-lawyers	47
25.6—No right of representation by non-lawyer.....	47
Division 3—Co-parties.....	48
25.7—Authority.....	48

Chapter 4—Documents	49
Part 1—Document form and content.....	49
Division 1—General.....	49
31.1—Definitions	49
31.2—Prescribed formats and layout of filed documents	49
31.3—Prescribed forms	49
31.4—Publication of prescribed requirements.....	50
31.5—Compliance with prescribed requirements.....	50
31.6—Document settled by counsel	50
Division 2—Affidavits and statutory declarations	50
31.7—Form and content	50
31.8—Composition.....	52
31.9—Attesting witness.....	52
31.10—Original of affidavit uploaded into Electronic System.....	53
Part 2—Filing of documents	54
32.1—Filing of documents	54
32.2—Filing of documents on restricted access basis	54
32.3—Rejection of document for filing.....	55
32.4—Directions by Court.....	56
Part 3—Amendment of filed documents.....	56
33.1—Entitlement to amend filed documents.....	56
33.2—Manner of amendment	57
33.3—Costs of amendment.....	58
Part 4—Strike out of filed documents.....	58
34.1—Strike out of filed documents	58
Part 5—Issue of court documents	58
35.1—Issue of court documents	58
Chapter 5—Service	59
Part 1—Service obligations.....	59
41.1—Service of filed documents on other parties	59
41.2—Provision of document referred to in filed document	59
41.3—Ineffective service.....	59
41.4—Service by sheriff.....	59
Part 2—Types of service.....	60
42.1—Personal service	60
42.2—Email service	61
42.3—Post service	62
42.4—Electronic service.....	63
42.5—Portal service	64
42.6—Solicitor service	64
42.7—Agent service	65
42.8—Agreed service	65
42.9—Substituted service	65
42.10—Deemed service.....	65
42.11—Original service.....	65
42.12—Time of service	66

Part 3—Service requirements.....	66
43.1—Originating process	66
43.2—Subpoenas	66
43.3—Enforcement process	66
43.4—Other documents	66
Part 4—Address for service	66
Division 1—Obligation to provide address for service	66
44.1—Address for service	66
44.2—Change of address for service	68
Division 2—Service at address for service	68
44.3—Service at address for service.....	68
44.4—Issue by Court of documents to address for service	68
Part 5—Proof of service	69
45.1—Method of proof of service	69
45.2—Requirements for affidavit of proof of service.....	69
45.3—Personal service	69
45.4—Email service	71
45.5—Post service	71
45.6—Solicitor and agent service	71
45.7—Agreed Service.....	72
45.8—Substituted service	72
45.9—Service at address for service.....	72
Chapter 6—Constitution of proceedings	73
Part 1—Types of proceedings.....	73
51.1—Types	73
51.2—Claims.....	73
51.3—Originating applications.....	73
51.4—Proceeding instituted in incorrect form.....	74
Part 2—Types of claims	74
52.1—Types of claims.....	74
Part 3—Consolidation and division of proceedings.....	74
53.1—Consolidation	74
53.2—Division	75
Chapter 7—Claims	76
Part 1—Pre-action steps.....	76
Division 1—Preliminary	76
61.1—Objects	76
61.2—Definitions	76
61.3—Service of documents under this Part.....	76
61.4—Confidentiality	77
61.5—Costs of compliance.....	77
Division 2—Early notice of personal injury	77
61.6—Notice of personal injury	77
Division 3—Pre-action exchanges and offers.....	78
61.7—Pre-action claim	78

61.8—Exemption and dispensation from obligation	80
61.9—Pre-action response	80
61.10—Further pre-action steps	81
61.11—Pre-action offers when multiple parties	82
Division 4—Pre-action meeting	82
61.12—Pre-action meeting	82
Division 5—Initiation of action	83
61.13—Initiation of action	83
Division 6—Pre-action steps not taken.....	84
61.14—Special directions hearing	84
61.15—Applications and orders	85
61.16—Costs of proceeding	85
Part 2—Alternative pre-action steps.....	85
62.1—Final notice	85
62.2—Enforceable payment agreement.....	86
Part 3—Institution and service of claim	86
63.1—Claim and statement of claim	86
63.2—Subsequent statement of claim.....	87
63.3—Claim documents to be served	88
63.4—Manner of service	88
63.5—First directions hearing	89
Part 4—Limitation of time for service	89
64.1—Limitation of time for service	89
64.2—List of inactive cases.....	89
64.3—Dismissal of action in list of inactive cases	90
64.4—Reinstatement of dismissed action	90
64.5—Moratorium on steps	90
Part 5—Defence and cross claim	91
65.1—Defence.....	91
65.2—Entitlement to bring cross claim	92
65.3—Form and content of cross claim.....	92
65.4—Subsequent statement of cross claim	93
65.5—Cross Claim documents to be served	93
65.6—Manner of service	94
65.7—Defence to cross claim	94
65.8—Defence to earlier claim	94
65.9—Conduct of cross claim	95
Part 6—Pleadings subsequent to defence	95
66.1—Affidavit of personal injury particulars.....	95
66.2—Reply	95
66.3—Subsequent pleading	96
Part 7—Pleading rules.....	96
Division 1—Universal pleading rules	96
67.1—Definitions	96
67.2—Pleading rules.....	96
67.3—Certification	97
67.4—Provision of document referred to in pleading.....	97
Division 2—Specific pleading rules	97

67.5—Statement of claim pleading rules	97
67.6—Defence pleading rules	98
67.7—Reply pleading rules	98
Part 8—Substitution of statement of claim for short form statement of claim	99
68.1—Filing of full pleadings	99
Part 9—Amendment of originating process or pleadings	99
69.1—Amendment without consent or leave	99
69.2—Amendment by consent or with leave	99
69.3—Manner of amendment	100
69.4—Consequential amendment	100
69.5—Costs of amendment	100
Part 10—Particulars and strike out	100
70.1—Request for particulars	100
70.2—Order for better particulars	101
70.3—Strike out	101
Part 11—Effect of pleadings	101
71.1—Party bound by pleading at trial	101
71.2—Party cannot go beyond pleading at trial	101
Part 12—Consolidated pleading	102
72.1—Order for progressive consolidated pleading	102
72.2—Order for consolidated pleading	103
Part 13—Discovery	103
Division 1—Introduction	103
73.1—Definitions	103
73.2—Making discovery	103
73.3—Form and content of list of documents	103
Division 2—Protocols	105
73.4—Physical protocol	105
73.5—Simple electronic protocol	105
73.6—Complex electronic protocol	105
Division 3—Lists of documents	106
73.7—General discovery	106
73.8—Discovery by category	106
73.9—Specific discovery	106
73.10—Continuing discovery obligation	106
Division 4—Consolidated list of documents	107
73.11—Consolidated list of documents	107
Division 5—Inspection and copying	107
73.12—Inspection	107
73.13—Copying	108
Division 6—Court orders	108
73.14—Modification of rules for discovery	108
73.15—Enforcement and other orders	109
73.16—Order for production or non-production	109
73.17—Confidential documents	109
Division 7—Agreement of parties	109

73.18—Modification of rules for discovery	109
Part 14—Expert reports.....	110
Division 1—Introduction	110
74.1—Definitions	110
Division 2—Obligations of parties.....	110
74.2—Letter requesting expert report.....	110
74.3—Obtain and serve expert reports	110
74.4—Provision of information and documents	111
Division 3—Expert code of conduct	111
74.5—General duties to Court	111
74.6—Content of report.....	111
74.7—Change of opinion.....	111
74.8—Conferral with prior expert	112
74.9—Conference of experts	112
Division 4—Content of expert report.....	112
74.10—Content of report.....	112
74.11—Supplementary report.....	113
Division 5—Summary report and shadow experts	113
74.12—Summary report	113
74.13—Shadow expert	113
Chapter 8—Originating applications.....	115
Part 1—Pre-action steps.....	115
81.1—Pre-action steps.....	115
Part 2—Institution and service of originating application.....	115
82.1—Originating Application	115
82.2—Accompanying documents.....	116
82.3—Originating Application documents to be served.....	116
82.4—Manner of service	117
82.5—Absence of service	117
Part 3—Response.....	118
83.1—Response	118
83.2—Affidavit.....	118
83.3—Reply Affidavit	118
Part 4—Amendment of originating application or response	119
84.1—Amendment by consent or with leave.....	119
84.2—Manner of amendment	119
84.3—Consequential amendment	119
84.4—Costs of amendment.....	119
Part 5—Strike out.....	120
85.1—Strike out.....	120
Part 6—Hearings	120
86.1—Convening hearing	120
86.2—Nature of hearing	120
86.3—Attendance of parties	121
86.4—Directions.....	121

Part 7—Pleadings	122
87.1—Application of pleading and other rules	122
Part 8—Trial	122
88.1—Trial	122
Chapter 9—Interlocutory applications, hearings and orders.....	123
Part 1—Directions hearings.....	123
101.1—Nature and purpose	123
101.2—Convening directions hearings.....	123
101.3—Attendance at directions hearings	123
101.4—Affidavits and evidence for use at directions hearings	124
101.5—Conduct of directions hearings	124
101.6—Compliance with orders made at directions hearings.....	124
101.7—Litigation plan.....	125
101.8—Summaries of argument	125
Part 2—Interlocutory applications	126
102.0 – Management of interlocutory applications	126
102.1—Making interlocutory applications	127
102.2—Listing interlocutory applications	128
102.3—Rule 102.3 deleted by Uniform Civil (No 1) Amending Rules 2020.....	128
102.4—Default of appearance at hearing	128
Part 3—Interlocutory orders.....	128
103.1—Interlocutory orders.....	128
103.2—Pronouncement and record of order by Court.....	129
103.3—Subsequent variation of order	129
103.4—Entry of formal order	129
103.5—Order requiring compliance with positive or negative requirements	130
Chapter 10—Discretionary interlocutory steps	131
Part 1—Injunctions	131
111.1—Interim and interlocutory injunctions.....	131
Part 2—Evidence and property subject of proceedings	131
Division 1—Search orders.....	131
112.1—Definitions	131
112.2—Search order	131
112.3—Requirements for grant of search order.....	132
112.4—Jurisdiction.....	132
112.5—Terms of search order	132
112.6—Independent lawyers	133
112.7—Costs	133
112.8—Protocol.....	133
Division 2—Medical and biological evidentiary material.....	133
112.9—Medical examination.....	133
112.10—Biological test	134
Division 3—Other evidentiary material orders.....	134
112.11—Custody or control of evidentiary material	134
Division 4—Property	134
112.12—Property subject of a proceeding.....	134

Division 5—Freezing orders	135
112.13—Definitions	135
112.14—Freezing order	135
112.15—Ancillary order	135
112.16—Respondent need not be party to proceeding	136
112.17—Order against judgment debtor or prospective judgment debtor or third party	136
112.18—Jurisdiction	137
112.19—Service outside Australia of application for freezing order or ancillary order	137
112.20—Costs	137
112.21—Protocol	137
Part 3—Transfer of proceeding	137
Division 1—Transfer to external court	137
113.1—Application for transfer or removal for potential transfer	137
Division 2—Transfer between local courts	138
113.2—Application for transfer out of a court	138
113.3—Application for transfer into a court	138
Division 3—Transfer to minor civil division—Magistrates Court	138
113.4—Order that proceeding be heard as minor civil action	138
Part 4—Payment of monies into court	139
114.1—Payment into court	139
114.2—Investment of monies in Suitors Fund	139
114.3—Certificate or transcript of monies in court	139
114.4—Payment out of court	140
Part 5—Security for costs	140
115.1—Security for costs	140
Part 6—Non-party discovery	141
116.1—Application and order	141
116.2—Compensation	141
Part 7—Notices to admit and interrogatories	141
Division 1—Notice to admit	141
117.1—Notice	141
117.2—Response	142
117.3—Evidence	142
117.4—Costs	142
Division 2—Interrogatories	143
117.5—Interrogatories	143
117.6—Answers	143
117.7—Evidence	144
Part 8—Subpoenas	144
118.1—Subpoenas	144
Chapter 11—Resolution	145
Part 1—Alternative dispute resolution	145
131.1—General	145
131.2—Settlement conference	145
131.3—Mediation	146

131.4—Other alternative dispute resolution processes	147
Part 2—Settlement offers.....	147
Division 1—Introduction	147
132.1—Definitions	147
132.2—Persons under legal incapacity	147
132.3—Confidentiality	147
Division 2—Offers and responses	148
132.4—Formal offer	148
132.5—Withdrawal of offer	149
132.6—Response to offer	149
Division 3—Acceptance	149
132.7—Acceptance of formal offer	149
132.8—Implementation of resolution	150
132.9—Failure to comply with resolution terms	150
Division 4—Costs	150
132.10—Relevant offer not accepted	150
132.11—Costs in other cases	151
Division 5—Appellate proceedings and taxations	152
132.12—Appellate proceedings and taxation process	152
Part 3—Consent judgment	153
133.1—Consent judgment	153
Part 4—Court approval	153
134.1—Representative action	153
134.2—Proceeding involving person under legal incapacity	153
134.3—Proceeding involving deceased estate	154
134.4—Supporting affidavits	154
Chapter 12—Early finalisation.....	155
Part 1—Discontinuance.....	155
141.1—Introduction.....	155
141.2—Discontinuance before service or by consent.....	155
141.3—Discontinuance without consent or leave.....	155
141.4—Discontinuance with leave	156
Part 2—Judgment in default of defence	156
Division 1—Introduction	156
142.1—Introduction.....	156
Division 2—Request for default judgment.....	157
142.2—Universal requirements	157
142.3—Liquidated claim	157
142.4—Property loss claim—Magistrates Court	158
142.5—Other monetary claims	158
142.6—Non-monetary claims.....	159
Division 3—Entry of default judgment	159
142.7—Liquidated claim	159
142.8—Property loss claim.....	159
142.9—Other claims.....	159

Division 4—Conditional judgment	160
142.10—Cross claim conditional on liability under antecedent claim	160
Division 5—Application to set aside default judgment.....	160
142.11—Application to set aside for irregularity	160
142.12—Application to set aside on other grounds	161
Part 3—Failure to disclose basis for action or defence or abuse	161
143.1—Judgment for failure to disclose basis	161
143.2—Judgment for abuse of process	161
Part 4—Summary judgment.....	161
144.1—Introduction.....	161
144.2—Summary judgment.....	162
144.3—Judgment on admissions	162
144.4—Balance of proceeding	162
Part 5—Default of appearance	162
145.1—Default of appearance at trial of claim.....	162
145.2—Default of appearance at hearing of originating application	163
145.3—Default of appearance at any other hearing—Magistrates Court	164
145.4—Application to set aside default judgment.....	164
Part 6—Default of compliance.....	164
146.1—Judgment in default of compliance	164
146.2—Application to set aside default judgment.....	165
Chapter 13—Preparation for trial	165
Part 1—Listing and entry for trial.....	165
Division 1—General.....	165
151.1—Subject matter for trial	165
151.2—Constitution of Court for trial	166
151.3—Location of trial	167
151.4—Referral to expert—Supreme Court, District Court and Magistrates Court	167
Division 2—Entry and listing for trial—Supreme Court and District Court.....	167
151.5—Application of Division	167
151.6—Entry for trial	167
151.7—Listing for trial	168
Division 3—Listing for trial	168
151.8—Application of Division	168
151.9—Listing for trial	168
Division 4—Trial plan.....	169
151.10—Trial plan.....	169
Division 5—Responsibility of parties and lawyers	169
151.11—Responsibility	169
151.12—Prima facie preclusion of further steps	169
Part 2—Electronic trials	170
152.1—Application and order	170
152.2—Post-order steps.....	170
152.3—Post-discovery steps.....	171
152.4—Electronic trial book.....	171

152.5—Providing additional documents during electronic trial	171
Part 3—Pre-trial directions hearing	172
153.1—Convening and preparation	172
153.2—Pre-trial directions hearing	172
Part 4—Preparation of evidence to be adduced at trial	173
Division 1—Introduction	173
154.1—Application of Divisions 2, 3 and 4	173
154.2—Codes	173
Division 2—Tender book	174
154.3—Content	174
154.4—Process	175
154.5—Objections	175
Division 3—Expert reports	175
154.6—Objections	175
Division 4—Written lay evidence	176
154.7—When permitted	176
154.8—When required	176
154.9—Content	177
154.10—Process	177
154.11—Objections	177
154.12—Evidence at trial	178
Division 5—Other notice of evidence	178
154.13—Order for notice	178
Division 6—Notice to admit substance of evidence	178
154.14—Notice to admit substance of evidence of witness	178
Part 5—Evidence adduced before examiner—Supreme Court, District Court and Magistrates Court	179
155.1—Appointment of examiner	179
155.2—Procedure before examiner	179
155.3—Record of examination	179
Part 6—Subpoenas	180
Division 1—Introduction	180
156.1—Interpretation	180
Division 2—Issue and service	180
156.2—Issuing subpoena	180
156.3—Form of subpoena	181
156.4—Change of date for attendance or production	182
156.5—Setting aside or other relief	182
156.6—Service	182
Division 3—Compliance	182
156.7—Compliance with subpoena	182
156.8—Production otherwise than on attendance	184
Division 4—Dealing with documents	184
156.9—Removal, return, inspection, copying and disposal of documents and things	184

156.10—Inspection of, and dealing with, documents and things produced otherwise than on attendance	184
156.11—Return of documents and things produced.....	185
Division 5—Costs of compliance.....	186
156.12—Costs and expenses of compliance.....	186
Division 6—Failure to comply.....	186
156.13—Failure to comply with subpoena—contempt of court.....	186
Division 7—Documents in court custody	186
156.14—Documents and things in custody of Court.....	186
Division 8—Service interstate	187
156.15—Service of subpoena interstate	187
Division 9—Service in New Zealand.....	187
156.16—Service of subpoena in New Zealand.....	187
156.17—Application to set aside service.....	188
Division 10—Non-compliance with subpoena	188
156.18—Issue of warrant of apprehension to addressee.....	188
Part 7—Production of prisoner before Court.....	189
157.1—Warrant or summons to produce prisoner.....	189
Part 8—Production of documents at trial	189
158.1—Notice to produce.....	189
Part 9—Pleadings book.....	190
159.1—Pleadings book.....	190
Chapter 14—Trial.....	191
Part 1—Trial of claim and cross claim	191
171.1—Scope of evidence and determination	191
Part 2—Conduct of trial.....	191
172.1—Control of trial	191
172.2—Evidence at trial	192
172.3—Expert evidence at trial	192
172.4—Cross-examination on pleadings.....	192
Part 3—Limitations due to failure to give notice.....	192
173.1—Failure to give notice of evidence or objection.....	192
Part 4—Trial by arbitrator—Supreme Court, District Court and Magistrates Court.....	193
174.1—Referral to arbitrator	193
174.2—Conduct of arbitration.....	193
Part 5—Death or incapacity of presiding judicial officer	193
175.1—Effect of death or incapacity	193
Chapter 15—Judgment	194
Part 1—Reasons for judgment	194
181.1—Inquiry to Chief Judicial Officer.....	194

Part 2—Judgment by Court	194
Division 1—General.....	194
182.1—Nature of relief.....	194
182.2—Pronouncement and record of judgment by Court	194
182.3—Pre-judgment interest.....	195
Division 2—Particular provisions of judgments.....	195
182.4—Time to do an act	195
182.5—Making an instrument	195
182.6—Account or inquiry	195
182.7—Appointment of receiver	196
Division 3—Particular parties to judgments	197
182.8—Judgment against company	197
182.9—Persons under legal incapacity.....	197
182.10—Representative actions	197
182.11—Ascertainment of class	197
182.12—Administration of estate, trust or property transaction.....	198
Part 3—Judgment by Registrar	198
183.1—Entry of default judgment by Registrar.....	198
183.2—Entry of consent judgment by Registrar	198
Part 4—Formal judgment.....	199
184.1—Entry of formal judgment	199
184.2—Judgment requiring compliance with positive or negative requirements	199
Part 5—Post-judgment interest.....	199
185.1—Post-judgment interest	199
Part 6—Setting aside or varying judgment	200
186.1—Power to set aside or vary judgment	200
186.2—Power to add to judgment—Magistrates Court.....	200
Part 7—Satisfaction of monetary judgment.....	201
187.1—Judgment debt paid in full	201
Chapter 16—Costs	202
Part 1—Introduction	202
191.1—Definitions	202
191.2—Record required to be kept and file produced	203
191.3—Consequences of non-compliance.....	203
Part 2—Costs scales.....	203
192.1—Higher Courts costs scale.....	203
192.2—Magistrates Court costs scale.....	203
192.3—Minor Civil costs scale	203
192.4—Fast Track costs scale	203
192.5—Adjustments to costs scales.....	204
Part 3—Scale of costs in proceeding	204
193.1—Scale of costs in a proceeding—Supreme Court, District Court and ERD Court	204
193.2—Scale of costs in a proceeding—Magistrates Court	204

Part 4—Order for costs	204
194.1—Costs may be ordered at any stage	204
194.2—Costs budget may be ordered	205
194.3—Costs orders	205
194.4—Presumptive costs rules	205
194.5—General costs principles when costs ordered	206
194.6—Discretionary factors	207
194.7—Indemnification against costs	207
194.8—Costs order against lawyer	207
Part 5—Taxation of costs	208
Division 1—Institution of taxation process	208
195.1—Pre-taxation steps	208
195.2—Initiation of taxation process	208
195.3—Response to claim for costs	209
195.4—Reference for taxation	210
Division 2—General provisions on taxation	210
195.5—General taxation principles	210
195.6—Delay	210
195.7—Counsel fees—Supreme Court and District Court	210
195.7A—Witness fees—Supreme Court and District Court	211
Division 3—Taxation procedure	211
195.8—Powers	211
195.9—Hearings	211
195.10—Orders	212
195.11—Costs of taxation	212
195.12—Review of provisional order	213
195.13—Entry of judgment	213
Part 6—Right of appeal against judgment on taxation	213
196.1—Right of appeal	213
Chapter 17—Enforcement	214
Part 1—General	214
Division 1—General	214
201.1—Definitions	214
201.2—Service of judgment	214
201.3—Costs	215
201.4—Review of Registrar’s decision	215
Division 2—Issue and execution of enforcement process	215
201.5—Time of issue and execution	215
Division 3—Warrants, adjournments and remands	216
201.6—Warrants of apprehension	216
201.7—Adjournment and remand	217
Division 4—Rescission, variation, suspension or stay	217
201.8—Rescission, variation, suspension or stay of order, warrant or summons	217
Part 2—Particular kinds of parties	218
202.1—Judgment against unincorporated association or partnership	218
202.2—Judgment against representative party	218

Part 3—Enforcement of monetary judgments—Supreme Court, District Court and Magistrates Court.....	218
Division 1—General.....	218
203.1—Cross-judgments	218
203.2—Limitation on enforcement processes	218
203.3—Rules of evidence.....	219
Division 2—Investigation hearings.....	219
203.3A—Investigation Notice	219
203.4—Issue of investigation summons	220
203.5—Consent to order for payment	221
203.6—Completion of questionnaire.....	221
203.7—Investigation hearing.....	221
Division 3—Examination hearings	222
203.8—Issue of examination summons.....	222
203.9—Examination hearing	222
Division 4—Warrant of sale	223
203.10—Application	223
Division 5—Garnishee orders	224
203.11—Application and hearing without notice	224
203.12—Hearing	225
203.13—Personal liability of garnishee.....	225
203.13A—Payment of money subject to attachment.....	225
Division 6—Charging orders	225
203.14—Application	225
203.15—Hearing	226
Division 7—Appointment of receiver	226
203.16—Application	226
203.17—Hearing	227
Division 8—Absconding debtors.....	227
203.18—Application	227
203.19—Hearing	228
Part 4—Enforcement of non-monetary judgments (except contempt)—Supreme Court, District Court and Magistrates Court	228
Division 1—Warrant of possession of personal property	228
204.1—Application and issue of warrant—personal property	228
Division 2—Warrant of possession of land	229
204.2—Application and issue of warrant—land.....	229
204.3—Application for warrant of possession of land after 6 months	229
Division 3—Execution of instruments	231
204.4—Application	231
204.5—Hearing	231
Part 5—Contempt.....	231
Division 1—Introduction.....	231
205.1—Definitions	231
205.2—Application of Part.....	232

Division 2—Court initiated proceeding.....	232
205.3—Initiation.....	232
205.4—Formulation of charge.....	232
Division 3—Party initiated proceeding	232
205.5—Application by party	232
Division 4—Hearing and determination of charge	233
205.6—Prosecution by Registrar.....	233
205.7—Hearing and determination.....	233
205.8—Penalty	234
205.9—Subsequent proceedings.....	234
Part 6—Service and execution of process.....	235
Division 1—General.....	235
206.1—Service and execution of summonses and warrants	235
206.2—Suspension of execution	235
206.3—Attempted service/execution report	235
206.4—Sheriff’s fee	235
206.5—Application for orders.....	236
206.6—Sheriff liable as if in contempt.....	236
Division 2—Execution of warrant of sale.....	236
206.7—Sale of property.....	236
206.8—Adverse claims.....	237
206.9—Payment out by sheriff	238
Part 7—Payment of court fees.....	238
207.1—Due date for payment.....	238
207.2—Summary recovery.....	238
Chapter 18—Appellate jurisdiction	239
Part 1—General	239
211.1—Definitions	239
211.2—Service of documents.....	240
211.3—Interlocutory applications, hearings and orders	240
211.4—Resolution and early finalisation	240
211.5—Judgment, costs and enforcement	240
Part 2—Jurisdiction	241
Division 1—Supreme Court	241
212.1—Jurisdiction of Associate Justice	241
212.2—Jurisdiction of single Judge.....	241
212.3—Jurisdiction of Court of Appeal.....	242
212.4—Constitution of Court of Appeal	243
212.5—Interlocutory and ancillary orders in Court of Appeal matter	243
Division 2—District Court.....	244
212.6—Jurisdiction of Associate Judge.....	244
212.7—Jurisdiction of single Judge.....	244
Division 3—Magistrates Court	244
212.8—Jurisdiction of Magistrate	244
Division 4—Youth Court.....	244

212.9—Jurisdiction of Magistrate	244
212.10—Jurisdiction of single Judge.....	244
Division 5—ERD Court	245
212.11—Jurisdiction of Associate Judge.....	245
212.12—Jurisdiction of single Judge.....	245
Part 3—Leave to appeal—Supreme Court and District Court	245
Division 1—General	245
213.1—When required: Supreme Court	245
213.1A—When required: District Court.....	246
Division 2—Seeking Leave	246
213.2—Notice of appeal seeking leave to appeal	246
213.3—Leave sought from Associate Judge, Associate Justice or Judge at first instance.....	246
Division 3—Determination of question of leave	247
213.4—Appeal to single Judge	247
213.5—Determination of leave to appeal to Court of Appeal: Supreme Court	247
Part 4—Institution of appellate proceeding	248
Division 1—Time to appeal or seek review	248
214.1—Time to appeal or review	248
Division 2—Appeals and reviews.....	249
214.2—Institution of appeal	249
214.3—Documents and information from court of first instance	250
214.4—Institution of cross appeal	250
214.5—Notice of alternative contention.....	251
Division 3—Case stated—Supreme Court.....	251
214.6—Case stated by court or tribunal	251
214.7—Institution of case stated	252
Part 5—Interlocutory steps.....	252
215.1—Interlocutory orders.....	252
215.2—Amendment of appellate document	253
215.3—Security for costs	253
215.4—Stay of execution	253
215.5—Early finalisation.....	253
215.6—Discontinuance — ERD Court.....	254
215.7—Dismissal of Appeal as Incompetent — ERD Court.....	254
Part 6—Reviews of Registrars’ decisions	254
216.1—Application of Part.....	254
216.2—Listing and hearing	254
Part 7—Appeal or review to Judge—Supreme Court, District Court, Youth Court and ERD Court.....	254
Division 1—Introduction	254
217.1—Application of Part.....	254
Division 2—Transcript	255
217.2—Transcript.....	255
Division 3—Listing for hearing.....	255

217.3—Listing for hearing	255
Division 4—Appeal book	255
217.4—Filing and service of appeal book	255
217.5—Content of appeal book	255
Division 5—Written submissions, chronologies and lists of authorities.....	256
217.6—Filing and service.....	256
217.7—Written submissions.....	256
217.8—Lists of authorities	257
Division 6—Hearing and determination of appeals	257
217.9—Application of Division	257
217.10—Hearing	258
217.11—Determination of appeal or review	258
Division 7—Hearing and determination of minor civil reviews—District Court.....	258
217.12—Hearing and determination.....	258
Part 8—Appeals or cases stated to Court of Appeal.....	259
Division 1—Introduction	259
218.1—Application of Part.....	259
218.2—Variation of times	259
Division 2—Core appeal book.....	259
218.3—Filing and service of core appeal book	259
218.4—Content of core appeal book	259
Division 3—Written submissions, authorities and exhibit appeal book.....	260
218.5—Filing and service.....	260
218.6—Written submissions.....	261
218.7—Chronologies.....	261
218.8—Lists of authorities	262
218.9—Exhibit appeal book	262
218.10—Updating written submissions and chronologies.....	262
Division 4—Information sheet	263
218.11—Information sheet	263
Division 5—Listing for hearing.....	263
218.12—Listing for hearing	263
Division 6—Default	263
218.13—Default by appellant.....	263
218.14—Default by respondent.....	264
218.15—Reinstatement of discontinued appellate proceeding	264
Division 7—Hearing and determination of appellate proceedings.....	264
218.16—Skeleton of oral argument.....	264
218.17—Hearing of appeal.....	265
218.18—Determination of appeal.....	265
Chapter 19—Specific kinds of proceedings.....	266
Part 1—Introduction	266
231.1—Introduction.....	266

Part 2—Administration proceedings in equitable jurisdiction—Supreme Court and District Court.....	266
232.1—Application for general administration	266
232.2—Application for determination of a question	267
Part 3—Arbitration-related proceedings—Supreme Court, District Court and Magistrates Court.....	268
233.1—Arbitration-related proceeding rules	268
Part 4—Building contract progress claim—Supreme Court, District Court and Magistrates Court.....	268
234.1—Institution of proceeding	268
Part 5—Caveat proceedings—Supreme Court and District Court.....	268
235.1—Institution of proceeding	268
Part 6—Confiscation proceedings—Supreme Court, District Court and Magistrates Court	268
Division 1—Introduction	268
236.1—Definitions	268
Division 2—General	270
236.2—Originating application and supporting affidavit	270
236.3—Joinder	270
236.4—Amendment.....	270
236.5—Service	271
236.6—Response and opposing affidavit	272
236.7—Interlocutory applications and affidavits.....	272
236.8—Consent orders	272
236.9—Nature of orders under this Part	272
Division 3—Restraining orders.....	273
236.10—Application	273
236.11—Hearing and determination.....	273
236.12—Notice of cessation of restraining order	274
Division 4—Transaction set aside orders.....	274
236.13—Application for set aside order	274
Division 5—Forfeiture orders and declarations	274
236.14—Application for forfeiture order	274
236.15—Application for statutory forfeiture declaration	275
236.16—Hearing and determination.....	275
236.17—Notice of discharge of forfeiture order	276
236.18—Application for forfeiture confirmation order	276
Division 6—Monetary orders.....	276
236.19—Application for monetary order	276
236.20—Notice of discharge of order	276
Division 7—Unexplained wealth orders.....	277
236.21—Application for unexplained wealth order	277
236.22—Application for evidence or documents	277
236.23—Order for evidence or documents.....	277
236.24—Application for restraining order	278
236.25—Objection when restraining order made without notice	279
236.26—Application to declare property ownership	279

Division 8—Production, examination, monitoring, freezing orders	280
236.30—Examination order—Supreme Court, District Court and Magistrates Court	280
Part 7—Corporations, consumer and competition legislation proceedings—Supreme Court, District Court and Magistrates Court	280
Division 1—Introduction	280
237.1—Definitions	280
Division 2—Actions by claim	281
237.2—Corporations Act actions by claim	281
237.3—Competition Act actions by claim	281
237.4—Consumer actions by claim	282
237.5—Joinder of causes of action	283
Division 3—Proceedings by originating application	283
237.6—Corporations and ASIC Act proceedings under Corporations Rules—Supreme Court	283
237.7—Competition Act proceedings by originating application	283
237.8—Consumer legislation proceedings by originating application	283
Part 8—Family Relationship Declarations—Supreme Court, District Court and Magistrates Court	283
238.1—Definitions	283
238.2—Institution	283
238.3—Domestic partner declaration	284
238.4—Parentage declaration	284
Part 9—Housing improvement tenancy disputes—Supreme Court, District Court and Magistrates Court	284
239.1—Institution	284
Part 10—Interpleader —Supreme Court, District Court and Magistrates Court	285
240.1—Institution	285
240.2—Directions	285
Part 11—Possession of land—Supreme Court, District Court and Magistrates Court	286
241.1—Institution	286
241.2—Notice to occupier and response	287
241.3—Incidental application	287
241.4—Hearing and determination of application for possession	287
Part 12—Pre-action discovery—Supreme Court and District Court	288
242.1—Institution	288
242.2—Order	288
242.3—Compensation	289
Part 13—Pre-action search or freezing orders—Supreme Court and District Court	289
243.1—Institution	289
Part 14—Review of administrative decisions or actions	290
Division 1—General	290
244.1—Application of Part	290
244.2—Institution	290
244.3—Response and responding affidavit	290
244.4—Order for pleadings	290
244.5—Decision maker’s documents and information	291
244.6—Orders	291

Division 2—Specific types of applications.....	291
244.7—Taxation appeals—Supreme Court	291
244.8—Relationships—Magistrates Court	292
244.9—Drivers licence disqualification—Magistrates Court.....	292
Part 15—Registration of judgments, orders and adjudications—Supreme Court, District Court and Magistrates Court.....	292
Division 1—Interstate judgments	292
245.1—Application for registration.....	292
Division 2—New Zealand judgments	293
245.2—Application for registration.....	293
Division 3—Foreign judgments—Supreme Court	294
245.3—Application for registration.....	294
245.4—Registration.....	295
245.5—Evidence	295
Division 4—Foreign confiscation orders	295
245.6—Application for registration.....	296
245.7—Subsequent applications.....	296
Division 5—Interstate declarations and control orders—Supreme Court	296
245.8—Application for registration or cancellation	296
245.9—Cancellation or variation.....	297
Division 6—SACAT order—District Court and Magistrates Court.....	297
245.10—Claim	297
Division 7—Fine imposed under Legal Practitioners Act	297
245.11—Filing of certificate.....	297
Division 8—Building and construction adjudications	298
245.12—Filing certificate.....	298
Division 9—General.....	298
245.13—Application for stay	298
245.14—Application to set aside.....	298
Part 16—Taking evidence for foreign court—Supreme Court, District Court and Magistrates Court.....	298
246.1—Application to take evidence.....	298
246.2—Order for taking evidence	299
246.3—Record of examination.....	299
Part 17—Transferred proceedings.....	299
247.1—Remittal or transfer from external court	299
247.2—Transfer between primary courts	300
247.3—Steps taken before remittal or transfer	300
Part 18—Supreme Court and Court of Disputed Returns	300
248.1—Interpretation.....	300
248.2—Institution of proceeding.....	301
248.3—Reply.....	302
248.4—Further evidence by applicant	302
248.5—Court fees.....	302

Chapter 20—Specific kinds of proceedings—Supreme Court	303
Part 1—Introduction	303
251.1—Introduction.....	303
Part 2—Admiralty	303
252.1—Admiralty rules	303
Part 3—Aged and infirm persons’ property proceedings.....	303
253.1—Application for protection order	303
253.2—Application for protection order in personal injury proceeding.....	305
253.3—Costs	305
253.4—Protection order	305
253.5—Manager’s statements	305
253.6—Rescission or variation of protection order	306
253.7—Other orders	307
Part 4—Deceased estates.....	307
Division 1—Preliminary	307
254.1—Definitions	307
Division 2—Contentious probate and administration action.....	308
254.2—Application of Division	308
254.3—Caveat.....	308
254.4—Institution.....	308
254.5—Response and responding affidavit	308
254.6—Notice of action.....	309
254.7—Joinder and disjoinder of parties	309
254.8—Safekeeping of original documents.....	309
254.8A—Grants pendente lite	309
254.9—Discontinuance and compromise	310
Division 3—Inheritance family provision proceedings.....	310
254.10—Definitions	310
254.11—Institution.....	310
254.12—Notice to potential claimants	311
254.13—Administrators	311
254.14—Responding affidavits	311
254.15—Summary determination.....	311
254.16—Lodgement of order	312
Part 6—Judicial review and defence of liberty proceedings.....	312
Division 1—Preliminary	312
256.1—Definitions	312
Division 2—Jurisdiction of Court.....	312
256.2—Manner of exercise.....	312
Division 3—Actions for judicial review.....	313
256.3—Time to commence.....	313
256.4—Institution.....	313
256.5—Application for leave or summary judgment	314
256.6—Responding documents	315
256.7—Further conduct.....	316
Division 4—Actions in defence of liberty	316
256.8—Institution.....	316

256.9—Order for production and inquiry	316
256.10—Order for release	317
Part 7—Legal admission	317
Division 1—Preliminary	317
257.1—Assignment of functions	317
Division 2—Application for admission.....	318
257.2—Application by first time lawyer	318
257.3—Application by lawyer who has been struck off	318
Division 3—Notification, referral, objections and report	318
257.4—Notification of application	318
257.5—Referral of application	319
257.6—Objections	319
257.7—Report by the Board of Examiners.....	320
Division 4—Hearing and Roll of Practitioners.....	320
257.8—Listing for hearing	320
257.9—Hearing	320
257.10—The Roll of Practitioners	321
257.11—Application for re-admission	322
257.12—Change of name	322
Part 8—Legal registration	322
Division 1—Preliminary	322
258.1—Interpretation.....	322
258.2—Local registration authority	323
Division 2—Application and determination	324
258.3—Application	324
258.4—Report and determination by the Board	324
Division 3—Signing Roll of Practitioners and issue of practising certificate	325
258.5—The Roll of Practitioners.....	325
258.6—Issue of practising certificate	325
258.7—Application for re-registration	325
Part 9—Legal practising certificates and right to practise	326
Division 1—Preliminary	326
259.1—Definitions	326
259.2—Service	326
259.3—Joinder of Law Society or Commissioner.....	326
Division 2—Assignment of functions.....	327
259.4—Assignment of functions	327
Division 3—Show cause notices and statements.....	327
259.5—Show cause notice.....	327
259.6—Show cause statement	328
259.7—Hearing and determination.....	329
Division 4—Application to cancel, suspend or amend practising certificate.....	329
259.8—Application to cancel, suspend or amend.....	329
259.9—Hearing and determination of application.....	330
259.10—Application for immediate suspension.....	330

259.11—Application for stay or revocation	332
259.12—Application to suspend.....	332
Part 10—Legal practice regulation	333
Division 1—Incorporated legal practice	333
260.1—Assignment of functions	333
260.2—Disqualification of corporation or manager	333
260.3—Revocation of disqualification	333
260.4—Corporation ceasing to have legal practitioner director	333
Division 2—Director of corporation wound up	334
260.5—Authorisation to practise	334
Division 3—Suspension of right to practise	334
260.6—Suspension when not insured.....	334
Division 4—Personal representative, trustee, receiver or liquidator	334
260.7—Authorisation to practise	334
Division 5—Supervisor or manager	335
260.8—Application for directions	335
Part 11—Legal disciplinary proceedings.....	335
Division 1—Disciplinary proceedings.....	335
261.1—Application	335
261.2—Hearing and determination.....	335
261.3—Strike off order by consent.....	335
Division 2—Application for interim orders.....	336
261.4—Application	336
261.5—Hearing and determination.....	336
Division 3—Proceedings ancillary to Commissioner or Tribunal powers	336
261.6—Application for order to attend.....	336
261.7—Termination of suspension.....	337
261.8—Suspension for failure to comply with requirement	337
Part 12—Legal proceedings between client and law firm.....	337
Division 1—Cost agreement proceedings.....	337
262.1—Application to determine if costs agreement exists or set aside costs agreement	337
Division 2—Taxation process.....	337
262.2—Application for taxation of legal costs	337
262.3—Right of appeal.....	338
Division 3—Account and delivery up.....	338
262.4—Application for account or delivery up	338
Part 13—Legal Office: Senior and King’s Counsel	338
263.1—Introduction.....	338
263.2—Criteria for appointment.....	339
263.3—Timing and lodgement of application	340
263.4—Form and content of application	340
263.5—Deleted by Uniform Civil (No 7) Amending Rules 2022	343
263.6—Procedure	343
263.7—Appointment	344

263.8—Applicants aggrieved	345
263.9—Seniority	345
263.10—Undertaking	345
263.11—Attire	345
263.12—Title and use of post nominals	346
263.13—Interstate Senior Counsel	346
263.14—Resignation	346
263.15—Revocation	346
Part 14—Legal Office: Notaries public.....	346
264.1—Application for admission	346
264.2—Hearing	347
264.3—Signing Roll of Notaries	347
Part 15—Mining Act proceedings	348
265.1—Objection to mining operations.....	348
Part 19—Trustees	348
269.1—Definitions	348
269.2—Directions, authorisations, variations or exonerations	348
269.3—Indemnification by a beneficiary	349
269.4—Orders concerning charitable trusts.....	349
Chapter 21—Specific kinds of proceedings—District Court.....	350
Part 1—Introduction	350
281.1—Introduction.....	350
Part 2—Aged and infirm persons’ property proceedings.....	350
282.1—Application	350
282.2—Protection order and subsequent steps	350
Part 3—Criminal injuries compensation.....	350
283.1—Definitions	350
283.2—Institution of proceeding	351
283.3—Service of documents	351
283.4—Entry of judgment against offender in claimant’s proceeding	352
283.5—Application for judgment against offender in other proceeding	352
Chapter 22—Specific kinds of proceedings—Magistrates Court	353
Part 1—Introduction	353
291.1—Introduction.....	353
Part 2—Building Work Contractors Act.....	353
292.1—Institution of proceeding	353
Part 3—Fences Act	354
293.1—Institution of proceeding	354
Part 4—Fines Enforcement and Debt Recovery	354
294.1—Institution of proceeding	354
Part 5—Marriage authorisation or consent	354
295.1—Institution of proceeding	354

Part 6—Register of births	355
296.1—Application	355
Part 7—Retail and Commercial Leases Act.....	356
297.1—Institution of proceeding	356
Part 8—Second Hand Vehicle Dealers Act.....	356
298.1—Institution of proceeding	356
Chapter 23—Lists	357
Part 1—General	357
311.1—Definitions	357
311.2—Establishment of lists	357
311.3—Management of proceedings	357
311.4—Election of applicant	357
311.5—Application by party	358
Part 2—Construction List—District Court.....	358
312.1—Establishment of Construction List.....	358
312.2—Management of proceedings	358
Part 3—Commercial List—District Court	358
313.1—Establishment of Commercial List.....	358
313.2—Management of proceedings	358
Part 4—Corporations List—Supreme Court.....	359
314.1—Establishment of Corporations List	359
314.2—Management of proceedings	359
Part 5—Dust Diseases List—District Court.....	359
315.1—Establishment of Dust Diseases List.....	359
315.2—Categories of actions.....	359
Part 6—Fast Track List—Supreme Court and District Court.....	360
Division 1—General	360
316.1—Definitions	360
316.2—Establishment of Fast Track List	360
Division 2—Transfer into or out of list	360
316.3—Election of party	360
316.4—Transfer by Court into list.....	361
316.5—Transfer by Court out of list.....	361
316.6—Pleadings.....	361
316.7—Lists of issues.....	361
Division 3—Directions hearing	361
316.8—Directions hearing.....	361
Division 4—Trial	362
316.9—Conduct of trial	362
316.10—Reasons for judgment	363
Division 5—Costs	363
316.11—Application of Fast Track costs scale	363
316.12—Scale levels	363

316.13—Fast Track elevated scale	363
316.14—Relevant stages	363
Part 8—Personal Injury List—District Court	364
318.1—Establishment of Personal Injury List	364
318.2—Management of proceedings	364
Part 9—Possession List—Supreme Court	364
319.1—Establishment of Possession List	364
319.2—Management of proceedings	364
Part 10—Special Classification List—Supreme Court.....	365
320.1—Establishment of Special Classification List.....	365
320.2—Appointment of Judges to manage list.....	365
320.3—Management of proceedings	365
Chapter 24—Minor Civil Actions—Magistrates Court.....	366
Part 1—Introduction	366
331.1—Subject matter	366
331.2—Objects of rules in Chapter	366
331.3—Other rules that apply to minor civil actions	366
331.4—Interpretation.....	367
Part 2—Pre-action steps.....	368
332.1—Notice required in minor civil action for damages for personal injuries.....	368
332.2—Pre-action notice of intention to commence action	368
332.3—Pre-action response	369
Part 3—Institution of minor civil actions	370
333.1—Claims	370
333.2—Minor statutory proceedings and neighbourhood disputes	371
Part 4—Defences, cross claims and amendments of pleadings.....	371
334.1—Defence	371
334.2—Cross claims and defences to cross claims.....	372
334.3—Contribution claims not required to be filed	373
334.4—Amendment of pleadings	373
334.5—Limitation on pleadings	373
Part 5—Responses to originating applications.....	373
335.1—Response	373
335.2—Affidavit.....	373
335.3—Reply Affidavit	374
335.4—Cross applications	374
Part 6—Pre-trial obligations.....	374
336.1—Discovery	374
336.2—Expert reports.....	375
336.3—Interrogatories.....	375
Part 7—Hearings	375
337.1—Determinations made in chambers.....	375
337.2—Directions hearings: claims.....	375
337.3—Hearings: originating applications	376
337.4—Election	377

Part 8—Other applications	377
338.1—Interlocutory applications	377
338.2—Oral applications	378
Part 9—Appearances at hearings.....	378
339.1—Appearance by parties at hearings	378
Part 10—Trial	378
340.1—Trial procedure.....	378
Part 11—Costs.....	378
341.1—Costs	378
Chapter 25—Probate—Supreme Court	379
Part 1—General	379
Division 1—Preliminary	379
351.1—Introduction.....	379
351.2—Interpretation.....	379
Division 2—The Court.....	381
351.3—Registrar may refer to Justice or Associate Justice	381
351.4—Practice Notes	381
Division 3—The Electronic System	381
351.5—Requirement to use the Electronic System	381
351.6—Copy of a testamentary document uploaded to the Electronic System	381
Division 4—Parties and representation.....	382
351.7—Representation orders and procedure when no personal representative.....	382
351.8—Applications commenced by a personal applicant	383
Division 5—Documents.....	384
351.9—Filed documents	384
351.10—Institution of proceeding	384
351.11—Notice and service of an application	385
351.12—Responses	385
351.13—Affidavits	385
351.14—Affidavits referring to testamentary documents.....	385
351.15—Evidence of foreign law	386
351.16—Sealed orders.....	386
351.17—Order for provision incorporated into grant.....	386
351.18—Inspection and copying of documents held by Registry	387
351.19—Issue of copies of original testamentary documents and other documents	387
351.20—Request for court sealed copy of record.....	387
Part 2—Proceedings inter vivos	387
Division 1—Statutory wills.....	387
352.1—Introduction.....	387
352.2—Wills of minors authorised by Court.....	388
352.3—Will for person lacking testamentary capacity authorised by Court	389
352.4—Subsequent steps	390
Division 2—Deposited wills	391
352.5—Deposit of will	391
352.6—Withdrawal of will by testator	392

352.7—Release of will after death of testator.....	392
Part 3—Pre-grant proceedings.....	392
Division 1—Preliminary	392
353.1—Introduction.....	392
Division 2—Renunciations	393
353.2—Renunciation of probate and/or administration.....	393
Division 3—Subpoena.....	394
353.3—Application for order to bring in a testamentary document or attend for examination	394
Division 4—Leave to swear death.....	395
353.4—Application for leave to swear to death	395
Division 5—Admission of a testamentary document	395
353.5—Admission of an informal testamentary document to proof.....	395
353.6—Informal revocation of a testamentary document.....	396
Division 6—Admission of copy of a testamentary document	398
353.7—Admission of copy a testamentary document to proof.....	398
Division 7—Grant to assignees	399
353.8—Grant to assignees	399
Division 8—Omission of words	400
353.9—Omission of offensive or libellous words from grant	400
Division 9—Rectification	401
353.10—Rectification of a testamentary document.....	401
Division 10—Other applications.....	403
353.11—Other applications	403
Part 4—Pre-grant contentious matters.....	403
Division 1—Caveats	403
354.1—Entering caveat to prevent grant being issued.....	403
354.2—Registrar to give notice of caveat.....	404
354.3—Withdrawal of caveat	404
354.4—Warning to caveat	404
354.5—Appearance to warning to caveat	405
354.6—Originating Application for discontinuance of caveat	405
354.7—Fresh caveat	405
Division 2—Citation.....	406
354.8—Citation to apply for a grant.....	406
354.9—Appearance	406
354.10—Non-appearance	407
Division 3—Passing over	407
354.11—Application to pass over	407
Division 4—Competition between persons entitled in equal priority.....	408
354.12—Application when two or more persons entitled in same order of priority.....	408
Part 5—Preliminary orders for an interim limited grant	409
Division 1—Preliminary	409

355.1—Introduction.....	409
Division 2—Persons with legal incapacity	409
355.2—Mental or physical incapacity of person entitled to grant	409
355.3—Minor entitled to grant	411
Division 3—Protective limited grants.....	412
355.4—Grant <i>ad colligenda bona</i>	412
355.5—Grant <i>pendente lite</i>	413
Division 4—Limited grants for external litigation	414
355.6—Grant <i>ad litem</i>	414
Part 6—Common Form Grants.....	414
Division 1—Preliminary	414
356.1—Introduction.....	414
Division 2—Grants with a testamentary document	415
Subdivision A—Applications	415
356.2—Application for grant of probate to an executor	415
356.3—Persons entitled to apply for a grant of letters of administration with will annexed	415
356.4—Application for grant of letters of administration with will annexed	416
356.5—Marking and depositing of a testamentary document	417
Subdivision B—Further evidence	417
356.6—Due execution	417
356.7—Evidence as to knowledge and approval of contents	418
356.8—Alterations in a testamentary document.....	418
356.9—Condition of a testamentary document	419
356.10—Trust deed referred to in a testamentary document	419
356.11—Other documents referred to in a testamentary document.....	420
356.12—Date of execution of testamentary document.....	421
356.13—Engrossment of testamentary document required for Court record	421
Division 3—Grants in solemn form	421
356.14—Application for grant to issue in solemn form	421
Division 4—Grants without a testamentary document.....	422
356.15—Persons entitled to apply for a grant of letters of administration	422
356.16—Application for grant of letters of administration	422
Division 5—Evidence in support of application for a grant.....	423
356.17—Statement of assets and liabilities	423
356.18—Evidence required to prove death	424
356.19—Inoperative testamentary document	425
Division 6—Issue of a grant	425
356.20—Issue of grant.....	425
356.21—Grants when deceased died domiciled outside Australia	426
Division 7—Grants to a particular persons	426
356.22—Grants to attorneys.....	426
356.23—Grants to trust corporations.....	427
356.24—Grants to corporate bodies	427
356.25—Grants to persons having <i>spes successionis</i>	428
356.26—Grants when a minor is a co-executor.....	429
Division 8—Description of deceased and executor or administrator	429

356.27—Description of deceased with a testamentary document	429
356.28—Description of deceased without a testamentary document	430
356.29—Description of executor or administrator	430
Division 9—Deemed grants	431
356.30—Deemed grant to Public Trustee	431
Division 10—Interstate and overseas grants	432
356.31—Registration of an interstate grant	432
356.32—Re-seal of an overseas grant	433
Part 7—Post Grant Applications.....	435
Division 1—Introduction	435
357.1—Introduction.....	435
Division 2—Amendment or revocation of grant	435
357.2—Amendment of grant	435
357.3—Non-contentious application to revoke grant	435
Division 3—Grants of double probate.....	436
357.4—Grants of double probate.....	436
Division 4—Grants de bonis non.....	436
357.5—Grant when grantee dies	436
357.6—Grant when grantee becomes under a disability	437
Division 5—Applications by executors, administrators and trustees	437
357.7—Application for advice or direction	437
357.8—Indicator on the allowance of remuneration.....	438
357.9—Application for remuneration.....	438
357.10—Application for commission subsequent steps	439
357.11—Application for approval to act in multiple capacities	440
357.12—Application to dispense with requirement to pay funds to Public Trustee	440
Division 6—Other applications	440
357.13—Other applications	440
357.14 – Statutory matters in common form dealt with by the Registrar	441
Part 8—Reviews and appeals.....	441
358.1—Review of decision of Deputy Registrar	441
358.2—Appeal to a Justice	441
Chapter 26—Specific kinds of proceedings—ERD Court	442
Part 1—General	442
Division 1—General	442
361.1—Introduction.....	442
361.2—Interpretation.....	442
361.3—Non-compliance with Rules or court order	445
Division 2—Administration.....	445
361.4—Registries of the Court	445
Division 3—Service	446
361.5—Service on particular parties.....	446
Division 4—Practice Directions	446
361.6—Practice directions.....	446

Part 2—Appeals against administrative decisions.....	447
Division 1—Institution.....	447
362.1—Institution.....	447
362.2—Amendment to proposed development	448
Division 2—Parties.....	448
362.3—Joint parties	448
362.4—Appeals by representors—joinder of applicant for development authorisation	448
362.5—Appeals by applicants for development authorisation —joinder of persons who made a representation.....	449
Division 3—Statement of facts issues and contentions.....	449
362.6—Statement of facts issues and contentions	449
Part 3—Building References.....	450
363.1—Building referees.....	450
363.2—Institution.....	450
363.3—Additional powers of building referees.....	450
Part 4—Enforcement Applications	451
364.1—Institution of application	451
364.2—Leave to serve summons.....	451
364.3—Notice of Acting	452
364.4—Affidavit of merits	452
364.5—Persons with legal or equitable interest.....	452
364.6—Setting down for hearing.....	453
Part 5—Other applications	453
365.1—Institution.....	453
Part 6—Conferences and post-conference steps	454
366.1—Matters to be referred to a conference	454
366.2—Presiding member	454
366.3—Preparation for conference.....	454
366.4—The conference.....	456
366.5—Adjournment of conference	456
366.6—Closure of conference	456
366.7—Order for costs	457
366.8—Directions hearing.....	457
366.9—Re-opening of conference or referral to Mediation.....	457
367.1—Mediation.....	457
367.2—Mediation pursuant to section 28B of the Act	458
367.3—Settlement resulting from mediation.....	458
Part 8—Subsequent steps before final hearing	458
Division 1—Restraining orders.....	458
368.1—Restraining orders	458
Division 2—Particulars and discovery	458
368.2—Particulars and discovery	458
Division 3—Section 21(2) Documents.....	458
368.3—Documents requested under section 21(2)	458
Division 4—Amendment to proposed development	459
368.4—Amendment to proposed development	459

Division 5—Expert evidence	459
368.5—Expert evidence	459
Division 6—Book of documents for final hearing	459
368.6—Enforcement applications	459
368.7—Appeals against administrative decisions	460
Part 9—Costs.....	460
369.1—Scale of costs	460
369.2—Witness fees	460
369.3—Costs of subpoenaed witness	461
Chapter 27—Specific kinds of proceedings—Native Title—Supreme and ERD Courts	462
Part 1—Preliminary	462
371.1—Introduction.....	462
371.2—Interpretation.....	462
371.3—Cultural or customary concerns	462
371.4—Transfer of proceedings between courts	462
371.5—Serving documents and giving notice	463
Part 2—Native Title Act.....	464
Division 1—State Native Title Register	464
372.1—Title of register	464
372.2—Matters to be recorded	464
372.3—Inspection of register	464
372.4—Confidential part of register	464
Division 2—Applications for native title declarations and/or compensation.....	465
372.5—Scope of Division	465
372.6—Application for native title declaration or revocation or variation	465
372.7—Claim for compensation	465
372.8—Supporting affidavit or statutory declaration	466
372.9—Amendment of application.....	466
372.10—Review of decision not to accept claim	466
372.11—Joinder of additional parties.....	466
Division 3—Other applications	467
372.12—Scope of Division.....	467
372.13—Institution.....	467
372.14—Joinder of additional parties.....	467
Part 3— Acquisition Act, Mining Act and Opal Mining Act.....	467
Division 1—Mediation	468
373.1—Request for mediation	468
Division 2—Determination in absence of agreement	468
373.2—Application for determination	468
Division 3—Summary determination.....	470
373.3—Application where no registered native title parties.....	470
373.4—Application for expedited procedure.....	470
Division 4—Review of determination for compensation	471
373.5—Application for review	471

Division 5—Fixing basis for compensation	472
373.6—Application for determination	473
Division 6—Appeal against prohibition of registration—ERD Court	473
373.7—Application by way of appeal	473
Part 4—Directions hearings.....	474
374.1—Conduct of directions hearing	474
374.2—Additional directions.....	474
374.3—Overlapping applications	475
374.4—Adjournment for negotiation.....	475
Part 5—Native title conferences	475
375.1—Appointment of mediator and assistant.....	475
375.2—Purpose of conference and conduct of parties.....	476
375.3—Powers of mediator	476
375.4—Conclusion of conference	476
Part 6—Final Hearing and evidence	477
Division 1—Evidence	477
376.1—Directions concerning evidence	477
376.2—Evidence not in the ordinary course.....	477
376.3—Evidence given in consultation with others	477
376.4—Secrecy and confidentiality	477
376.5—Notice of intention to adduce evidence or inspect document.....	478
Division 2—Hearing.....	478
376.6—Inspection of a place	478
376.7—Practical outcomes of native title determination.....	479
Schedule 1—Service.....	480
Part 1—Service overseas	480
Division 1—Introduction.....	480
1—Part does not apply to certain service in New Zealand	480
Division 2—When process may be served.....	480
Subdivision 1—Originating process	480
2—When allowed without leave.....	480
3—When allowed with leave.....	482
4—Court’s discretion whether to assume jurisdiction	482
5—Notice to person served outside Australia.....	483
6—Time for filing defence	483
7—Leave to proceed when no defence by person	483
Subdivision 2—Other documents	483
8—Service of other documents outside Australia.....	483
Division 3—Mode of service	484
Subdivision 1—General	484
9—Mode of service	484
10—Application of other rules	484
11—Proof of service.....	484
12—Deemed service.....	484
13—Substituted service	485

Subdivision 2—Service through diplomatic channel or by transmission to foreign government	485
14—Documents to be lodged with the Court.....	485
15—Order for payment of expenses	486
Subdivision 3—Service under the Hague Convention	486
16—Definitions	486
17—Provisions of this Subdivision to prevail	487
18—Application of Subdivision	487
19—Application for request for service abroad.....	487
20—How application to be dealt with	489
21—Procedure on receipt of certificate of service.....	489
22—Payment of costs	490
23—Evidence of service.....	490
Subdivision 4—Default judgment following service abroad of initiating process.....	490
24—Application of Subdivision	490
25—Restriction on power to enter default judgment if certificate of service filed.....	490
26—Restriction on power to enter default judgment if certificate of service not filed.....	491
27—Setting aside judgment in default of defence	492
Part 2—Service in New Zealand.....	492
28—Application for stay	492
Part 3—Local service of foreign judicial documents	492
Division 1—Service under the Hague Convention	492
29—Application of Division	493
30—Certain documents to be referred back to the Attorney-General’s Department of the Commonwealth.....	493
31—Service	493
32—Affidavit as to service.....	494
Division 2—Service other than under the Hague Convention	495
33—Order for service	495
34—Certificate as to service.....	495
Schedule 2—Search order protocol.....	496
Part 1—Introduction	496
1—Introduction	496
Part 2—Application.....	496
2—Application	496
3—Supporting affidavit.....	496
4—Undertakings.....	497
Part 3—Search party and independent lawyer.....	497
5—Search party	497
6—Identity of independent lawyer	498
7—Responsibilities of independent lawyer	498
Part 4—Hearing, order and execution.....	499
8—Hearing of application	499
9—Terms of order	499
10—Execution of search order	499
11—Subsequent hearing	500

Schedule 3—Freezing order protocol.....	501
Part 1—Introduction	501
1—Introduction	501
Part 2—Application.....	502
2—Application	502
3—Affidavit in support.....	502
4—Undertakings.....	502
Part 3—Hearing and order	503
5—Hearing of application	503
6—Terms of order	503
Schedule 4—Discovery electronic protocols.....	505
Part 1—General	505
1—Introduction	505
2—Data security and virus responsibility	505
3—Inspection of original documents.....	505
4—Format of discovered documents	505
5—Structure and quality of discovered documents	506
6—Technical format of documents to be provided to other parties.....	506
7—Updating or adding additional documents or pages	506
Part 2—Simple electronic protocol	506
Division 1—Introduction	506
8—Introduction	506
Division 2—Discovered documents.....	507
9—Document numbering and description	507
10—Image directory and file structure	508
Division 3—List of documents	508
11—List of documents	508
Part 3—Complex electronic protocol.....	509
Division 1—Introduction	509
12—Introduction	509
Division 2—Discovered documents.....	509
13—Document numbering	509
14—Document delimiting and host/attachment determinations	510
15—De-duplication	512
16—Format of indexed data to be served	512
17—Export table.....	512
18—Export extras table	514
19—Parties table.....	515
20—Pages table	516
21—Image directory and file structure	517
Division 3—List of documents	517
22—List of documents	517

Schedule 5—Arbitration-related proceedings.....	519
Part 1—General	519
1—Interpretation	519
2—Documents not in English language	519
Part 2—International commercial arbitration.....	520
3—Application for stay and referral to arbitration—foreign arbitration agreements	520
4—Application to enforce foreign award	520
5—Application for referral to arbitration—Model Law	520
6—Subpoenas	520
8—Application relating to evidence for arbitration	521
9—Application relating to disclosure of confidential information	522
10—Application for relief under miscellaneous provisions of the Model Law	522
11—Application to set aside award—Model Law.....	522
12—Enforcement of award—Model Law	523
13—Enforcement of Investment Convention award	523
Part 3—Domestic commercial arbitration	524
14—Application for referral to arbitration	524
15—Subpoenas	524
16—Application relating to evidence for arbitration	525
17—Application relating to disclosure of confidential information	525
18—Application for relief under miscellaneous provisions of Commercial Arbitration Act	526
19—Preliminary point of law	526
20—Application to set aside award	527
21—Appeal.....	527
22—Application to enforce award.....	529
Schedule 6—Costs scales	530
Part 1—General	530
1—Meaning of quantum.....	530
2—Power of the Court and rounding.....	532
Part 2—Higher Courts costs scale.....	533
3 – Higher Courts cost scale	533
4—Notes.....	541
Part 3—Magistrates Court costs scale	544
5—Magistrates Court costs scale.....	544
6—Notes.....	552
Part 4—Minor Civil costs scale	553
7—Minor civil costs scale	553
8—Notes.....	560
Part 5—Fast Track costs scale.....	561
9—Definitions	561
10—Application of scales.....	561
11—Fast Track costs scale	561
Part 6—Winding up proceedings (including oppression proceedings where winding up is sought)	563
12.1—Method of fixing costs	563
12.2—Costs fixed at time of order.....	563
12.3—Variation in costs	563

12.4—Percentage increase	563
12.5—Discretion	563
12.6—Application to set aside	563
Part 7—Court of Disputed Returns	564
13—Court of Disputed Returns costs scale	564
Schedule 7—Forms	565
Index to Schedule 7 — Forms	565

Note-

Each individual form in the Index to Schedule 7 — Forms is available separately on the *Rules, Forms and Fees* page of the CAA website.

History of Amendments can be located separately on the *Rules, Forms and Fees* page of the CAA website.

Chapter 1—General

Part 1—Introduction

1.1—Title

These Rules may be cited as the *Uniform Civil Rules 2020*.

1.2—Commencement

These Rules come into effect on 20 September 2024 or the date of their publication in the Gazette, whichever is the later.

1.3—Repeal

- (1) The Previous Rules are repealed.
- (2) The Uniform Civil Rules 2020 in operation on the day immediately before the day that these Rules come into effect (“the Previous UCR”) are repealed.

1.4—Transition

- (1) Unless the Court otherwise orders—
 - (a) the Previous UCR apply to—
 - (i) a proceeding commenced; and
 - (ii) a step in a proceeding taken, on or after the commencement date; and
 - (b) the Previous Rules continue to govern a step in a proceeding taken before the commencement date.
- (2) If the time to commence or take a step in a proceeding under the Previous Rules has not expired as at the commencement date, the time to commence or take a step in the proceeding continues to be governed by the Previous Rules (unless these Rules provide for a longer time).
- (3) Unless the Court otherwise orders, a proceeding instituted before the commencement date—
 - (a) is to be regarded as a claim if it was progressing on the basis of pleadings;
 - (b) is to be regarded as an originating application if it was progressing on the basis of affidavits or statutory declarations and not pleadings; and
 - (c) subject to paragraphs (a) and (b)—is to be regarded as either a claim or an originating application according to these Rules as if it had been instituted after the commencement date.
- (4) In respect of a proceeding instituted before the commencement date—
 - (a) a party who was a plaintiff is now an applicant;
 - (b) a party who was a defendant is now a respondent; and
 - (c) a party who was an intervenor is now an interested party.
- (5) Unless the Court otherwise orders, in respect of a proceeding instituted on or after the commencement date and before 1 August 2020—

- (a) if the applicant would not have been required under the [Previous Rules](#) to serve a notice before action providing details of the claim or making an offer to settle, the applicant may, but is not required to, serve a [pre-action claim](#) under Chapter 7 Part 1 or Part 2 or Chapter 24 Part 2;
- (b) if the applicant serves a notice before action providing details of the claim and, when required, making an offer to settle in accordance with the [Previous Rules](#), the applicant may, but is not required to, serve a [pre-action claim](#) under Chapter 7 Part 1 or Part 2 or Chapter 24 Part 2; and
- (c) if the proceeding is by way of claim and the applicant elects pursuant to paragraph (a) or (b) not to serve a [pre-action claim](#) under Chapter 7 Part 1 or Part 2 or Chapter 24 Part 2, the applicant may answer the questions relating to [pre-action steps](#) as defined in [rule 61.2](#) in the [Claim](#) and plead in the [statement of claim](#) in relation to [pre-action steps](#) by reference to the [Previous Rules](#) rather than these Rules.

Notes—

Rule 33 of the *Supreme Court Civil Rules 2006* and of the *District Court Civil Rules 2006* addressed the requirement to serve a notice before action making an offer to settle and providing details of the claim in all cases in the Supreme and District Courts except those governed by the *Supreme Court Civil Supplementary Rules 2014* and the *District Court Civil Supplementary Rules 2014* respectively.

Rules 8 to 34 of the *Supreme Court Civil Supplementary Rules 2014* and of the *District Court Civil Supplementary Rules 2014* addressed the requirement to serve a notice before action making an offer to settle and providing details of the claim in all construction disputes and medical negligence disputes (as defined therein) in the Supreme and District Courts.

Rule 21A of the *Magistrates Court Civil Rules 2013* addressed the requirement to serve a notice before action providing details of the claim in all cases in the Magistrates Court.

- (6) Unless the Court otherwise orders—
 - (a) these Rules apply to—
 - (i) a proceeding commenced; and
 - (ii) a step in a proceeding taken, on or after the [commencement date of these Rules](#); and
 - (b) the [Previous UCR](#) continue to govern a step in a proceeding taken between the [commencement date and the commencement date of these Rules](#).
- (7) If the time to commence or take a step in a proceeding under the [Previous UCR](#) has not expired as at the [commencement date of these Rules](#), the time to commence or take a step in the proceeding continues to be governed by the [Previous UCR](#) (unless these Rules provide for a longer time).

1.5—Object

The object of these Rules is to facilitate the just, efficient, timely, cost-effective and proportionate resolution or determination of the issues in proceedings governed by these Rules.

Notes—

Section 3 of the *Legislation Interpretation Act 2021* generally applies the provisions of the Act to “legislative instruments”.

These Rules are a “legislative instrument” within the meaning of the *Legislation Interpretation Act 2021*.

Section 14 of the *Legislation Interpretation Act 2021* provides that, in interpreting a provision of an Act or a legislative instrument, the interpretation that best achieves the purpose or object of the Act or the instrument (whether or not that purpose or object is expressly stated in the Act or instrument) is to be preferred to any other interpretation.

1.6—Application of Rules

- (1) Subject to the following subrules, these Rules apply to all proceedings in the Supreme Court, District Court, Magistrates Court, Youth Court, Environment, Resources and Development Court, and Court of Disputed Returns other than an [excluded proceeding](#).
- (2) A provision of these Rules appearing under a heading referring to a specified Court or Courts only applies as a rule of the specified Court or Courts and does not apply to proceedings in another Court.
- (3) When a specific set of Rules applies to a proceeding and there is a conflict between a provision of the specific set of Rules and a provision of these Rules, the provision of the specific set of Rules applies to the exclusion of the provision of these Rules.

Note—

Examples of specific sets of Rules are the *Corporations Rules 2003* and the *Probate Rules 2015*.

- (4) These Rules do not apply to a [minor civil action](#) in the Magistrates Court unless Chapter 24 otherwise provides.

Part 2—Interpretation

2.1—Definitions

- (1) In these Rules, unless the contrary intention appears—
the **Act** means—
 - (a) in the context of or in respect of the Supreme Court—the *Supreme Court Act 1935*;
 - (b) in the context of or in respect of the District Court—the *District Court Act 1991*;
 - (c) in the context of or in respect of the Magistrates Court—the *Magistrates Court Act 1991*;
 - (d) in the context of or in respect of the Youth Court—the *Youth Court Act 1993*;
 - (e) in the context of or in respect of the Environment, Resources and Development Court—the *Environment, Resources and Development Court Act 1993*;

action means any one of a claim, cross claim or originating application;

address for service—see [rule 44.1](#);

alternative dispute resolution process means a process in which parties attempt to resolve, narrow or make a more efficient determination of disputes the subject of a proceeding or potential proceeding, with or without the involvement of a neutral party, including (without limitation) a pre-action meeting, settlement conference, mediation, conciliation or judicial intimation;

appeal—see [rule 211.1](#);

appellant—see [rule 211.1](#);

appellate proceeding—see rule 211.1;

applicant—see rule 21.1;

associate judge includes an auxiliary associate judge;

associate justice includes an auxiliary associate justice;

authorised witness—see rule 31.9;

business day means a day other than a Saturday, Sunday or public holiday;

by consent means with the written consent or consent given orally in court of all other affected parties;

CAA website means the website operated by the Courts Administration Authority to which the public has access;

cause of action means a set of facts by reason of which (subject to any defence or the exercise of discretion by a court) a person is entitled to relief in a claim;

Chief Judge means the Chief Judge of the District Court;

Chief Judicial Officer means—

- (a) in respect of the Supreme Court—the Chief Justice;
- (b) in respect of the District Court—the Chief Judge;
- (c) in respect of the Magistrates Court—the Chief Magistrate;
- (d) in respect of the Youth Court—the Judge of the Youth Court;
- (e) in respect of the Environment, Resources and Development Court—the Senior Judge of the Environment, Resources and Development Court;
- (f) in respect of the Court of Disputed Returns—the Chief Judge of the District Court;

Chief Justice means the Chief Justice of the Supreme Court;

Chief Magistrate means the Chief Magistrate of the Magistrates Court;

claim means a claim as described in rule 51.2 and, unless the context otherwise indicates, includes a cross claim;

Claim means a Claim as described in rule 63.1 and, unless the context otherwise indicates, includes a Cross Claim;

Claim documents—see rule 63.3;

close of pleadings means, unless the Court otherwise orders, the earlier of the date on which a reply to a defence is due or is filed when there is no other extant claim or cross claim in respect of which a reply to a defence is not yet due and has not yet been filed;

commencement date means the date on which the Previous UCR came into effect;

commissioner includes an auxiliary commissioner;

the commencement date of these Rules means the date on which these Rules come into effect under rule 1.2;

company means a company as defined by section 9 of the *Corporations Act 2001* (Cth);

construction claim means a claim relating to building, construction or engineering (whether seeking monetary relief or otherwise) and includes a professional negligence claim against a building, construction or engineering expert or certifying authority;

corporations cross-vesting provisions means Part 9.6A Division 1 Subdivision C of the *Corporations Act 2001* (Cth);

the **Court** means the Supreme Court, District Court, Magistrates Court, Youth Court, Environment, Resources and Development Court, or Court of Disputed Returns as applicable and, when the context indicates, means a judicial officer having power to act in the manner the subject of the relevant provision of these Rules;

the **Court of Appeal** means the Court of Appeal as defined in section 5(1) of the *Supreme Court Act 1935*;

court officer means a judicial officer or a non-judicial officer of the Court;

cross appeal—see rule 211.1;

cross claim means a claim in which an existing party seeks final relief from the Court against another existing party or a person who is not an existing party and encompasses a counter claim, third party claim and contribution claim;

Cross Claim means a Cross Claim as described in rule 65.3;

Cross claim documents—see rule 65.5;

cross-vesting legislation means the *Jurisdiction of Courts (Cross-Vesting) Act 1987* and counterpart legislation of the other States and the Commonwealth;

directions hearing means any hearing in a proceeding other than a trial or hearing at which the proceeding is or may be finally determined;

document—see definition in section 4 of the *Legislation Interpretation Act 2021*;

Electronic System—see rule 13.5;

email service—see rule 42.2;

enforcement process means—

- (a) an application for a summons, warrant or order; or
- (b) a summons, warrant or order,

made under or governed by Chapter 17 of these Rules;

ERD Court or **Environment, Resources and Development Court** means the Environment, Resources and Development Court of South Australia;

evidentiary material means a document or thing of evidentiary value and includes a document or thing that the Court determines should be produced to determine whether it has evidentiary value;

excluded proceeding means—

- (a) a criminal proceeding being a proceeding against a person for an offence including (without limitation) a committal proceeding, a proceeding in relation to bail and a proceeding in relation to sentence;
- (b) a proceeding under the *Intervention Orders (Prevention of Abuse) Act 2009*; or
- (c) a proceeding governed by the criminal rules of the Supreme Court, District Court, Magistrates Court or Youth Court;

expert—see [rule 74.1](#);

expert report—see [rule 74.1](#);

freezing order—see [rule 112.14](#);

in chambers means a hearing, determination or the making of an order or judgment by a judicial officer in the judicial officer's chambers or in a courtroom as if in the judicial officer's chambers whether in the presence or absence of the parties;

in court means a hearing, determination or the making of an order or judgment by a judicial officer in a courtroom or via audio visual or telephone link, except one in a courtroom as if in the judicial officer's chambers;

interested party—see [rule 21.1](#) and [rule 21.5](#);

joint interest means a joint as opposed to a several interest (regardless of whether there is a concurrent several interest);

judge includes an auxiliary judge;

judgment debtor—see [rule 201.1](#);

judicial officer means—

- (a) in respect of the Supreme Court—a Justice, Auxiliary Justice, Associate Justice, Auxiliary Associate Justice or Judicial Registrar of the Court or a Registrar exercising power of the Court conferred by [rule 11.1](#);
- (b) in respect of the District Court—a Judge, Auxiliary Judge, Associate Judge, Auxiliary Associate Judge or Judicial Registrar of the Court or a Registrar exercising power of the Court conferred by [rule 11.2](#);
- (c) in respect of the Magistrates Court—a Magistrate, Auxiliary Magistrate or Judicial Registrar of the Court or a Registrar exercising power of the Court conferred by [rule 11.3](#);
- (d) in respect of the Youth Court—the Judge, Auxiliary Judge or Judicial Registrar of the Court or a Registrar exercising power of the Court;
- (e) in respect of the ERD Court—a Judge, Auxiliary Judge, Associate Judge, Auxiliary Associate Judge, Commissioner or Judicial Registrar of the Court or a Registrar exercising judicial power of the Court conferred by [rule 11.5](#);
- (f) in respect of the Court of Disputed Returns—a Judge or Auxiliary Judge;

justice included an auxiliary justice;

law firm means a law practice within the meaning of the *Legal Practitioners Act 1981* and includes—

- (a) the Crown Solicitor, Australian Government Solicitor, Office of the Director of Public Prosecutions or any other government body practicing as solicitors;
- (b) the Legal Services Commission, Aboriginal Legal Rights Movement, a community legal centre or any other body providing legal aid services practising as solicitors; and
- (c) an in-house government, corporate or other solicitor;

Note—

It is the responsibility of a solicitor practising as a law firm to ensure that the solicitor is lawfully entitled to so practice under the *Legal Practitioners Act 1981*. For example, section 51 of that

Act identifies which legal practitioners are entitled to practise before a State court or tribunal on behalf, amongst others, of the State Government, State Government bodies, the Legal Services Commission, community legal centres or the Law Society.

lawyer means a law firm, solicitor working in a law firm or barrister;

Law Society means the Law Society of South Australia;

Legal Practitioners Act means the *Legal Practitioners Act 1981*;

liquidated claim—see [rule 142.1](#);

list of documents—see [rule 73.1](#);

litigation guardian—see [rule 23.6](#);

LPEAC means the Legal Practitioners Education and Admission Council;

Magistrate includes an auxiliary magistrate;

minor civil action means a minor civil action in the Magistrates Court within the meaning of section 3 of the *Magistrates Court Act 1991*;

minor civil review means a review in the District Court of a minor civil action governed by section 38(6) to (9) of the *Magistrates Court Act 1991*;

monetary claim—see [rule 142.1](#);

monetary judgment—see [rule 201.1](#);

non-monetary judgment—see [rule 201.1](#);

original service—see [rule 42.11](#);

originating application—see [rule 51.3](#);

Originating Application—see [rule 82.1](#);

Originating Application documents—see [rule 82.3](#);

originating process means a Claim, Cross Claim or Originating Application and includes a document required to be filed or served at the same time (including a statement of claim, statement of facts issues and contentions, supporting affidavit or notice);

overarching obligations—see [rule 3.1](#) and [rule 3.2](#);

party means an applicant, appellant, respondent (including a third or subsequent party) or interested party in a proceeding or appellate proceeding;

party title—see [rule 21.1](#);

personal injury claim means a claim for damages for physical or mental injury (including contraction of a disease) sustained by a person or arising out of the death of a person;

personal service—see [rule 42.1](#);

person under a legal incapacity means a person—

- (a) under the age of 18 years;
- (b) who, because of a mental or physical disability or illness, is not capable of managing their participation in a proceeding; or
- (c) whose affairs are administered (wholly or in part) under a law for the protection of persons suffering from mental or physical disabilities;

pleading means a statement of claim, statement of cross claim, defence, reply, statement of facts issues and contentions, response to statement of facts issues and contentions or a pleading subsequent to another pleading;

post service—see rule 42.3;

power, when used in the context of a reference to possession, custody and power, means that it lies within the person’s power to obtain immediate possession of the document or thing in question or to control their disposition, whether or not the power is one that would be recognised at law or equity;

prescribed forms—see rule 31.3(1) and (4);

Previous Rules means—

- (a) in the context of the Supreme Court—the *Supreme Court Civil Rules 2006* and the *Supreme Court Civil Supplementary Rules 2014* and the *Supreme Court Fast Track Rules Adoption Rules 2014* and the *Supreme Court Fast Track Supplementary Rules Adoption Rules 2014*;
- (b) in the context of the District Court—the *District Court Civil Rules 2006* and the *District Court Civil Supplementary Rules 2014* and the *District Court Fast Track Rules Adoption Rules 2014* and the *Local Government Court of Disputed Returns Rules 2000* and the *District Court Fast Track Supplementary Rules Adoption Rules 2014*;
- (c) in the context of the Magistrates Court—the *Magistrates Court (Civil) Rules 2013*;

Probate Registrar means Registrar of Probates or an acting Registrar, a deputy Registrar of Probates or an acting deputy Registrar;

proceeding means a proceeding other than an excluded proceeding, and includes—

- (a) a cross claim as well as a claim;
- (b) an originating application;
- (c) an online application, a caveat, renunciation or citation governed by Chapter 25;
- (d) a proceeding seeking review of an administrative decision notwithstanding that it may be called an “appeal” by a statute; and
- (e) where the context requires—an appellate proceeding;

registered body means a registered body as defined by section 9 of the *Corporations Act 2001* (Cth);

a Registrar means—

- (a) in respect of the Supreme Court—the Registrar, a Deputy Registrar or a person acting as the Registrar or a Deputy Registrar of the Court;
- (b) in respect of the District Court—the Registrar, a Deputy Registrar, or a person acting as the Registrar or a Deputy Registrar of the Court;
- (c) in respect of the Magistrates Court—the Principal Registrar, a Registrar, a Deputy Registrar or a person acting as the Principal Registrar, a Registrar or a Deputy Registrar of the Court;
- (d) in respect of the Youth Court—the Registrar, a Deputy Registrar, or a person acting as the Registrar or a Deputy Registrar of the Court;

- (e) in respect of the ERD Court—the Registrar, a Deputy Registrar, or a person acting as the Registrar or a Deputy Registrar of the Court;
- (gf) in respect of the Court of Disputed Returns—the Registrar, a Deputy Registrar, or a person acting as the Registrar or a Deputy Registrar of the District Court;

the Registrar means—

- (a) in respect of the Supreme Court—the Registrar of the Court and includes a person to whom a function of the Registrar has been delegated;
- (b) in respect of the District Court—the Registrar of the Court and includes a person to whom a function of the Registrar has been delegated;
- (c) in respect of the Magistrates Court—the Principal Registrar of the Court and includes a person to whom a function of the Principal Registrar has been delegated;
- (d) in respect of the Youth Court—the Registrar of the Court and includes a person to whom a function of the Registrar has been delegated;
- (e) in respect of the ERD Court—the Registrar of the Court and includes a person to whom a function of the Registrar has been delegated;
- (f) in respect of the Court of Disputed Returns—the Registrar of the District Court and includes a person to whom a function of the Registrar has been delegated;

respondent—see [rule 21.1](#);

responsible solicitor in a proceeding—see [rule 25.3](#);

return date means the hearing date for an originating application as shown on the Originating Application or, if no such date is shown, as provided in the notice of hearing issued by the Registrar;

the Rules or ***these Rules*** means the *Uniform Civil Rules 2020* (including the Schedules);

search order—see [rule 112.2](#);

Senior Judge means the Senior Judge of the ERD Court;

settlement conference—see [rule 131.2](#);

sheriff—see [rule 201.1](#);

short form statement of claim—see [rule 63.1](#);

standard costs basis—see [rule 191.1](#);

a ***State*** means a State of Australia, the Northern Territory or the Australian Capital Territory;

the State means the State of South Australia;

statement of claim means a statement of claim as described in [rule 63.1](#) or [rule 63.2](#) and, unless the context otherwise indicates, includes a short form statement of claim and a statement of cross claim;

statement of cross claim means a statement of cross claim as described in [rule 65.3](#);

statute includes—

- (a) an Act within the meaning of the *Legislation Interpretation Act 2021* and, where applicable, legislation of another polity that would be an Act if made in or under the laws of South Australia;
- (b) a statutory instrument within the meaning of the *Legislation Interpretation Act 2021* and, where applicable, an instrument of another polity that would be a statutory instrument if made in or under the laws of South Australia;
- (c) these Rules and any other applicable rules of court; and
- (d) a provision of such an Act, statutory instrument or rules of court;

step in a proceeding or appellate proceeding includes a document filed, process is sued, action taken or order made in the proceeding;

subpoena—see [rule 156.1](#);

taxation—see [rule 191.1](#);

taxation process means the process of taxing costs in a proceeding under Chapter 16 Part 5;

third party—see [rule 21.1](#);

third party claim means a claim in which an existing party seeks final relief from the Court against a person other than an existing party;

trial means a hearing of an action or of a separate issue in an action;

tribunal means the South Australian Employment Tribunal, the South Australian Civil and Administrative Tribunal, the Legal Practitioners Disciplinary Tribunal or the Police Disciplinary Tribunal;

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

written evidence—see [rule 154.9](#).

- (2) In these Rules, unless the contrary intention appears, a term defined in the [Act](#) that is not defined in these Rules has the same meaning when used in these Rules in respect of the Court governed by the [Act](#).

Notes—

Section 7 of the *Legislation Interpretation Act 2021* provides that, if a word or phrase has a defined meaning, other parts of speech and grammatical forms of the word or phrase have, unless the contrary intention appears, corresponding meanings.

A term that is defined in this rule or at the beginning of a Chapter, Part or Division is underlined to indicate that it is a defined term, unless it is a commonly used term. However, an underlined term may bear a different meaning to the defined meaning where the context so indicates.

Commonly used terms are:

action

appeal

appellant

appellate proceeding

applicant

claim

the *Court*

cross appeal
cross claim
document
Electronic System
expert
interested party
judicial officer
law firm
lawyer
Legal Practitioners Act
list of documents
originating application
party
prescribed form
proceeding
respondent
the Rules or these Rules
sheriff
State
the State
statement of claim
statement of cross claim
statute
step
subpoena
taxation

2.2—Calculation of time

- (1) This rule applies to the calculation of time fixed by or under these Rules or an order of the Court and is subject to manifestation of a contrary intention.
- (2) A reference to a **day** is a reference to a calendar day.
- (3) If time is fixed by reference to a date or event, the day of the date or on which the event occurs is not to be counted.

Examples—

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

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

- (4) When the time for a document to be filed is fixed prospectively, if that period would otherwise end on a day when the Registry is closed, that period is extended to end on the next day on which the Registry is open.

Supreme Court and District Court

- (5) Time does not run between 25 December and 1 January for the purpose of the period fixed by these Rules for filing a defence to a claim or a response or responding affidavit to an originating application or for filing a notice of appeal or review governed by Chapter 18.

2.3—Interpretation

- (1) In these Rules—
- (a) all headings are part of these Rules; and
 - (b) notes, examples and references to prescribed forms are part of these Rules.

Note—

Section 19 of the *Legislation Interpretation Act 2021* identifies material that, subject to any express provision to the contrary, does and does not form part of a legislative instrument.

- (2) In these Rules, unless the contrary intention appears—
- (a) if the word “or” appears at the end of the penultimate item in a list, all of the preceding items in the list are to be read as if the word “or” appeared at the end of each; and
 - (b) if the word “and” appears at the end of the penultimate item in a list, all of the preceding items in the list are to be read as if the word “and” appeared at the end of each.

Note—

Sections 6 to 20 of the *Legislation Interpretation Act 2021* contain rules of construction. Those rules of construction apply to these Rules subject to manifestation of a contrary intention

2.4—Statutory equivalent language

In these Rules, unless the contrary intention appears—

- (a) if an applicable statute refers to a plaintiff in a proceeding, a reference in these Rules to an applicant in a proceeding is to be understood as a reference to a plaintiff;
- (b) if an applicable statute refers to a defendant in a proceeding, a reference in these Rules to a respondent in a proceeding is to be understood as a reference to a defendant;
- (c) if an applicable statute refers to adjudication of costs, a reference in these Rules to taxation of costs is to be understood as a reference to adjudication of costs;
- (d) if an applicable statute refers to permission to appeal or to take a step in a proceeding, a reference in these Rules to leave to appeal or leave to take a step in a proceeding is to be understood as a reference to permission to appeal or to take a step in a proceeding; and
- (e) if an applicable statute refers to a summons as [originating process](#) for the institution of an action, a reference in these Rules to a claim or originating application as [originating process](#) for the institution of an action is to be understood as a reference to a summons as [originating process](#) for the institution of an action.

Part 3—Overarching obligations of parties and lawyers

3.1—Overarching obligations

- (1) A party or a person appearing or required to appear before the Court must in relation to a proceeding or an appellate proceeding—
 - (a) act honestly;
 - (b) not engage in misleading conduct;
 - (c) not take a step that is frivolous, vexatious or an abuse of process;
 - (d) not make an assertion or response to an assertion for which they do not, on the material available at the time, have a proper basis;
 - (e) not take a step unless they reasonably believe that it is necessary to facilitate the resolution or determination of the proceeding;
 - (f) cooperate with the other parties and with the Court in relation to the conduct of the proceeding;
 - (g) use reasonable endeavours to resolve, or alternatively narrow the scope of, a dispute in or the subject of the proceeding by agreement;
 - (h) use reasonable endeavours to ensure that the time and costs incurred are reasonable and proportionate to—
 - (i) the importance and value of the subject matter of the proceeding or step in the proceeding; and
 - (ii) the complexity of the issues in the proceeding or step in the proceeding;
 - (i) comply with these Rules and orders made by the Court;
 - (j) be prepared for and ready to proceed with a hearing, [directions hearing](#) or [trial](#) at the appointed time; and
 - (k) use reasonable endeavours to act promptly and minimise delay.
- (2) A lawyer acting or appearing for a party, or a person exercising subrogated rights (including an insurer or indemnifier) in respect of, or who is otherwise entitled to exercise control or influence over, a party (by reason of providing litigation funding or otherwise), must, in relation to a proceeding or an appellate proceeding—
 - (a) act in accordance with subrule (1); and
 - (b) not engage in conduct that causes or permits that party to act contrary to subrule (1).

3.2—Breach of obligations

- (1) In exercising any power in relation to a proceeding or appellate proceeding, the Court may take into account a failure by a person to comply with the obligations imposed by [rule 3.1](#) (*overarching obligations*).
- (2) The Court may make such order as it thinks fit in the interests of justice by reason of a failure by a person to comply with [overarching obligations](#).
- (3) For example, the Court may—
 - (a) order that a person who has failed to comply with [overarching obligations](#) take or not take specified steps to remedy or mitigate the failure;

- (b) order that a person who has failed to comply with [overarching obligations](#) pay costs of any person arising from the failure; or
- (c) make any other or further order to avoid or mitigate the prejudice suffered by a person arising from the failure.

Part 4—Power of Chief Judicial Officer to vary rules

4.1—Emergency power

- (1) This rule applies if—
 - (a) the State or Federal Government declares, or exercises powers based on there being, the existence of emergency conditions; or
 - (b) the [Chief Judicial Officer](#) determines that emergency conditions affecting the Court or the community justify exercise of the power conferred by this rule.
- (2) When this rule applies, the [Chief Judicial Officer](#) may vary any provision of these Rules in a manner and for a time that is necessary or desirable to deal with the emergency conditions giving rise to the existence of the power conferred by this rule.
- (3) A variation under subrule (2) may apply to—
 - (a) a particular proceeding or class of proceedings;
 - (b) a particular party or class of parties;
 - (c) a particular lawyer or class of lawyers; or
 - (d) a particular step or class of steps.
- (4) [The Registrar](#) must publish any variation made under this rule on the [CAA website](#).

Chapter 2—The Court

Part 1—Jurisdiction

Note—

This Part addresses original jurisdiction. Appellate jurisdiction is addressed in Chapter 18.

11.1—Original jurisdiction—Supreme Court

- (1) Subject to section 48(2)(a) of the *Supreme Court Act 1935* and these Rules, the jurisdiction of the Supreme Court may be exercised by a Judge in all proceedings.
- (2) The jurisdiction of the Supreme Court exercisable by a Judge, except the jurisdiction to hear a contempt charge or when a statute otherwise provides, may be exercised by an Associate Justice or Judicial Registrar in all proceedings, except that a trial of a claim can only be heard and determined by an Associate Justice or Judicial Registrar if—
 - (a) the [Chief Justice](#) so directs; or
 - (b) all parties consent.

Note—

Section 7(2) of the *Supreme Court Act 1935* provides that, subject to any statute, the Associate Justices and judicial registrars have the power, authority and jurisdiction conferred on them under any statute and under the rules of court. Section 48(2)(c) provides that the jurisdiction vested in the court may be exercised by an Associate Justice or judicial registrar to the extent authorised by any statute or by the rules of court.

- (3) The testamentary causes jurisdiction of the Supreme Court may be exercised by the Probate Registrar.
- (4) The jurisdiction of the Supreme Court—
 - (a) to tax costs under Chapter 16 Part 5 may be exercised by [a Registrar](#) in a proceeding or class of proceedings if the [Chief Justice](#) so directs;
 - (b) to tax costs under Chapter 20 Part 12 Division 2 may be exercised by [a Registrar](#) in a proceeding or class of proceedings if the [Chief Justice](#) so directs;
 - (c) to make orders under the *Enforcement of Judgments Act 1991* may be exercised by [a Registrar](#); or
 - (d) to make orders or judgments [by consent](#) may be exercised by [a Registrar](#).

Notes—

Section 72(1)(i) of the *Supreme Court Act 1935* provides that rules of court may be made for conferring on the registrar or other member of the non-judicial staff of the court the power to adjudicate costs.

Clause 41(1) of Schedule 3 to the *Legal Practitioners Act 1981* provides that the power of the Court to adjudicate and settle a bill for costs may be exercised by [the Registrar](#).

Section 18(1) of the *Enforcement of Judgments Act 1991* provides that a court may, by its rules, delegate any of its powers under that Act to officers of a class designated in the delegation.

- (5) [A Registrar](#) may refer a matter in respect of which they have jurisdiction to an Associate Justice.
- (6) An Associate Justice may refer a matter in respect of which the Associate Justice has jurisdiction to a Judge.

- (7) The jurisdiction of the Supreme Court to finally hear and determine—
- (a) an application to admit a person as a solicitor and barrister of the Court under section 15 of the Legal Practitioners Act; or
 - (b) a disciplinary proceeding under section 89 of the Legal Practitioners Act or in the inherent jurisdiction of the Court,
- is to be exercised by 3 Judges of the Court sitting in banco.
- (8) A Judge may order that the jurisdiction of the Supreme Court to hear and determine all or part of a proceeding exercisable by a Judge is to be exercised instead by 3 Judges of the Court sitting in banco.

Note—

A single judge can make interlocutory orders or interim orders.

11.2—Original jurisdiction—District Court

- (1) The jurisdiction of the District Court, except the jurisdiction to hear a contempt charge or when a statute otherwise provides, may be exercised by an Associate Judge or Judicial Registrar in all proceedings, except that a [trial](#) of a claim can only be heard and determined by an Associate Judge or Judicial Registrar if—
- (a) the [Chief Judge](#) so directs; or
 - (b) all parties consent.

Note—

Section 20(1)(b) of the *District Court Act 1991* provides that, subject to that section, if a matter lies within a jurisdiction of the Court conferred by any statute or the rules on Associate Judges, the Court may be constituted of an Associate Judge. Section 51(1)(b) empowers the Court to make rules authorising the Associate Judges or Judicial Registrars to exercise any part of the jurisdiction of the Court. Section 16C(1) provides that Judicial Registrars may exercise such jurisdiction of the Court as assigned by the [Chief Judge](#) or the rules.

- (2) The jurisdiction of the District Court—
- (a) to tax costs under Chapter 16 Part 5 may be exercised by [a Registrar](#) in a proceeding or class of proceedings if the [Chief Judge](#) so directs;
 - (b) to make orders under the *Enforcement of Judgments Act 1991* may be exercised by [a Registrar](#); or
 - (c) to make orders or judgments [by consent](#) may be exercised by [a Registrar](#).

Notes—

Section 51 of the *District Court Act 1991* authorises the making of rules regulating the business of the Court and the duties of the various officers of the Court and regulating costs.

Section 18(1) of the *Enforcement of Judgments Act 1991* provides that a court may, by its rules, delegate any of its powers under that Act to officers of a class designated in the delegation.

- (3) [A Registrar](#) may refer a matter in respect of which they have jurisdiction to an Associate Judge.
- (4) An Associate Judge may refer a matter in respect of which the Associate Judge has jurisdiction to a Judge.

11.3—Original jurisdiction—Magistrates Court

- (1) The jurisdiction of the Magistrates Court, except the jurisdiction to hear a contempt charge or when a statute otherwise provides, may be exercised by a Judicial Registrar in all proceedings.

Note—

Section 7A(2) of the *Magistrates Court Act 1991* provides that the Court may be constituted of a special justice in defined cases, including if there is no Magistrate or Judicial Registrar available.

- (2) The jurisdiction of the Magistrates Court—
- (a) to tax costs under Chapter 16 Part 5 may be exercised by [a Registrar](#) in a proceeding or class of proceedings if the [Chief Magistrate](#) so directs;
 - (b) to make orders under the *Enforcement of Judgments Act 1991* may be exercised by [a Registrar](#); or
 - (c) to make orders or judgments [by consent](#) may be exercised by [a Registrar](#).

Notes—

Section 49 of the *Magistrates Court Act 1991* authorises the making of rules regulating the business of the Court and the duties of the various officers of the Court and regulating costs.

Section 18(1) of the *Enforcement of Judgments Act 1991* provides that a court may, by its rules, delegate any of its powers under that Act to officers of a class designated in the delegation.

- (3) [A Registrar](#) may refer a matter in respect of which they have jurisdiction to a Judicial Registrar or Magistrate.
- (4) A Judicial Registrar may refer a matter in respect of which the Judicial Registrar has jurisdiction to a Magistrate.
- (5) A waiver by the parties of the monetary limit on the jurisdiction of the Magistrates Court may be effected by—
 - (a) a notice in writing signed by a party and filed at Court; or
 - (b) oral consent expressed by a party at a hearing,
 provided that every party expresses consent to the waiver.

Note—

Section 8(2) of the *Magistrates Court Act 1991* provides that the parties to an action may waive any monetary limit on the civil jurisdiction of the Court.

11.4—Original jurisdiction—Youth Court

The jurisdiction of the Youth Court, except the jurisdiction to hear a contempt charge or when a statute otherwise provides, may be exercised by a Judicial Registrar in all proceedings.

Note—

Section 15(1) of the *Youth Court Act 1993* provides that, subject to the Act, the Court, when sitting to adjudicate on any matter, must be constituted of the Judge of the Court, a Magistrate or a Judicial Registrar.

Section 10C of the *Youth Court Act 1993* provides that judicial registrars may exercise such jurisdiction of the Court as assigned by the Judge of the Court or the rules.

Section 14(7) of the *Youth Court Act 1993* provides that a registrar may issue summonses and warrants on behalf of the Court; adjourn proceedings or exercise any procedural or non-judicial powers assigned by the rules.

11.5—Original jurisdiction—ERD Court

- (1) In addition to any other powers conferred upon an [Associate Judge](#) by these Rules or otherwise, an Associate Judge of the Court has jurisdiction to—
 - (a) with the consent of all parties to the action, make any order which the Court is empowered to make in that action;
 - (b) make an interim or interlocutory order or issue an interim or interlocutory injunction;
 - (c) make an order requiring a party to produce particulars, a list of relevant documents or specified documents pursuant to [Part 4 of Chapter 15](#);
 - (d) make an order for substituted service or any other order relating to the service of documents;
 - (e) when the Court has made an order for costs against a party, tax the costs to be paid pursuant to such order;
 - (f) order any party to a proceeding before the Court to give security for the payment of costs or make any other order in relation thereto or pursuant to section 39 of the *Environment, Resources and Development Court Act 1993*;
 - (g) make an order remitting or reducing any court fees to be paid by a party in accordance with subsection 45(2) of the *Environment, Resources and Development Court Act 1993*;
 - (h) preside at a conference conducted pursuant to section 16 of the *Environment, Resources and Development Court Act 1993*, and may, whilst so presiding, refer any questions of law to a Judge of the Court for determination;
 - (i) adjourn any matter set for hearing or list any matter for hearing, including making an order for the early hearing of any matter;
 - (j) settle an order of the Court (either final, interlocutory or interim) and direct that such order be sealed.
- (2) When exercising any of the powers conferred by this rule or by any of these Rules, an [Associate Judge](#) shall constitute the Court.

Note—

Section 14(1) of the *Environment, Resources and Development Court Act 1993* provides that, subject to that section the Senior Judge may determine that the Court be constituted of a Judge, Magistrate, Commissioner or Judicial Registrar sitting alone; or by two or more Commissioners sitting together; or by a Judge, a Commissioner and a Magistrate or another Commissioner.

11.6—Original jurisdiction—Court of Disputed Returns

Note—

Section 103(1) of the *Electoral Act 1985* provides that the Supreme Court is the Court of Disputed Returns. Section 103(2) of the *Electoral Act 1985* provides that the jurisdiction of the Supreme Court when sitting as the Court of Disputed Returns is exercisable by a single judge.

Section 67(2) of the *Local Government (Elections) Act 1993* provides that the Court of Disputed Returns is constituted of a District Court Judge.

Clause 18(2) of Schedule 1 to the *First Nations Voice Act 2023* provides that the Court of Disputed Returns is constituted of a District Court Judge.

11.7—Exercise of jurisdiction

- (1) The jurisdiction of the Court may be exercised [in chambers](#) in all proceedings.

Note—

[Rule 15.3](#) addresses the exercise of the discretion to hear a matter [in court](#) or [in chambers](#).

- (2) The Court may make orders in a proceeding for the appointment of—
- (a) an assessor when a statute authorises or requires the appointment of an assessor, including the manner in which the assessor is to assist in the decision-making function of the Court;
 - (b) an arbitrator, including the scope of the matter referred to the arbitrator for [trial](#) and the powers of the Court that may be exercised by the arbitrator;
 - (c) an expert, including the scope of the matter referred to the expert for investigation and report and the powers of the Court that may be exercised by the expert.

Notes—

Section 71 of the *Supreme Court Act 1935* provides that the Court may in any matter call in the aid of one or more assessors and try and hear such matter wholly or partially with the assistance of such assessors. Section 20(4) of the *District Court Act 1991* and section 7B of the *Magistrates Court Act 1991* address the appointment of assessors when an Act conferring jurisdiction provides that the Court is to sit with assessors in exercising that jurisdiction.

Section 66 of the *Supreme Court Act 1935*, section 33 of the *District Court Act 1991* and section 28 of the *Magistrates Court Act 1991* provide that the Court may refer a civil proceeding or any issues arising in a civil proceeding for [trial](#) by an arbitrator.

Section 67 of the *Supreme Court Act 1935*, section 34 of the *District Court Act 1991* and section 29 of the *Magistrates Court Act 1991* provide that the Court may refer any question arising in a civil proceeding for investigation and report by a referee who is an expert in the relevant field.

11.8—Allocation of jurisdiction

The [Chief Judicial Officer](#) may determine that certain types of proceedings or hearings will ordinarily be heard by certain types of judicial officers.

Note—

Appellate jurisdiction is addressed in Chapter 18 Part 2.

11.9—Assessors and arbitrators—Supreme, District and Magistrates Courts

The Court may make orders in a proceeding for the appointment of—

- (a) an assessor when a statute authorises or requires the appointment of an assessor, including the manner in which the assessor is to assist in the decision-making function of the Court;
- (b) an arbitrator, including the scope of the matter referred to the arbitrator for [trial](#) and the powers of the Court that may be exercised by the arbitrator;

Notes—

Section 71 of the *Supreme Court Act 1935* provides that the Court may in any matter call in the aid of one or more assessors and try and hear such matter wholly or partially with the assistance of such assessors. Section 20(4) of the *District Court Act 1991* and section 7B of the *Magistrates*

Court Act 1991 address the appointment of assessors when an Act conferring jurisdiction provides that the Court is to sit with assessors in exercising that jurisdiction.

Section 66 of the *Supreme Court Act 1935*, section 33 of the *District Court Act 1991* and section 28 of the *Magistrates Court Act 1991* provide that the Court may refer a civil proceeding or any issues arising in a civil proceeding for [trial](#) by an arbitrator.

11.10—Experts—Supreme, District, Magistrates and ERD Courts

The Court may make orders in a proceeding for the appointment of an expert, including the scope of the matter referred to the expert for investigation and report and the powers of the Court that may be exercised by the expert.

Notes—

Section 67 of the *Supreme Court Act 1935*, section 34 of the *District Court Act 1991*, section 29 of the *Magistrates Court Act 1991* and section 27 of the *Environment, Resources and Development Act 1993* provide that the Court may refer any question arising in a proceeding for investigation and report by a referee who is an expert in the relevant field.

Part 2—Judicial powers

12.1—General powers

- (1) The Court may on its own initiative, or on application by any person, make any order that it considers appropriate in the interests of justice.
- (2) For example, the Court may—
 - (a) order that a provision of these Rules not apply or apply in a modified way or dispense with compliance (whether before or after compliance is or was required);
 - (b) make an order that is inconsistent with or in lieu of a provision of these Rules;
 - (c) fix or vary the time fixed by or under a provision of these Rules or a court order;
 - (d) make an order subject to conditions;
 - (e) specify consequences of an event referred to in, or of non-compliance with, an order;
 - (f) make or refuse any order sought by a person or make a different order;
 - (g) make an order on its own initiative;
 - (h) set aside a step taken in a proceeding in breach of these Rules or an order, or for other cause;
 - (i) direct [the Registrar](#) to do or not to do a thing;
 - (j) make an order about a proceeding not yet instituted;
 - (k) make an order about the form of a document to be filed, including imposing additional requirements about the filing or form of documents;
 - (l) order the amendment of, or itself amend, a document;
 - (m) order that a document be uplifted and removed from the file;
 - (n) order production of a document notwithstanding that a lawyer or other person claims a lien over it;
 - (o) order the stay of a proceeding, of a step in or order made in a proceeding, or of enforcement of a judgment or order; or

- (p) make any order as to costs.
- (3) Without affecting the generality of subrule (1), the Court may give directions about the procedure to be followed in a proceeding—
 - (a) when these Rules do not address or address fully a procedural matter that arises in a proceeding;
 - (b) to resolve uncertainty about the correct procedure to be adopted, including commencing a proceeding or appellate proceeding; or
 - (c) in any other case, when the Court thinks fit.
- (4) The conferral by these Rules of specific powers on the Court does not affect the generality of the power conferred by this rule.

12.2—Regard to object of Rules

- (1) The Court may, in making orders, have regard to the object of these Rules.
- (2) For example, the Court may have regard to—
 - (a) the nature and complexity of the issues in the proceeding or appellate proceeding or step;
 - (b) the importance and value (monetary or non-monetary) of the subject matter of the proceeding or appellate proceeding or step;
 - (c) the time and cost incurred in the proceeding or appellate proceeding or step;
 - (d) the proportionality between the time and cost incurred in and the importance and value of the subject matter of the proceeding or appellate proceeding or step;
 - (e) the proportionality between the time and cost incurred in and the complexity of the issues in the proceeding or appellate proceeding or step;
 - (f) the desirability of early resolution by agreement of disputes the subject of or in proceedings;
 - (g) the efficient conduct of the business of the Court;
 - (h) the efficient use of judicial and administrative resources;
 - (i) the extent to which the parties have undertaken pre-action steps;
 - (j) the extent to which a person has complied with [overarching obligations](#); or
 - (k) any prejudice that may be caused to a person as a consequence of making or not making, or the terms of, an order.

Part 3—Administration

Division 1—General

13.1—Chief Judicial Officer

- (1) The [Chief Judicial Officer](#) may delegate any administrative function conferred on the [Chief Judicial Officer](#) to another judicial officer.
- (2) A delegation under subrule (1)—
 - (a) must be by instrument in writing;
 - (b) may be absolute or conditional;

- (c) does not derogate from the power of the [Chief Judicial Officer](#) to act in any matter; and
 - (d) is revocable at will.
- (3) A function delegated under subrule (1) may, if the instrument of delegation so provides, be further delegated.

Notes—

Section 9A(2) of the *Supreme Court Act 1935* provides that the [Chief Justice](#) is responsible for the administration of the Court. Section 10(1) provides for the Governor to appoint an Acting [Chief Justice](#). Section 10(2)(b) provides that any power or duty attached to the office of the [Chief Justice](#) by or under an Act devolves during the absence or inability of the [Chief Justice](#) on the most senior puisne judge available if there is no Acting [Chief Justice](#).

Section 11(2) of the *District Court Act 1991* provides that the [Chief Judge](#) is responsible for the administration of the Court. Section 11AA(1) provides for the Governor to appoint an Acting [Chief Judge](#). Section 11AA(2)(b) provides that any power or duty attached to the office of the [Chief Judge](#) by or under an Act devolves during the absence or inability of the [Chief Judge](#) on the most senior puisne judge available if there is no Acting [Chief Judge](#).

Section 11(2) of the *Magistrates Court Act 1991* provides that the [Chief Magistrate](#) is responsible for the administration of the Court. Section 11(3) of the *Magistrates Court Act 1991* and section 6B of the *Magistrates Act 1983* provide for the [Chief Magistrate](#) or the Governor to appoint an Acting Chief Magistrate and provide that responsibility for administration of the Court devolves on the Acting Chief Magistrate during the absence or inability of the [Chief Magistrate](#).

Section 10(1) of the *Youth Court Act 1993* provides that the [Judge](#) is responsible for the administration of the Court. Section 10(8) of the *Youth Court Act 1993* provides for the Governor to appoint a District Court Judge as Acting Judge of the Court.

Section 8(3) of the *Environment, Resources and Development Act 1993* provides that the Senior [Judge](#) is responsible for the administration of the Court. Section 8(7) of the *Environment, Resources and Development Court Act 1993* provides for the Governor to appoint a District Court Judge as Acting Judge of the Court.

13.2—Registrar

- (1) [The Registrar](#) must establish systems—
- (a) for filing documents in the Court and serving documents;
 - (b) for issuing the Court’s process;
 - (c) for communication within the Court and between the Court and other persons;
 - (d) for listing hearings and [trials](#);
 - (e) for creation, retention and destruction of official records of the Court;
 - (f) for receipt, retention and return or destruction of documents and things—
 - (i) tendered in proceedings;
 - (ii) produced in response to a subpoena; or
 - (iii) otherwise delivered into the custody of the Court; and
 - (g) for controlled access by judicial and non-judicial officers and other persons to court records.

Notes—

Section 82(3) of the *Supreme Court Act 1935* provides that [the Registrar](#) is the Court's principal administrative officer. Section 82(4) provides that [the Registrar](#) is subject to the control and direction of the [Chief Justice](#).

Section 18(1) of the *District Court Act 1991* provides that [the Registrar](#) is the Court's principal administrative officer. Section 19 provides that [the Registrar](#) is responsible to the [Chief Judge](#) for the proper and efficient discharge of his or her duties.

Section 13(1) of the *Magistrates Court Act 1991* provides that the Principal Registrar is the Court's chief administrative officer. Section 14 provides that the Principal Registrar is responsible to the [Chief Magistrate](#) for the proper and efficient discharge of his or her duties.

Section 12(1) of the *Youth Court Act 1993* provides that the Registrar is the Court's principal administrative officer. Section 13 of the *Youth Court Act 1993* provides that the administrative staff are responsible to the Judge of the Court.

Section 14(1)(a) of the *Environment, Resources and Development Act 1993* provides that the Registrar is the Court's chief administrative officer. Section 14(4) of the *Environment, Resources and Development Act 1993* provides that the administrative staff are responsible to the Senior Judge for the proper and efficient discharge of their duties.

- (2) If a statute assigns an administrative function to the Court, the function is to be carried out by [the Registrar](#).
- (3) [The Registrar](#) may delegate any specific administrative function conferred on [the Registrar](#) by these Rules to another officer of the Court indefinitely or for such period and subject to such conditions as [the Registrar](#) thinks fit.
- (4) A delegation under subrule (3)—
 - (a) must be by instrument in writing;
 - (b) may be absolute or conditional;
 - (c) does not derogate from the power of the delegating officer to act in any matter; and
 - (d) is revocable at will.
- (5) A person who wishes to ask the Court to carry out an administrative function must file an application to [the Registrar](#) in the prescribed form.

Prescribed form—

Form 76 [Application to Registrar](#)

Notes—

See also the specific forms prescribed for specific proceedings by [rule 13.11](#), [rule 142.2](#) and [rule 156.17](#).

If these Rules require a proceeding to be instituted by filing an application to [the Registrar](#) in the prescribed form without identifying a specific form, the prescribed form is Form 76 Application to Registrar.

13.3—Registrar may seek directions

- (1) [The Registrar](#) may refer to the Court any question arising in the course of the performance of an administrative function.
- (2) The Court may on such referral—
 - (a) give such directions as it thinks fit; or
 - (b) assume control of the matter.

13.4—Review of exercise of function by Registrar

- (1) The Court may, on application by a person having an interest in the exercise or on its own motion, review an exercise of administrative power by [the Registrar](#) and may make such orders as it thinks fit with respect to the matter in relation to which the power was exercised.
- (2) An application for review must be made as soon as practicable, and in any event within 7 days, after the exercise of power the subject of the application—
 - (a) if the application is an originating document—by filing a notice of review in the prescribed form referred to in rule 214.2 with the respondent shown as the Registrar.
 - (b) otherwise—by filing an interlocutory application and supporting affidavit in accordance with rule 102.1.

Notes—

An exercise, either at first instance by [the Registrar](#) or by a Magistrate, Associate Judge, Associate Justice or Judge on review under this rule, of administrative power (as opposed to judicial power) is not subject to appeal.

An appeal against an exercise by [a Registrar](#) of the Court's jurisdiction under Chapter 2 Part 1 (relating to the taxation of costs or enforcement of judgments) is governed by Chapter 18 Part 6 and not by this rule.

- (3) An application for review under subrule (2) may not be made if the exercise of administrative power by [the Registrar](#) was pursuant to a direction by the Court under [rule 13.3](#).
- (4) Unless the Court otherwise orders and subject to subrule (5), an application for review under subrule (2) will be listed for hearing before—
 - (a) a Magistrate in the Magistrates Court;
 - (b) an Associate Judge in the District Court;
 - (c) an Associate Justice in the Supreme Court;
 - (d) a Magistrate in the Youth Court;
 - (e) an Associate Judge in the ERD Court;
 - (f) a Judge in the Court of Disputed Returns.
- (5) A review may be determined without a hearing if the judicial officer conducting the review thinks fit.

Division 2—Electronic court management system

13.5—Establishment and operation

- (1) [The Registrar](#) must establish an electronic court management system (*Electronic System*) to perform such of [the Registrar](#)'s general functions (including those referred to in [rule 13.2](#)) and for use by judicial and non-judicial officers of the Court and external users as [the Registrar](#) determines.
- (2) For example, the Electronic System may enable—
 - (a) the creation, filing or service of documents in electronic form;
 - (b) the use of electronic signatures by parties, lawyers or other persons;
 - (c) the electronic issue of the Court's process;

- (d) the use of electronic signatures by judicial or non-judicial officers, sheriff's officers or other persons performing functions on behalf of the Court;
 - (e) communications between users and the Court in electronic form;
 - (f) the electronic listing of hearings, [directions hearings](#) and [trials](#);
 - (g) the creation, retention or deletion of electronic records of proceedings in the Court;
 - (h) the receipt, retention or deletion of electronic documents tendered in proceedings, produced in response to a subpoena or otherwise produced to the Court; or
 - (i) controlled access by internal or external users to court records.
- (3) [The Registrar](#) may determine that it is mandatory that all or specified classes of documents lodged for filing by all or specified classes of persons be filed electronically via the Electronic System and to that extent the Registry will not accept physical documents for filing.
 - (4) The Electronic System may be established by [the Registrar](#) in conjunction with other courts.
 - (5) If it is mandatory for a person to file a document electronically via the Electronic System, [the Registrar](#) or the Court may waive that requirement if and to such extent and on such conditions as [the Registrar](#) or the Court thinks fit.

13.6—Registered users

- (1) [The Registrar](#) may only permit a person other than a judicial or non-judicial officer of a court participating in the Electronic System to have access to the Electronic System if the person is a registered user.
- (2) [The Registrar](#) may establish a system for a person to become a registered user and may exercise a general discretion whether to admit a person as a registered user.
- (3) [The Registrar](#) may impose conditions on the use of the Electronic System by registered users, a class of registered users or individual registered users.
- (4) [The Registrar](#) may cancel the registration of a person if, in the opinion of [the Registrar](#), the person—
 - (a) is not a fit and proper person to be a registered user;
 - (b) should not have been admitted as a registered user; or
 - (c) has breached a condition of the terms of use of the Electronic System published by [the Registrar](#) on the Electronic System's portal or CAA website.

13.7—Originals of documents uploaded into Electronic System

- (1) A party who uploads a document electronically to the Electronic System (whether self-represented or represented by a law firm) undertakes to the Court that the document uploaded is identical to the original document.
- (2) A law firm who uploads a document electronically to the Electronic System undertakes to the Court that the document uploaded is identical to the original document.
- (3) A document comprising or including an affidavit or statutory declaration uploaded electronically to the Electronic System must be uploaded by scanning the original

bearing the original signature of the deponent and attesting witness and not by scanning a copy.

- (4) A registered user who uploads a document comprising or including an affidavit or statutory declaration electronically to the Electronic System undertakes to the Court—
 - (a) that the document uploaded is the original document bearing the original signature of the deponent and attesting witness and not a copy;
 - (b) to retain possession of the original document until finalisation of the proceeding and any appeal and expiration of any appeal period; and
 - (c) to produce the original document upon request by the Court.

13.8—Official record of the Court

- (1) If a document is filed with, or issued by, the Court in electronic form or converted by the Court by scanning or otherwise into electronic form, the document in electronic form represents the official record.
- (2) If no electronic version of a document is created by the Court, the physical document is the official record.

Division 3—Registry

13.9—Registry hours

- (1) [The Registrar](#) must determine when the Registry is to be open for business.
- (2) [The Registrar](#) must establish procedures for a party or lawyer to request the performance of a function by the Registry (relating to the filing of an urgent document or listing of an urgent hearing or otherwise), upon payment of the prescribed fee, when the Registry is not open for business.
- (3) [The Registrar](#) must publish the opening hours and procedures referred to in this rule on the [CAA website](#).

Division 4—Access to court documents

13.10—Document access

[The Registrar](#) must establish practices and procedures—

- (a) determining what information or documents in respect of a proceeding are accessible to parties, lawyers, members of the public or any other class of persons; and
- (b) for a person to request access to information or documents or copies of documents in respect of a proceeding (when applicable on payment of a fee).

Division 5—Court fees

13.11—Remission or reduction

- (1) An application for remission or reduction of the fee to institute a proceeding must be made by an application to [the Registrar](#) for remission or reduction of fees in the prescribed form lodged at the Registry.
- (2) An application for remission or reduction of a fee otherwise payable in an existing proceeding must be made by filing in that proceeding an application to [the Registrar](#) for remission or reduction of fees in the prescribed form.

Prescribed form—

Part 4—Divisions

14.1—Supreme Court

These Rules govern proceedings in the original and appellate jurisdictions.

14.2—District Court

- (1) These Rules govern proceedings in the Civil, Criminal Injuries and Administrative and Disciplinary Divisions of the Court.
- (2) The [Chief Judge](#) may give directions relating to the assignment of proceedings to a division of the Court, the assignment of judicial officers to manage and hear proceedings in a division of the Court, or the administration of a division of the Court.

Note—

Section 7 of the *District Court Act 1991* divides the Court into 4 divisions being the Civil, Criminal Injuries and Administrative and Disciplinary Divisions as well as the Criminal Division. These Rules do not govern proceedings in the Criminal Division.

14.3—Magistrates Court

- (1) These Rules govern proceedings in the Civil (General Claims), Civil (Consumer and Business) and Civil (Minor Claims) Divisions of the Court.
- (2) The [Chief Magistrate](#) may give directions relating to the assignment of proceedings to a division of the Court, the assignment of judicial officers to manage and hear proceedings in a division of the Court, or the administration of a division of the Court.

Note—

Section 7 of the *Magistrates Court Act 1991* divides the Court into 5 divisions being the Civil (General Claims), Civil (Consumer and Business) and Civil (Minor Claims) Divisions as well as the Criminal and Petty Sessions Divisions. These Rules do not govern proceedings in the Criminal Division or, other than reviews of decisions of the Chief Recovery Officer under the *Fines Enforcement and Debt Recovery Act 2017*, the Petty Sessions Division.

Part 5—Hearings

Division 1—Hearings

15.1—Determination without hearing

The Court may make orders or grant judgment in a proceeding without conducting a hearing if—

- (a) it is [by consent](#);
- (b) a determination is to be made on written submissions;
- (c) judgment has been reserved after hearing submissions; or
- (d) the Court determines that to do so would not prejudice any party.

15.2—Hearings ordinarily in presence of parties

- (1) Hearings are ordinarily held in the presence of the parties or their lawyers, whether physically, by audio visual link or by telephone conference.
- (2) The Court may conduct a hearing or direct that a hearing be conducted [without notice](#) to or in the absence of a party (including a party's lawyer) if—

- (a) the party does not yet have an [address for service](#);
- (b) the Court determines that the hearing does not affect the party;
- (c) the party has been excused from attending the hearing or, having been given notice of it, does not attend the hearing;
- (d) the hearing is to determine whether to make an interim order having effect pending a subsequent hearing at which the party may attend;
- (e) the Court determines that the risk that another party will otherwise suffer prejudice justifies that course;
- (f) the Court determines that the risk that the party (or party's lawyer) will disrupt the hearing justifies that course; or
- (g) the Court determines that it is in the interests of justice to do so.

15.3—Hearings ordinarily in court in public

- (1) Hearings are ordinarily held in a place open to the public.
- (2) The Court may conduct a hearing [in chambers](#) if it considers it necessary or desirable to preserve the health of the participants or that it is otherwise in the interests of justice to do so.
- (3) The Court may, on its own motion or on application by any person, order that specified persons, or all persons except those specified, absent themselves from a hearing under section 69 of the *Evidence Act 1929*.

15.4—Appearance by audio visual link or telephone

- (1) The Court may direct or permit one or more participants (parties, lawyers and witnesses) to appear at a hearing remotely by audio visual link or by telephone.

Note—

Appearance remotely is an exception to the general rule that appearances of parties, lawyers and witnesses is in person and a remote appearance therefore needs to be justified in the circumstances.

- (2) Unless the Court otherwise orders, the costs incurred by the Court in conducting an audio visual hearing at the request of a party must be paid by the requesting party.

Remote appearance by party or lawyer

- (3) A request for a party or lawyer to appear by audio visual link or by telephone must be made by—

- (a) an interlocutory application in the prescribed form;

Prescribed form—

Form 77 Interlocutory Application

- (b) oral application at a prior hearing;
 - (c) ticking the remote appearance box on a form filed using the Electronic System; or
 - (d) email sent to the chambers of the judicial officer before whom the hearing is to be conducted.
- (4) A request under subrule (3) must identify the reason why the party or lawyer seeks to appear remotely rather than in person.

- (5) A request under subrule (3) must be made to the Court in sufficient time before the hearing to allow the Court to decide whether to allow the request and, if so, make appropriate arrangements.
- (6) If the Court is unable to contact the party or lawyer at any time within 15 minutes after the time appointed for the hearing at the nominated facility or by the nominated telephone number, the party or lawyer will be regarded as having failed to appear at the hearing for the purposes of these Rules.

Remote appearance by witness

- (7) An application for a witness to appear by audio visual link or by telephone must be made by—
 - (a) an interlocutory application in the prescribed form supported by an affidavit in the prescribed form; or
 - Prescribed forms—**
 - Form 77 Interlocutory Application
 - Form 12 Affidavit
 - (b) oral application at a prior hearing.
- (8) An application under subrule (7) must identify the reason why the requesting party seeks that the witness appear remotely rather than in person.
- (9) An application under subrule (7) must be made to the Court—
 - (a) in sufficient time before the hearing to allow the Court to decide whether to allow the application and, if so, make appropriate arrangements; and
 - (b) in any event at least seven days before the hearing at which the evidence is to be given.

15.5—Recording events in court

- (1) Unless the Court otherwise orders and subject to the following subrules, the making in a court of a record of persons, things or events is not permitted.
- (2) This rule does not apply to court staff acting in the course of their office or employment.
- (3) Subject to subrules (4) and (5)—
 - (a) a party to a proceeding being heard by the Court, a lawyer, law clerk, student or bona fide member of the media may make a handwritten or electronic note of persons, things or events in a 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 a court permitted by subrule (3) must—
 - (a) be made in a manner that does not interfere with the proceedings, court decorum or the Court’s sound system or other technology; and
 - (b) not involve speech or otherwise generate sound.
- (5) Any audio recording made by a bona fide member of the media under subrule (3)(b) must—
 - (a) not record any private conversation in a court;

- (b) not be made available to any other person or used for any other purpose; and
 - (c) be erased within 48 hours of the recording.
- (6) In this rule, **record** means a record by any means whatsoever, including without limitation handwriting, other physical means, audio or visual recording or an electronic record.

15.6—Electronic communications in court

- (1) Unless the Court otherwise orders and subject to the following subrules, communication using an electronic device to and from a court during proceedings is not permitted.
- (2) This rule does not apply to court staff acting in the course of their office or employment.
- (3) Subject to subrules (4) and (5)—
 - (a) a party to a proceeding being heard by the Court or a lawyer may communicate using an electronic device to and from a court during proceedings; and
 - (b) a bona fide member of the media may communicate using an electronic device to and from a court during proceedings for the sole purpose of reporting on proceedings.
- (4) Any electronic communication permitted by subrule (3) must—
 - (a) be made in a manner that does not interfere with the proceedings, court decorum or the Court’s sound system or other technology; and
 - (b) not involve speech or otherwise generate sound.
- (5) Any electronic communication of evidence adduced or a submission made in a proceeding by a bona fide member of the media permitted by subrule (3)(b) must not be made until at least 15 minutes have elapsed since the later of—
 - (a) the evidence or submission being given or made; and
 - (b) the Court ruling on any application for suppression or objection made in relation to the evidence or submission within that period of 15 minutes.
- (6) In this rule, **electronic device** means any device capable of transmitting or receiving information, audio, video or other matter (including without limitation a cellular phone, computer, personal digital assistant or audio or visual camera).

15.7—Attire

- (1) The [Chief Judicial Officer](#) may determine what comprises appropriate attire for lawyers or other persons appearing or attending in a court.
- (2) [The Registrar](#) must publish any such determinations on the [CAA website](#).

15.8—Facilities in court

If a party or lawyer will require any special facilities for an appearance or attendance at a directions hearing, hearing or trial, they must notify the Registry in sufficient time for the facilities (if available) to be arranged.

Examples—

Examples of special facilities are the need for an interpreter, an audio visual link, equipment to play an audio visual recording, hearing enhancement facilities or wheelchair access.

15.9— Requirement to produce hard copies

If a party intends to put to a witness or tender in evidence a document at trial or a hearing, the party must provide to the Court two hard copies of that document at or before the time of putting or tender.

Division 2—Listing of hearings**15.10—Listing practices**

The Registrar must establish practices and procedures determining—

- (a) when different types of hearings in different types of proceedings will be listed in the ordinary course (in the absence of a special request, special circumstances or an order of the Court); and
- (b) how hearings are to be listed when they are to be listed in consultation with the parties.

Part 6—Communication with Court**16.1—Email and telephone communications**

- (1) [The Registrar](#) must establish protocols relating to communications by email or telephone between parties or their lawyers and the Court.
- (2) [The Registrar](#) must publish the protocols referred to in this rule on the [CAA website](#).

Chapter 3—Parties and representation

Part 1—Parties

Division 1—Type

21.1—Party types

- (1) Parties to an action are either applicants, respondents or interested parties.
- (2) An **applicant** is a party (whenever joined) seeking final relief from the Court in the action.
- (3) A **respondent** is a party (whenever joined)—
 - (a) against whom final relief is sought from the Court in the action; or
 - (b) whose interests may be directly and adversely affected by the orders sought in the action.
- (4) An **interested party** is a party (whenever joined) who should be given the opportunity to be heard in relation to the proceeding or who must be joined to be bound by the result.

Examples—

In a dispute between landlord and tenant under section 35(3) of the *Housing Improvement Act 2016*, the Minister is entitled to be heard and must be joined as an interested party under [rule 239.1](#) even though no relief is sought against the Minister and the Minister is not directly or adversely affected.

In a proceeding seeking rectification of the real property Register Book, the Registrar-General may need to be bound by the result even though the Registrar is not directly or adversely affected and no relief is sought against the Registrar. The Registrar would be joined as an interested party.

Notes—

An interested party may choose not to participate in the proceeding, or to participate only to a limited extent, but this will not affect the proceeding as between applicant and respondent.

The costs rules that apply as between applicant and respondent do not apply as between applicant and interested party. If the interested party does not participate in the proceeding, no costs order will ordinarily be made as between applicant and interested party. Even if the interested party does participate, costs will not necessarily follow the event due to the limited role of an interested party in contrast to the role of a respondent.

These Rules do not provide for an intervenor. A person who would have been an intervenor under the [Previous Rules](#) will be an interested party under these Rules.

- (5) A **third party** is a respondent to a cross claim who is a new party to the proceeding; a **fourth party** is a respondent to a cross claim by a [third party](#) who is a new party to the proceeding; and so on.
- (6) Each party to a proceeding in the nature of a claim is designated as Applicant, Respondent, Third Party, Fourth Party etc in the proceeding according to the party's role in or in respect of the action in which the party is originally joined and notwithstanding that the party may have a different role in a cross claim in the proceeding.

Examples—

An applicant in a claim who is a respondent to a cross claim retains the title of “Applicant” for the purpose of the proceeding as a whole including the cross claim.

A respondent to a cross claim who is not a party to the claim but brings a cross claim against a fourth party retains the title of “Third Party” for the purpose of the proceeding as a whole including the cross claim.

- (7) When there are multiple parties of the same party type (for example, 2 applicants), the first named party of that type is designated as the First [Party Type] and so on.
- (8) The **party title** for a particular party is the number (when applicable) and type of that party.

Example—

A claim is brought by 3 applicants John Doe, Jane Doe and Doe Pty Ltd against 2 respondents Ann Jones and Fred Smith. Ann Jones joins ABC Pty Ltd as a [third party](#). ABC Pty Ltd joins XYZ Pty Ltd as a fourth party

The party titles are—

John Doe	First Applicant
Jane Doe	Second Applicant
Doe Pty Ltd	Third Applicant
Ann Jones	First Respondent
Fred Smith	Second Respondent
ABC Pty Ltd	Third Party
XYZ Pty Ltd	Fourth Party

- (9) The Court may at any stage order that the [party title](#) of a party be changed.

Division 2—Capacity

21.2—Party in particular capacity

- (1) This rule applies to—
 - (a) a personal representative of a deceased estate (executor or administrator);
 - (b) a trustee of a trust;
 - (c) a bankruptcy trustee of a bankrupt estate, administrator in respect of a debt agreement and controlling trustee in respect of a personal insolvency agreement under or governed by the *Bankruptcy Act 1966* (Cth) or similar legislation of any jurisdiction; and
 - (d) a liquidator, administrator, receiver and receiver and manager of an incorporated body under or governed by the *Corporations Act 2001* (Cth) or *Associations Incorporation Act 1985* or similar legislation of any jurisdiction.
- (2) If a person to whom this rule applies is a party to a proceeding or appellate proceeding in a particular capacity, the person and the person’s capacity form part of the party name.
- (3) The beneficiaries or other persons interested in an estate or subject matter of a proceeding or appellate proceeding brought by a party to which this rule applies need not be joined as parties to the proceeding (but the Court may make an order joining any such person as a party on such conditions as it thinks fit).
- (4) A person may be a party to a proceeding or appellate proceeding in more than one capacity.

Example—

A person may be an applicant in one capacity and a respondent or interested party in another capacity in a claim.

- (5) The Court may at any stage order a change in the capacity of a party to a proceeding on such conditions as it thinks fit.

Division 3—Multiple parties**21.3—Multiple applicants**

- (1) An action may be brought by 2 or more applicants if—
- (a) they rely on a joint or several [cause of action](#) or jointly or severally seek the same orders against the same respondent;
 - (b) they each rely on a [cause of action](#) or seek orders against the same respondent arising out of the same transaction or event or series of transactions or events; or
 - (c) the Court gives leave or so orders.
- (2) Any person who has a [joint interest](#) with an applicant in—
- (a) a [cause of action](#) in an action;
 - (b) orders sought in an action; or
 - (c) the subject matter of an action,
- must be joined as an applicant in the action unless—
- (d) that person does not consent to being joined as an applicant in the action, and is joined by the applicant as an interested party; or
 - (e) the Court otherwise orders.

Note—

If multiple applicants are not represented by a law firm and wish to authorise one applicant to file documents on their behalf, they will need to file an authorisation notice: see [rule 25.7](#).

21.4—Multiple respondents

- (1) An action may be brought against 2 or more respondents (including a third or subsequent party) if—
- (a) an applicant relies on a [cause of action](#) or seeks the same orders against them jointly or severally;
 - (b) the [cause of action](#) or orders sought against them arise out of the same transaction or event or series of transactions or events;
 - (c) the same question of law or fact will arise in determining the action; or
 - (d) the Court gives leave or so orders.
- (2) Any person who has a [joint interest](#) with a respondent in respect of—
- (a) a [cause of action](#) in an action;
 - (b) orders sought in an action; or
 - (c) the subject matter of an action,
- must be joined as a respondent unless the Court otherwise orders.

Note—

If multiple respondents are not represented by a law firm and wish to authorise one respondent to file documents on their behalf, they will need to file an authorisation notice: see [rule 25.7](#).

21.5—Multiple interested parties

- (1) An action may be brought naming 2 or more interested parties.
- (2) Any person who has a [joint interest](#) with an interested party in respect of—
 - (a) a [cause of action](#) in an action;
 - (b) orders sought in an action; or
 - (c) the subject matter of an action,
 must be joined as an interested party unless the Court otherwise orders.

Part 2—Change of parties**Division 1—Joinder and disjoinder****22.1—Joinder of parties**

- (1) The Court may at any stage order the joinder of a party to a proceeding or appellate proceeding on such conditions as it thinks fit.
- (2) Unless the Court otherwise orders, a person may only be joined as an applicant or appellant if the person consents to being so joined.
- (3) An application by a person to be joined as a party must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (4) The Court may order that a proceeding or appellate proceeding be treated as having been commenced by or against or in respect of the joined party on a date specified by the order.

Note—

If a [cause of action](#) by or against the newly joined party would be statute barred, see [rule 69.2](#) or [rule 84.1](#).

22.2—Substitution or addition of parties

- (1) If the interest or liability of a party the subject of a proceeding or appellate proceeding (the **old party**) passes to another person (the **new party**) during the proceeding, whether by assignment, transmission, devolution or otherwise, the Court may at any stage either—
 - (a) order the substitution of the new party for the old party on such conditions as the Court thinks fit; or
 - (b) order the addition of the new party (in addition to the old party) on such conditions as the Court thinks fit.
- (2) Unless the Court otherwise orders, a person may only be substituted or added as an applicant or appellant if the person consents to being so substituted or added.
- (3) Unless the Court otherwise orders, the proceeding or appellate proceeding will be treated as having been commenced by or against or in respect of the new party when the old party became a party.

- (4) Unless the Court otherwise orders, any step taken or thing done in the proceeding before the substitution or addition has the same effect in relation to the new party as it had in relation to the old party.

22.3—Removal of parties

The Court may at any stage, on such conditions as it thinks fit, order the removal of a party in a proceeding or appellate proceeding if the party—

- (a) was never a necessary or proper party to the proceeding; or
- (b) is no longer a necessary or proper party to the proceeding.

22.4—Errors

- (1) A proceeding or appellate proceeding is not invalid merely due to an error in the joinder or name of a party, including (without limitation)—
 - (a) an error in the name, description or capacity of a party;
 - (b) the non-joinder of a necessary or proper party; or
 - (c) the joinder of a party who should not have been joined.
- (2) The Court may make such orders on such conditions as it thinks fit in respect of an error of joinder or name of a party.

Division 2—Death of party

22.5—Death of party

- (1) If a person is dead when an action or appellate proceeding is instituted naming the person as a party, the proceeding is irregular but not invalid.
- (2) If a party dies after an action or appellate proceeding is instituted but before it is finally determined, the proceeding becomes irregular but is not invalid.
- (3) If subrule (1) or (2) applies, the Court may—
 - (a) if provision is made by a statute for the proceeding to be brought or continued by or against an insurer in the event of the party's death—make an order substituting the insurer for the party;
 - (b) if a cause of action or right to seek relief or appeal survives under the general law—make an order substituting the personal representative of the estate for the party (irrespective of whether probate or administration has been granted or re-sealed in the State);
 - (c) if a cause of action or right to seek relief or appeal survives under the general law—make an order appointing a representative of the estate for the purpose of the proceeding;
 - (d) dismiss the action or appellate proceeding; or
 - (e) make any other or further order as it thinks fit.

Part 3—Particular parties

Division 1—Partnerships and unincorporated associations

23.1—Introduction

- (1) In this Division, unless the contrary intention appears—

relevant time means—

- (a) in the case of a claim—when the [cause of action](#) arose;
 - (b) in the case of an originating application—when the partnership or unincorporated association is joined as a party to the proceeding; or
 - (c) in any case—such other time as the Court may order.
- (2) To avoid doubt, this Division does not prevent partners or members of an unincorporated association being named in a proceeding in their individual names.
 - (3) To avoid doubt, this Division applies to proceedings—
 - (a) between a partnership or unincorporated association and a past or present partner or member;
 - (b) between a partnership or unincorporated association and a non-member; or
 - (c) between different partnerships or between different unincorporated associations.
 - (4) To avoid doubt, when a partnership or unincorporated association is a party to a proceeding pursuant to this Division, any order or judgment will be made in the name of the partnership or unincorporated association.

Note—

For the enforcement of judgments and orders against a party in the name of a partnership or unincorporated association, see Chapter 17 Part 2.

23.2—Partnership name

- (1) This rule applies to a partnership comprising 3 or more partners at the [relevant time](#) that has not been dissolved when the action is instituted.

Note—

If a partnership comprises 2 partners, they must sue or be sued in their own names and not the partnership name.

- (2) An action may be brought by persons making a claim or originating application, and an appellate proceeding may be brought by persons, as partners in the name of the partnership as at the [relevant time](#).
- (3) An action may be brought against respondents or name interested parties who are alleged to be liable or interested, and an appellate proceeding may be brought against persons, as partners in the name of the partnership as at the [relevant time](#).
- (4) An action or appellate proceeding by or against a partnership in the partnership name under this rule must show the party name as “[partnership name] (a partnership)”.

23.3—Unincorporated association name

- (1) An action may be brought by persons making a claim or originating application, and an appellate proceeding may be brought by persons, as members of an unincorporated association in the name of the association as at the [relevant time](#).
- (2) An action may be brought against respondents or naming interested parties who are alleged to be liable or interested, and an appellate proceeding may be brought against persons, as members of an unincorporated association in the name of the association as at the [relevant time](#).

- (3) An action or appellate proceeding by or against an unincorporated association in the unincorporated association name under this rule must show the party name as “[association name] (an unincorporated association)”.

23.4—Disclosure of members

- (1) A party may by written notice require a party to a proceeding or appellate proceeding joined in the name of a partnership or unincorporated association to disclose the name and address of each person who was a partner or member at the [relevant time](#).
- (2) A party who receives such a notice must within 14 days file and serve on each other party to the proceeding a notice disclosing the name and address of each person who was a partner or member at the [relevant time](#).
- (3) The Court may at any stage order that a party to a proceeding or appellate proceeding joined in the name of a partnership or unincorporated association file and serve a notice disclosing the name and address of each person who was a partner or member at a specified time and, if it thinks fit, that the notice be verified on oath.
- (4) If a party fails to comply fully with an obligation imposed by subrule (1) or (2) or an order made under subrule (3), the Court may make such orders as it thinks fit.

23.5—Dispute about identity of members

- (1) A person alleged to be a partner or member of a partnership or unincorporated association that is a party to a proceeding or appellate proceeding pursuant to this Division may apply to be joined as an additional party if the person disputes that the person was a partner or member at the [relevant time](#).
- (2) For the purpose of a proceeding, the Court may, if it thinks fit, determine at a separate [trial](#) or hearing or by way of summary judgment whether a person was—
 - (a) a partner;
 - (b) a member of a partnership; or
 - (c) an unincorporated association.

Division 2—Persons under legal incapacity

23.6—Definitions

In this Division, unless the contrary intention appears—

eligible persons—see [rule 23.7](#);

guardian certificate means a certificate in the prescribed form signed by a proposed litigation guardian certifying that—

- (a) the person for whom the proposed litigation guardian consents to act is a person under a legal incapacity, identifying that person’s date of birth and, when applicable, details of their mental disability or illness rendering them incapable of managing their participation in a proceeding;
- (b) the proposed litigation guardian is eligible to be a litigation guardian for the person under a legal incapacity in the proceeding;
- (c) the proposed litigation guardian does not and would not have an interest in the proceeding adverse to the person under a legal incapacity;
- (d) the proposed litigation guardian understands the rights and obligations of a litigation guardian; and

- (e) the proposed litigation guardian consents to acting as litigation guardian for the person under a legal incapacity in the proceeding;

Prescribed form

Form 26 Guardian Certificate

litigation guardian means a person acting as a litigation guardian under rule 23.8 or 23.9;

23.7—Eligibility to be litigation guardian

- (1) Subject to subrule (2), the following persons are eligible to be a litigation guardian (*eligible persons*) for a person under a legal incapacity:
 - (a) a parent or guardian of the person under a legal incapacity;
 - (b) a holder of an enduring power of attorney authorising the person to act on behalf of the person under a legal incapacity;
 - (c) the Public Trustee of South Australia or an equivalent Public or State Trustee of another State or a licensed trustee company within the meaning of Part 5D of the *Corporations Act 2001* (Cth) having authority to manage the affairs of the person under a legal incapacity that extends to acting as litigation guardian in the proceeding; or
 - (d) a person approved by the Court.
- (2) A person is not an eligible person if—
 - (a) the person is a person under a legal incapacity;
 - (b) unless the Court otherwise orders, the person has or would have an interest in the proceeding adverse to that of the person under a legal incapacity; or
 - (c) the Court so orders.

23.8—Proceeding by person under legal incapacity

- (1) Subject to subrules (5) to (8), unless the Court otherwise orders, an action or appellate proceeding by a person under a legal incapacity must be brought by an eligible person as litigation guardian for the person under a legal incapacity.
- (2) An eligible person may bring an action or appellate proceeding as litigation guardian for a person under a legal incapacity if a guardian certificate is filed by the person immediately after filing of the originating process.
- (3) The statement of claim in a claim or supporting affidavit in an originating application brought by a litigation guardian must disclose the nature of the incapacity and, when a child, the date of birth of the person under a legal incapacity.
- (4) The Court may at any stage appoint a person who signs a guardian certificate as a litigation guardian for an applicant in a claim or originating application or appellant in an appellate proceeding (including in addition to or instead of any existing litigation guardian) or remove any litigation guardian on such conditions and make such consequential or transitional orders as the Court thinks fit.
- (5) A person who is 16 or 17 years old may bring an originating application for authorisation of or consent to marriage under section 12 or 16 of the *Marriage Act 1961* (Cth).

Note—

See rule 295.1.

- (6) A person who is 17 years old may bring an originating application to appeal against a provisional licence disqualification under section 81BB of the *Motor Vehicles Act 1959*.

Note—

See [rule 244.9](#).

- (7) A person who seeks to be approved by the Court as a litigation guardian pursuant to rule 23.7(1)(d) may either—
- (a) institute a proceeding seeking such approval by originating application supported by an affidavit; or
 - (b) institute the substantive proceeding as litigation guardian in anticipation of such approval and file at the same time as the originating process an interlocutory application seeking such approval with a request that it be made specially returnable together with guardian certificate.
- (8) If a prospective litigation guardian proceeds under subrule (7)(b)—
- (a) the institution of the substantive proceeding is conditional on the Court subsequently granting approval or appointing another person as litigation guardian or determining that the applicant is not a person under a legal capacity and that the applicant is to have the conduct of the substantive proceeding; and
 - (b) the originating documents may, but are not required to, be served on the other parties to the substantive proceeding before the application for approval has been determined.

23.9—Proceeding against or naming person under legal incapacity

- (1) Subject to subrule (2), an action or appellate proceeding may only be instituted against a [person under a legal incapacity](#) by naming both the person and a [litigation guardian](#) for the person as a respondent or interested party and filing a [guardian certificate](#) at the same time.

Note—

An applicant who seeks to institute a proceeding against a [person under a legal incapacity](#) will be required to obtain a [guardian certificate](#) from an [eligible person](#) as [litigation guardian](#) for the [person under a legal incapacity](#) prior to instituting the proceeding.

- (2) A proceeding may be instituted against a [person under a legal incapacity](#) without naming a [litigation guardian](#), but no further steps may be taken against or in respect of the person unless and until a [litigation guardian](#) is appointed.
- (3) The Court may at any stage appoint a person who signs a [guardian certificate](#) as [litigation guardian](#) for a respondent or interested party in a proceeding (including in addition to or instead of any existing [litigation guardian](#)) or remove any [litigation guardian](#) on such conditions and make such consequential or transitional orders as the Court thinks fit.

23.10—Constitution and conduct of proceeding

- (1) A proceeding by or against a [person under a legal incapacity](#) for whom there is a [litigation guardian](#) is to show the name of the party as “[name of person under a legal incapacity] by litigation guardian [name of litigation guardian]”.

- (2) The [person under a legal incapacity](#) is treated as the substantive party to the proceeding and the [litigation guardian](#) is treated as a quasi-attorney for the [person under a legal incapacity](#).

Note—

The role and responsibilities of [litigation guardians](#) are governed by general law principles.

- (3) Unless the Court otherwise orders, a [litigation guardian](#) may take any step in a proceeding that could be taken by the [person under a legal incapacity](#) if the person had capacity to act in their own right.
- (4) Unless the Court otherwise orders, any right or liability to receive or pay costs in a proceeding vests in the [person under a legal incapacity](#) and not in the [litigation guardian](#).
- (5) This rule does not affect the question whether a [litigation guardian](#) is entitled to be indemnified out of the assets of a [person under a legal incapacity](#).

Note—

For compromises of proceedings to which a [person under a legal incapacity](#) is a party, see [rule 134.2](#).

23.11—Failure to appoint litigation guardian

- (1) A failure to appoint a [litigation guardian](#) does not invalidate a proceeding by or against a [person under a legal incapacity](#).
- (2) On becoming aware that a party is a [person under a legal incapacity](#), the Court may make such orders concerning steps taken to date in the proceeding as it thinks fit on such conditions as it thinks fit, including (without limitation) orders to—
- (a) set aside or vary any step taken in the proceeding; or
 - (b) set aside or vary any order made or judgment granted in the proceeding.

Part 4—Representative parties

Division 1—Introduction

24.1—Definitions

In this Part, unless the contrary intention appears—

representative party means a person named as a party to a proceeding under this Part on behalf of a group of 2 or more persons;

representative proceeding means a proceeding under this Part in which the applicant, respondent, appellant or other party is a representative party; and

represented party means a person who is a member of a group represented in a proceeding under this Part by a representative party.

Division 2—Parties with common interest

24.2—Bringing proceeding

- (1) If a group of 2 or more persons has a common interest in the subject matter of a proceeding or appellate proceeding, the proceeding may be brought by a member of the group as a [representative party](#) representing some or all members of the group (including the representative).

- (2) If a proceeding is instituted under this rule, the statement of claim in a claim or supporting affidavit in an originating application or notice of appeal in an appellate proceeding must specify—
 - (a) the name and address of each [represented party](#); and
 - (b) the common interest that the [represented parties](#) have in the subject matter of the proceeding.

24.3—Defending or participating in proceeding

- (1) If a group of 2 or more persons has a common interest in the subject matter of a proceeding or appellate proceeding, the Court may order that the proceeding be brought against a person as a respondent or naming a person as an interested party who is a member of the group as a [representative party](#) representing some or all members of the group (including the representative).
- (2) If an order is made under this rule, a defence or response filed by the [representative party](#) must identify the name and address of each [represented party](#).

Division 3—Parties with common question

24.4—Bringing action

- (1) If—
 - (a) a group of 2 or more persons each have a [cause of action](#) or right to seek relief against the same person;
 - (b) the [causes of action](#) or rights to seek relief of all members of the group arise out of or are in respect of the same, similar or related circumstances; and
 - (c) the [causes of action](#) or rights to seek relief of all members of the group give rise to a substantial common question of law or fact,

an action may be brought by a person who is a member of the group as a [representative party](#) representing some or all members of the group (including the representative).
- (2) An action may be brought under this rule notwithstanding that—
 - (a) the subject matter of the action may be separate contracts or transactions between the respondent and individual [represented parties](#);
 - (b) the subject matter of the action may involve separate acts or omissions of the respondent in relation to individual [represented parties](#); or
 - (c) the nature or detail of the relief sought differs between individual [represented parties](#) or requires individual assessment.
- (3) If an action is instituted under this rule, the statement of claim or supporting affidavit must—
 - (a) identify the [represented parties](#), whether identified individually or by reference to membership of a class or otherwise (to avoid doubt, it is not necessary to specify the number of [represented parties](#));
 - (b) specify the [causes of action](#) or rights to seek relief that are common to all [represented parties](#);
 - (c) specify any [causes of action](#) or rights to seek relief that are specific to individual [represented parties](#);

- (d) specify the circumstances out of which or in respect of which the [causes of action](#) or rights to seek relief of all members of the group arise and how they are the same, similar or related; and
- (e) specify the question of law or fact that is common to the causes of action or rights to seek relief of all [represented parties](#).

24.5—Process to opt out or opt in

- (1) An applicant who institutes an action under this Division must at least 7 days before the first [directions hearing](#) or hearing apply for an order setting out a process for persons to opt out or opt in as [represented parties](#).
- (2) At the first hearing or, if it thinks fit, any subsequent hearing, the Court will determine whether a process should be adopted for persons to opt out or opt in as [represented parties](#).
- (3) If the Court determines that a process should be adopted for persons to opt out or opt in as [represented parties](#), the Court will make an order as to—
 - (a) the terms of, timing of and manner in which the [representative party](#) is to give notice (an *information notice*) to group members of—
 - (i) the proceeding;
 - (ii) the Court's order;
 - (iii) the right to opt out or opt in (as the case may be); and
 - (iv) the rights and liabilities of group members who opt out or do not opt out or opt in or do not opt in (as the case may be);
 - (b) the terms of, timing of and manner in which a group member may give to the [representative party](#) an opt out notice or opt in notice (as the case may be) and the effect of so doing or not so doing; and
 - (c) such other or further matters as the Court thinks fit.
- (4) The Court may at any stage vary an opt out or opt in order made under subrule (3) and may extend or abridge the time for giving an information notice or an opt out or opt in notice (as the case may be) and may make a further order under subrule (3).

Division 4—Beneficiaries etc

24.6—Appointment of representative

- (1) This rule applies to a proceeding concerning—
 - (a) administration of an estate of a deceased person;
 - (b) administration of a trust; or
 - (c) construction of a written instrument.
- (2) The Court may appoint a person as a [representative party](#) to represent the interests of a class of persons in a proceeding if—
 - (a) the class cannot be readily ascertained;
 - (b) the class can be ascertained but its members, or some of its members, cannot be found; or
 - (c) the appointment should be made to minimise costs.

- (3) A person appointed under subrule (2) becomes a party to the proceeding.

Division 5—General

24.7—Constitution of proceeding

- (1) The Court may make orders in relation to the constitution of a proceeding instituted under this Part on such conditions and with such consequential orders as it thinks fit.
- (2) For example, the Court may order—
 - (a) that a proceeding cease to be a [representative proceeding](#) under this Part and make consequential orders to reconstitute it as an ordinary proceeding (including joining some or all [represented parties](#) as ordinary parties);
 - (b) that a [representative party](#) cease to represent some or all of the other [represented parties](#);
 - (c) that a [representative party](#) represent an additional [represented party](#), including a party whose [cause of action](#) or right to seek relief or appeal accrued after institution of the proceeding;
 - (d) that some or all of the other [represented parties](#) be joined as applicants, respondents, interested parties or appellants instead of [represented parties](#);
 - (e) the appointment of a person as a [representative party](#) in addition to or instead of the existing [representative party](#);
 - (f) the joinder of a person as an additional applicant, respondent, interested party or appellant; or
 - (g) that a process be adopted for persons to opt in or opt out as [represented parties](#).

24.8—Conduct of proceeding

The Court may make such orders as it thinks fit in relation to the conduct of a [representative proceeding](#) instituted under this Part.

24.9—Effect of orders and judgments on represented parties

- (1) Unless the Court otherwise orders, an order or judgment made in a proceeding or appellate proceeding for or against or affecting a [representative party](#) is binding on each [represented party](#).
- (2) The Court may order, on application by a person purportedly represented in a [representative proceeding](#) that the person is not bound by the order or judgment if the person was not in fact represented by the [representative party](#).

Note—

[Rule 202.2](#) provides that, unless the Court otherwise orders, an order or judgment cannot be enforced against a [represented party](#) who is not a [representative party](#).

24.10—Costs

Unless the Court otherwise orders, any right or liability to receive or pay costs in a [representative proceeding](#) under this Part vests in the [representative party](#) and not in the [represented parties](#).

24.11—Costs of representative party

- (1) The Court may order that the costs of a [representative party](#) be paid out of a fund or by persons nominated by the Court.

- (2) Without limiting the effect of subrule (1), if judgment is granted in favour of a [representative party](#) or a proceeding or appellate proceeding has been or is to be resolved with the approval of the Court for the benefit of a [representative party](#) under this Part, the [representative party](#) may apply for an order for costs under subrule (3).
- (3) If the costs reasonably incurred by a [representative party](#) are likely to exceed any costs recoverable from another party to the proceeding, the Court may order that some or all of the excess be paid to the [representative party](#) out of the moneys to be paid under the judgment or resolution.

Part 5—Representation

Division 1—Lawyers

25.1—Right of representation of parties

General right

- (1) Subject to the following subrules, a party may be represented in a proceeding or appellate proceeding by a law firm legally entitled to practise in South Australia.

Representation by multiple law firms

- (2) Unless the Court otherwise orders, a party may only be represented in a proceeding or appellate proceeding by a single law firm.
- (3) If a party is permitted by the Court to be represented by 2 or more law firms, unless the Court otherwise orders—
 - (a) a document may be served on the party by serving it on any one of the law firms;
 - (b) the law firms may act jointly or individually on behalf of the party; and
 - (c) there is to be no increase in the liability to costs of other parties.

Magistrates Court

- (4) A party may only be represented in a [minor civil action](#) by a law firm if and to the extent permitted under section 38(4) of the *Magistrates Court Act 1991*.

Note—

Section 38(5) of the *Magistrates Court Act 1991* limits the award of costs in a [minor civil action](#) if a party is represented by a lawyer.

District Court

- (5) A party may only be represented in a [minor civil review](#) by a law firm if and to the extent permitted under section 38(4), (7)(a) and (7)(ab) of the *Magistrates Court Act 1991*.

25.2—Law firm acting for party

- (1) A law firm retained to act for a party in a proceeding or appellate proceeding must file a notice of acting for the party in the proceeding in the prescribed form as soon as practicable after acceptance of the retainer.

Prescribed form—

Form 23 [Notice of Acting](#)

- (2) A party who is no longer represented by a law firm in a proceeding or appellate proceeding must file a notice of acting in the prescribed form as soon as practicable

after termination of the law firm's retainer unless a different law firm has been retained to represent the party in the proceeding.

Prescribed form—

Form 23 [Notice of Acting](#)

- (3) A law firm whose retainer to act for a party in a proceeding or appellate proceeding has been terminated may file a notice of cessation of acting if a different law firm has not been retained and the party fails to file a notice of acting within 7 days after termination of the retainer—
 - (a) if filed before the proceeding is either entered or listed for trial or hearing—without leave of the Court; or
 - (b) in any other case—with leave of the Court.

Prescribed form—

Form 24 [Notice of Cessation of Acting](#)

- (3A) A law firm that files a notice of cessation of acting under subrule (3) must serve it on each other party to the proceeding, including the party for whom the law firm was formerly acting at that party's address for service as shown in the notice of cessation of acting, as soon as practicable.
- (4) A law firm is to be regarded as representing a party in a proceeding or appellate proceeding if and from the time when—
 - (a) the law firm files a notice of acting for the party in the proceeding; or
 - (b) the law firm's name appears as the party's law firm on the first document filed on behalf of the party in the proceeding.
- (5) A law firm is to be regarded as ceasing to represent a party in a proceeding or appellate proceeding if and from the time when—
 - (a) a different law firm files a notice of acting for the party in the proceeding under subrule (1);
 - (b) the party files a notice of acting in the proceeding under subrule (2);
 - (c) the law firm files a notice of cessation of acting under subrule (3); or
 - (d) the Court so orders.

25.3—Responsible solicitor acting for party

- (1) When a law firm commences to represent a party in a proceeding or appellate proceeding, it must nominate an individual solicitor who is responsible for representation of the party in the proceeding (the ***responsible solicitor***).
- (2) A law firm may file a notice of acting nominating a different individual as the [responsible solicitor](#).
- (3) An individual nominated as the [responsible solicitor](#) continues to be responsible for representation of the party in the proceeding or appellate proceeding unless and until the law firm files a notice of acting nominating a different individual as the [responsible solicitor](#).

25.4—Counsel for party

General right

- (1) Subject to the following subrules, a party may appear or be represented in a proceeding or appellate proceeding by one or more counsel who is a solicitor or barrister legally entitled to practise in South Australia.

Magistrates Court

- (2) A party may only appear or be represented by counsel in a [minor civil action](#) if and to the extent permitted under section 38(4) of the *Magistrates Court Act 1991*.

Note—

Section 38(5) of the *Magistrates Court Act 1991* limits the award of costs in a [minor civil action](#) if a party is represented by a lawyer.

District Court

- (3) A party may only appear or be represented by counsel in a [minor civil review](#) if and to the extent permitted under section 38(4), (7)(a) and (7)(ab) of the *Magistrates Court Act 1991*.

25.5—Party bound by conduct of lawyer

- (1) Subject to subrule (2), a party in a proceeding or appellate proceeding is bound by the conduct of the law firm who is recorded as representing the party and by counsel who appears for the party in the proceeding.
- (2) The Court may order that a party is not bound by the conduct of a law firm or counsel in a proceeding if—
 - (a) the law firm or counsel acted outside their scope of authority; and
 - (b) the Court considers that it is reasonable in all the circumstances that the party not be so bound.

Division 2—Non-lawyers

25.6—No right of representation by non-lawyer

General position

- (1) Subject to the following subrules and any applicable statute, a person may not appear or be represented in a proceeding or appellate proceeding by a person other than a lawyer legally entitled to practice in South Australia.
- (2) To avoid doubt, this rule does not prevent an individual from acting or appearing as a self-represented litigant without any representation.

Exception—company director

- (3) The Court may give leave for a person other than a law firm to represent or appear for a party in a proceeding or appellate proceeding on such terms as the Court thinks fit if—
 - (a) the party is a [company](#);
 - (b) the representative is a director of the [company](#);
 - (c) the director has power to bind the party in the proceeding; and
 - (d) the Court considers that it is in the interests of justice to give such leave.

- (4) The Court may if it thinks fit give leave to a self-represented litigant to be assisted in the presentation of their case at a hearing by a person approved by the Court. Unless the Court otherwise orders, such leave does not permit the person assisting to address the Court.
- (5) The Crown may be represented by a person nominated by the Attorney-General in certain stages of criminal injuries compensation proceedings under section 10A of the (repealed) *Criminal Injuries Compensation Act 1978* and section 26 of the *Victims of Crime Act 2001*.

Magistrates Court

- (6) A party may be represented or assisted in a [minor civil action](#) by a person other than a lawyer if and to the extent permitted under section 38(4) of the *Magistrates Court Act 1991*.

Division 3—Co-parties

25.7—Authority

- (1) This rule applies to a co-applicant, co-respondent, co-[third party](#), co-interested party or co-appellant (***co-party***) who is self-represented in a proceeding or appellate proceeding.
- (2) Subject to the following subrules, co-parties who are self-represented in a proceeding must each file separate documents in the proceeding.
- (3) A co-party may sign and cause to be filed an authorisation, in the prescribed form, allowing the authorised co-party to file and serve documents on their behalf.

Prescribed form—

Form 21 [Authorisation](#)

- (4) An authorisation filed under subrule (3) remains in force unless and until the party who provided the authorisation files a deauthorisation in the prescribed form.

Prescribed form—

Form 22 [Deauthorisation](#)

- (5) An authorisation or deauthorisation must be served on each other party to the proceeding as soon as practicable.
- (6) A party who has provided an authorisation under this rule is bound by the conduct of the authorised co-party in filing and serving documents while the authorisation remains in force.
- (7) In this rule, an ***authorised co-party*** means the co-party who is authorised under this rule to file and serve documents on another co-party's behalf.

Chapter 4—Documents

Part 1—Document form and content

Division 1—General

31.1—Definitions

In this Part, unless the contrary intention appears—

prescribed content—see [rule 31.2](#);

prescribed formats—see [rule 31.2](#).

31.2—Prescribed formats and layout of filed documents

- (1) [The Registrar](#) must prescribe—
 - (a) the physical format of documents in physical or electronic form; and
 - (b) the electronic file format of documents in electronic form;
 required in respect of documents to be filed at court (*prescribed formats*).
- (2) [The Registrar](#) must prescribe the layout of—
 - (a) application books under [rule 213.4](#);
 - (b) appeal books under [rule 217.5](#); and
 - (c) appeal books under [rule 218.4](#) and [rule 218.9](#);
 required in respect of documents to be filed at court (*prescribed content*).

31.3—Prescribed forms

- (1) The forms contained in Schedule 7 prescribe the form and content of defined types of documents to be filed at court (*prescribed forms*).
- (2) If a proceeding is—
 - (a) a [minor civil action](#) in the Magistrates Court, a document filed in the proceeding must show “Minor Civil”; or
 - (b) in the Court of Appeal, a document filed in the proceeding must show “Court of Appeal”,
 in the court heading immediately below the name of the court and reference to the civil jurisdiction.
- (3) If a proceeding is allocated to a list under Chapter 23, a document filed in the proceeding (other than the initial [originating process](#)) must show the name of that list in the court heading immediately below the name of the court and reference to the civil jurisdiction and, if applicable, the name inserted in accordance with subrule (2).
- (4) The [Chief Judicial Officer](#) may—
 - (a) modify or delete a prescribed form contained in Schedule 7; or
 - (b) prescribe the form and content of additional defined types of documents to be filed at court (*prescribed forms*).

- (5) When these Rules refer to a prescribed form, that form (as modified under subrule (4) when applicable) must, subject to [rule 31.5](#), be used for that purpose or in those circumstances.

31.4—Publication of prescribed requirements

[The Registrar](#) must cause the [prescribed formats](#), [prescribed content](#) and prescribed forms in force from time to time to be published on the [CAA website](#).

31.5—Compliance with prescribed requirements

- (1) A document to be filed in a proceeding must be in accordance with the requirements contained under [rule 31.2](#) and in [rule 31.3](#).
- (2) A document that does not substantially comply with subrule (1) may be rejected for filing by [the Registrar](#) or by the Electronic System.
- (3) The Court may give directions about the format or form of documents to be filed at court in a proceeding, including varying the requirements contained under [rule 31.2](#) and in [rule 31.3](#).

31.6—Document settled by counsel

There is no need for the name or signature of counsel who drafts or settles a document to be filed in a proceeding to appear on the document other than a summary of argument or written submissions.

Division 2—Affidavits and statutory declarations

31.7—Form and content

- (1) An affidavit or, when permitted by these Rules, a statutory declaration must be in the prescribed form.

Prescribed forms—

Form 12 [Affidavit](#)

Form 13 [Statutory Declaration](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) An affidavit or statutory declaration must contain the address and occupation of the deponent but the address—
 - (a) may be a business address at which the deponent is regularly in attendance; or
 - (b) if the deponent reasonably fears that disclosure of their address will endanger the deponent or another person or if the Court so orders—
 - (i) if a law firm acts for the deponent—may be care of that law firm;
 - (ii) if a law firm acts for the party filing the affidavit—may be care of that law firm; or
 - (iii) in any other case—may be shown instead on a separate document filed on a court access basis as defined in [rule 32.2](#).
- (3) An affidavit or statutory declaration must be witnessed and attested by a person authorised under [rule 31.9](#) to take it.
- (4) Each page of an affidavit or statutory declaration must be dated and signed at the foot by the deponent and attesting witness.

- (5) The signing clause of an affidavit or statutory declaration must—
 - (a) subject to subrules (6) and (7), be signed by the deponent or, if there are multiple deponents, each deponent;
 - (b) show the name, qualification and address of and be signed by the attesting witness; and
 - (c) follow immediately on from the text of the affidavit (not on a separate page).
- (6) If the deponent is illiterate or blind—
 - (a) the affidavit or statutory declaration must be read to the deponent in the presence of the attesting witness;
 - (b) the deponent must indicate that the deponent approves the content of the affidavit or statutory declaration; and
 - (c) the attesting witness must state the above matters in the attestation clause.
- (7) If the affidavit or statutory declaration is in English and the deponent does not sufficiently understand English—
 - (a) an accredited interpreter must interpret its content to the deponent in the presence of the attesting witness;
 - (b) the deponent must indicate that the deponent approves its content in the presence of the attesting witness (via the interpreter if necessary);
 - (c) the interpreter must interpret the oath or affirmation to the deponent;
 - (d) the deponent must swear or affirm that the content of the affidavit or statutory declaration is true (via the interpreter if necessary); and
 - (e) the attesting witness must state the above matters in the attestation clause.

Note—

Section 14(2) of the *Evidence Act 1929* provides for the making of an affidavit or other written deposition in a language other than English.

- (8) Unless there is a specific reason to do so, an affidavit or statutory declaration is not to exhibit a copy of a document already on the court file but only to describe it (by reference to its name, date and filed document number) so that it can be identified.
- (9) If an affidavit or statutory declaration refers to an exhibit or exhibits—
 - (a) each exhibit must be identified by a combination of the deponent's initials and a number;
 - (b) subject to paragraph (c), the number component must start at 1 for the first exhibit and continue consecutively for subsequent exhibits;
 - (c) the numbering of exhibits to a further affidavit by the same deponent filed in the proceeding must be consecutive to the numbering of the previous affidavit's exhibits;
 - (d) if there are 2 or more exhibits, the affidavit must include an index to the exhibits (showing number, short description and page number) immediately after the exhibit front sheet to the exhibits referred to in paragraph (e); and
 - (e) the exhibit or exhibits must have a single exhibit front sheet (covering all exhibits when there is more than one) in the prescribed form signed and dated by the deponent and attesting witness.

Prescribed form—

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (10) If an affidavit or statutory declaration refers to a sequence of documents (such as a sequence of correspondence), the sequence should be made a single exhibit.
- (11) An affidavit or statutory declaration must contain a single pagination sequence commencing with the first page of the affidavit or statutory declaration and ending with the last page of the last exhibit.
- (12) If an affidavit or statutory declaration is permitted to contain hearsay, it must in respect of each statement based on hearsay—
 - (a) state that the deponent believes the statement;
 - (b) identify the source of the statement (for example, the person who made the statement to the deponent or the document from which the deponent obtained the statement); and
 - (c) make it clear that the hearsay is first hand hearsay.
- (13) The deponent and attesting witness must make a single certification in respect of all exhibits produced by the deponent rather than individual certifications.

31.8—Composition

- (1) This rule applies in respect of an affidavit or statutory declaration filed by a party if—
 - (a) unless the Court otherwise orders, it contains 5 or more exhibits or the exhibits comprise 50 or more pages;
 - (b) the filing party so elects; or
 - (c) the Court so orders.
- (2) An affidavit or statutory declaration to which this rule applies and any exhibits—
 - (a) if filed as a physical version—must be filed without the pages being stapled, bound or otherwise physically joined;
 - (b) if filed as a physical version—must have each exhibit clearly marked with its exhibit designation and tagged so that its commencement can be seen without opening the bundle; and
 - (c) if filed as an electronic scanned version—must be uploaded as separate files such that each file—
 - (i) is less than 20 megabytes; and
 - (ii) if printed out on double sided paper, would be no more than 3 centimetres thick,
 whichever is less.

31.9—Attesting witness

- (1) The following persons are authorised to take an affidavit or statutory declaration (*authorised witnesses*):
 - (a) [the Registrar](#) of the Court;
 - (b) a justice of the peace;
 - (c) a notary public;

- (d) a Commissioner for taking affidavits;
- (e) a police officer, other than a police officer who is a probationary constable; and
- (f) any other person authorised by law to take affidavits or statutory declarations respectively.

Note—

Section 27A(3) and Schedule 1 clause 2 of the *Oaths Act 1935* authorise the following persons to take affidavits:

- (a) a Commissioner for taking affidavits in the Supreme Court;
- (b) a justice of the peace;
- (c) a police officer, other than a police officer who is a probationary constable;
- (d) a person admitted and enrolled as a notary public of the Supreme Court;
- (e) any other person of a class prescribed by regulation.

Regulation 7 of the *Oaths Regulations 2021* prescribes the additional class of any person empowered, authorised or permitted by or under any Act or rules of a court or tribunal to take affidavits.

Section 25(2) and Schedule 1 clause 1 of the *Oaths Act 1935* authorise the following persons to take statutory declarations:

- (a) a Commissioner for taking affidavits in the Supreme Court;
- (b) a person who is registered as a conveyancer under the *Conveyancers Act 1994*;
- (c) a justice of the peace;
- (d) a police officer, other than a police officer who is a probationary constable;
- (e) a person admitted and enrolled as a notary public of the Supreme Court;
- (f) any other person of a class prescribed by regulation.

Regulation 5 of the *Oaths Regulations 2021* prescribes 30 additional classes of persons before whom a statutory declaration may be made, including a clerk of a court.

- (2) An affidavit or statutory declaration may not be made before the party or an employee or agent of the party filing it unless—
 - (a) the attesting witness is a lawyer acting for the party;
 - (b) the attesting witness is a police officer who is not the party; or
 - (c) the party is the Crown.

31.10—Original of affidavit uploaded into Electronic System

- (1) This rule applies to a law firm, other representative of a party or an unrepresented party who uploads a document that comprises or includes an affidavit electronically to the Electronic System or files with or produces to the Court such a document for the Court to upload to the Electronic System.

- (2) A person or entity to whom this rule applies undertakes to the Court to retain possession of the original document until finalisation of the proceeding and any appeal and expiration of any appeal period.

Part 2—Filing of documents

32.1—Filing of documents

- (1) Subject to subrule (3) and [rule 32.3](#), a document lodged for filing in electronic form—
 - (a) if it is the first document to be filed for a proceeding—is conditionally accepted for filing if a case number is allocated to the proceeding, a filed document number is allocated to the document and the Court’s seal is applied to the document by the Electronic System;
 - (b) in any other case—is conditionally accepted for filing if a filed document number is allocated, or the Court’s seal is applied, to the document (as applicable) by the Electronic System;
 - (c) if accepted for filing when the registry is open—is conditionally treated as filed on the day and at the time at which it is accepted for filing; or
 - (d) if accepted for filing when the registry is not open—is conditionally treated as filed on the next day at the next time at which the registry is open.
- (2) Subject to subrule (3), a document lodged for filing in physical form—
 - (a) if it is the first document to be filed for a proceeding—is filed if and when a case number is allocated to the proceeding, a filed document number is allocated to the document and the Court’s seal is applied to the document; or
 - (b) in any other case—is filed if and when a filed document number is allocated, or the Court’s seal is applied, to the document (as applicable).
- (3) The Court or the Registrar may if it thinks fit order that a document be treated as having been filed on the date or at a time when the document was lodged for filing.
- (4) If a document the original of which is in electronic form resident on the Electronic System is required to be served, it is sufficient that the version of the document downloaded from the Electronic System is served.
- (5) If a document the original of which is filed in physical form in the Registry is required to be served, the person lodging the document for filing—
 - (a) may serve a downloaded version of the document after it has been uploaded to the Electronic System by the Registry as if subrule (4) applied; and
 - (b) in any other case—must produce to the Registry additional copies to be sealed for the purpose of service.
- (6) A party, upon payment of the prescribed fee, may request [the Registrar](#) to provide a certified copy of a filed document.

32.2—Filing of documents on restricted access basis

- (1) In this rule, *access* means access to view, download or copy a document.
- (2) Subject to section 131 of the Supreme Court Act 1935, a party may, at the same time as filing a document, apply by interlocutory application for an order:
 - (a) to restrict access to a filed document to judicial officers and chambers staff; or

- (b) to restrict access by a party or any other person to a filed document.

Note-

Section 131(1) of the Supreme Court Act 1935 provides for access to certain court records by members of the public. Section 131(2)(ba) of the Supreme Court Act 1935 provides for inspection of sensitive material in the custody of the Court only with the permission of the Court.

- (3) The Court may order that a document to be filed, be filed, or if already filed, be treated as filed, on a restricted access basis.
- (4) Access to a formal offer (other than one expressed to be open) filed under [rule 132.4](#) or a pre-action document filed under [rule 61.7](#), [61.9](#) or [61.10](#) is to be restricted from the judicial officer assigned or expected to hear and determine the proceeding and the chambers staff assigned to that judicial officer.
- (5) If a party files an interlocutory application under subrule (2) and at the same time makes a request for interim treatment of the document the subject of the interlocutory application, the document will be treated as filed on the basis that access is restricted to judicial officers and chambers staff until the Court hears and determines the interlocutory application.

32.3—Rejection of document for filing

- (1) [The Registrar](#) may reject a document lodged for filing if—
 - (a) it does not substantially comply with the requirements contained under [rule 31.2](#) or in [rule 31.3](#);
 - (b) it otherwise does not substantially comply with these Rules;
 - (c) it is frivolous, vexatious, scandalous or an abuse of the process of the Court;
 - (d) the person lodging it has been declared a vexatious litigant under section 39 of the *Supreme Court Act 1935*, if filed it would institute a proceeding within the meaning of that section and leave has not been obtained to do so;
 - (e) the Court directs [the Registrar](#) not to accept it; or
 - (f) the Court directed [the Registrar](#) not to accept any document from the person lodging it without the prior leave of the Court and such leave has not been obtained.
- (2) [The Registrar](#) may reject a document under subrule (1) that was lodged for filing via the Electronic System and conditionally accepted for filing under [rule 32.1](#) if—
 - (a) [the Registrar](#) does so within 7 days of the conditional acceptance;
 - (b) [the Registrar](#) informs the person of the ground for rejection; and
 - (c) if the rejection is made under paragraph (a) or (b) of subrule (1)—[the Registrar](#) gives to the person who lodged the document an opportunity to lodge a substituted document within 7 days rectifying the matter that caused the original document to be rejected.
- (3) If [the Registrar](#) accepts a substituted document under paragraph (2)(c), unless the Court otherwise orders, it will be treated as having been filed on the date on which the rejected document was conditionally accepted for filing.

Notes—

The Court might otherwise order, for example, if an applicant adds to a substituted statement of claim a [cause of action](#) not pleaded in the rejected statement of claim and, since the rejected document was conditionally accepted has become statute barred.

The Court might otherwise order, for example, if the lodging party did not attempt in good faith to comply with the relevant rule.

A document which is not rejected for filing but which falls within a paragraph of subrule (1) will be amenable to an application to strike it out under [rule 34.1](#), [rule 70.3](#) or [rule 85.1](#).

- (4) If [the Registrar](#) rejects a document under subrule (2) and does not accept a substituted document under subrule (3), it will be treated as not having been filed and will be deleted from the records of the Court.

32.4—Directions by Court

The Court may, of its own motion, on referral by [the Registrar](#) or on application by a person—

- (a) direct [the Registrar](#) not to accept a document; or
- (b) direct [the Registrar](#) not to accept any document from the person lodging it without the prior leave of the Court.

Part 3—Amendment of filed documents

33.1—Entitlement to amend filed documents

- (1) The defined types of filed documents in column 2 of the following table may be amended by the filing party in accordance with [rule 33.2](#) in the corresponding defined respects in column 3 of the table and on the corresponding defined conditions in column 4 of the table—

Entitlement to amend filed documents			
Item	Type of filed document	Respects	Conditions
1	Originating process or pleadings	Any	In accordance with rule 69.1 or 69.2 (by consent , as of right within time limit or by leave) or rule 84.1 (by consent or by leave)
2	List of documents	Add additional documents	None
3	List of documents	Otherwise	By consent or by leave
4	Notice to admit	Within 7 days of service	None
5	Notice to admit	Otherwise	By consent or by leave
6	Response to notice to admit	Any	By consent or by leave

Entitlement to amend filed documents			
Item	Type of filed document	Respects	Conditions
7	Interrogatories	Within 14 days of service	None
8	Interrogatories	Otherwise	<u>By consent</u> or <u>by leave</u>
9	Appellate document	Any	In accordance with <u>rule 215.2</u> (<u>by consent</u> , as of right within time limit or <u>by leave</u>)
10	Any other document	Any	<u>By leave</u>

- (2) Subject to subrule (3), an affidavit or statutory declaration may not be amended but, if found to be erroneous, may be the subject of a further affidavit or statutory declaration by the deponent correcting the error.
- (3) The Court may permit a deponent under oath or affirmation to amend a document referred to in subrule (2) by deleting, adding or altering, and initialling, a word or words to correct an unintended statement contained in it.
- (4) The Court may grant leave to amend any document on such conditions as it thinks fit.
- (5) In the table in subrule (1)—

by consent has the same meaning as given in rule 2.1;

by leave means with the prior leave of the Court which may be granted subject to conditions and which, unless expressed otherwise, expires 14 days after the grant of leave.

33.2—Manner of amendment

- (1) Unless the Court otherwise orders, if a filed document may be amended in accordance with rule 33.1, it must be amended by filing a revised version of the filed document in the relevant prescribed form—
 - (a) showing a revision number in accordance with the relevant prescribed form after the title of the form such that the first time the document is amended the amended document is shown as “Revision 1”, the second time it is amended the amended document is shown as “Revision 2” and so on;
 - (b) showing the omission of existing text from the previous version in a manner (such as striking through) that does not affect the legibility of the text omitted;
 - (c) showing the addition of text to the previous version in a manner (such as by underlining) that shows what has been added; and
 - (d) preserving the existing numbering (such as numbering an additional paragraph inserted between existing paragraphs 10 and 11 as paragraph 10A).
- (2) The Court may give directions about the mode of amendment of a filed document.

- (3) Unless the Court otherwise orders, a party who files an amended document must serve it on each other party as soon as practicable, unless the document it amends was not to be served.

33.3—Costs of amendment

Unless the Court otherwise orders, a party who amends a document under [rule 33.1](#) (including under [rule 69.1](#), [69.2](#), [84.1](#) or [215.2](#)) must pay the costs thrown away by another party as a result of the amendment on the [standard costs basis](#) fixed and payable after the proceeding or appellate proceeding is determined by judgment.

Part 4—Strike out of filed documents

34.1—Strike out of filed documents

- (1) The Court may order that a filed document or part of a filed document be struck out if—
 - (a) it does not comply with these Rules; or
 - (b) it is frivolous, vexatious or an abuse of the process of the Court.
- (2) If the Court strikes out all or part of a document under subrule (1), it may if it thinks fit grant leave to file within a specified time an amended or substituted document rectifying the matter that caused the original document to be struck out.

Part 5—Issue of court documents

35.1—Issue of court documents

- (1) A document is issued by the Court when—
 - (a) a filed document number is allocated to the document;
 - (b) the Court’s seal is applied to the document; or
 - (c) the signature of a court officer is applied to the document, by the Electronic System or the Registry.
- (2) If an issued document the original of which is in electronic form on the Electronic System is required to be served, it is sufficient that a version of the document downloaded from the Electronic System is served.
- (3) If an issued document the original of which is filed in physical form at the Registry is required to be served, the person lodging the document for filing—
 - (a) may serve a downloaded version of the document after it has been uploaded to the Electronic System by the Registry as if subrule (2) applied; or
 - (b) in any other case—must produce to the Registry additional copies to be sealed for the purpose of service.
- (4) A party, upon payment of the prescribed fee, may request [the Registrar](#) to provide a certified copy of a document issued by the Court.

Chapter 5—Service

Part 1—Service obligations

41.1—Service of filed documents on other parties

A party or other person who files a document must as soon as practicable serve it on all other parties to the proceeding or appellate proceeding unless—

- (a) the document is an application to amend a [Claim](#), [Originating Application](#), Notice of Appeal, Notice of Review or Notice of Case Stated that has not yet been served;
- (b) the document is an application to extend the time limit for service of the [Claim documents](#);
- (c) the document is an application under Chapter 17 Part 3 Division 2, 3, 4 or 8 or Part 4 Division 1 or 2 (except [rule 204.3](#)) or Part 5 Division 3;
- (d) the document is a subpoena, or request for a subpoena, in which case the party must comply instead with [rule 156.6](#) when applicable;
- (e) these Rules provide that the document need not be served on any party or the party in question; or
- (f) the Court otherwise orders.

41.2—Provision of document referred to in filed document

A party who files a document in a proceeding that refers to another document that is in the party's possession, custody or power must, on the request of another party, provide to the requesting party a copy of the referenced document.

41.3—Ineffective service

If a party becomes aware that service of a document on a person at an address or in a particular manner will or may not be effective, the party—

- (a) must inform the Court as soon as practicable of that fact;
- (b) must inform the Court as soon as practicable of any step taken in the proceeding reliant on service at that address or in that manner having been effective; and
- (c) must not, without leave of the Court, attempt to effect service of any document at that address or in that manner.

41.4—Service by sheriff

- (1) The [sheriff](#) must, if requested to do so by a party to a proceeding or the party's lawyer, serve in the State any document in the proceeding in respect of which [personal service](#) is required on an individual.
- (2) A request for service by the [sheriff](#) must be in writing and must, when necessary, contain instructions for service.

Note—

Selecting “sheriff service required” on an [originating process](#) comprises a request in writing for the purpose of this rule and will be regarded as requesting [personal service](#).

Part 2—Types of service

42.1—Personal service

- (1) A document is served by *personal service* on a person if it is served in accordance with the following table—

Types of service		
Item	Type of person	Method of service
1	Individual	Either: (a) the document is given to and accepted by the person; or (b) each of the following apply: (i) the document is offered to the person; (ii) the person is unwilling to accept the document; (iii) the person is informed of the nature of the document; and (iv) the document is put down in the presence of the person.
2	Person under a legal incapacity	Either: (a) the document is served personally on the person's litigation guardian in the proceeding; or (b) the document is served personally on the person and on their parent or guardian.
3	<u>Company</u> served in South Australia or New Zealand	Document is served in accordance with section 109X of the <i>Corporations Act 2001</i> (Cth).
4	<u>Company</u> served elsewhere in Australia	Document is served in accordance with section 9 of the <i>Service and Execution of Process Act 1992</i> (Cth).
5	<u>Registered body</u> served in South Australia or New Zealand	Document is served in accordance with section 601CX of the <i>Corporations Act 2001</i> (Cth).
6	<u>Registered body</u> served elsewhere in Australia	Document is served in accordance with section 9 of the <i>Service and Execution of Process Act 1992</i> (Cth).

Types of service (cont.)		
Item	Type of person	Method of service
7	Other body corporate served in South Australia or New Zealand	Document is left at or sent by prepaid post to: (a) the head office; (b) a registered office; or (c) the principal place of business, of the body corporate.
8	Other body corporate served elsewhere in Australia	Document is served in accordance with section 10(2) or (3) of the <i>Service and Execution of Process Act 1992</i> (Cth).
9	The State of South Australia	Document is served in accordance with section 13(3) of the <i>Crown Proceedings Act 1992</i> .
10	The Commonwealth of Australia or a State	Document is served in accordance with section 63 of the <i>Judiciary Act 1901</i> .
11	Council	Document is served in accordance with section 280 of the <i>Local Government Act 1999</i> .
12	Partnership	Document is: (a) served personally on an individual or corporation who is, at the time of service, a partner in the partnership; (b) left at the principal place of business of the partnership with an individual who is apparently an adult and engaged in service of the partnership; or (c) served personally on every person who was a partner in the partnership at the relevant time as defined in rule 23.1 .

- (2) If a document is served by pre-paid post under subrule (1), there is a rebuttable presumption that it was received at the address to which it was posted when it would have arrived in the ordinary course of post.

42.2—Email service

- (1) A document is served by **email service** on a person (*the recipient*) if—
- (a) it is sent as an attachment in a PDF or Word format to an email address;
 - (b) either—

- (i) the recipient has consented to the document or a class of documents encompassing the document being served on the recipient by email sent to that email address;
- (ii) the recipient communicated using that email address with the party on whose behalf the document is to be served in relation to the subject matter of the proceeding or the dispute the subject of the proceeding;
- (iii) the recipient publishes on its website or otherwise gives notice that any documents or a specified class of documents in any proceedings or a specified class of proceedings can be served at a specified email address, the documents or proceedings fall within the specified class if applicable and the notice is extant at the time of service; or
- (iv) the email address is part of the recipient's address for service in the proceeding or appellate proceeding under rule 44.1;
- (c) the party on whose behalf the document is to be served has not received and does not receive information suggesting that the email address is not being used by the recipient; and
- (d) the sender's or recipient's email service does not notify the sender that the email was not delivered or the recipient may not be responding to emails.
- (2) A document is served by **email service** on a person (*the recipient*) if it is sent as an attachment in a PDF or Word format to the person at an email address and the person replies to or acknowledges receipt of the email.
- (3) To avoid doubt, a response generated automatically by the recipient's email service is not a reply or acknowledgement for the purposes of subrule (2).
- (4) Unless the Court otherwise orders, a document served by email service under this rule is to be regarded as having been served—
 - (a) under subrule (1)—when the sender's email service records the email as having been sent; or
 - (b) under subrule (2)—when the recipient replies to or acknowledges receipt of the document.

42.3—Post service

- (1) A document is served by **post service** on a person (*the recipient*) if—
 - (a) it is sent by express post via Australia Post in an envelope to a physical or post office box address;
 - (b) one of the following applies—
 - (i) the recipient has consented to the document or a class of documents encompassing the document being served on the recipient by post sent to that address;
 - (ii) the recipient communicated by post, using that address, with the party on whose behalf the document is to be served in relation to the subject matter of the proceeding or the dispute the subject of the proceeding;
 - (iii) the recipient is an individual and resides at that address;
 - (iv) the recipient is not an individual and has an office at that address usually attended on weekdays; or

- (v) the address is part of the recipient's address for service in the proceeding or appellate proceeding under rule 44.1;
 - (c) the party on whose behalf the document is to be served has not received and does not receive information suggesting that the address is not being used by the recipient; and
 - (d) the sender obtains from Australia Post proof of delivery via Australia Post's online tracking facility showing when the envelope was delivered to that address, provided that the tracking number matches the envelope containing the document that was posted.
- (2) A document is served by **post service** on a person (*the recipient*) if it is sent by express post via Australia Post to the person and the person replies to a covering letter attaching the document or acknowledges receipt of the document.
- (3) In the case of a person in custody or detention in a government institution—a document is served by **post service** on a person (*the recipient*) if it is sent by express post via Australia Post addressed to the prisoner, care of the Chief Executive of the Department for Correctional Services or the Department of Human Services, Youth Justice respectively.
- (4) Unless the Court otherwise orders, a document served by post service is to be regarded as having been served—
- (a) under subrule (1)—when Australia Post's online tracking facility records the envelope containing the document as having been delivered to the address; or
 - (b) under subrule (2)—when the recipient replies to or acknowledges receipt of the document; or
 - (c) under subrule (3)—3 business days after Australia Post's online tracking facility records the envelope containing the document as having been delivered to the address.

42.4—Electronic service

- (1) A document is served by **electronic service** on a person (*the recipient*) if—
- (a) it is contained in a data storage device sent to the recipient in accordance with rule 42.1, rule 42.2, rule 42.3, rule 42.6 or rule 42.7; and
 - (b) one of the following applies—
 - (i) the recipient has consented to the document or a class of documents encompassing the document being served on the recipient by such service; or
 - (ii) the Court orders that service may be affected in this manner.

Example—

An example of an electronic data storage device is a USB drive.

- (2) A document is also served by **electronic service** on a person (*the recipient*) if—
- (a) it is contained at an internet address;
 - (b) it can be accessed at and downloaded from that internet address with a link;

- (c) such a link is sent to the recipient in accordance with rule 42.1, rule 42.2, rule 42.3, rule 42.6 or rule 42.7; and
- (d) one of the following applies—
 - (i) the recipient has consented to the document or a class of documents encompassing the document being served on the recipient by such service; or
 - (ii) the Court orders that service may be affected in this manner.

42.5—Portal service

- (1) A document is served by *portal service* on a party (the *recipient*) if each of the following applies—
 - (a) it is contained in the case maintained on the Electronic System;
 - (b) it is accessible to the party or a law firm acting for the party to be served upon their being granted access to the case;
 - (c) the party serving the document sends to the party to be served or a law firm acting for them an email identifying the case number maintained on the Electronic System (or otherwise identifying the case), the existence of the document in the case and the title, date and FDN of the document;
 - (d) the email address to which an email referred to in paragraph (c) is sent is an email address—
 - (i) that the party to be served has provided to the party serving for the purpose of communications in relation to the case; or
 - (ii) contained in the address for service of the party to be served.
 - (e) the party to be served or a law firm acting for them is or becomes a registered user of the Electronic System and has been granted or is granted access to the case maintained on the Electronic System.
- (2) A document served by portal service under subrule (1) is to be regarded as having been served on the date and at the time when the last event referred to in subrule (1) occurs.
- (3) A document is also served by *portal service* on a party (the *recipient*) if—
 - (a) it is contained in the case maintained on the Electronic System; and
 - (b) the party to be served or a law firm acting for them views or downloads the document in the case maintained on the Electronic System.
- (4) A document served by portal service under subrule (3) is to be regarded as having been served on the date and at the time when the party or their law firm first views or downloads the document in the case maintained on the Electronic System.

42.6—Solicitor service

A document is served by *solicitor service* on a person if—

- (a) it is served on a solicitor having instructions to accept service of the document, or a class of documents that includes the document, on behalf of that person by [personal service](#) on the solicitor in accordance with [rule 42.1](#) or in accordance with a method of service agreed by the solicitor; or
- (b) a solicitor issues a written acknowledgement that the solicitor has accepted service of the document on behalf of that person.

42.7—Agent service

A document is served by **agent service** on a person if it is served on an agent having authority to receive service of the document, or a class of documents that includes the document, on behalf of that person by [personal service](#) on the agent in accordance with [rule 42.1](#) or in accordance with a method of service agreed by the agent.

42.8—Agreed service

A document is served by **agreed service** on a person if it is served in accordance with an agreement by that person to receive service of the document, or a class of documents that includes the document, in a specified manner.

42.9—Substituted service

- (1) If it is not practicable to serve a document in accordance with an applicable rule, the Court may, on application [without notice](#), make an order substituting another method of service (**substituted service**).
- (2) It is not necessary for the applicant to establish that the proposed method of service will bring the document to the notice of the person to be served.
- (3) A document served in accordance with a method of service authorised by the Court under subrule (1) is to be regarded as having been served by [original service](#).
- (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 subject matter of the proceeding; or
 - (b) it has no right to conduct the defence of the proceeding on behalf of the party.

42.10—Deemed service

- (1) A document is to be regarded as having been served (**deemed service**) on a person if—
 - (a) the person acquires actual knowledge of the document and its contents; or
 - (b) the person files a document in the proceeding responding to the document.
- (2) A document regarded as having been served on a person under subrule (1) is to be regarded as having been served when the event referred to in subrule (1) occurs or such earlier time as is determined by the Court.

42.11—Original service

- (1) A document is served by **original service** if it is served—
 - (a) on a [company](#) or [registered body](#) to be served interstate—in accordance with [rule 42.1](#); or

- (b) in any other case—if it is served in accordance with [rule 42.1](#), [rule 42.2](#), [rule 42.3](#), [rule 42.4](#), [rule 42.5](#) or, if applicable, [rule 42.6](#), [rule 42.7](#), [rule 42.8](#) or [rule 42.9](#).
- (2) A document regarded as having been served on a person under [rule 42.10](#) is to be regarded as having been served by [original service](#).

42.12—Time of service

Unless the Court otherwise orders, a document that is served after 5.00 pm on a particular day is not to be treated as served, for the purpose of time running against the person served, until the next [business day](#).

Part 3—Service requirements

43.1—Originating process

Service of an [originating process](#) must be effected in accordance with [rule 63.4](#), [rule 65.6](#) or [rule 82.4](#) as applicable.

43.2—Subpoenas

Service of a subpoena must be effected in accordance with [rule 156.6](#).

43.3—Enforcement process

Service of an [enforcement process](#) must be effected in accordance with Chapter 17.

43.4—Other documents

Unless the Court otherwise orders, a document that is to be served on a person in a proceeding must be served—

- (a) if the person has an [address for service](#) in the proceeding—by service at that address; or
- (b) in any other case—by [original service](#).

Part 4—Address for service

Division 1—Obligation to provide address for service

44.1—Address for service

- (1) A party who—
 - (a) has not provided an [address for service](#); and
 - (b) wishes to file a document in a proceeding or appellate proceeding,
 must provide to the Court an [address for service](#) in accordance with subrule (2) in the manner specified in subrule (3) or (4).
- (2) An *address for service* must include—
 - (a) the [party title](#) and full name of the party;
 - (b) whether the party is represented by a law firm and, if so, the name of the law firm and of the individual [responsible solicitor](#);
 - (c) a physical address at which documents in or in relation to the proceeding can be served which must—

- (i) if the party does not provide an email address—be in South Australia; or
- (ii) if the party provides an email address—be in Australia;
- (d) an email address at which documents in or in relation to the proceeding can be served, unless the party does not have available and cannot reasonably obtain an email address; and
- (e) a telephone number at which the party or, if represented, the party's law firm can be contacted.

Note—

If a document is filed by a law firm, the law firm will need to be identified by an L code and the [responsible solicitor](#) will need to be identified by a P code. A law firm or individual solicitor who does not have an L code or P code can obtain one on request to the [Law Society](#).

- (3) If the party is initiating a proceeding or appellate proceeding, the party must provide an [address for service](#)—
 - (a) if the initiating document is lodged using the Electronic System—by entering the [address for service](#) details in the course of initiating the proceeding or appellate proceeding and causing the [address for service](#) to be displayed on the initiating document;
 - (b) if the initiating document is lodged without using the Electronic System—by causing the [address for service](#) details to be displayed on the initiating document.

Note—

The initiating document is ordinarily a [Claim](#) or [Originating Application](#) for a proceeding and a Notice of Appeal, Notice of Review or Notice of Case Stated for an appellate proceeding.

- (4) If the party wishes to file a document in an existing proceeding or appellate proceeding, the party must provide an [address for service](#)—
 - (a) if the document is lodged using the Electronic System—by entering the [address for service](#) details, obtaining approved access to the case and causing a notice of acting in the prescribed form to be generated; or
 - (b) if the document is lodged without using the Electronic System—by providing on the first document filed the [address for service](#) details or by filing a notice of acting in the prescribed form.

Prescribed form—

Form 23 [Notice of Acting](#)

- (5) A party's [address for service](#) remains the last address for service provided to the Court unless and until a notice of acting or notice of cessation of acting is filed in accordance with [rule 25.2](#) or a notice of change of [address for service](#) is filed in accordance with [rule 44.2](#) showing a different [address for service](#).
- (6) If it comes to the attention of a party that a document sent to another party's [address for service](#) was not received by the recipient party, the sending party must bring that fact to the attention of the recipient party and, if unable to do so, must inform the Court.
- (7) The Court may strike out all or part of a party's [address for service](#) if it appears that documents sent to that address are not being received by that party.

44.2—Change of address for service

- (1) If there is a change in the address, email address (if applicable) or telephone number shown in a party's [address for service](#), a notice of change of [address for service](#) must be filed and served on all parties within 7 days.

Prescribed form—

Form 25 [Notice of Change of Address for Service](#)

- (2) If there is a change of the individual [responsible solicitor](#) within a law firm acting for a party, a notice of acting showing the new [responsible solicitor](#) must be filed and served on all parties within 7 days.

Prescribed form—

Form 23 [Notice of Acting](#)

Note—

See also [rule 25.2](#) in relation to a change in the representation status of a party or change of law firm acting for a party.

Division 2—Service at address for service

44.3—Service at address for service

Unless the document is [enforcement process](#) in respect of which [personal service](#) is required or a subpoena, a document is served on a party with an [address for service](#) in a proceeding if it is—

- (a) served at the party's physical [address for service](#) by [personal service](#) in accordance with [rule 42.1](#);
- (b) delivered to the party's physical [address for service](#) and left with a person who is apparently an adult and who apparently resides or works or is present at that address;
- (c) sent as an attachment in a PDF or Word format to the party's email [address for service](#) in accordance with [rule 42.2](#);
- (d) sent by express post in an envelope addressed to that party at the party's physical [address for service](#) in accordance with [rule 42.3](#);
- (e) made available by electronic service in accordance with rule 42.4;
- (f) made available by portal service in accordance with rule 42.5; or
- (g) delivered in any other way that the Court orders.

Note—

Service of a subpoena is addressed by [rule 156.6](#) and service of [enforcement process](#) is addressed in Chapter 17.

44.4—Issue by Court of documents to address for service

- (1) The Court may give notice to a party with an [address for service](#) in a proceeding by sending a notice in any manner referred to in [rule 44.3](#).
- (2) [Rule 42.2](#) and [rule 42.3](#) as to when a document served by email or post is to be regarded as having been served apply, with any necessary changes, to a notice from the Court sent by email or post.

Part 5—Proof of service

45.1—Method of proof of service

- (1) Subject to the following subrules, when it is sought to prove service of a document, service must be proved by an affidavit in compliance with [rule 45.2](#) and [rule 45.3](#), [rule 45.4](#), [rule 45.5](#), [rule 45.6](#) or [rule 45.7](#), as applicable.
- (2) Service may also be proved by oral evidence and must be so proved if the Court so orders.
- (3) Service of a document outside Australia may also be proved—
 - (a) if the Hague Convention applies— by a certificate of service under rules 21 and 23 of Schedule 1; or
 - (b) in any other case— by an official certificate stating how and when service was effected given by—
 - (i) a foreign court; or
 - (ii) an embassy, high commission, consular or government authority of the country in which service was effected.
- (4) Subrule (1) does not apply to service governed by rule 31 of Schedule 1.
- (5) The Court may dispense with compliance with this rule if satisfied that the requisite service was effected.

45.2—Requirements for affidavit of proof of service

An affidavit of proof of service must—

- (a) be in the prescribed form;

Prescribed form—

Form 42 [Affidavit of Proof of Service](#)

Form 43 [Affidavit of Proof of Personal Service on an Individual by Sheriff's Officer](#)

- (b) unless the Court otherwise orders or these Rules otherwise provide, be made by a person of their own knowledge;
- (c) either exhibit a copy of the document served (including any notice required to be served for service out of the State) or, if it has been filed at court, refer to the document by its name, date and filed document number; and
- (d) depose to sufficient facts to prove service in accordance with the relevant part of Part 2 or [rule 44.3](#).

45.3—Personal service

- (1) If service is effected by [personal service](#), an affidavit of proof of service must be by the person who delivered the document to the person, office or place of business in question and, if applicable, be supplemented by an affidavit by the person who instructed the delivery of the document.
- (2) If the document is served on an individual, the affidavit of proof of service must—
 - (a) be by the person who served the document;
 - (b) state how the person on whom the document was served was identified; and

- (c) set out the conversation with the person on whom the document was served about the document and the identity of that person.
- (3) If the document is served on an individual as guardian, director, liquidator, administrator, member or partner of the person to be served or on the Attorney-General or an individual appointed by the Attorney-General to receive service on behalf of the person to be served, the affidavit of proof of service must—
- (a) comply with subrule (2); and
 - (b) be supplemented by an affidavit by the person who instructed service of the document—
 - (i) exhibiting documentary evidence proving the requisite relationship between the individual and the person to be served; or
 - (ii) if this cannot practicably be obtained, stating, if necessary on information and belief, how it is known that the individual bears the requisite relationship to the person to be served.
- (4) If service is effected at an office or place of business of the entity to be served, the affidavit of proof of service must—
- (a) be by the person who served the document and if the document was left with an individual—
 - (i) state how that individual was identified; and
 - (ii) set out the conversation with that individual about the document, the person to be served, the identity of the office or place of business and the identity of the individual; and
 - (b) be supplemented by an affidavit by the person who instructed service of the document—
 - (i) exhibiting documentary evidence proving that the address at which the document was served is the requisite office or place of business of the entity to be served; or
 - (ii) if this cannot practicably be obtained, stating, if necessary on information and belief, how it is known that the address at which the document was served is the requisite office or place of business of the entity to be served.
- (5) If service is effected on a solicitor acting for the State of South Australia pursuant to section 13(3) of the *Crown Proceedings Act 1992*, the affidavit of proof of service must—
- (a) be by the person who served the document on the solicitor—
 - (i) state how the solicitor was identified; and
 - (ii) set out the conversation with the solicitor about the document, the person to be served and the identity of the solicitor; and
 - (b) be supplemented by an affidavit by the person who instructed service of the document—
 - (i) exhibiting documentary evidence proving that the solicitor is relevantly acting for the State of South Australia; or

- (ii) if this cannot practicably be obtained, stating, if necessary on information and belief, how it is known that the solicitor is relevantly acting for the State of South Australia.
- (6) If service is effected by prepaid post on a [company](#), [registered body](#) or other body corporate pursuant to the *Corporations Act 2001* (Cth), *Service and Execution of Process Act 1992* (Cth), *Local Government Act 1999* or [rule 42.1](#), the affidavit of proof of service must—
 - (a) be by the person who posted the document;
 - (b) exhibit documentary evidence proving the identity of the office, registered office, principal office or principal place of business or, if this cannot practicably be obtained, state, if necessary on information and belief, how it is known that the address to which the document was posted is the requisite office or place of business of the entity to be served; and
 - (c) exhibit a copy of the envelope.

45.4—Email service

If service is effected by [email service](#), an affidavit of proof of service must—

- (a) be by the person who sent the document to the person in question;
- (b) exhibit documentary evidence proving that the email address to which the document being served was sent is the requisite email address pursuant to [rule 42.2\(1\)](#) or, if this cannot practicably be obtained, state, if necessary on information and belief, how it is known that the email address is the requisite email address; and
- (c) exhibit a copy of the email including the date and time of sending.

45.5—Post service

If service is effected by [post service](#), an affidavit of proof of service must—

- (a) be by the person who posted the document to the person in question;
- (b) exhibit documentary evidence proving that the address shown on the envelope containing the document being served is the requisite address pursuant to [rule 42.3\(1\)](#) or, if this cannot practicably be obtained, state, if necessary on information and belief, how it is known that the address is the requisite address;
- (c) exhibit a copy of the envelope;
- (d) exhibit a printout from Australia Post’s online tracking facility as proof of delivery to the address shown on the envelope; and
- (e) depose that the tracking number shown in the printout matches that of the envelope containing the document that was posted.

45.6—Solicitor and agent service

If service is effected by solicitor or agent service as defined in [rules 42.6](#) and [42.7](#), an affidavit of proof of service must—

- (a) be by the person who delivered or sent the document to the solicitor or agent;
- (b) if reliance is placed on [rule 42.6\(a\)](#), exhibit documentary evidence proving that the solicitor had instructions to accept service of the document, or a class of documents that includes the document, on behalf of the person being served within the meaning

of [rule 42.6\(a\)](#) or, if this cannot practicably be obtained, state, if necessary on information and belief, how it is known that the solicitor had those instructions;

- (c) if reliance is placed on [rule 42.6\(b\)](#), exhibit a copy of the acknowledgement issued by the solicitor that the solicitor accepted service of the document on behalf of the person being served within the meaning of [rule 42.6\(b\)](#);
- (d) if reliance is placed on [rule 42.7](#), exhibit documentary evidence proving that the agent had authority to accept service of the document, or a class of documents that includes the document, on behalf of the person being served within the meaning of [rule 42.7](#) or, if this cannot practicably be obtained, state, if necessary on information and belief, how it is known that the agent had that authority;
- (e) if served personally on the solicitor, comply with [rule 45.3](#);
- (f) if served in a manner agreed by the solicitor or agent, exhibit documentary evidence of that agreement or, if this cannot practicably be obtained, state, if necessary on information and belief, how it is known that the solicitor or agent agreed to that manner of service; and
- (g) if served by [email service](#) or [post service](#) on the solicitor or agent in accordance with a manner agreed by the solicitor or agent, comply with [rule 45.4](#) or [rule 45.5](#).

45.7—Agreed Service

If service is effected by agreed service as defined in [rule 42.8](#), an affidavit of proof of service must—

- (a) be by the person who delivered or sent the document;
- (b) exhibit documentary evidence proving that the person agreed to service of the document or a class of documents that includes the document, in the manner in question within the meaning of [rule 42.8](#) or, if this cannot practicably be obtained, state, if necessary on information and belief, how it is known that the person so agreed; and
- (c) depose to such facts as are necessary to prove service in accordance with the agreement.

45.8—Substituted service

If service is effected by substituted service as defined in [rule 42.9](#), an affidavit of proof of service must—

- (a) be by the person who delivered or sent the document; and
- (b) depose to such facts as are necessary to prove service in accordance with the order.

45.9—Service at address for service

If service is effected by service at an [address for service](#), an affidavit of proof of service must—

- (a) be by the person who delivered or sent the document; and
- (b) depose to such facts as are necessary to prove service in accordance with [rule 44.3](#).

Chapter 6—Constitution of proceedings

Part 1—Types of proceedings

51.1—Types

All actions and proceedings are either claims or originating applications.

Note—

Proceedings by way of claim are managed differently to those by way of originating application. Proceedings by way of claim require [pleadings](#), discovery and service of [expert reports](#) and involve several interlocutory steps before proceeding to [trial](#). Proceedings by way of originating application do not usually involve these steps, usually proceed on affidavits when evidence is required and may be finally determined on the [return date](#).

51.2—Claims

- (1) Subject to subrules (3) to (5), a **claim** is a proceeding in which the applicant claims—
 - (a) a remedy for a common law or equitable [cause of action](#); or
 - (b) a statutory remedy of a type available for a common law or equitable [cause of action](#) (such as damages, compensation, injunction, restitution, specific performance, rescission, rectification or declaration) for a statutory [cause of action](#) analogous to a common law or equitable [cause of action](#).

Examples—

A claim for damages under section 236 or compensation under section 237 or an injunction under section 232 as a result of misleading conduct in breach of section 18 of the Australian Consumer Law is a statutory [cause of action](#).

A claim for recovery of monies under section 588FF on avoidance of an unfair preference under section 588FA of the *Corporations Act 2001* (Cth) is a statutory [cause of action](#).

- (2) A claim may comprise more than one [cause of action](#) (whether common law, equitable or statutory).
- (3) Chapters 19 to 22 require certain types of proceedings to be instituted as claims.
- (4) If a proceeding includes both a claim and what would in any other case be an originating application if it stood alone—
 - (a) the proceeding is to be by way of claim; and
 - (b) the applicant is otherwise required to comply as far as possible with any applicable provisions in Chapter 19, 20, 21 or 22.
- (5) If there is a prescribed form to initiate a particular type of action as a claim, that type of action is a claim.

Example—

For example, Form 1A is the prescribed form for an action to determine a dispute arising out of the performance of building work to which a statutory warranty relates under section 37 of the *Building Work Contractors Act 1995*. Even if hypothetically the action would not be a claim under subrule (1), it is a claim by reason of subrule (5). See also Forms 1B, 1C and 1D.

51.3—Originating applications

- (1) Subject to subrules (2) and (3), an **originating application** is a proceeding that does not include a claim under [rule 51.2](#).

- (2) Chapters 19 to 22 require certain types of actions to be instituted as originating applications.
- (3) If there is a prescribed form to initiate a particular type of action as an originating application, that type of action is an originating application.

Example—

For example, Form 2B is the prescribed form for an action for authorisation of a proposed marriage by a minor under section 12 of the *Marriage Act 1961* (Cth). Even if hypothetically the action would not be an originating application under subrule (1), it is an originating application by reason of subrule (3). See also Forms 2A to 2U.

51.4—Proceeding instituted in incorrect form

If a proceeding is incorrectly instituted as a claim or an originating application, the Court may—

- (a) order that the proceeding remain as constituted and make any further or consequential orders (relating to the filing of [pleadings](#), affidavits or otherwise) as it thinks fit;
- (b) order that the proceeding be terminated as constituted and replaced by a proceeding correctly constituted and make any further or consequential orders as it thinks fit; or
- (c) make any other or further order as it thinks fit.

Part 2—Types of claims

52.1—Types of claims

- (1) A claim in a proceeding by way of claim may be a claim (without more) or a cross claim.
- (2) A claim (without more) is the claim (whether or not amended) that instituted the proceeding.
- (3) A **cross claim** is a claim in which a respondent to a claim or an earlier cross claim seeks final relief from the Court against another existing party or a new party.

Note—

Unlike a respondent to a claim, a respondent to an originating application cannot bring a cross originating application. A respondent to an originating application who wishes to seek final relief from the Court against another existing party or a new party must bring a separate proceeding. Such a respondent may apply to the Court to hear and determine the 2 proceedings together.

Part 3—Consolidation and division of proceedings

53.1—Consolidation

- (1) The Court may order the consolidation of separate proceedings into a single proceeding on such conditions as it thinks fit, including designating party roles and determining which party is to have the carriage of the consolidated proceeding.
- (2) The Court may make consequential orders for the transition of separate proceedings into a single proceeding.

53.2—Division

- (1) The Court may order the division of a proceeding into separate proceedings on such conditions as it thinks fit, including designating party roles and determining which party is to have the carriage of each separate proceeding.
- (2) The Court may make consequential orders for the transition of a proceeding into separate proceedings.

Note—

If dividing a proceeding into 2 separate proceedings, the Court will either order that 2 new proceedings be created in place of the original proceeding or that one new proceeding be created and the balance remain in the original proceeding.

Chapter 7—Claims

Part 1—Pre-action steps

Division 1—Preliminary

61.1—Objects

The objects of this Part are to—

- (a) encourage parties to resolve a dispute before commencing litigation;
- (b) facilitate litigation, if unavoidable, proceeding expeditiously, efficiently, at a proportionate cost and on narrowed issues;
- (c) involve insurers at an early stage;
- (d) require parties to take steps before instituting proceedings in accordance with the principle that the time and costs incurred should be proportionate to the amount or value in dispute; and
- (e) require substantial compliance without emphasis on technical matters or minor departures from the requirements.

61.2—Definitions

In this Part, unless the contrary intention appears—

address for pre-action service means a physical, email or postal address at which documents relating to a potential proceeding may be served on a party;

medical negligence claim means a personal injury claim against a health practitioner (whether or not qualified) or hospital;

pre-action claim—see rule 61.7;

pre-action document means a pre-action claim, pre-action response, pre-action third party notice or pre-action third party response;

pre-action meeting—see rule 61.12;

pre-action meeting report—see rule 61.12;

pre-action response—see rule 61.9;

pre-action steps means steps taken under this Part before the commencement of a proceeding, including service of pre-action documents, negotiation of arrangements for a pre-action meeting and attendance at a pre-action meeting;

pre-action third party notice—see rule 61.10;

required response time in respect of a pre-action document means either—

- (a) if the pre-action document involves a personal injury claim—within 30 days; or
- (b) in any other case—within 21 days,

of receipt by the party required to respond or such later time as the relevant parties may agree.

61.3—Service of documents under this Part

- (1) A document to be served under this Part may be served by—
 - (a) personal service in accordance with rule 42.1;

- (b) being sent as an attachment in PDF or Word format to an email address reasonably believed by the sender to be actively used by the person to be served; or
 - (c) being sent by express post via Australia Post to an address reasonably believed by the sender to be an address at which the person to be served regularly lives, works, carries on business or is present.
- (2) A document to be served under this Part may be served on a party who has provided an [address for pre-action service](#) by—
- (a) being delivered to a physical [address for pre-action service](#) and left with a person who is apparently an adult;
 - (b) being sent as an attachment in PDF or Word format to an email [address for pre-action service](#); or
 - (c) being sent by express post via Australia Post to a postal [address for pre-action service](#).
- (3) A document to be served under this Part may be served—
- (a) on an insurer reasonably believed by the party sending the document to be exercising subrogated rights for, or indemnifying the party to be served in relation to, the matter; or
 - (b) on a law firm reasonably believed by the party sending the document to be acting for the party to be served in relation to the matter.

61.4—Confidentiality

- (1) Unless the relevant parties otherwise agree, subject to subrule (2) the content of any communications between the parties in or for the purpose of [pre-action steps](#) must be kept confidential and are the subject of settlement privilege.
- (2) The Court may direct that a protected communication be disclosed to the Court for the limited purpose of making procedural or costs orders but not so as to disclose it to the judicial officer who is to hear or determine the proceeding before all questions, except costs, have been determined.

Note—

A person may disclose or use a protected communication in circumstances in which a communication the subject of settlement privilege may be disclosed or used under the general law or section 67C of the *Evidence Act 1929* or otherwise under statute.

61.5—Costs of compliance

Unless the Court otherwise orders and subject to costs orders made under [rule 61.15](#) or [61.16](#), the costs of compliance with this Part are to be treated as costs in the cause except to the extent that such costs relate to issues not subsequently litigated.

Division 2—Early notice of personal injury

61.6—Notice of personal injury

- (1) This rule applies in respect of a person who commences a [personal injury claim](#) in the Court for damages for personal injury suffered by that person, except a person who has, before the expiration of the period referred to in subrule (2)—
 - (a) given notice under section 126A of the *Motor Vehicles Act 1959*; or

- (b) made a claim under section 30 of the *Return to Work Act 2014*.

Notes—

A person for whom insurance is provided under Part 4 of the *Motor Vehicles Act 1959* is required by section 126A of that Act to provide notice of the injury in the circumstances and manner specified by that section.

A person who makes a claim under section 30 of the *Return to Work Act 2014* is required to provide notice of the injury in the circumstances and manner specified by section 16 of that Act.

- (2) A person to whom this rule applies must, within 6 months after the day on which the incident giving rise to the personal injury occurred, serve on the person potentially liable a written notice of injury—
- (a) setting out the full name and [address for pre-action service](#) of the person giving the notice;
 - (b) setting out the full name and address of each person potentially liable;
 - (c) identifying when, where and how the injury was sustained;
 - (d) identifying why the recipient is potentially liable; and
 - (e) identifying any medical records relating to the applicant required from the recipient.
- (3) If a person to whom this rule applies is not aware that they have suffered personal injury or that the injury has caused material loss or damage or was arguably caused by the negligence of the person potentially liable, the time in subrule (2) is extended until one month after the person becomes so aware.
- (4) A recipient of a notice of injury must, within 6 weeks, serve on the sender at their [address for pre-action service](#) a written response—
- (a) setting out the recipient's [address for pre-action service](#);
 - (b) providing a copy of any requested medical records in the possession, custody or power of the recipient (with an invoice for copying);
 - (c) if the claim is a [medical negligence claim](#) and liability is denied, explaining why it is denied including any alternative explanation for what happened or caused any adverse effects; and
 - (d) making suggestions for next steps (for example, further investigation, obtaining expert evidence, negotiation, [alternative dispute resolution](#) or an invitation to institute a proceeding).

Division 3—Pre-action exchanges and offers

61.7—Pre-action claim

- (1) In this Part, a ***pre-action claim*** is a written notice—
- (a) setting out the full name and [address for pre-action service](#) of each proposed applicant;
 - (b) setting out the full name and address of each proposed respondent;
 - (c) as far as reasonably practicable identifying each proposed [cause of action](#) in sufficient detail to enable the proposed respondent to decide whether and to what extent to admit the claim, to respond to the claim and to respond to the proposed applicant's offer;

- (d) as far as reasonably practicable, to the extent that the relief sought comprises a liquidated sum, identifying how it is calculated and, to the extent that it comprises damages, giving a breakdown showing how the damages are quantified;
- (e) if an extension of time is to be sought, identifying the basis for the extension;
- (f) attaching a copy of any [expert report](#) relevant to the claim in the possession, custody or power of the proposed applicant;
- (g) attaching sufficient material as is necessary for the proposed respondent to respond as required by [rule 61.9](#);
- (h) unless the claim is a [personal injury claim](#), attaching an estimate in the prescribed form of the total costs likely to be incurred by the proposed applicant if the matter proceeds to [trial](#);

Prescribed form—

Form P3 [Cost Estimate](#)

- (i) identifying the court in which the action is intended to be brought;
 - (j) making an offer to settle the claim in terms capable of giving rise to a legally binding agreement if accepted;
 - (k) proposing a date and time for a [pre-action meeting](#) to be convened under [rule 61.12](#), either at a physical location or by audio visual link or telephone conference call, if the claim is not first resolved; and
 - (l) to the extent that a proposed claim is a [personal injury claim](#), addressing the matters set out in subrule (2).
- (2) To the extent that a proposed claim is a [personal injury claim](#), a *pre-action claim* is a written notice which also—
- (a) sets out the date of birth and occupation of the proposed applicant;
 - (b) identifies the conduct by the proposed respondent alleged to be negligent (including the date and occasion) and the essence of why it was negligent;
 - (c) if the proposed claim is a [medical negligence claim](#)—
 - (i) identifies the adverse effects allegedly caused by the negligent conduct and the proposed applicant’s current condition; and
 - (ii) briefly outlines the causal link between the negligent conduct and the adverse effects including what the outcome would have been had there been no negligence;
 - (d) identifies whether the proposed applicant has returned to work and, if not, whether they will be able to return to work and, if so, when that is likely;
 - (e) identifies whether the proposed applicant is continuing to receive treatment and, if so, its nature;
 - (f) identifies any medical records required or sought from the proposed respondent; and
 - (g) identifies any other records held by other providers that are relevant,
- to the extent that information that is still current has not already been provided to the proposed respondent in a notice of personal injury under [rule 61.6](#).

- (3) Subject to [rule 61.8](#), before commencing a claim in the Court, the applicant must have served on the respondent a [pre-action claim](#).

61.8—Exemption and dispensation from obligation

- (1) A proposed applicant may (but is not required to) serve a [pre-action claim](#) if—
- (a) on commencement of the action, the applicant applies for a [search order](#) under [rule 112.2](#) or [freezing order](#) under [rule 112.14](#);
 - (b) on commencement of the action, the applicant applies for an interlocutory injunction and reasonably fears that, if given a [pre-action claim](#), the respondent will act in a manner that would frustrate the grant of the injunction;
 - (c) the dispute has been, or will be, the subject of an [alternative dispute resolution process](#) similar to that prescribed by this Part;
 - (ca) the applicant has served a concerns notice complying with section 12A of the *Defamation Act 2005*.
 - (d) the action is to enforce a binding order or determination enforceable between the parties, including (without limitation) a monetary order by the South Australian Civil and Administrative Tribunal enforceable under section 89 of the *South Australian Civil and Administrative Tribunal Act 2013*;
 - (e) the action is for payment of a claimed amount under section 15 or 16 of the *Building and Construction Industry Security of Payment Act 2009*;
 - (f) there is a statutory time limit for instituting the action of not more than 3 months;
 - (g) the applicant reasonably believes that the action will be uncontested or is not genuinely contestable and serves on the respondent a Final Notice under Part 2 of this Chapter;
 - (h) the action is a dust disease action and meets the criteria for an urgent case under [rule 315.2](#);
 - (i) the action is a criminal injuries compensation proceeding under Chapter 21 Part 3; or
 - (j) the action is an originating application.
- (2) An applicant may apply to the Court at the commencement of a proceeding for dispensation from compliance with [rule 61.7](#) on justifying grounds but, if the Court does not grant dispensation, the Court may make orders as if no application for dispensation were made.

61.9—Pre-action response

- (1) A proposed respondent who receives a [pre-action claim](#) must within the [required response time](#), serve on the proposed applicant and any other party to the [pre-action steps](#), a response (*pre-action response*)—
- (a) setting out the full name and [address for pre-action service](#) of the proposed respondent;
 - (b) either accepting the proposed applicant's offer or complying with paragraphs (c) to (i);
 - (c) as far as reasonably practicable, responding to each of the proposed applicant's identified [causes of action](#) (including to avoid doubt any additional ground of defence) in sufficient detail to enable the proposed applicant to decide whether,

and to what extent, to pursue the claim and to respond to the proposed respondent's offer;

- (d) if the proposed respondent intends to bring a counter claim, providing the information required by [rule 61.7](#) to be given in a [pre-action claim](#);
- (e) attaching a copy of any [expert report](#) relevant to the claim in the possession, custody or power of the proposed respondent;
- (f) attaching sufficient material as is necessary for the proposed applicant to respond to the proposed respondent's offer;
- (g) unless the claim is a [personal injury claim](#), attaching an estimate in the prescribed form of the total costs likely to be incurred by the proposed respondent in the proceeding if it proceeds to [trial](#);

Prescribed form—

Form P3 [Cost Estimate](#)

- (h) making an offer to settle the claim and any counter claim in terms capable of giving rise to a legally binding agreement if accepted; and
- (i) either agreeing to the proposed details or proposing different details for the [pre-action meeting](#) such that any alternative date is—
 - (i) no later than 7 days after the date suggested by the proposed applicant; or
 - (ii) if the proposed respondent issues a [pre-action third party notice](#) under [rule 61.10](#)—no later than 7 days after a response is due from the [third party](#).
- (2) To the extent that a proposed claim is a [personal injury claim](#) and contains a request for medical records, the [pre-action response](#) must also—
 - (a) provide a copy of any requested medical records in the possession, custody or power of the proposed respondent (with an invoice for copying); and
 - (b) if the records are incomplete, explain why, and if the records are extensive and further information is required to identify the relevant records, identify what further information is required.
- (3) To the extent that a proposed claim is a [construction claim](#), the [pre-action response](#) must also identify any dispute about the principal contractual terms or statutory provisions relied on in respect of the claim.
- (4) A proposed respondent is not excused from serving a [pre-action response](#) by reason of a defect or omission in the [pre-action claim](#) in complying with a paragraph of subrule (1) or (2) of [rule 61.7](#).

61.10—Further pre-action steps

- (1) A proposed applicant who receives a [pre-action response](#) stating that a proposed respondent intends to bring a counter claim must, within the [required response time](#), serve on the proposed respondent and any other party to the [pre-action steps](#) a [pre-action response](#) in compliance with [rule 61.9](#).
- (2) If a party who receives a [pre-action document](#) intends to bring a [third party claim](#), that party must within the [required response time](#) serve on the intended [third party](#) and each other party to the [pre-action steps](#) a notice (*pre-action third party notice*) in compliance with [rule 61.7](#).

- (3) A [third party](#) who receives a [pre-action third party notice](#) must, within the [required response time](#), serve on each other party to the [pre-action steps](#) a [pre-action response](#) in compliance with [rule 61.9](#).

61.11—Pre-action offers when multiple parties

To avoid doubt, any offer made during [pre-action steps](#) may be made jointly by 2 or more parties.

Division 4—Pre-action meeting

61.12—Pre-action meeting

- (1) If—
 - (a) the dispute is not resolved within 7 days after the time for service of the last [pre-action document](#) under Division 3; and
 - (b) arrangements for a [pre-action meeting](#) have not already been agreed,

the parties must negotiate in good faith to agree on arrangement for a meeting, either in person or by audio visual link or telephone conference call (which may be a mediation or other [alternative dispute resolution process](#)) to attempt to resolve the dispute (*pre-action meeting*).
- (2) If there is disagreement about the mode of the meeting, the meeting must be in person, unless a party reasonably fears for their health if the meeting is in person, in which event it must be by audio visual link or telephone conference call.
- (3) A [pre-action meeting](#) must be held within 21 days after the time for service of the last [pre-action document](#) under Division 3 or such later time as the parties may unanimously agree.
- (4) The meeting—
 - (a) must be attended by each party or a person with authority to enter into an agreement settling the dispute involving that party;
 - (b) should also be attended by—
 - (i) a lawyer for each party (if a lawyer has been instructed); and
 - (ii) if a claim is made or defended on behalf of another party (for example, a claim made by a main contractor under a contractual obligation to pass on subcontractor claims), the party on whose behalf the claim is made or defended or that party's lawyer; and
 - (c) may be adjourned with the unanimous agreement of the parties.
- (5) At the meeting—
 - (a) each party must negotiate in good faith with a view to resolving the dispute involving that party;
 - (b) the parties should—
 - (i) identify the main issues in dispute and the primary cause of disagreement in respect of each issue;
 - (ii) consider how the issues might be resolved without recourse to litigation; and

- (iii) consider whether any third party (other than a participant at the meeting) should be joined if a proceeding is instituted and the consequences for the meeting;
- (c) the lawyers for the parties should endeavour to reach a consensus in the presence of the parties as to the likely cost and time scale of litigation;
- (d) if the parties or their lawyers anticipate difficulty in achieving the aims of the meeting, the parties should consider appointing at their joint cost an independent person to chair the meeting;
- (e) in respect of each issue in dispute, or the dispute as a whole, the parties should consider whether some form of alternative dispute resolution would be more suitable than litigation and, if so, endeavour to agree which form to adopt; and
- (f) if the parties are unable to agree on a means of resolving the dispute other than by litigation, they should use their best endeavours to agree—
 - (i) if expert evidence is likely to be required—how the relevant issues are to be defined and how expert evidence is to be dealt with including whether a joint expert might be appointed and, if so, who that should be;
 - (ii) the extent of discovery of documents with a view to saving costs; and
 - (iii) the conduct of the litigation with the aim of minimising cost and delay.
- (6) If the matter is not resolved at the meeting, the parties must draw up and sign a report (*pre-action meeting report*) in the prescribed form setting out—
 - (a) the date and mode of the meeting;
 - (b) the name and role of each person participating in the meeting;
 - (c) compliance by the parties with this Part; and
 - (d) any agreement reached about future conduct of an [alternative dispute resolution process](#) or litigation.

Prescribed form—

Form P4 [Pre-action Meeting Report](#)

Division 5—Initiation of action

61.13—Initiation of action

- (1) An applicant breaches this rule if the applicant—
 - (a) is required to but does not serve a [pre-action claim](#) before instituting a claim; or
 - (b) serves a [pre-action claim](#) and institutes a claim before the time provided by this Part for [pre-action responses](#) and a [pre-action meeting](#).
- (2) In addition to the consequences of non-compliance under Division 6, unless the Court otherwise orders, an applicant who breaches this rule is not entitled to recover the costs of preparing, filing or serving the [Claim](#).
- (3) An applicant who initiates an action by way of claim must—
 - (a) certify on the [Claim](#)—
 - (i) whether the applicant served a [pre-action claim](#) on the respondent;
 - (ii) whether the respondent served a [pre-action response](#); and

- (iii) whether the parties attended a [pre-action meeting](#); and
- (b) if a [pre-action claim](#) was not served—state in the statement of claim whether the applicant was or was not required to serve a [pre-action claim](#) and if not plead the relevant facts under [rule 61.8\(1\)](#).
- (4) An applicant must, within 7 days after the filing of a defence in the action, file on an [excluded access basis](#) copies of any [pre-action documents](#) served together with the [pre-action meeting report](#).

Division 6—Pre-action steps not taken

61.14—Special directions hearing

- (1) This rule applies if the applicant certifies on the [Claim](#) that a [pre-action claim](#) or [pre-action response](#) was not served or there was no [pre-action meeting](#) and a party requests the Principal Registrar to list the proceeding for a special directions hearing.
- (2) The Court will list the proceeding for a special [directions hearing](#) to determine whether orders should be made for any [pre-action steps](#) or steps in lieu to be taken.
- (3) At the [directions hearing](#), the Court may make such orders as it thinks fit including (without limitation)—
 - (a) for a pre-action step or step in lieu to be taken;
 - (b) for a stay of other steps in the proceeding until such steps have been taken;
 - (c) for ordinary steps in the proceeding to be taken; or
 - (d) for costs.
- (4) Unless there is good reason to order otherwise, if the applicant failed to serve a [pre-action claim](#) in breach of [rule 61.7](#) or instituted the proceeding in breach of [rule 61.13\(1\)](#)—
 - (a) the applicant must pay the non-defaulting parties' costs of the [directions hearing](#) and costs thrown away by reason of the breach on an indemnity basis (within the meaning of [rule 191.1](#)), such costs being payable forthwith; and
 - (b) the Court will fix the costs ordered in a lump sum at the [directions hearing](#).
- (5) Unless there is good reason to order otherwise, if a party failed to serve a [pre-action response](#) in breach of [rule 61.9](#) or [61.10](#)—
 - (a) the defaulting party must pay the non-defaulting parties' costs of the [directions hearing](#) and costs thrown away by reason of the breach on an indemnity basis (within the meaning of [rule 191.1](#)), such costs being payable forthwith; and
 - (b) the Court will fix the costs ordered in a lump sum at the [directions hearing](#).
- (6) Unless there is good reason to otherwise order, if a party failed or refused to propose, or respond to a proposal for, a [pre-action meeting](#) in breach of [rule 61.7](#), [61.9](#) or [61.10](#) or failed to attend a [pre-action meeting](#) in breach of [rule 61.12](#)—
 - (a) the defaulting party must pay the non-defaulting parties' costs of the [directions hearing](#) and costs thrown away by reason of the breach on an indemnity basis (within the meaning of [rule 191.1](#)), such costs being payable forthwith; and
 - (b) the Court will fix the costs ordered in a lump sum at the [directions hearing](#).

61.15—Applications and orders

- (1) If a party considers that another party failed to comply with Division 3, 4 or 5, that party—
 - (a) if the party seeks directions displacing the usual steps to be taken before the first [directions hearing](#)—may lodge an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#) for listing of an early [directions hearing](#); or
 - (b) at the first [directions hearing](#), may seek any directions that can be given at a special directions hearing.
- (2) The Court may at a [directions hearing](#) (including a special directions hearing), if it finds that a party failed to comply with Division 3, 4 or 5, make such orders (including as to costs) as it thinks fit.

Note—

A party who fails to comply with Division 3, 4 or 5 may expect to be ordered to pay the costs of the hearing and costs thrown away due to the breach on an indemnity basis as defined in [rule 191.1](#), payable forthwith.

- (3) If the Court makes an order under subrule (2) that a party pay costs forthwith, the costs may be taxed and payment enforced despite the fact that the steps in the proceeding are otherwise stayed

61.16—Costs of proceeding

When the Court considers orders relating to costs of a proceeding, the Court may take into account—

- (a) any failure by a party to comply with Division 3, 4 or 5;
- (b) a comparison between the terms of any non-accepted pre-action offer and the result of the proceeding;
- (c) whether a party unreasonably failed to accept a pre-action offer or a better pre-action offer; or
- (d) the conduct of a party otherwise in respect of [pre-action steps](#).

Part 2—Alternative pre-action steps

62.1—Final notice

- (1) A person intending to bring a claim in the Court who reasonably believes that the claim will be uncontested or is not genuinely contestable may, instead of serving a [pre-action claim](#) under [rule 61.7](#)—

- (a) on payment of the prescribed fee—file in the Court; and
- (b) serve on the intended respondent by [original service](#),

a notice of intention to bring the claim in the prescribed form (*a Final Notice*) at least 21 days before instituting the proceeding.

Prescribed form—

Form P1 [Final Notice](#)

- (2) Without affecting any entitlement of the applicant to recover the costs of preparing and serving a Final Notice, an applicant who serves a Final Notice under this rule is entitled to recover as part of the costs of the proceeding the filing fee for the notice.

62.2—Enforceable payment agreement

- (1) After service of a [Final Notice](#) under [rule 62.1](#), or in any other case when a [monetary claim](#) is made by one person against another, the parties may enter into an enforceable payment agreement in the prescribed form (*Enforceable Payment Agreement*).

Prescribed form—

Form P2 [Enforceable Payment Agreement](#)

- (2) If a Final Notice has been filed or an action issued in the Court, either party may (but is not required to) file the Enforceable Payment Agreement.
- (3) When the parties have entered into an Enforceable Payment Agreement and the debtor is not in default, the creditor must not make any adverse report about non-payment of the monetary obligation to a credit reference agency.
- (4) If a debtor does not comply with an Enforceable Payment Agreement and, if it provides for payment by instalments, the debtor is in arrears in respect of at least 2 instalments, the creditor may—
 - (a) if an action has not already been instituted, file and serve a [Claim](#) in the Court in reliance on the Enforceable Payment Agreement; or
 - (b) seek summary judgment in an action instituted under paragraph (a) or in an existing action for the debt the subject of the Enforceable Payment Agreement in accordance with the Enforceable Payment Agreement by filing an interlocutory application in accordance with [rule 102.1\(1\)](#) and supporting affidavit in accordance with [rule 102.1\(2\)](#) deposing to—
 - (i) execution of, and exhibiting, the Enforceable Payment Agreement;
 - (ii) non-compliance with the Agreement; and
 - (iii) any payments made by the debtor under the Agreement and the amount outstanding.

Part 3—Institution and service of claim

63.1—Claim and statement of claim

- (1) An action by way of claim must be instituted by filing a [Claim](#) in the prescribed form.

Prescribed form—

Form 1 [Claim](#)

Note—

See also the specific forms prescribed for specific proceedings by [rule 266.4](#), [rule 292.1](#), [297.1](#) and [rule 298.1](#).

- (2) If an extension of time is sought to commence the action, the [Claim](#) must include a statement to that effect and identify the statutory basis for the extension sought.
- (3) If the applicant seeks to invoke the jurisdiction of the Court conferred by the [cross-vesting legislation](#) or the [corporations cross-vesting provisions](#), the statement of claim must include a statement that the claim is made under the relevant provision of that

legislation (even if the applicant also relies on another statutory provision for the substantive claim).

- (4) An applicant must certify on the [Claim](#)—
 - (a) whether the applicant served a [pre-action claim](#) on the respondent;
 - (b) whether the respondent served a [pre-action response](#); and
 - (c) whether the parties attended a [pre-action meeting](#).
- (5) A Claim must contain or be accompanied by a statement of claim unless—
 - (a) the person filing the Claim certifies that, in their reasonable opinion, the claim will be uncontested or is not genuinely contestable; and
 - (b) the applicant elects to rely on, and completes, a short form statement of claim (*short form statement of claim*) contained within the [Claim](#) briefly summarising the claim.
- (6) The statement of claim must—
 - (a) be in the prescribed form;
 - (b) comply with the [pleading](#) rules in Part 7;
 - (c) if a [pre-action claim](#) was not served, state whether the applicant was required to serve one; and
 - (d) if the applicant states that they were not required to serve a [pre-action claim](#), plead the relevant facts under [rule 61.8\(1\)](#).

Prescribed forms—

Form 1 [Claim](#)

Form 1S [Statement of Claim uploaded with Claim](#)

Filing instructions—

If a [Claim](#) is filed physically at Registry, a Form 1 is to be used.

If a [Claim](#) is filed using the Electronic System, a Form 1S is to be uploaded (not required if electing to rely on a [short form statement of claim](#) in accordance with [rule 63.1\(5\)](#)).

Magistrates Court

- (7) The [Claim](#) must identify the total claim value as defined in [rule 67.5\(4\)](#).
- (8) The applicant must, when filing a [Claim](#), identify the location at which the applicant requests that the proceeding be heard, being a location at which the Court sits and either close to where the claim arose or where the respondent lives.

Note—

The Court will take into account the request in listing the first directions hearing but it is in the discretion of the Court as to the location of the first directions hearing. It is in the discretion of the Court as to the location of any subsequent directions hearings or of any [trial](#).

63.2—Subsequent statement of claim

An amended statement of claim filed under [rule 69.3](#) or statement of claim filed in substitution for a [short form statement of claim](#) under [rule 68.1](#) or otherwise filed after the institution of the proceeding must be in the prescribed form and comply with the [pleading](#) rules in Part 7.

Prescribed form—

Form 8 [Statement of Claim Standalone](#)

Filing instructions—

If a Statement of Claim is filed after the commencement of an action (due to amendment, order of the Court or otherwise), a Form 8 is to be used.

63.3—Claim documents to be served

- (1) The documents required to be served on a respondent or interested party (*Claim documents*) comprise—
 - (a) the [Claim](#) incorporating or accompanied by the statement of claim;
 - (b) a multilingual notice in the prescribed form; and
 - (c) if the party is served—
 - (i) in another State—a notice to party served interstate in the prescribed form;
 - (ii) in New Zealand—a notice to party served in New Zealand in the prescribed form;
 - (iii) out of Australia—a notice to party served outside Australia in the prescribed form; or
 - (iv) out of Australia under the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters—a summary of the document to be served outside Australia in the prescribed form.

Prescribed forms—

Form 31 [Multilingual Notice – Claim](#)

Form 34 [Notice to Party Served – Interstate](#)

Form 35 [Notice to Party Served – New Zealand](#)

Form 36 [Notice to Party Served – Outside Australia](#)

Form 37 [Summary of the Document to be Served](#)

- (2) Unless the Court otherwise orders or the parties otherwise agree, an applicant must as soon as practicable serve a copy of the relevant [Claim documents](#) on each respondent and each interested party (if any).

63.4—Manner of service

- (1) Unless the Court otherwise orders, service of [Claim documents](#) on a [company](#) or [registered body](#) interstate must be effected by [personal service](#) in accordance with [rule 42.1](#).
- (2) Unless the Court otherwise orders, service of [Claim documents](#) out of Australia must be effected in accordance with Schedule 1 Part 1.
- (3) Unless the Court otherwise orders, service of [Claim documents](#) in any other case must be effected by [original service](#) in accordance with [rule 42.1](#), [rule 42.2](#), [rule 42.3](#), [rule 42.4](#), [rule 42.5](#) or, if applicable, [rule 42.6](#), [rule 42.7](#), [rule 42.8](#) or [rule 42.9](#).
- (4) [Claim documents](#) will be regarded as having been served on a party in accordance with this rule if [rule 42.10](#) applies.

Notes—

Service of [Claim documents](#) in another State is effective only if there is compliance with section 16 of the *Service and Execution of Process Act 1992* (Cth).

[Claim documents](#) served in New Zealand must contain or be accompanied by the information contained in section 11 of the *Trans-Tasman Proceedings Act 2010* (Cth).

63.5—First directions hearing

- (1) In the normal course, the Court will list the first [directions hearing](#) in a proceeding several weeks after a defence is filed to allow time for [pleadings](#) and discovery to be completed.
- (2) If a party seeks an urgent interlocutory order or listing of an urgent [trial](#) before the first [directions hearing](#) would otherwise be listed, that party must file an interlocutory application and supporting affidavit deposing to the circumstances of urgency, in accordance with [rule 102.1](#).

Note—

Interlocutory applications, hearings and orders are governed by Chapter 9.

Part 4—Limitation of time for service

64.1—Limitation of time for service

- (1) Subject to subrule (2), the [Claim documents](#) must be served on each respondent and each interested party (if any) within 6 months after being filed.
- (2) The Court may from time to time extend the period referred to in subrule (1) for a specified period—
 - (a) before or after the time limit for service under this rule has expired; and
 - (b) even though the time for commencing the claim has expired.
- (3) An application for an extension of time to serve must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#)—
 - (a) identifying the ground on which the extension is sought and deposing to the facts relied on for an extension of time; and
 - (b) if the ground is other than that the party has not been able to serve the [Claim documents](#), identifying whether each other party has been informed of the institution of the claim and provided with a copy of the [Claim documents](#) and, if not, why not.

Note—

The Court expects a party to serve a respondent if possible. If the claim is for damages for personal injuries and the applicant's condition is not yet stable or there is other good reason for no further steps to be taken in the proceeding for the time being, the Court expects the applicant to elect for a moratorium on steps under [rule 64.5](#) rather than seek an extension of time for service.

64.2—List of inactive cases

- (1) [The Registrar](#) must maintain a list of inactive cases in accordance with this rule.
- (2) A claim is liable to be in the list of inactive cases if at the end of the time limit for serving the [Claim documents](#) (including any extension of time) under [rule 64.1](#)—
 - (a) no application for extending the time for service has been made or such an application has been made and refused;
 - (b) no respondent or interested party has filed a defence; and
 - (c) the applicant has not applied for default judgment.

- (3) Before entering a claim in the list of inactive cases, [the Registrar](#) must send notice to the applicant's [address for service](#) giving notice of intention to enter it in the list after the expiration of one month from the date of the notice.
- (4) If, on the expiry of a notice of intention under subrule (3), the claim remains liable to be in the list of inactive cases, [the Registrar](#) must so enter it.
- (5) A claim ceases to be liable to be in the list of inactive cases (and if already entered is to be removed from the list) if—
 - (a) a defence is filed;
 - (b) the applicant obtains default judgment; or
 - (c) the Court orders that it is not to be entered or remain in the list.

64.3—Dismissal of action in list of inactive cases

If a claim remains in the list of inactive cases for not less than 2 months, [the Registrar](#) may dismiss it as if an order had been made for dismissal for want of prosecution.

Note—

[The Registrar](#) may give notice of intention to dismiss a claim under this rule but if [the Registrar](#) does not do so it does not affect the dismissal.

64.4—Reinstatement of dismissed action

- (1) The applicant may apply to reinstate a claim that has been dismissed under [rule 64.3](#) by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#)—
 - (a) identifying the ground on which the application is made;
 - (b) explaining why the applicant allowed the claim to be dismissed;
 - (c) deposing to the facts relied on for reinstatement; and
 - (d) establishing that there is an arguable basis for the claim.
- (2) The Court may order that the interlocutory application and supporting affidavit be served on each other party to the proceeding.
- (3) The Court may, if it considers that it is in the interests of justice, reinstate a claim that has been dismissed under [rule 64.3](#) even though the time for commencing a claim has expired.

Note—

In general, the Court would need to be satisfied that the applicant has a reasonable explanation for having allowed the claim to be dismissed, that there is an arguable basis for the claim and that reinstatement will not cause undue prejudice to the respondent against whom the claim was dismissed.

64.5—Moratorium on steps

- (1) An applicant may elect, on or after filing a claim, to place the claim under a moratorium by filing and serving an election in the prescribed form and filing an affidavit of proof of service deposing to service of the [Claim documents](#) and the election document.

Prescribed forms—

Form 15B [Election – Moratorium on Steps](#)

Form 42 [Affidavit of Proof of Service](#)

Form 43 [Affidavit of Proof of Personal Service on an Individual by Sheriff's Officer](#)

Note—

If no affidavit of proof of service of the Form 15B is filed, the proceeding will remain liable to be placed in the list of inactive cases even though the Form 15B has been filed.

- (2) While a claim remains under a moratorium—
- (a) it is not liable to be placed in the list of inactive cases under [rule 64.2](#) or dismissed under [rule 64.3](#) (but this does not affect the power of the Court to dismiss it on a different basis);
 - (b) the other parties are not required to file a defence and the time for them to take any step in the proceeding against the applicant does not begin to run;
 - (c) the applicant is not entitled to seek default judgment; and
 - (d) no party is entitled to take any step in the proceeding, except if the party is—
 - (i) applying to remove the proceeding from the moratorium;
 - (ii) filing a notice of discontinuance by consent under rule 141.2; or
 - (iii) making or responding to a formal offer.

Note—

Although the time for filing a cross claim under [rule 65.2](#) will not run, the fact that the claim has been placed under a moratorium will not stop time running for the purpose of any applicable statutory time limit.

- (3) The Court may order that a claim be removed from the moratorium.
- (4) Unless the Court otherwise orders, an application for an order under subrule (3) must be made on at least 14 days' notice to each other party.

Part 5—Defence and cross claim

65.1—Defence

- (1) Unless the Court otherwise orders, a defence to a statement of claim must be filed within 28 days after service of the [Claim documents](#).
- (2) A defence or amended defence must be in the prescribed form and comply with the [pleading](#) rules in Part 7.

Prescribed forms—

Form 51 [Defence Shell](#)

Form 51S [Defence Details lodged or uploaded with Defence Shell](#)

Form 52 [Defence Standalone](#)

Filing instructions—

If a Defence is filed physically at Registry, a Form 51 with a Form 51S is to be used.

If a Defence is filed using the Electronic System, a Form 51 is to be used with a Form 51S uploaded.

If a revised (amended) Defence is filed, a Form 52 is to be used.

- (3) Unless the Court otherwise orders, a copy of the defence must be served on each other party to the proceeding.

65.2—Entitlement to bring cross claim

- (1) A respondent may bring a cross claim by counter claim for a claim that might have been brought in a separate proceeding—
 - (a) against an applicant bringing a claim against the respondent without leave of the Court; or
 - (b) against another existing party to the proceeding—
 - (i) for a claim that is related to the subject matter of the proceeding without leave of the Court; or
 - (ii) in any other case—with leave of the Court.
- (2) A respondent may bring a cross claim by contribution claim against an existing party to the proceeding for indemnity or contribution in respect of a claim against the respondent.
- (3) A respondent may bring a cross claim by [third party claim](#) against a new party to the proceeding for a claim that might have been brought in a separate proceeding—
 - (a) that is related to the subject matter of the proceeding without leave of the Court; or
 - (b) in any other case—with leave of the Court.
- (4) A respondent may bring a cross claim by combined counter claim and [third party claim](#) if the respondent is entitled to bring a counter claim against an existing party and a [third party claim](#) against a new party.
- (5) Unless the Court otherwise orders, a cross claim must be filed within the time fixed for filing a defence by the party in question.

Note—

An interested party cannot bring a cross claim. Such a party would need to apply successfully to become a respondent before being entitled to bring a cross claim.

65.3—Form and content of cross claim

- (1) A cross claim must be instituted by filing a [Cross Claim](#) in the prescribed form and must contain or be accompanied by a statement of cross claim in the prescribed form which complies with the pleading rules in Part 7.

Prescribed forms—

Form 61 [Cross Claim](#)

Form 61S [Statement of Cross Claim uploaded with Cross Claim](#)

Filing instructions—

If a [Cross Claim](#) is filed physically at Registry, a Form 61 is to be used.

If a [Cross Claim](#) is filed using the Electronic System, a Form 61 is to be used with a Form 61S uploaded.

- (2) If an extension of time is sought to commence the cross claim, the statement of cross claim must include a statement to that effect and identify the statutory basis for the extension sought.
- (3) If it is sought to invoke the jurisdiction of the Court conferred by the [cross-vesting legislation](#) or the [corporations cross-vesting provisions](#), the statement of cross claim must include a statement that the cross claim is made under the relevant provision of

that legislation (even if the applicant also relies on another statutory provision for the substantive claim).

- (4) A statement of cross claim may refer to, and repeat or adopt, a passage from a [pleading](#) by that party or another party already filed or filed at the same time.

Examples—

A statement of cross claim may refer to and adopt a passage from the statement of claim.

A statement of cross claim may refer to and repeat a passage from the party's defence to the statement of claim.

65.4—Subsequent statement of cross claim

An amended statement of cross claim filed under [rule 69.3](#) must be in the prescribed form and comply with the [pleading](#) rules in Part 7.

Prescribed form—

Form 62 [Statement of Cross Claim Standalone](#)

Filing instructions—

If a revised (amended) Statement of Cross Claim is filed, a Form 62 is to be used.

65.5—Cross Claim documents to be served

- (1) The documents required to be served on a respondent or interested party (*Cross Claim documents*) comprise a copy of the [Cross Claim](#) and statement of cross claim and, to the extent that the cross claim is a [third party claim](#)—
- (a) a multilingual notice in the prescribed form;
 - (b) the [Claim](#) and statement of claim;
 - (c) if the party is served—
 - (i) in another State—a notice in the prescribed form; or
 - (ii) in New Zealand—a notice to party served in New Zealand in the prescribed form; or
 - (iii) out of Australia—a notice to party served outside Australia in the prescribed form; or
 - (iv) out of Australia under the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters—a summary of the document to be served in the prescribed form.

Prescribed forms—

Form 31 [Multilingual Notice – Claim](#)

Form 34 [Notice to Party Served – Interstate](#)

Form 35 [Notice to Party Served – New Zealand](#)

Form 36 [Notice to Party Served – Outside Australia](#)

Form 37 [Summary of the Document to be Served](#)

- (2) Unless the Court otherwise orders, an applicant on a cross claim must, as soon as practicable, serve the [Cross Claim documents](#) on each respondent and each interested party (if any) to the cross claim.

- (3) A party who brings a cross claim joining a new party to the proceeding must, on request, provide to the new party copies of all documents filed in the proceeding before the new party was joined.

65.6—Manner of service

- (1) Service of [Cross Claim documents](#) on a party with an [address for service](#) must be effected in accordance with [rule 44.3](#).
- (2) Service of [Cross Claim documents](#) on a party without an [address for service](#) must be effected in accordance with [rule 63.4](#).

65.7—Defence to cross claim

- (1) Unless the Court otherwise orders, a defence to a statement of cross claim must be filed within 28 days after service of the [Cross Claim documents](#).
- (2) A defence or amended defence to a statement of cross claim must be in the prescribed form and comply with the [pleading](#) rules in Part 7.

Prescribed forms—

Form 51 [Defence Shell](#)

Form 51S [Defence Details lodged or uploaded with Defence Shell](#)

Form 52 [Defence Standalone](#)

Filing instructions—

If a Defence is filed physically at Registry, a Form 51 with a Form 51S is to be used.

If a Defence is filed using the Electronic System, a Form 51 is to be used with a Form 51S uploaded.

If a revised (amended) Defence is filed, a Form 52 is to be used.

65.8—Defence to earlier claim

- (1) A respondent or interested party to a cross claim may elect to file a defence to the statement of claim in the claim or the statement of cross claim in a cross claim filed by an earlier party in the proceeding.
- (2) A respondent or interested party to a cross claim who wishes to contest the claim, or a cross claim filed by an earlier party in the proceeding, on a ground—
 - (a) not already pleaded by a party to the claim or earlier cross claim; and
 - (b) that would be required, by the [pleading](#) rules in Part 7, to be pleaded if pleaded by the respondent or interested party,
 must file a defence to the statement of claim, or statement of cross claim in the earlier cross claim, pleading that ground of defence.
- (3) Unless the Court otherwise orders, a defence filed under this rule must be filed within 28 days after service of the [Cross Claim documents](#).
- (4) A defence or amended defence must be in the prescribed form and comply with the [pleading](#) rules in Part 7.

Prescribed forms—

Form 51 [Defence Shell](#)

Form 51S [Defence Details lodged or uploaded with Defence Shell](#)

Form 52 [Defence Standalone](#)

Filing instructions—

If a Defence is filed physically at Registry, a Form 51 with a Form 51S is to be used.

If a Defence is filed using the Electronic System, a Form 51 is to be used with a Form 51S uploaded.

If a revised (amended) Defence is filed, a Form 52 is to be used.

65.9—Conduct of cross claim

- (1) Unless the Court otherwise orders or the context otherwise indicates, the rules that apply to claims apply, with any necessary changes, to cross claims and the parties are to conduct a cross claim in the same manner as a claim.
- (2) Unless the Court otherwise orders, a claim and cross claim are to be the subject of common hearings and a common [trial](#).
- (3) Unless the Court otherwise orders, a cross claim may proceed notwithstanding that the claim has been the subject of judgment, resolution, early finalisation or a stay of proceedings.

Part 6—Pleadings subsequent to defence**66.1—Affidavit of personal injury particulars**

- (1) Subject to subrule (2), if a claim comprises or includes a [personal injury claim](#), the applicant on the claim must file and serve an affidavit of personal injury particulars.
- (2) This rule does not apply to a criminal injuries compensation proceeding under Chapter 21 Part 3.
- (3) Unless the Court otherwise orders, an affidavit of personal injury particulars must be filed within 28 days after service of the first defence to the statement of claim in which the [personal injury claim](#) is made.
- (4) Unless the Court otherwise orders, an updated affidavit of personal injury particulars must be filed—
 - (a) within 28 days after receipt of a request by a respondent, provided that at least 6 months have elapsed since the most recent statement;
 - (b) within 28 days after the applicant becomes aware that a previous statement was, or has become, inaccurate in a material respect; or
 - (c) when the Court orders.
- (5) An affidavit or updated affidavit of personal injury particulars must be in the prescribed form and contain, to the best of the applicant's knowledge, information and belief, each item of information required by the prescribed form except any information that all other parties have agreed need not be included.

Prescribed form—

Form 10 [Affidavit of Personal Injury Particulars](#)

- (6) An updated affidavit of personal injury particulars need only contain information that needs to be amended or updated since the previous statement.

66.2—Reply

- (1) An applicant on a claim may file a reply to a defence to that claim.

- (2) Unless the Court otherwise orders, any reply to a defence must be filed within 14 days after service of the defence.
- (3) A reply or amended reply must be in the prescribed form and comply with the [pleading](#) rules in Part 7.

Prescribed form—

Form 53 [Reply](#)

66.3—Subsequent pleading

- (1) A party may only file a rejoinder or subsequent pleading with leave of the Court.
- (2) If leave is granted, the time limit for filing the pleading is to be fixed by the Court.

Part 7—Pleading rules

Division 1—Universal pleading rules

67.1—Definitions

In this Part, unless the contrary intention appears—

fact means a proposition of fact or law.

67.2—Pleading rules

- (1) A [pleading](#) must—
 - (a) comply with the relevant prescribed form;
 - (b) be divided into consecutively numbered paragraphs, each paragraph dealing with a separate matter; and
 - (c) be as concise and precise as practicable.
- (2) A [pleading](#) must—
 - (a) set out the affirmative [facts](#) relied on by the party to establish the party's claim or defence to a claim;
 - (b) identify any statutory provision relied on by the party to establish the party's claim or defence to a claim or in answer to an allegation of [fact](#) by the opposing party; and
 - (c) give fair notice of the party's case to the opposing party so as to avoid the opposing party being taken by surprise at or in preparation for [trial](#).
- (3) A [pleading](#) must not—
 - (a) make inconsistent allegations of [fact](#) unless one is expressed to be in the alternative to the other;
 - (b) contain material that is irrelevant or unnecessary to perform the functions of the [pleading](#) identified in subrule (2);
 - (c) contain material that is evasive or ambiguous;
 - (d) contain material that is scandalous, frivolous or vexatious; or
 - (e) be an abuse of the process of the Court.
- (4) A [pleading](#) may refer to events occurring after institution of the proceeding.

67.3—Certification

- (1) A [pleading](#) must, if filed by a law firm, include a certificate by the [responsible solicitor](#) in the relevant prescribed form that it is filed in accordance with the instructions of the client, there is a proper basis for each allegation of [fact](#) in it and it complies with these Rules.
- (2) A [pleading](#) must, if filed by a party, include a certificate by the party in the relevant prescribed form that the party is responsible for the [pleading](#) and each allegation of [fact](#) in it is true to the best of the party's knowledge, information and belief.

67.4—Provision of document referred to in pleading

A party who files a [pleading](#) that refers to a document that is in the party's possession, custody or power must, on request and payment of a reasonable copying fee, provide to another party a copy of the document.

Division 2—Specific pleading rules

67.5—Statement of claim pleading rules

- (1) A statement of claim must comply with the relevant prescribed form.

Prescribed forms—

Form 1 [Claim](#) and Form 1S [Statement of Claim uploaded with Claim](#)

Form 1A [Claim – Building Work Contractors Act](#) and Form 1AS [Statement of Claim uploaded with Claim – Building Work Contractors Act](#)

Form 1B [Claim – Retail and Commercial Leases Act](#) and Form 1BS [Statement of Claim uploaded with Claim – Retail and Commercial Leases Act](#)

Form 1C [Claim – Second Hand Vehicle Dealers Act](#) and Form 1CS [Statement of Claim uploaded with Claim – Second Hand Vehicle Dealers Act](#)

Form 1D [Claim – Native Title Compensation](#)

Form 8 [Statement of Claim Standalone](#)

Form 8A [Statement of Claim– Building Work Contractors Act – Standalone](#)

Form 8B [Statement of Claim– Retail and Commercial Leases Act – Standalone](#)

Form 8C [Statement of Claim– Second Hand Vehicle Dealers Act – Standalone](#)

Form 61 [Cross Claim](#) and Form 61S [Statement of Cross Claim uploaded with Claim](#)

Form 62 [Statement of Cross Claim Standalone](#)

- (2) If a claim comprises or includes a [personal injury claim](#), the statement of claim must state in general terms (without containing the detail required for the affidavit of personal injury particulars under [rule 66.1](#))—
 - (a) the nature of the injury and any resulting disability;
 - (b) the nature of treatment received and expected to be required;
 - (c) the resultant effect on the applicant's past and present capacity to earn income;
 - (d) the resultant effect on the applicant's past and present enjoyment of life; and
 - (e) the kinds of economic and non-economic loss suffered by the applicant.
- (3) Subject to [rule 69.1](#) and [rule 69.2](#), a statement of claim may raise a new [cause of action](#) based on events occurring after the commencement of the claim or cross claim to which it relates.

Note—

[Rule 69.1](#) and [rule 69.2](#) preclude amendments if the amendment would add a [cause of action](#) that is statute barred. [Rule 69.1\(3\)](#) entitles a party to apply for an order disallowing an amendment made without leave or consent.

Magistrates Court

- (4) The [Claim](#) or statement of claim must state—
- (a) to the extent that a [monetary claim](#) is made, the total amount of the [monetary claim](#);
 - (b) to the extent that a claim is made for the return or delivery of property, the total value of the property;
 - (c) to the extent that the claim is for damages or compensation, the amount sought;
 - (d) to the extent that the claim is for other relief, the total value of that relief; and
 - (e) the total of each of the above items, being the ***total claim value***.

67.6—Defence pleading rules

- (1) A defence must specifically admit, not admit or deny (in each case with or without qualification or elaboration) each allegation of [fact](#) in the statement of claim.
- (2) This rule does not derogate from the obligation to comply with [rule 67.2\(2\)](#).
- (3) If a defence admits an allegation, unless the Court otherwise orders, to the extent that the allegation is admitted—
 - (a) the opposing party is entitled to rely on that admission and is not required to prove that allegation at [trial](#); and
 - (b) the party making the admission must not adduce evidence to disprove the allegation.
- (4) If a defence does not admit an allegation, the party is entitled to put the opposing party to proof on that allegation but, unless the Court otherwise orders, not to adduce evidence to disprove the allegation.
- (5) If a defence denies an allegation, the party is entitled to put the opposing party to proof on that allegation or adduce evidence to negate the allegation but, unless the Court otherwise orders, not to rely on any other answer to the allegation required to be pleaded by [rule 67.2\(2\)](#) unless and to the extent that the party has complied with [rule 67.2\(2\)](#).
- (6) If a defence does not address an allegation of [fact](#) in the statement of claim, it is taken to be denied.
- (7) If a respondent contends that the Court does not have jurisdiction to hear and determine the action or otherwise objects to the Court’s jurisdiction, the respondent must plead the objection in the defence and file at the same time as the defence an interlocutory application seeking hearing and determination of the objection.
- (8) To avoid doubt, this rule applies, to the extent applicable, to a defence to a [short form statement of claim](#) as well as to a defence to a statement of claim.

67.7—Reply pleading rules

- (1) A reply may specifically admit, not admit or deny (in each case with or without qualification or elaboration) an allegation of [fact](#) in the defence.

- (2) This rule does not derogate from the obligation to comply with [rule 67.2\(2\)](#).
- (3) Subrules (3) to (5) of [rule 67.6](#) apply to a reply in the same manner, with any necessary changes, as they apply to a defence.
- (4) If a reply does not address an allegation of [fact](#) in the defence, it is taken to be denied.

Part 8—Substitution of statement of claim for short form statement of claim

68.1—Filing of full pleadings

- (1) Subject to subrule (2), if an applicant files a [Claim](#) containing a [short form statement of claim](#) and a respondent files a defence, the applicant must file a statement of claim in accordance with [rule 63.1](#) within 21 days after service of the defence.
- (2) If the applicant files an application for summary judgment under [rule 144.2](#) within 21 days after service of a defence, the obligation to file a statement of claim is suspended unless and until the application for summary judgment is dismissed.
- (3) If the application for summary judgment is dismissed, the applicant must file a statement of claim within 21 days after the date of dismissal.
- (4) If the applicant files a statement of claim under this rule, a respondent may file an amended defence responding to the statement of claim within 14 days after service of the statement of claim.
- (5) The applicant may file a reply to a defence or amended defence within 14 days after service of an amended defence or after the time for filing an amended defence expires.

Part 9—Amendment of originating process or pleadings

69.1—Amendment without consent or leave

- (1) Subject to subrule (2), a party may amend a [Claim](#) or [pleading](#) (but not to introduce an additional party) at any time up to 14 days after the last date on which lists of documents are due to be filed by operation of these Rules or order of the Court.
- (2) A party may not amend under this rule if the amendment would add a [cause of action](#) that is statute barred or withdraw an admission.
- (3) If a party makes an amendment under this rule, another party may apply for an order disallowing the amendment in whole or in part on the ground that, if leave had been sought to make the amendment, it would have been refused.
- (4) On an application under subrule (3), the onus will be on the party seeking disallowance of the amendment to persuade the Court that it should be disallowed.

Notes—

Ordinarily a party amending a document under this rule (or [rule 69.2](#)) must pay the costs of each other party of the amendment: see [rule 194.4\(2\)](#).

There is no limit on the number of times a document may be amended under this rule.

69.2—Amendment by consent or with leave

- (1) A party may amend a [Claim](#) or [pleading](#) (including to introduce an additional party)—
 - (a) [by consent](#); or
 - (b) with the leave of the Court.

- (2) If leave is granted to amend a [Claim](#) or [pleading](#)—
 - (a) to add a [cause of action](#) that is statute barred;
 - (b) to add an applicant in respect of a [cause of action](#) that is statute barred; or
 - (c) to add a respondent in respect of a [cause of action](#) that is statute barred,
 the amendment takes effect on a date fixed by the Court not earlier than the date on which the application for leave to amend was made or foreshadowed unless the Court makes an order under subrule (3).
- (3) The Court may order that the amendment relate back to the date on which the claim the subject of the amendment was instituted—
 - (a) if subrule (2)(a) applies—if the new [cause of action](#) arises out of substantially the same facts as the original [cause of action](#); or
 - (b) if subrule (2)(b) or (c) applies—if the failure to join the additional party arose from a genuine mistake.

69.3—Manner of amendment

- (1) If a party is entitled to amend a [Claim](#) or [pleading](#) under [rule 69.1](#) or [69.2](#), the amendment must be made by filing a revised version of the [Claim](#) or [pleading](#) in accordance with [rule 33.2](#).
- (2) A party who files an amended [Claim](#) or [pleading](#) must serve it on each other party as soon as practicable.

69.4—Consequential amendment

- (1) If a party amends a [Claim](#) or [pleading](#), a responding party may amend its [pleading](#) in response to the [Claim](#) or [pleading](#) consequentially on the amendment.
- (2) Unless the Court otherwise orders, an amended defence to an amended [Claim](#) or amended statement of claim must be filed within 14 days after service of the amended document.
- (3) Unless the Court otherwise orders, an amended reply or reply to an amended defence must be filed within 7 days after service of the amended document.

69.5—Costs of amendment

Unless the Court otherwise orders, a party who amends a [Claim](#) or [pleading](#) under [rule 69.1](#) or [rule 69.2](#) must pay the costs thrown away by another party as a result of the amendment on the [standard costs basis](#) payable when the claim is determined by judgment.

Part 10—Particulars and strike out

70.1—Request for particulars

- (1) A party may by written notice request better particulars of an opposing party's [pleading](#).
- (2) A request for better particulars must be served within 28 days, or such other period as may be ordered by the Court, of receipt by the requesting party of the [pleading](#) in question.
- (3) A party who receives a notice under subrule (1) within the time specified under subrule (2) must, within 14 days or such other period as may be ordered by the Court, provide a written response responding in respect of each request by either—

- (a) providing better particulars;
- (b) offering to provide better particulars and indicating when they will be provided; or
- (c) declining to provide better particulars.

70.2—Order for better particulars

The Court may order a party to provide better particulars of its case by—

- (a) filing and serving an amended pleading containing such particulars; or
- (b) filing and serving a separate document containing such particulars.

Notes—

Ordinarily, if particulars are ordered, the order will be for an amended pleading.

However, the Court may order that particulars be provided in the form of a Scott Schedule or another document separate from the pleading, in which case the Court may also order a response to the better particulars.

Ordinarily the Court will only order better particulars in respect of a [pleading](#) if—

- (a) a want of particularity results in the [pleading](#) not complying with the pleading rules in Part 7; and
- (b) the party seeking the particulars will otherwise suffer substantial prejudice.

70.3—Strike out

- (1) The Court may strike out all or part of a [Claim](#) or [pleading](#) if—
 - (a) it does not comply with these Rules;
 - (b) it is frivolous, vexatious or an abuse of the process of the Court; or
 - (c) it does not disclose a reasonable [cause of action](#) or defence (as applicable).
- (2) If the Court strikes out all or part of a document under subrule (1), it may if it thinks fit grant leave to file within a specified time an amended or substituted document rectifying the matter that caused the original document to be struck out.

Part 11—Effect of pleadings

71.1—Party bound by pleading at trial

At the [trial](#) of a claim, a party is bound by an assertion or admission made in a [pleading](#) filed by the party unless the Court gives leave to amend the [pleading](#) to withdraw or amend the assertion or admission.

71.2—Party cannot go beyond pleading at trial

- (1) At the [trial](#) of a claim, a party is not entitled, without leave of the Court—
 - (a) to adduce evidence of a matter that should have been, but is not, pleaded in the party's [pleading](#); or
 - (b) to raise an issue that should have been, but is not, raised in the party's [pleading](#).

Note—

Subrule (1) does not apply to evidence or issues relevant only to credit.

- (2) The Court may decline to entertain an application for leave under subrule (1) unless the party seeking leave applies for leave to amend the party's [pleading](#) to plead what should have been pleaded.
- (3) In deciding whether and how to exercise its discretion to grant or refuse leave under subrule (1), the Court will have regard amongst other things to—
 - (a) matters that would be relevant to an application for leave to amend the party's pleading to plead what should have been pleaded;
 - (b) avoiding a captious or unduly technical interpretation of the pleadings;
 - (c) material that was available to the parties apart from the pleadings; and
 - (d) achieving substantial justice between the parties.

Part 12—Consolidated pleading

72.1—Order for progressive consolidated pleading

- (1) The Court may order that, instead of the parties filing [pleadings](#) contained in separate documents, the parties file progressively their [pleadings](#) as part of a consolidated [pleading](#) in the prescribed form in accordance with subrule (2).

Prescribed form—

Form 9 [Consolidated Pleading](#)

- (2) If the Court makes an order under subrule (1)—
 - (a) the applicant must file an initial version of the consolidated [pleading](#) in the prescribed form containing the matters that would in any other case be pleaded in the statement of claim;
 - (b) each respondent or interested party to the action must file a revised version of the consolidated [pleading](#) in the prescribed form containing the matters that would in any other case be pleaded in the defence;

Example—

If there are 2 respondents to the action, each must file a separate consolidated [pleading](#) containing that party's defence to the statement of claim against that party.

- (c) if the applicant wishes to file a reply to another party's defence, the applicant must file a revised version of the consolidated [pleading](#) in the prescribed form containing the matters that would in any other case be pleaded in the reply to that party's defence;
- (d) paragraphs (a) to (c) apply separately to [pleading](#) in a cross claim in the same manner, with any necessary changes, as they apply to [pleading](#) in a claim.

Example—

If the first respondent to the action brings a counter claim against the applicant, there is to be a separate consolidated [pleading](#) to represent the [pleadings](#) in the counter claim. If the second respondent to the action brings a [third party claim](#), there is to be a separate consolidated [pleading](#) to represent the [pleadings](#) in the [third party claim](#).

- (3) If the Court makes an order under subrule (1), Parts 3 to 11 apply to the consolidated [pleading](#) or the relevant part of the consolidated [pleading](#) in the same manner, with any necessary changes, as they apply to separate [pleadings](#).

72.2—Order for consolidated pleading

- (1) The Court may order that, in addition to the parties filing [pleadings](#) contained in separate documents, the applicant on the claim or cross claim or another party file a consolidated [pleading](#) in accordance with subrule (2).
- (2) If the Court makes an order under subrule (1), the party the subject of the order must file and serve a consolidated [pleading](#) on the same basis as if a progressive consolidated [pleading](#) had been prepared under [rule 72.1](#).

Part 13—Discovery

Division 1—Introduction

73.1—Definitions

In this Part, unless the contrary intention appears—

complex electronic protocol—see [rule 73.6](#);

discoverable document—see [rule 73.7\(5\)](#), [rule 73.8\(2\)](#) or [rule 73.9\(2\)](#) as applicable;

discovery by category means discovery of directly relevant documents falling within specified categories in a person's possession, custody or power;

general discovery means discovery of directly relevant documents in a person's possession, custody or power;

list of documents means a list of discovered documents filed or to be filed under this Part;

physical protocol—see [rule 73.4](#);

privileged document means a document that is privileged from production on the ground of legal professional privilege, public interest immunity or another recognised ground;

simple electronic protocol—see [rule 73.5](#);

specific discovery means discovery of specified documents or categories of documents in a person's possession, custody or power.

73.2—Making discovery

A person makes discovery of documents in accordance with this Part—

- (a) by filing and serving a list of [discoverable documents](#) that are or were in the person's possession, custody or power in accordance with this Part; and
- (b) in respect of documents that are discovered and in the person's possession, custody or power—by numbering them, arranging them in numbered order, making them available for inspection and providing copies of or making them available for copying in accordance with this Part.

73.3—Form and content of list of documents

- (1) This rule applies unless the Court otherwise orders or the parties unanimously otherwise agree.
- (2) A list of documents must, subject to subrules (3), (4) and (5)—
 - (a) list each [discoverable document](#) in the person's possession, custody or power in respect of which no claim of privilege is made;

- (b) list each [discoverable document](#) in the person's possession, custody or power in respect of which a claim of privilege is made, identifying the nature of the privilege and ground on which it is claimed and describing the document in sufficient detail that it can be identified and the fact that it is privileged is apparent from its description; and
 - (c) list each [discoverable document](#) that was in the person's possession, custody or power, describing it in sufficient detail that it can be identified and identifying when it left the person's possession custody or power, where it went and where it is now believed to be.
- (3) A document need not be discovered in a list of documents if—
- (a) it is a copy of a document that has been discovered and there is no evidentiary significance in the fact or content of the copy;
 - (b) it is a communication or record of a communication between parties (personally or by their lawyers) after institution of the proceeding; or
 - (c) it has been filed in the proceeding.
- (4) A list of documents may list a bundle of documents as a single item if—
- (a) it comprises a physical or electronic file of documents that was kept as a file before, or other than for the purpose of, the proceeding; or
 - (b) the documents are of a homogenous character.
- (5) A [privileged document](#) need not be discovered separately if it is encompassed by a generic description of—
- (a) communications and records of communications between a person and the person's lawyer for the dominant purpose of legal advice or representation in the proceeding;
 - (b) drafts of documents prepared for the dominant purpose of legal advice or representation in the proceeding; or
 - (c) opinions or advices of counsel.
- (6) Unless the Court otherwise orders or the parties unanimously otherwise agree, a list of documents must be in the appropriate prescribed form for a separate list of documents.

Prescribed forms—

Form 73A [List of Documents – Physical Protocol](#)

Form 73B [List of Documents – Simple Electronic Protocol](#)

Form 73C [List of Documents – Complex Electronic Protocol](#)

- (7) A list of documents must number sequentially each document in the list.
- (8) Each discovered document in the person's possession, custody or power must be marked with the corresponding number.
- (9) Subject to subrules (4) and (5), a list of documents must list documents in chronological order and undated documents must be placed in the best approximation of their chronological order.
- (10) A person filing a list of documents must, by the person's solicitor if represented or by the person if not represented, certify the list of documents in accordance with the prescribed form.

- (11) Unless the Court otherwise orders or the parties unanimously otherwise agree, a list of documents must be prepared in accordance with the [physical protocol](#).

Division 2—Protocols

73.4—Physical protocol

- (1) This rule governs physical discovery (the *physical protocol*) when use of an electronic protocol is not needed or justified.
- (2) Physical documents must be discovered in their native physical form.
- (3) Electronic documents may be discovered in their native electronic form.
- (4) The list of documents must be in the prescribed form for a separate or consolidated list of documents.

Prescribed forms—

Form 73A [List of Documents – Physical Protocol](#) (under [rule 73.3\(6\)](#))

Form 74A [List of Documents Consolidated – Physical Protocol](#) (under [rule 73.11\(2\)](#))

73.5—Simple electronic protocol

- (1) Schedule 4 Part 2 provides for a simple form of electronic discovery (the *simple electronic protocol*) when—
 - (a) it is desirable for each party to have an electronic database identifying each discovered document; and
 - (b) use of the [complex electronic protocol](#) is not needed or justified.
- (2) The list of documents must be in the prescribed form for a separate or consolidated list of documents.

Prescribed forms—

Form 73B [List of Documents – Simple Electronic Protocol](#) (under [rule 73.3\(6\)](#))

Form 74B [List of Documents Consolidated – Simple Electronic Protocol](#) (under [rule 73.11\(2\)](#))

73.6—Complex electronic protocol

- (1) Schedule 4 Part 3 provides for an advanced form of electronic discovery (the *complex electronic protocol*) when—
 - (a) it is desirable for each party to have an electronic database identifying each discovered document; and
 - (b) there will be a relatively large number of discovered documents or it is anticipated that there will be an electronic [trial](#).
- (2) The list of documents must be in the prescribed form for a separate or consolidated list of documents.

Prescribed forms—

Form 73C [List of Documents – Complex Electronic Protocol](#) (under [rule 73.3\(6\)](#))

Form 74C [List of Documents Consolidated – Complex Electronic Protocol](#) (under [rule 73.11\(2\)](#))

Division 3—Lists of documents

73.7—General discovery

- (1) This rule applies to require [general discovery](#) unless the Court otherwise orders or the parties unanimously otherwise agree.
- (2) Each applicant and respondent in a proceeding must make discovery of [discoverable documents](#) that are or were in their possession, custody or power in accordance with this Division.
- (3) An interested party must make discovery of [discoverable documents](#) that are or were in their possession, custody or power if—
 - (a) the party receives by the [close of pleadings](#) written notice from an applicant or respondent in the proceeding requiring the party to make [general discovery](#); or
 - (b) the Court so orders.
- (4) A party who is required to make discovery under this rule must, within 28 days after the [close of pleadings](#), file and serve a list of documents.
- (5) A document is a **discoverable document** for the purposes of this rule if it is directly relevant to an issue raised in the proceeding and, if [pleadings](#) have been filed, the issues for this purpose are defined by the [pleadings](#).
- (6) Without limiting the generality of the definition of [discoverable document](#) in subrule (5), a document is directly relevant in the context of discovery made by a party to the proceeding if it is intended to be relied on at [trial](#) by that party or it supports or adversely affects a party's case.

73.8—Discovery by category

- (1) The Court may order or the parties may unanimously agree that [discovery by category](#) be made instead of [general discovery](#).
- (2) A document is a **discoverable document** for the purposes of this rule if—
 - (a) it would be a [discoverable document](#) for the purpose of [rule 73.7](#); and
 - (b) it falls into a category specified by the order or agreement.
- (3) Unless the Court otherwise orders or the parties unanimously otherwise agree, subrules (2), (3) and (4) of [rule 73.7](#) apply when [discovery by category](#) is ordered or agreed.

73.9—Specific discovery

- (1) The Court may order or the parties may unanimously agree that [specific discovery](#) be made instead of [general discovery](#).
- (2) A document is a **discoverable document** for the purposes of this rule if it falls into a category specified by the order or agreement.
- (3) Unless the Court otherwise orders or the parties unanimously otherwise agree, subrules (2), (3) and (4) of [rule 73.7](#) apply when [specific discovery](#) is ordered or agreed.

73.10—Continuing discovery obligation

If a person who has filed a list of documents pursuant to this Division or an order of the Court—

- (a) comes into possession or custody of, or acquires power over, a [discoverable document](#) not included in the list of documents (including a document that came into existence after such filing); or
- (b) becomes aware that there is in their possession, custody or power a [discoverable document](#) not included in a list of documents filed under this rule,

the person must, as soon as practicable, file and serve a revised list of documents that includes that document.

Division 4—Consolidated list of documents

73.11—Consolidated list of documents

- (1) The Court may order or the parties may unanimously agree that, instead of each party filing a separate list of documents, the parties are collectively to file a single consolidated list of documents in accordance with this rule and in accordance with the [physical](#), [simple electronic](#) or [complex electronic protocol](#).
- (2) A consolidated list of documents must be in the appropriate prescribed form for a consolidated list of documents.

Prescribed forms—

Form 74A [List of Documents Consolidated – Physical Protocol](#)

Form 74B [List of Documents Consolidated – Simple Electronic Protocol](#)

Form 74C [List of Documents Consolidated – Complex Electronic Protocol](#)

- (3) If a consolidated list of documents is to be filed—
 - (a) the applicant in the proceeding must within the time fixed by the order or agreement file and serve the initial version of the consolidated list of documents, identifying the applicant as the party discovering and the date the document is added in the appropriate columns;
 - (b) each other party must in turn, within the time fixed by the order or agreement, file and serve an updated version of the consolidated list of documents, identifying the party as the party discovering and the date on which the document is added in the appropriate columns; and
 - (c) if a party would be required under [rule 73.10](#) to update that party's list of documents, the party must update the consolidated list of documents, identifying the party as the party discovering and the date on which the document is added in the appropriate columns.

Division 5—Inspection and copying

73.12—Inspection

- (1) A person who files a list of documents must make available for inspection by a party to the proceeding the discovered documents, other than [privileged documents](#), in their possession, custody or power.
- (2) The person must make the documents available for inspection—
 - (a) within 10 kilometers of the general post office at Adelaide;
 - (b) if the hearing location of the proceeding is a place other than Adelaide, within 10 kilometers of the hearing location; or
 - (c) at such other place as may be agreed.

- (3) The person must make the documents available for inspection on a working day at a time between 9.00 am and 5.00 pm nominated by the inspecting party on not less than 48 hours' notice.
- (4) The person must make available reasonable facilities for inspection including—
 - (a) when not self-evident—a person able to explain the arrangement of the documents and, if necessary, locate documents by reference to the list;
 - (b) when necessary—equipment needed to view a document (for example, for an electronic or microfiche document); or
 - (c) when reasonably requested—production for inspection of documents in stages.
- (5) If a document is not in the person's physical possession but is obtainable by the person, the person must take all reasonable steps to obtain the document.

73.13—Copying

- (1) A person who files a list of documents must, on not less than 48 hours' notice and on reasonable terms as to payment, make available to an inspecting party facilities for copying discovered documents, other than [privileged documents](#), in the possession, custody or power of the person nominated by the inspecting party during an inspection under [rule 73.12](#), including, if requested, a person to undertake the copying.
- (2) A person who files a list of documents must, on reasonable terms as to payment, provide to an inspecting party copies of requested discovered documents, other than [privileged documents](#), in their possession, custody or power as soon as practicable after the request.
- (3) To avoid doubt, a party may inspect or request copies of discovered documents from time to time.

Division 6—Court orders

73.14—Modification of rules for discovery

- (1) The Court may order that the operation of the rules in this Part be modified in a manner specified in the order.
- (2) For example, the Court may order that—
 - (a) the parties, or a party, need not make discovery or the parties', or a party's, obligations to make discovery be limited;
 - (b) the criteria for a [discoverable document](#) be modified (including broadening or narrowing the criteria);
 - (c) the time for filing a list of documents be modified;
 - (d) discovery be made in stages;
 - (e) a document, or class of documents, need not be discovered, or be discovered separately;
 - (f) a party describe documents with greater precision;
 - (g) a bundle of documents be listed as a single item;
 - (h) the [simple electronic protocol](#) or [complex electronic protocol](#) apply instead of the [physical protocol](#);
 - (i) the form of a list of documents otherwise be modified;

- (j) documents be produced for inspection in a specified manner or copies be provided on specified terms;
- (k) a person's list of documents be verified on oath; or
- (l) an agreement made under [rule 73.18](#) be cancelled and the parties make discovery under the rules in, or an order under, this Part.

73.15—Enforcement and other orders

- (1) If there is reason to doubt whether a person has fully complied with an obligation to discover, produce for inspection or copy a document under this Part (whether under the rules in or an order or agreement under this Part), the Court may make such orders as it thinks fit to determine whether there has been full compliance or to ensure or enforce full compliance.
- (2) For example, the Court may order that—
 - (a) a person's list of documents be verified on oath;
 - (b) a person make [specific discovery](#) of specified documents, or categories of documents, in their possession, custody or power;
 - (c) a person file an affidavit, or give oral evidence, deposing to whether a person has specified documents or categories of documents in their possession, custody or power;
 - (d) a person answer written questions; or
 - (e) a person appear before the Court for examination.

73.16—Order for production or non-production

- (1) The Court may order that a person produce a document, whether or not it has been discovered or is required to be discovered, for inspection by the Court or inspection or copying by a party.
- (2) If a person objects to producing a particular document to a party, the Court may order its production to the Court so that the Court can determine the objection.
- (3) 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 supports nor adversely affects the case of any party to the proceeding.

73.17—Confidential documents

The Court may make such order as it thinks fit to protect the confidentiality of a document discovered or produced under this Part.

Division 7—Agreement of parties

73.18—Modification of rules for discovery

The parties may agree in writing that the operation of rules in this Part be modified in a manner specified in the agreement provided that—

- (a) each party to the proceeding at the [close of pleadings](#) is a party to the agreement; and
- (b) the agreement is signed by each party by the [close of pleadings](#).

Example—

For example, the parties may agree on any of the matters set out in [rule 73.14\(2\)](#).

Part 14—Expert reports

Division 1—Introduction

74.1—Definitions

In this Part, unless the contrary intention appears—

due date means 6 weeks after the close of pleadings or such other date as may be ordered by the Court;

expert means a person having, or purporting to have, expertise or experience in a field qualifying the person to give expert evidence within the field (and, to avoid doubt, includes a party, partner or associate of a party or person employed by a party);

expert report means a written report by an expert relevant to issues in the proceeding in question including a summary expert report but excluding a report by a shadow expert;

shadow expert—see rule 74.13;

summary expert report—see rule 74.12.

Division 2—Obligations of parties

74.2—Letter requesting expert report

- (1) A party who requests an expert to provide an expert report must, within 7 days of arranging for the expert to provide an expert report, send a letter to the expert—
 - (a) setting out the assumptions the expert is requested to make for the purpose of expressing an opinion;
 - (b) setting out any investigations the expert is requested to make for the purpose of expressing an opinion;
 - (c) setting out the materials provided to the expert for the purpose of expressing an opinion;
 - (d) setting out the questions on which the expert is asked to express an opinion; and
 - (e) attaching a copy of Divisions 3 and 4 of this Part.
- (2) A party who requests an expert to provide an expert report must, within 7 days of sending a letter to the expert under subrule (1), serve on each party to the proceeding a copy of the letter.

Note—

Merely retaining an expert for a proceeding without providing any substantive instructions to the expert does not constitute arranging for the expert to provide an expert report for the purposes of subrule (1).

74.3—Obtain and serve expert reports

- (1) Subject to rule 74.13, a party must, within 7 days of the close of pleadings, serve on each other party to the proceeding a copy of each expert report in the party's possession, custody or power relevant to the subject matter of the proceeding not previously served on that party (whether or not the party intends to rely on the report at the trial).
- (2) If a party intends to adduce expert evidence at trial, the party must, by the due date, obtain an expert report complying with rule 74.10 from each intended expert.

- (3) Subject to [rule 74.13](#), a party must, by the [due date](#), serve on each other party to the proceeding a copy of each [expert report](#) in the party's possession, custody or power relevant to the subject matter of the proceeding not previously served on that party (whether or not the party intends to rely on it at the [trial](#)).
- (4) If a party wishes to adduce at [trial](#) expert evidence of which notice should have been, but was not, given by an [expert report](#) from the witness (including evidence outside the scope of an [expert report](#) served under this rule)—
 - (a) the party must first obtain leave of the Court; and
 - (b) unless the Court otherwise orders, if leave is given, the party must pay the incremental costs of each other party caused by the failure to comply with this rule.

74.4—Provision of information and documents

- (1) A party may request another party who has discovered an [expert report](#) to provide—
 - (a) a copy of written communications and records of communications between the party or a representative of the party and the expert or between the expert and another expert relevant to the content of the report (*relevant communications*);
 - (b) details (date, parties and substantive content) of relevant communications if they were oral and not recorded;
 - (c) a copy of documentary material on which the expert relied in making the report; or
 - (d) details of any fee or benefit that the expert has received, or is or will become entitled to receive, for preparation of the report or giving evidence.
- (2) A party who receives a request under subrule (1) must comply with it as soon as practicable.

Division 3—Expert code of conduct

Note—

This Division contains harmonised rules.

74.5—General duties to Court

An expert, other than a [shadow expert](#), is not an advocate for a party and has a paramount duty, overriding any duty to the party to the proceeding or other person retaining the expert, to assist the Court impartially on matters relevant to the area of expertise of the witness.

74.6—Content of report

- (1) Subject to [rule 74.12](#), an [expert report](#) (including a supplementary report) must comply with the requirements set out in Division 4.
- (2) An expert must prepare a supplementary report if required to do so under [rule 74.11](#).

74.7—Change of opinion

When an expert has provided to a party an [expert report](#), and the expert subsequently changes their opinion on a material matter, the expert must as soon as practicable provide to the party a supplementary report in accordance with rule [74.11\(1\)](#).

74.8—Conferral with prior expert

- (1) An expert preparing a report in response to, or in the same field of expertise or dealing with the same subject matter as, an [expert report](#) by another expert (a *prior expert*) should, to the extent practicable, confer with the prior expert about their respective assumptions and opinions.
- (2) A prior expert asked to confer should, to the extent practicable, confer with the subsequent expert about their respective assumptions and opinions.

74.9—Conference of experts

- (1) If directed to do so by the Court, an expert must—
 - (a) confer with any other expert;
 - (b) provide the Court with a joint report specifying (as the case requires) matters agreed and matters not agreed and the reasons for the experts not agreeing; and
 - (c) abide in a timely way by any order of the Court.
- (2) Each expert must—
 - (a) exercise their independent judgment in relation to every conference in which the expert participates pursuant to an order of the Court and in relation to each report subsequently provided, and will not act on any instruction or request to withhold or avoid agreement; and
 - (b) endeavour to reach agreement with the other expert (or experts) on any issue in dispute between them or, failing agreement, endeavour to identify and clarify the basis of disagreement on the issues which are in dispute.

Division 4—Content of expert report

Note—

This Division contains harmonised rules.

74.10—Content of report

An [expert report](#) prepared by an expert must—

- (a) state clearly the opinion, or opinions, of the expert;
- (b) state the name and address of the expert;
- (c) include an acknowledgment that the expert has read this Part and agrees to be bound by its provisions;
- (d) state the qualifications of the expert to prepare the report;
- (e) state the assumptions and material facts on which each opinion expressed in the report is based (whether by annexing a letter of instructions or otherwise);
- (f) identify the reasons for, and any literature or other materials utilised in support of, such opinion;
- (g) state (if applicable) that a particular question, issue or matter falls outside the expert's field of expertise;
- (h) identify any examinations, tests or other investigations on which the expert has relied, identifying the person who carried them out and that person's qualifications;

- (i) to the extent to which any opinion that the expert has expressed involves the acceptance of another person's opinion, identify that other person and the opinion expressed by that other person;
- (j) include a declaration that the expert has made all the inquiries which the expert believes are desirable and appropriate (save for any matters identified explicitly in the report), and that no matters of significance which the expert regards as relevant have, to the knowledge of the expert, been withheld from the Court;
- (k) state any qualifications on an opinion expressed in the report without which the report is, or may be, incomplete or inaccurate;
- (l) state whether any opinion expressed in the report is not a concluded opinion because of insufficient research or insufficient data or for any other reason;
- (m) where the report is lengthy or complex, include a brief summary of the report at the beginning of the report;
- (n) identify documents and other materials that the expert has been asked to consider (whether by annexing a letter of instructions or otherwise);
- (o) attach copies of documents that record instructions given to the expert; and
- (p) be signed by the expert.

74.11—Supplementary report

- (1) When an expert has provided to a party an [expert report](#), and the expert subsequently changes their opinion on a material matter, the expert must as soon as practicable provide to the party a supplementary report which shall state or provide the information referred to in paragraphs (a), (d), (e), (f), (h), (i), (j), (k) and (l) of [rule 74.10](#) and, if applicable, paragraph (g) of that rule.
- (2) In any subsequent report (whether prepared in accordance with subrule (1) or not), the expert may refer to material contained in the earlier report without repeating it.

Division 5—Summary report and shadow experts

74.12—Summary report

- (1) A party may seek and an expert may provide a written report that sets out in summary form assumptions made and opinions held by an expert without the expert complying with the requirements set out in [rule 74.10](#) other than paragraphs (a), (b), (o) and (p) of that rule (a *summary expert report*).
- (2) To avoid doubt, subrule (1) does not affect the obligation of a party to comply with [rule 74.3\(1\)](#) and [rule 74.3\(3\)](#).

74.13—Shadow expert

- (1) A *shadow expert* is an expert who—
 - (a) is engaged to give advice or an opinion on or assist with the preparation or presentation of a party's case on the basis that the expert will not give evidence at [trial](#);
 - (b) has not previously provided a report on the subject of the case other than as a [shadow expert](#); and
 - (c) as part of the engagement gives a certificate in the prescribed form certifying that the expert—

- (i) understands that it is not the expert's role to give evidence at trial; and
- (ii) has not previously provided a report on the subject of the case other than as a shadow expert.

Prescribed form—

Form 75 [Certificate by Shadow Expert](#)

- (2) A party who engages a [shadow expert](#) in relation to a proceeding must, as soon as practicable after the engagement takes effect, serve on each other party to the proceeding—
 - (a) written notice of the engagement, date of the engagement and qualifications of the [shadow expert](#); and
 - (b) a copy of the [shadow expert](#)'s certificate under subrule (1)(c).
- (3) Unless the Court otherwise orders for special reasons or all parties consent, evidence of a [shadow expert](#) is not admissible at [trial](#).

Chapter 8—Originating applications

Part 1—Pre-action steps

81.1—Pre-action steps

- (1) An applicant is not required to serve a pre-action claim as defined in [rule 61.7](#) before instituting a proceeding by way of originating application.
- (2) However, if an applicant elects to serve a [pre-action claim](#), the parties are required to comply with Chapter 7 Part 1 Divisions 3, 4 and 5.

Note—

This rule and this Chapter do not apply to [minor civil actions](#). [Rule 332.2](#) requires an applicant in a [minor civil action](#) instituted by claim or originating application to serve before action a written notice of intention to commence the action and [rule 332.3](#) requires a response to be served.

Part 2—Institution and service of originating application

82.1—Originating Application

- (1) A proceeding by way of originating application must be instituted by filing an [Originating Application](#) in accordance with the prescribed form.

Prescribed forms—

Form 2 [Originating Application](#)

Form 3 [Originating Application – Notice of Objection](#)

Form 4 [Originating Application for Review](#)

Form 5 [Originating Application – Appeal Against Administrative Decision](#)

Form 6 [Originating Application – Interpleader](#)

Form 7 [Originating Application Ex Parte](#)

Notes—

See also the specific forms prescribed for specific proceedings by [rule 203.8](#), [rule 203.16](#), [rule 240.1](#), [rule 244.8](#), [rule 244.9](#), [rule 245.1](#), [rule 245.2](#), [rule 245.3](#), [rule 245.6](#), [rule 256.4](#), [rule 257.2](#), [rule 257.3](#), [rule 258.3](#), [rule 262.2](#), [rule 266.2](#), [rule 293.1](#), [rule 295.1](#) and [rule 296.1](#) and by [Schedule 5](#).

If these Rules require a proceeding to be instituted by filing an [Originating Application](#) in the prescribed form without identifying a specific form, the prescribed form is Form 2 Originating Application.

- (2) Unless these Rules otherwise provide, an [Originating Application](#) must be accompanied by a supporting affidavit in the prescribed form.

Prescribed form—

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (3) If an extension of time is sought to commence a proceeding, the [Originating Application](#) must include a statement to that effect and identify the statutory basis for the extension sought.
- (4) If the applicant seeks to invoke the jurisdiction of the Court conferred by the [cross-vesting legislation](#) or the [corporations cross-vesting provisions](#), the [Originating](#)

[Application](#) or supporting affidavit must include a statement that the application is made under the relevant provision of that legislation (even if the applicant also relies on another statutory provision for the substantive application).

- (5) Subject to [rule 84.1](#), an [Originating Application](#) may seek relief based on events occurring after the commencement of the originating application.

Note—

[Rule 84.1](#) requires leave or consent to amend an [Originating Application](#) and governs amendments that would add an application for relief that is statute barred.

- (6) If an originating application may be made [without notice](#), the Court may in urgent special circumstances permit the application to be made orally by the applicant in person, by audio visual link or by telephone conference, subject to such conditions as the Court thinks fit (which without limitation may include the applicant undertaking to file specified documents within a specified time).

Magistrates Court

- (7) The [Originating Application](#) or supporting affidavit must state—
- (a) to the extent that a [monetary claim](#) is made, the total amount of the [monetary claim](#);
 - (b) to the extent that the application is for other relief the value of which can be measured, estimated or approximated in monetary terms, the total value of that relief; and
 - (c) the total of each of the above items, being the *total application value*.
- (8) The applicant must, when filing an [Originating Application](#), identify the location at which the applicant requests that the proceeding be heard, being a location at which the Court sits and either close to where the action arose or where the respondent lives.

Note—

The Court will take into account the request in listing the first hearing but it is in the discretion of the Court as to the location of the first hearing. It is in the discretion of the Court as to the location of any subsequent hearings or of any [trial](#).

82.2—Accompanying documents

- (1) When a supporting affidavit or statutory declaration is required, the affidavit must—
- (a) comprise evidence admissible at [trial](#);
 - (b) set out the facts on which the applicant relies to seek the orders sought; and
 - (c) if the applicant seeks an extension of time in which to institute the proceeding—set out the facts on which the applicant relies to seek an extension of time.
- (2) An applicant must file, at the same time as the [Originating Application](#), copies of any [pre-action documents](#) served under [rule 61.7](#) or [61.9](#) or [61.10](#) together with any [pre-action meeting report](#) as required by [rule 61.12](#).

82.3—Originating Application documents to be served

- (1) The documents required to be served on a respondent or interested party (*Originating Application documents*) comprise—
- (a) the [Originating Application](#) and, when applicable, the supporting affidavit;
 - (b) a multilingual notice in the prescribed form; and

- (c) if the party is served—
- (i) in another State—a notice to the party served interstate in the prescribed form; or
 - (ii) in New Zealand—a notice to the party served in New Zealand in the prescribed form; or
 - (iii) out of Australia—a notice to the party served outside Australia in the prescribed form; or
 - (iv) out of Australia under the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters—a summary of the document to be served in the prescribed form.

Prescribed forms—

Form 32 [Multilingual Notice – Originating Application](#)

Form 34 [Notice to Party Served – Interstate](#)

Form 35 [Notice to Party Served – New Zealand](#)

Form 36 [Notice to Party Served – Outside Australia](#)

Form 37 [Summary of the Document to be Served](#)

- (2) An applicant must, as soon as practicable, serve a copy of the relevant [Originating Application documents](#) on each respondent and each interested party (if any).

82.4—Manner of service

- (1) Unless the Court otherwise orders, service of [Originating Application documents](#) on a [company](#) or [registered body](#) interstate must be effected by [personal service](#) in accordance with [rule 42.1](#).
- (2) Unless the Court otherwise orders, service of [Originating Application documents](#) out of Australia must be effected in accordance with Schedule 1 Part 1.
- (3) Unless the Court otherwise orders, service of [Originating Application documents](#) in any other case must be effected by [original service](#) in accordance with [rule 42.1](#), [rule 42.2](#), [rule 42.3](#), [rule 42.4](#), [rule 42.5](#) or, if applicable, [rule 42.6](#), [rule 42.7](#), [rule 42.8](#) or [rule 42.9](#).
- (4) [Originating Application documents](#) will be regarded as having been served on a party in accordance with this rule if [rule 42.10](#) applies.

Notes—

Service of [Originating Application documents](#) in another State is effective only if there is compliance with section 16 of the *Service and Execution of Process Act 1992* (Cth).

[Originating Application documents](#) served in New Zealand must contain or be accompanied by the information contained in section 11 of the *Trans-Tasman Proceedings Act 2010* (Cth).

82.5—Absence of service

- (1) If the Originating Documents have not been served on all other parties within 6 months, or such other period as the Court thinks fit, the Court may dismiss the action.
- (2) If the Court dismisses an action under subrule (1), the action will be treated as if it had been dismissed for want of prosecution under rule 146.1.

Part 3—Response

83.1—Response

- (1) If a respondent or interested party wishes to oppose or make submissions about an originating application, they must, within 14 days after service of the [Originating Application documents](#), file a Response in the prescribed form setting out—
 - (a) the party’s response to facts alleged in support of the application;
 - (b) other facts the party contends are relevant to the application;
 - (c) the party’s attitude to any application for an extension of time; and
 - (d) the party’s response to the orders sought in the application.

Prescribed form—

Form 56 [Response](#)

- (2) If a respondent contends that the Court does not have jurisdiction to hear and determine the action or otherwise objects to the Court’s jurisdiction, the respondent must advance the objection in the response and file at the same time as the response an interlocutory application in accordance with [rule 102.1](#) seeking hearing and determination of the objection.
- (3) A respondent or interested party who files a Response must serve it as soon as practicable on each other party to the action.

Note—

A respondent (or interested party) in an originating application cannot bring a cross application in that proceeding (in contrast to a respondent (or interested party) in a claim who can bring a cross claim in that proceeding). Instead, a party other than the applicant in an originating application who wishes to seek relief against another party must bring a separate proceeding seeking that relief.

83.2—Affidavit

- (1) If a respondent or interested party wishes to rely on any facts in addition to or contrary to those relied on by the applicant (whether in the [Originating Application](#) or any supporting affidavit), they must within 14 days after service of the [Originating Application documents](#) file a responding affidavit in the prescribed form.

Prescribed form—

Form 12 [Affidavit](#)

- (2) A responding affidavit must—
 - (a) comprise evidence admissible at the final hearing of the originating application; and
 - (b) set out the facts on which the respondent or interested party relies in relation to the orders sought.
- (3) A respondent or interested party who files a responding affidavit must serve it as soon as practicable on each other party to the action.

83.3—Reply Affidavit

- (1) If an applicant wishes to rely on any facts in response to a responding affidavit, they must within 14 days after service of the responding affidavit file a reply affidavit in the prescribed form.

Prescribed form—Form 12 Affidavit

- (2) A reply affidavit must comply comprise evidence admissible at the final hearing of the originating application.
- (3) An applicant who files a reply affidavit must serve it as soon as practicable on each other party to the action.

Part 4—Amendment of originating application or response**84.1—Amendment by consent or with leave**

- (1) A party may amend an Originating Application (including to introduce an additional party) or response—
 - (a) by consent; or
 - (b) with leave of the Court.
- (2) If leave is granted to amend an Originating Application—
 - (a) to add an application for relief that is statute barred;
 - (b) to add an applicant in respect of an application for relief that is statute barred; or
 - (c) to add a respondent in respect of an application for relief that is statute barred,
 the amendment takes effect on a date fixed by the Court not earlier than the date on which the application for leave to amend was made or foreshadowed unless the Court makes an order under subrule (3).
- (3) The Court may order that the amendment relate back to the date on which the Originating Application was instituted—
 - (a) if subrule (2)(a) applies—if the new application for relief arises out of substantially the same facts as the original application for relief; or
 - (b) if subrule (2)(b) or (c) applies—if the failure to join the additional party arose from a genuine mistake.

84.2—Manner of amendment

- (1) If a party is entitled to amend an Originating Application or response under rule 84.1, the amendment must be made by filing a revised version of the document in accordance with rule 33.2.
- (2) A party who files an amended Originating Application or response must serve it on each other party as soon as practicable.

84.3—Consequential amendment

- (1) If a party amends an Originating Application, a responding party may amend its response consequentially on the amendment.
- (2) Unless the Court otherwise orders, an amended response to an amended Originating Application must be filed within 14 days after service of the amended document.

84.4—Costs of amendment

Unless the Court otherwise orders, in a proceeding in which costs are generally recoverable by a successful party, a party who amends an Originating Application or response under

rule 84.1 must pay the costs thrown away by another party as a result of the amendment on the standard costs basis fixed and payable after the proceeding is determined by judgment.

Part 5—Strike out

85.1—Strike out

- (1) The Court may strike out all or part of an [Originating Application](#), supporting affidavit, response or responding affidavit if—
 - (a) it does not comply with these Rules;
 - (b) it is frivolous, vexatious or an abuse of the process of the Court; or
 - (c) it does not disclose a reasonable basis for the application or basis to contest the application (as applicable).
- (2) If the Court strikes out all or part of a document under subrule (1), it may if it thinks fit grant leave to file within a specified time an amended or substituted document rectifying the matter that caused the original document to be struck out.

Part 6—Hearings

86.1—Convening hearing

- (1) If a [return date](#) is to be shown on the [Originating Application](#) when it is accepted for filing, the Court will list the hearing several weeks after the [Originating Application](#) is instituted to allow time for service of the [Originating Application documents](#) and the filing, service and consideration of any responses and responding affidavits.
- (2) If a [return date](#) is not shown on the [Originating Application](#), [the Registrar](#) will give notice to all participating parties of the listing of the hearing.
- (3) If a party seeks an early or later listing of the [return date](#), the party must file an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).

86.2—Nature of hearing

- (1) On the [return date](#), the Court may exercise its discretion—
 - (a) to hear and determine the [Originating Application](#) if the applicant appears and no other party appears or opposes the application; or
 - (b) to hear the [Originating Application](#) if all parties who appear are ready to proceed with the hearing.
- (2) If the Court determines that the action is not to be heard on the [return date](#), the Court will determine whether—
 - (a) it should be heard on an adjourned [return date](#);
 - (b) it should be listed for [trial](#); or
 - (c) listing for hearing or [trial](#) should be deferred.
- (3) If the Court determines that the action should be heard on an adjourned hearing date, the Court—
 - (a) will adjourn the hearing to a subsequent date;
 - (b) may make orders for the taking of any interlocutory step that may be ordered at a [directions hearing](#) under Chapter 9; and

- (c) will proceed to hear the application on the adjourned date.
- (4) If the Court determines that action should be listed for [trial](#), the Court—
 - (a) will list the application for [trial](#);
 - (b) may give directions for the taking of interlocutory steps; or
 - (c) may adjourn the matter to a subsequent date for a [directions hearing](#).
- (5) If the Court determines that listing for hearing or [trial](#) should be deferred, the Court—
 - (a) may make orders for the taking of any interlocutory step that may be ordered at a [directions hearing](#) under Chapter 9; and
 - (b) will adjourn the hearing to a subsequent date for a [directions hearing](#).
- (6) The Court may at or in respect of a hearing make any order that may be made at or in respect of a [trial](#) under [rule 172.1](#) or at or in respect of a [directions hearing](#) under [rule 101.5](#).

86.3—Attendance of parties

- (1) Unless the Court otherwise orders, the applicant must attend (in person or by a lawyer) at a hearing, [directions hearing](#) or [trial](#).
- (2) If the applicant does not attend, the Court may dismiss the application, otherwise determine the application, make an order as to costs or make any other or further order as it thinks fit.
- (3) Unless the Court otherwise orders, a respondent or interested party must attend (in person or by a lawyer) at a hearing, [directions hearing](#) or [trial](#) if they oppose the application or wish to be heard in relation to it.
- (4) If a respondent or interested party does not attend, the Court may determine the application, make an order as to costs or make any other or further order as it thinks fit.

86.4—Directions

- (1) The Court may, [in court](#) or [in chambers](#), on its own initiative or on the application of any person, make orders for the taking of any interlocutory step that may be ordered at a [directions hearing](#) under Chapter 9.
- (2) For example, the Court may make orders—
 - (a) for the filing and service of [pleadings](#);
 - (b) for the filing and service of lists of documents or [expert reports](#);
 - (c) for the taking of any other interlocutory step that is or may be taken in respect of a claim under Chapter 7;
 - (d) that the parties participate in an [alternative dispute resolution process](#) under Chapter 11;
 - (e) that the deponent of an affidavit to be tendered at a hearing attend for examination and, if the deponent fails to attend, excluding the affidavit from evidence; or
 - (f) if the Court lists the proceeding for [trial](#), for the taking of any step under Chapter 13.

- (3) The Court may make orders for the filing of interlocutory applications or affidavits in relation to interlocutory matters.

Part 7—Pleadings

87.1—Application of pleading and other rules

- (1) This rule applies when [pleadings](#) are required by these Rules or by an order of the Court to be filed in an originating application.

Notes—

[Rule 244.7](#) requires [pleadings](#) to be filed in taxation appeal proceedings and [rule 256.4](#) and [rule 256.6](#) require [pleadings](#) to be filed in judicial review proceedings in the Supreme Court.

[Rule 86.4\(2\)\(a\)](#) empowers the Court to order [pleadings](#) to be filed in any originating application.

- (2) Chapter 7 Parts 7, 9, 10 and 11 apply in respect of [pleadings](#) in an originating application.
- (3) Chapter 12 Part 3 applies in respect of [pleadings](#) in an originating application in the same manner, with any necessary changes, as they apply in respect of [pleadings](#) in a claim.

Part 8—Trial

88.1—Trial

If the Court orders that the action be listed for [trial](#), Chapter 14 applies to the extent applicable.

Chapter 9—Interlocutory applications, hearings and orders

Part 1—Directions hearings

101.1—Nature and purpose

- (1) A [directions hearing](#) may be adjourned from time to time.
- (2) A [directions hearing](#) may be adjourned to or convened—
 - (a) before [trial](#), during [trial](#), after [trial](#); or
 - (b) after judgment.
- (3) The purposes of a [directions hearing](#) include—
 - (a) identifying the issues in dispute;
 - (b) monitoring and enforcing compliance with these Rules;
 - (c) monitoring the progress of the parties and making orders to progress the matter to resolution or [trial](#) or hearing as expeditiously and efficiently as practicable;
 - (d) listing the matter for an [alternative dispute resolution process](#), or [trial](#) or hearing;
 - (e) making orders concerning preparation for and conduct of the [trial](#) or hearing;
 - (f) making orders for an urgent [trial](#) or hearing in urgent cases;
 - (g) making orders concerning post-judgment steps; and
 - (h) hearing and determining interlocutory applications.

Magistrates Court

- (4) At the first [directions hearing](#), the Court will consider any application to change or determine the location for future [directions hearings](#) or the [trial](#).
- (5) At any [directions hearing](#), the Court may order that future [directions hearings](#) or the [trial](#) be at a specified location.

101.2—Convening directions hearings

- (1) A [directions hearing](#) in a claim will be listed as a result of the filing of the first defence in the proceeding.
- (2) [The Registrar](#) may, and if directed by the Court must, convene a [settlement conference](#) instead of a [directions hearing](#) after the filing of the first defence in the proceeding.
- (3) If a party seeks an earlier or later listing of a [directions hearing](#), the party must file an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).
- (4) A [directions hearing](#) in a claim or originating application may be convened by the Court on its own initiative or on the application of any person.
- (5) [The Registrar](#) will give notice to all parties who have an [address for service](#) of the listing of a [directions hearing](#) or [settlement conference](#) (other than a hearing adjourned from a previous hearing).

101.3—Attendance at directions hearings

- (1) Unless the Court otherwise orders, each party with an [address for service](#) must attend (either in person or by a lawyer) at a [directions hearing](#), unless—

- (a) in the case of a claim—the party has informed the Court that the party will abide by the result of the proceeding; or
 - (b) in the case of an originating application—the party does not oppose the application or wish to be heard in relation to it.
- (2) The Court may order that a party, or in the case of a body corporate an officer of the body corporate, attend at a [directions hearing](#) (whether or not the party or body corporate is represented by a lawyer at the hearing).

101.4—Affidavits and evidence for use at directions hearings

- (1) Unless the Court otherwise orders or these Rules otherwise provide, an affidavit to be tendered at a [directions hearing](#) may contain first hand hearsay if it will save time or expense and it complies with [rule 31.7\(12\)](#).
- (2) Unless the Court otherwise orders, an affidavit to be tendered at a [directions hearing](#) must be served at least 2 [business days](#) before the listed hearing date.
- (3) The Court may order that the deponent of an affidavit to be tendered at a [directions hearing](#) attend for examination before the Court and, if the deponent fails to attend, the Court may exclude the affidavit from evidence.
- (4) If a party reasonably requires an affidavit from a person for the purpose of a proceeding and the person has failed to comply with a reasonable request to make the affidavit, the Court may order that the person attend for examination before the Court.
- (5) The Court may inform itself on any matter without requiring formal proof on the basis of information the Court considers reasonably reliable.

101.5—Conduct of directions hearings

- (1) The Court may, at a [directions hearing](#) or in the absence of the parties, make orders in relation to a proceeding either on its own initiative or on the application of any person.
- (2) The Court may at or in respect of a [directions hearing](#) make any order that may be made at or in respect of a [trial](#) under [rule 172.1](#).
- (3) Unless the Court otherwise orders, if the parties consent to an order to be made at a [directions hearing](#) (including, without limitation, an order adjourning the hearing or extending time to take a step in the proceeding), the terms of the consent order and fact of the consent to the order must be communicated to the Court at least 2 [business days](#) before the hearing date.
- (4) The Court may order that the parties prepare an agenda of items to be considered or draft orders to be sought at a [directions hearing](#).
- (5) If a party seeks lengthy or detailed orders, the party must provide a draft order to the Court and each other party.
- (6) The Court may make orders for the filing of interlocutory applications or affidavits in relation to interlocutory matters.
- (7) The Court may list an interlocutory application or disputed interlocutory issue for argument at a subsequent [directions hearing](#).

101.6—Compliance with orders made at directions hearings

- (1) The parties and their lawyers have a duty to the Court to comply with orders made at a [directions hearing](#) and any applicable litigation plan, including a timetable for the taking of interlocutory or pre-trial steps.

- (2) If a party does not intend to take a particular step in accordance with a timetable fixed at a [directions hearing](#), the party must by email inform each other party and the Court of that fact and apply for an extension of time to enable the party 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 [in chambers](#).

101.7—Litigation plan

- (1) The Court may order, or the parties may agree, that the parties prepare a litigation plan.
- (2) The purpose of a litigation plan is to—
 - (a) identify the issues in a proceeding and the steps necessary to prepare for [trial](#);
 - (b) enable the Court to make orders that address in an integrated way all the necessary steps in preparation for [trial](#);
 - (c) facilitate interlocutory steps being taken in parallel whenever practicable rather than in a mechanical or sequential way;
 - (d) avoid or reduce the need for repetition of procedural steps and multiple [directions hearings](#) and adjournments;
 - (e) narrow the issues in dispute at an early stage; and
 - (f) facilitate an early listing for [trial](#).
- (3) A litigation plan must be in the prescribed form.

Prescribed Form—

Form 71 [Litigation Plan](#)

- (4) The length and detail of a litigation plan should be proportionate to the nature, extent and complexity of the issues and not disproportionate to the monetary amount in dispute.
- (5) Unless the Court otherwise orders—
 - (a) a single litigation plan must be prepared cooperatively by all parties to a proceeding (with the applicant preparing the first draft);
 - (b) the last party to make a contribution to the plan must file the plan and serve it on each other party; and
 - (c) a litigation plan may accommodate competing positions of the parties (for example, when the parties disagree about the time needed to make discovery).

Supreme Court

- (6) If a proceeding is assigned to the special classification list when the first defence is filed, the parties must prepare, file and serve a litigation plan before the first [directions hearing](#).

101.8—Summaries of argument

- (1) The Court may order that a party file written submissions or a summary of argument for the purposes of a hearing.
- (2) Written submissions or a summary of argument must be in the prescribed form and must show the anticipated hearing date and name of the judicial officer listed to hear the matter (if known).

Prescribed forms—Form 89 [Summary of Argument](#)Form 90 [Written Submissions](#)

- (3) Written submissions or a summary of argument must set out succinctly each proposition advanced by the party together with supporting references to the reasons for judgment, evidence, legislation or authorities.
- (4) A citation to a case in written submissions or a summary of argument must—
 - (a) if the case is reported in a published series of reports—include a citation to the highest ranking available series of reports in which the case is published;
 - (b) if the case is reported in a published (but not authorised) series of reports—include a citation to an available series of reports in which the case is published; and
 - (c) if the case postdates 1997 and is published online on Austlii or its equivalent elsewhere—include a medium neutral citation to the case.
- (5) Unless the Court otherwise orders, written submissions must not exceed 10 pages and must comply with [the Registrar](#)’s format requirements.
- (6) Unless the Court otherwise orders, a summary of argument must not exceed 5 pages and must comply with [the Registrar](#)’s format requirements.
- (7) Written submissions or a summary of argument must include at the end of the document the name of counsel who settles the document (if applicable) or, if no counsel did so, the name of the solicitor who is responsible for the document (when a law firm is acting for the party).
- (8) [The Registrar](#) may, on application filed by a party in accordance with [rule 13.2\(5\)](#), vary the page limit for written submissions or summaries of argument.

Part 2—Interlocutory applications**102.0 – Management of interlocutory applications**

- (1) Except in the case of an urgent or ex parte application, before making an interlocutory application, the parties must have endeavoured to resolve the issues the subject of the interlocutory application.
- (2) In all cases the parties and their representatives must:
 - (a) seek to resolve interlocutory issues on the papers and by consent wherever possible;
 - (b) consider whether the expense and potential delay of making an interlocutory application is genuinely in that party’s interests and proportionate to the issues and amounts of money in dispute;
 - (c) make any necessary interlocutory application as soon as practicable to minimise overall delay;
 - (d) once an application has been made, continue efforts to resolve the issues in dispute;
 - (e) avoid taking an aggressive, uncooperative or pedantic approach to interlocutory issues.

The Court may make an adverse costs order if a party or party's representatives do not comply with this rule.

102.1—Making interlocutory applications

- (1) Subject to subrule (2), a person who seeks an order, other than an order that may only be made at or following a [trial](#) of a claim or the final hearing of an originating application, must file a written interlocutory application in the prescribed form.

Prescribed form—

Form 77 [Interlocutory Application](#)

- (2) The Court may permit a party to make an oral application for an interlocutory order at a hearing or [directions hearing](#).
- (3) Unless the Court otherwise orders or these Rules otherwise provide, a written interlocutory application must be accompanied by a supporting affidavit in the prescribed form deposing to the facts on the basis of which the order is sought.

Prescribed form—

Form 12 [Affidavit](#)

- (4) If a party seeks lengthy or detailed orders, the party must file with the application a draft order in the prescribed form as an editable Word document.

Prescribed form—

Form 79 [Draft Order](#)

- (5) If a party seeks (whether by written or oral interlocutory application) the same or substantially the same orders as were sought in a previous interlocutory application (whether written or oral), the party must seek leave to bring the application and the question of leave will be considered first when the application is to be heard or listed for hearing.
- (6) Unless the Court otherwise orders, an interlocutory application together with any supporting affidavit must be filed and served on each other party at least 7 days before the listed hearing date.
- (7) Unless the Court otherwise orders, an affidavit to be tendered at the hearing of an interlocutory application must be served at least 2 [business days](#) before the listed hearing date.

Note—

The Court will exercise a discretion when to permit an oral application. Relevant factors include whether the application is contested and the nature and importance of the application. In general terms—

- (a) if the application is not opposed, an oral application will usually be permitted;
- (b) if the application seeks an extension of time fixed by a statute, these Rules or an order of the Court and the application is opposed, filing of an interlocutory application and supporting affidavit will usually be required;
- (c) in any other case—if the application relates to the time for taking a step in the proceeding, an oral application will usually be permitted;
- (d) if the application seeks leave to amend the [originating process](#) or a [pleading](#) and the application is opposed, filing of an interlocutory application and supporting affidavit will usually be required;

- (e) if the application seeks better particulars of a [pleading](#) or striking out of all or part of a [pleading](#) and the application is opposed, filing of an interlocutory application and supporting affidavit will usually be required;
- (f) if the application seeks a variation to the default discovery rules or an order based on an alleged breach of discovery obligations and the application is opposed, filing of an interlocutory application and supporting affidavit will usually be required;
- (g) if the application seeks leave to take a step in the proceeding and the application is opposed, filing of an interlocutory application and supporting affidavit will usually be required;
- (h) if the application seeks an injunction, filing of an interlocutory application and supporting affidavit will usually be required;
- (i) if the application seeks summary judgment or other early finalisation of the proceeding or the setting aside of a judgment, filing of an interlocutory application and supporting affidavit will usually be required.

102.2—Listing interlocutory applications

- (1) [The Registrar](#) is responsible for listing written interlocutory applications for hearing, but if the proceeding is being case managed by a judicial officer, usually the judicial officer will list interlocutory applications for hearing.
- (2) If, when an interlocutory application is filed, a [directions hearing](#) or in the case of an originating application a hearing has been listed, usually the interlocutory application will be listed for that hearing.
- (3) If, when an interlocutory application is filed, a hearing has not been listed, [the Registrar](#) will list a [directions hearing](#) or in the case of an originating application a hearing at which the application may be heard or a date for hearing of the application may be fixed.
- (4) If the person filing the interlocutory application seeks an early listing of the application, a request with reasons must be included in the supporting affidavit.
- (5) The Court may determine an interlocutory application without a hearing on the basis of the application, any affidavits filed and, if ordered, written submissions.
- (6) The Court may make orders relating to the subject matter of the application irrespective of whether the person making the application has asked for such orders in the application.

102.3—Rule 102.3 deleted by Uniform Civil (No 1) Amending Rules 2020

102.4—Default of appearance at hearing

- (1) If a party making an interlocutory application fails to appear at a hearing of the application, the Court may dismiss the application or make such other or further order as it thinks fit.
- (2) If a party against whom an interlocutory application is made fails to appear at a hearing of the application, the Court may make the order sought on the application or make such or further order as it thinks fit.

Part 3—Interlocutory orders

103.1—Interlocutory orders

- (1) The Court may make interlocutory orders—

- (a) on its own initiative or on the application of any person in relation to a proceeding;
 - (b) [in court](#) or [in chambers](#).
- (2) If a party seeks the making of a consent order containing lengthy or detailed orders, the party must file a draft order in the prescribed form as an editable Word document.

Prescribed form—

Form 79 [Draft Order](#)

- (3) A party may consent to an order by filing and serving a consent to order in the prescribed form.

Prescribed form—

Form 80 [Consent to Order](#)

103.2—Pronouncement and record of order by Court

- (1) Unless the Court otherwise orders, an order of the Court takes effect—
- (a) if the Court pronounces the order orally [in court](#)—at the end of the hearing at which the pronouncement is made; or
 - (b) in any other case—when the Court notifies the terms of the order to the parties.
- (2) The Court may order that an order take effect at an earlier or later time than under subrule (1).

Notes—

The time to appeal runs from the date when an order takes effect.

A person who fails to do an act required or does an act prohibited by an order will be in contempt of court if the person breaches the terms of the order once it has taken effect provided that the person had notice of the order.

- (3) An order of the Court is perfected by being entered in the records of the Court—
- (a) when a record of outcome in the prescribed form is signed (physically or electronically) by the presiding judicial officer; or
 - (b) a formal order is entered in the records of the Court under [rule 103.4](#),
- (whichever occurs first).

Prescribed forms—

Form 81 [Record of Outcome - Order](#)

Form 82 [Order](#)

- (4) The Court may before the order is entered into the records of the Court under subrule (3), vary (without limitation) the terms of the order pronounced under subrule (1).

103.3—Subsequent variation of order

The Court may make a later order varying or setting aside an earlier interlocutory order.

103.4—Entry of formal order

- (1) A party to an order may file an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#) to enter a formal order.

- (2) Unless [the Registrar](#) otherwise directs, a request for a formal order under subrule (1) must be accompanied by a draft order in the prescribed form as an editable Word document.

Prescribed form—

Form 79 [Draft Order](#)

- (3) [The Registrar](#) may direct the parties to attend before [the Registrar](#) for settling of the formal order and if a party so directed fails to attend [the Registrar](#) may proceed in that party's absence.
- (4) A formal order under this rule is entered in the records of the Court when it is signed by or on behalf of [the Registrar](#) and the Court's seal is applied to it.

103.5—Order requiring compliance with positive or negative requirements

A formal order requiring a person to do, or refrain from doing, an act must be endorsed with a warning, in the prescribed form, of the consequences of failing to comply with the order.

Prescribed form—

Form 82 [Order](#)

Chapter 10—Discretionary interlocutory steps

Part 1—Injunctions

111.1—Interim and interlocutory injunctions

- (1) The Court may grant an injunction before, at or after the hearing and determination of a proceeding.
- (2) An application may in a case of urgency or risk be made [without notice](#) but in such a case the Court may, if it thinks fit, require the party applying for the injunction to give notice of the application to other parties.
- (3) If an injunction is granted on an application made [without notice](#), the Court will ordinarily only grant an interim injunction until notice is given and the Court subsequently hears and determines whether the interim injunction should be discharged or an interlocutory injunction should be granted.
- (4) If ‘the usual undertaking as to damages’ is given to the Court in connection with an interlocutory order or undertaking by another person, it means an undertaking to the Court to—
 - (a) submit to such order (if any) as the Court considers 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 by the other person or any continuation of it (with or without variation); and
 - (b) pay the compensation referred to in (a) to the person or persons referred to in the order.

Part 2—Evidence and property subject of proceedings

Division 1—Search orders

Note—

This Division contains harmonised rules.

112.1—Definitions

In this Division—

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; and

search order has the meaning given by [rule 112.2](#).

112.2—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 evidence and requiring a [respondent](#) to permit persons to enter [premises](#) for the purpose of securing the preservation of evidence that is, or may be, relevant to an issue in the proceeding or anticipated proceeding.

Note—

For an application in respect of an anticipated proceeding, see Chapter 19 Part 13.

112.3—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;
- (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.

112.4—Jurisdiction

Nothing in this Division diminishes the inherent, implied or statutory jurisdiction of the Court to make a search order.

112.5—Terms of search order

- (1) A search order may direct each person who is named or described in the order—
 - (a) to permit, or arrange to permit, other persons named or described in the order—
 - (i) to enter premises specified in the order; and
 - (ii) to take any steps that are in accordance with the terms of the order;
 - (b) to provide, or arrange to provide, other persons named or described in the order with any information, thing or service described in the order;
 - (c) to allow other persons named or described in the order to take and retain in their custody any thing described in the order;
 - (d) not to disclose any information about the order, for up to 3 days after the date the order was served, except for the purposes of obtaining legal advice or legal representation; or
 - (e) to do or refrain from doing any act as the Court considers appropriate.
- (2) Without limiting the generality of subrule (1)(a)(ii), the steps that may be taken in relation to a thing specified in a search order include—
 - (a) searching for, inspecting or removing the thing; and
 - (b) making or obtaining a record of the thing or any information it may contain.
- (3) A search order may contain other provisions that the Court considers appropriate.
- (4) In subrule (2)—

record includes a copy, photograph, film or sample.

Prescribed form—

Form 82A Search Order

112.6—Independent lawyers

- (1) If the Court makes a [search order](#), the Court will appoint one or more lawyers, each of whom is independent of the [applicant](#)'s lawyer, (the *independent lawyers*) to supervise the execution of the order, and to do any other acts or things in relation to the order that the Court considers appropriate.
- (2) 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 any other acts or things in relation to the order that the Court considers appropriate.

112.7—Costs

- (1) The Court may make any order for costs that it considers appropriate in relation to an order made under this Division.
- (2) Without limiting the generality of subrule (1), an order for costs includes an order for the costs of any person affected by a [search order](#).

112.8—Protocol

Schedule 2 applies to applications for [search orders](#) made under this Division or Chapter 19 Part 13.

Division 2—Medical and biological evidentiary material

112.9—Medical examination

- (1) This rule applies when the medical condition of a party (the *subject party*) is in issue in a proceeding.
- (2) Another party to the proceeding (the *requesting party*) may request the subject party to attend a medical examination relevant to the medical issue by a medical practitioner at the cost of the requesting party provided that the request is made before the proceeding is either entered or listed for [trial](#).
- (3) The Court may at any time, on application by another party to the proceeding, order that the subject party attend a medical examination relevant to the medical issue by a medical practitioner at the cost of the requesting party.
- (4) The subject party must attend a medical examination requested or ordered under subrule (2) or (3) unless, a reasonable time before the examination, the subject party requests payment of a sum to cover the reasonable cost of travelling expenses and loss of earnings by reason of the attendance and the requesting party fails to pay that sum before the examination.
- (5) A medical practitioner who carries out a medical examination under this rule must prepare a written report setting out the results of the examination and, upon request, provide a copy to the subject party.
- (6) The requesting party must give to each other party to the proceeding a copy of the medical report prepared in accordance with subrule (5) as soon as practicable after receipt.
- (7) If the subject party fails to comply with an obligation to attend a medical examination under this rule, the Court may make such orders as it thinks fit, including staying the action or ordering that the subject party not be entitled to damages or interest while in default.

112.10—Biological test

- (1) This rule applies when a biological test is capable of determining or providing highly probative evidence of an issue of identity, paternity or another issue in a proceeding.
- (2) The Court may order that—
 - (a) a party to a proceeding submit to a biological test; or
 - (b) a parent or guardian of a child have the child submit to a biological test.
- (3) A person cannot be compelled to submit to, or to have a child submit to, a biological test under this rule but, if the order is not complied with, the Court may draw an inference from the non-compliance.

Division 3—Other evidentiary material orders**112.11—Custody or control of evidentiary material**

- (1) The Court may make an order—
 - (a) for the custody and control of [evidentiary material](#);
 - (b) for the preservation of [evidentiary material](#);
 - (c) for the inspection of [evidentiary material](#);
 - (d) for taking a sample, making observations or making an audio or visual record of [evidentiary material](#);
 - (e) for conducting an analysis, test or experiment (including destructive testing) in relation to [evidentiary material](#); or
 - (f) otherwise relating to [evidentiary material](#).
- (2) The Court may authorise a person to enter land or do any other thing to gain access to [evidentiary material](#) for the purpose of an order under subrule (1).
- (3) The Court may authorise a person to have access to [evidentiary material](#) the subject of an order under subrule (1).

Division 4—Property**112.12—Property subject of a proceeding**

- (1) The Court may make an order for the preservation of property the subject of or connected with a proceeding.

Example—

The Court may order the payment of a fund into court or make other provision for the security of a fund.

- (2) If the property is perishable, or it is desirable for another reason to sell the property, the Court may order the sale of the property.
- (3) If—
 - (a) an applicant brings a claim for the recovery of specific property; and
 - (b) the respondent does not dispute the applicant'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 respondent to give up possession of the property to the applicant upon the applicant paying into Court an amount fixed by the Court to cover

the amount secured by the lien or other security and, if the Court thinks fit, interest and costs.

- (4) The Court may make orders about—
- (a) management of real or personal property the subject of a proceeding;
 - (b) how real or personal property the subject of a proceeding is to be dealt with; or
 - (c) payment of income derived from real or personal property the subject of a proceeding.

Example—

The Court might order the sale, exchange or partition of land.

Division 5—Freezing orders

Note—

This Division contains harmonised rules.

112.13—Definitions

In this Division—

ancillary order has the meaning given by [rule 112.15](#);

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 [rule 112.14](#);

judgment includes an order;

respondent means a person against whom a freezing order or an ancillary order is sought or made.

112.14—Freezing order

- (1) The Court may make an order (a *freezing order*), with 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.
- (2) 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.

Prescribed form—

Form 82B [Freezing Order](#)

Note—

For an application in respect of an anticipated proceeding, see Chapter 19 Part 13.

112.15—Ancillary order

- (1) The Court may make an order (an *ancillary order*) ancillary to a [freezing order](#) or prospective [freezing order](#) as the Court considers appropriate.
- (2) Without limiting the generality of subrule (1), an [ancillary order](#) may be made for either or both of the following purposes—

- (a) eliciting information relating to assets relevant to the [freezing order](#) or prospective [freezing order](#);
- (b) determining whether the [freezing order](#) should be made.

112.16—Respondent need not be party to proceeding

The Court may make a [freezing order](#) or an [ancillary order](#) against a [respondent](#) even if the person is not a party to a proceeding in which substantive relief is sought against the person.

112.17—Order against judgment debtor or prospective judgment debtor or third party

- (1) This rule applies if—
 - (a) [judgment](#) has been given in favour of an [applicant](#) by—
 - (i) the Court; or
 - (ii) for a [judgment](#) to which subrule (2) applies—[another court](#); or
 - (b) an [applicant](#) has a good arguable case on an accrued or prospective [cause of action](#) that is justiciable in—
 - (i) the Court; or
 - (ii) for a [cause of action](#) to which subrule (3) applies—[another court](#).
- (2) This subrule applies to a [judgment](#) if there is a sufficient prospect that the [judgment](#) will be registered in or enforced by the Court.
- (3) This subrule applies to a [cause of action](#) if—
 - (a) there is a sufficient prospect that the other court will give [judgment](#) in favour of the [applicant](#); and
 - (b) there is a sufficient prospect that the [judgment](#) will be registered in or enforced by the Court.
- (4) 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—
 - (a) the [judgment debtor](#), prospective [judgment debtor](#) or another person absconds; or
 - (b) the assets of the [judgment debtor](#), prospective [judgment debtor](#) or another person are—
 - (i) removed from Australia or from a place inside or outside Australia; or
 - (ii) disposed of, dealt with or diminished in value.
- (5) 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—
 - (a) there is a danger that a [judgment](#) or prospective [judgment](#) will be wholly or partly unsatisfied because—
 - (i) 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

- (ii) 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
- (b) 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.
- (6) 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.

112.18—Jurisdiction

Nothing in this Division diminishes the inherent, implied or statutory jurisdiction of the Court to make a freezing order or ancillary order.

112.19—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.

112.20—Costs

- (1) The Court may make any order as to costs as it considers appropriate in relation to an order made under this Division.
- (2) 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 freezing order or ancillary order.

112.21—Protocol

Schedule 3 applies to applications for freezing orders made under this Division or Chapter 19 Part 13.

Part 3—Transfer of proceeding

Division 1—Transfer to external court

113.1—Application for transfer or removal for potential transfer

Supreme Court

- (1) An application for an order for transfer of a proceeding under section 5 of the cross-vesting legislation or section 1337H or 1337H(5) of the corporations cross-vesting provisions must be made by filing an interlocutory application and supporting affidavit in accordance with rule 102.1.
- (2) An application for an order for transfer of a proceeding under section 8 of the cross-vesting legislation must be instituted by filing an Originating Application and supporting affidavit in accordance with rule 82.1.

District Court and Magistrates Court

- (3) An application for an order for transfer of a proceeding under section 1337K(2) of the corporations cross-vesting provisions must be made by filing an interlocutory application and supporting affidavit in accordance with rule 102.1.

Division 2—Transfer between local courts

113.2—Application for transfer out of a court

An application for transfer of a proceeding—

- (a) from the Supreme Court—
 - (i) to the District Court under section 24(1)(b) of the *District Court Act 1991*; or
 - (ii) to the Magistrates Court under section 19(2a) of the *Magistrates Court Act 1991*;
 - (iii) to the ERD Court under section 6 of the *Native Title (South Australia) Act 1994*;
- (b) from the District Court—
 - (i) to the Supreme Court under section 24(2) of the *District Court Act 1991*; or
 - (ii) to the Magistrates Court under section 19(1)(b) of the *Magistrates Court Act 1991*; or
- (c) from the Magistrates Court to the District Court under section 19(2) of the *Magistrates Court Act 1991*;
- (d) from the ERD Court to the Supreme Court under section 6 of the *Native Title (South Australia) Act 1994*;
- (e) from the Warden’s Court to the ERD Court under section 66A of the *Mining Act 1971*; or
- (f) from the Court to another court under any other statutory provision,

must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

113.3—Application for transfer into a court

An application for transfer of a proceeding—

- (a) into the Supreme Court—
 - (i) from the District Court under section 24(1)(a) of the *District Court Act 1991*; or
 - (ii) from the ERD Court of South Australia under section 20A(2) of the *Environment, Resources and Development Court Act 1993*;
- (b) into the District Court from the Magistrates Court under section 19(1)(a) of the *Magistrates Court Act 1991*;
- (c) into the ERD Court from the Warden’s Court under section 66A of the *Mining Act 1971*; or
- (d) into the Court from another court under any other statutory provision,

must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

Division 3—Transfer to minor civil division—Magistrates Court

113.4—Order that proceeding be heard as minor civil action

- (1) The Court may on its own initiative or on application by any party make an order under section 10AB of the *Magistrates Court Act 1991* that a proceeding in the general jurisdiction of the Court be heard and determined as a [minor civil action](#).

- (2) Unless the Court otherwise orders, an application by a party for an order under subrule (1) may be made by oral application.

Part 4—Payment of monies into court

114.1—Payment into court

- (1) Any money paid into court must be paid into a Sutors Fund maintained by [the Registrar](#) for that purpose.
- (2) A person paying monies into court must file a notice of payment into court in the prescribed form containing—
 - (a) the full name of the party lodging the funds;
 - (b) the type and amount of the payment;
 - (c) the reason for the payment and what the payment is in respect of; and
 - (d) particulars of the order or other authority under which the payment is made.

Prescribed form—

Form 85 [Notice of Payment into Court](#)

114.2—Investment of monies in Sutors Fund

- (1) The Sutors Fund (and any income of the Fund) must 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 order that any part of the Sutors Fund be separately invested.
- (3) As soon as practicable after the last day of each month, [the Registrar](#) must fix the rate of interest payable in respect of funds [in court](#) for the preceding month and credit interest to the common fund or any special fund.
- (4) When money is paid out during any month, the rate of interest applicable to the previous month is to apply in respect of the current month unless [the Registrar](#) otherwise directs.
- (5) Interest accrues from day to day up to the date when the amount to be paid out is calculated.

114.3—Certificate or transcript of monies in court

- (1) On written request by a person claiming an interest in funds in an account in the books of the Court, [the Registrar](#) may exercise a discretion to issue—
 - (a) a certificate of the amount and description of the funds (the certificate, if silent, will be taken to refer to the position at the beginning of the day and not include transactions on the day on which it is issued);
 - (b) another certificate with respect to transactions or dealings with funds [in court](#);
 - (c) a transcript of the account; or
 - (d) a transcript of the account authenticated by the Auditor-General.
- (2) A certificate or transcript may show details of—
 - (a) any order restraining the transfer, payment out or other dealing with the funds [in court](#), and whether it affects capital or interest; and

- (b) any restraining or charging order affecting the funds of which [the Registrar](#) has received notice and the name of the person in whose favour the order was made.

114.4—Payment out of court

- (1) Money must be paid out of the Sutors Fund only—
 - (a) by order of the Court; or
 - (b) by direction of [the Registrar](#).
- (2) Money that a person is entitled to have paid out may be paid out—
 - (a) to the person;
 - (b) on the written request of the person or attorney—to the person’s attorney appointed under a power that [the Registrar](#) considers sufficient; or
 - (c) on the written authority of the person or the attorney—to the lawyer of the person or attorney.
- (3) A person requesting payment out of monies [in court](#) must file a request for payment out in the prescribed form.

Prescribed form—

Form 86 [Request for Payment out of Court](#)

- (4) If the person entitled to payment out of funds [in court](#) or the person’s attorney gives to [the Registrar](#) instructions in writing to remit the money to the person or attorney by cheque sent by post, [the Registrar](#) may exercise a discretion to remit the money in accordance with those instructions.
- (5) When money is, by an order, to be paid to a person who is deceased, it may be paid to the personal representative of the deceased person, unless the order otherwise provides.
- (6) When money is, by an order, to be paid to persons described in the order as partners, it may be paid to any one or more of such persons, unless the order otherwise provides.
- (7) [The Registrar](#) need only pay out funds [in court](#) on being satisfied of the identity of the person entitled to receive them.

Part 5—Security for costs

115.1—Security for costs

- (1) The Court may order that an applicant in an action provide security for costs if—
 - (a) the applicant is bringing the claim or application for someone else’s benefit;
 - (b) the applicant is ordinarily resident outside Australia;
 - (c) there are reasonable grounds to suspect that the action has been brought for an ulterior purpose;
 - (d) the order is authorised by statute; or
 - (e) the order is necessary in the interests of justice.

Note—

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.

- (2) The Court may order a stay of the action until security is given.
- (3) The Court may vary or revoke an order for security for costs and may order further security.
- (4) If security is not given, the Court may dismiss the action.
- (5) If the action has been stayed under subrule (2) for 6 months without security having been given, the action is automatically dismissed for want of prosecution.
- (6) If the action is dismissed under subrule (4) or (5), the Court may, for special reasons, reinstate the action.

Part 6—Non-party discovery

116.1—Application and order

- (1) The Court may make an order under subrule (2) if satisfied, on application by a party to a proceeding, that a non-party against whom the order is sought may be in possession of [evidentiary material](#) relevant to a [cause of action](#) the subject of the proceeding.
- (2) An application under subrule (1) must be served on the non-party (as well as the other parties).
- (3) If the Court is satisfied under subrule (1), the Court may order that the non-party—
 - (a) discover whether the non-party has or has had possession or custody of, or power over, [evidentiary material](#) relevant to the [cause of action](#) and if so provide full particulars of the material;
 - (b) produce any [evidentiary material](#) relevant to the [cause of action](#) to the Court or for inspection or copying by the parties;
 - (c) make discovery as if the non-party were a party, in which case Chapter 7 Part 13 applies, with any necessary changes; or
 - (d) verify the non-party’s discovery, production or list of documents by affidavit.

116.2—Compensation

- (1) Unless the Court otherwise orders, the non-party is entitled to payment of reasonable compensation by the person who sought the order for the time and expense involved in complying with an order made under [rule 116.1](#).
- (2) The compensation is to be fixed by agreement or, in default of agreement, by the Court.

Part 7—Notices to admit and interrogatories

Division 1—Notice to admit

117.1—Notice

- (1) A party may file and serve on another party to a proceeding a notice to admit—
 - (a) the truth of a specified fact; or
 - (b) the authenticity, relevance or admissibility of a specified document.
- (2) Unless the Court otherwise orders, a party cannot give more than 2 notices to admit or give a notice to admit after the earlier of—

- (a) 28 days after the last date on which lists of documents are due to be filed by operation of these Rules or an order of the Court; or
 - (b) the date on which the proceeding is either entered or listed for [trial](#).
- (3) A notice to admit must be in the prescribed form and, unless the Court otherwise orders, must identify any specified documents by discovery number or by attaching a copy of the document to the notice.

Prescribed form—

Form 101 [Notice to Admit](#)

117.2—Response

- (1) A party to whom a notice to admit is addressed must, within 14 days after receipt of the notice to admit or such other time as may be fixed by the Court, file and serve a response responding to each assertion by either—
- (a) admitting the assertion;
 - (b) denying the assertion and explaining why;
 - (c) stating that the party is not in a position to admit or deny the assertion and explaining why; or
 - (d) claiming privilege or some other proper ground for refusing to respond.
- (2) A response to a notice to admit must be in the prescribed form.

Prescribed form—

Form 102 [Response to Notice to Admit](#)

- (3) If the party to whom a notice to admit is addressed—
- (a) does not respond to a particular assertion, the party is taken to have admitted that assertion; or
 - (b) does not file a response within the time referred to in subrule (1), the party is taken to have admitted each assertion in the notice to admit.
- (4) The Court may, on application made within 14 days after a response is served, order the giving of a better response.
- (5) A party may not withdraw an admission having effect under this rule without leave of the Court.

117.3—Evidence

- (1) A response to a notice to admit may be tendered at [trial](#) against the responding party.
- (2) An admission having effect under this Division is effective only for the purpose of the proceeding in which the notice to admit was given.

117.4—Costs

- (1) Unless the Court otherwise orders, in a proceeding in which costs are generally recoverable by a successful party, the costs of proving an assertion that was not admitted in a response to a notice to admit must be paid by the responding party.
- (2) The Court may order that a party pay the other party's costs thrown away by reason of an unreasonable request, or an unreasonable failure to admit an assertion, in a notice to admit.

Division 2—Interrogatories

117.5—Interrogatories

- (1) A party may, with prior leave of the Court, administer interrogatories to another party.
- (2) An application for leave under this rule must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) exhibiting the proposed interrogatories and identifying the ground on which the application is made.
- (3) Unless the Court otherwise orders, a party cannot administer more than one set of interrogatories or seek to administer interrogatories after the earlier of—
 - (a) 28 days after the last date on which lists of documents are due to be filed by operation of these Rules or an order of the Court; or
 - (b) the date on which the proceeding is either entered or listed for [trial](#).
- (4) The Court may order that the affidavit verifying answers to interrogatories be made by a specified person or a person holding a specified position on behalf of the answering party.
- (5) Interrogatories must be in the prescribed form and must be filed and served on each other party to the proceeding.

Prescribed form—

Form 103 [Interrogatories](#)

117.6—Answers

- (1) A party to whom interrogatories are administered must file and serve answers to the interrogatories verified by affidavit within 28 days of service or such other time as may be fixed by the Court.
- (2) Answers to interrogatories must be in the prescribed form.

Prescribed form—

Form 104 [Answers to Interrogatories](#)

- (3) An answering party may object to answering a question on one of the following grounds—
 - (a) the question does not relate to an issue in the proceeding;
 - (b) the question is vexatious or oppressive; or
 - (c) privilege.
- (4) Unless the Court otherwise orders, the affidavit verifying answers to interrogatories must be made by—
 - (a) the party or the party's [litigation guardian](#);
 - (b) if the party is a body corporate—an officer of the body corporate;
 - (c) if the party is named as a partnership or unincorporated association—a partner or member; or
 - (d) if the party is the Crown—an officer of the Crown.
- (5) The Court may, on application made within 14 days after answers to interrogatories are served—
 - (a) disallow an objection;

- (b) order the giving of an answer, or better answer, to an interrogatory; or
- (c) order that the deponent to the affidavit, or another person, attend before the Court for examination.

117.7—Evidence

- (1) Subject to relevance, answers to interrogatories may be tendered at [trial](#) against the answering party.
- (2) Answers to interrogatories are admissible only for the purpose of the proceeding in which they were administered.

Part 8—Subpoenas

118.1—Subpoenas

- (1) A subpoena for the purpose of an interlocutory hearing may only be issued with leave of the Court.

Note—

In this Part an interlocutory hearing includes all hearings in a proceeding other than a trial.

- (2) The issue of subpoenas is governed by Chapter 13 Part 6.

Chapter 11—Resolution

Part 1—Alternative dispute resolution

131.1—General

- (1) Subject to the following subrules, communications between the parties or between a party and a facilitator that are part of an [alternative dispute resolution process](#) must be treated as confidential and not disclosed to the Court.
- (2) Subrule (1) does not prevent a facilitator providing a report to the Court on the outcome of an [alternative dispute resolution process](#).
- (3) Subrule 131.1(3) deleted by Uniform Civil (No 1) Amending Rules 2020.
- (4) If the Court orders that the parties attend an alternative dispute resolution conference, unless notice is given to the parties in another manner, [the Registrar](#) will give notice of the conference details in the prescribed form.

Prescribed form—

Form 78C [Notice of ADR Conference](#)

- (5) If the Court orders that the parties attend an alternative dispute resolution conference, unless the Court otherwise orders, it must be attended by each party or a representative of a party with authority to resolve the dispute (including an insurer conducting the litigation exercising subrogated or indemnification rights) and their lawyers.
- (6) A judicial or non-judicial court officer presiding over an [alternative dispute resolution process](#) may make orders and give directions for the purpose of the process.
- (7) A judicial officer presiding over an [alternative dispute resolution process](#) may make any order in the proceeding that could be made at a [directions hearing](#).
- (8) In general, it is expected that the parties bear their own costs of an [alternative dispute resolution process](#) ordered by the Court; however the Court retains its general discretion to make an order relating to the costs of an [alternative dispute resolution process](#) ordered by the Court.

131.2—Settlement conference

- (1) In this Part—
settlement conference means a conference between the parties to attempt to—
 - (a) resolve the proceeding;
 - (b) reach agreement on an [alternative dispute resolution process](#); or
 - (c) narrow the issues in the proceeding.
- (2) The Court may, at any stage, order the parties to a proceeding to attend a [settlement conference](#) and make orders for that purpose.
- (3) For example, the Court may make an order—
 - (a) that the [settlement conference](#) be presided over by a judicial or non-judicial officer of the Court;
 - (b) of the type that may be made in relation to a mediation referred to in [rule 131.3\(2\)\(b\)](#) to [131.3\(2\)\(h\)](#).

131.3—Mediation

- (1) The Court may at any stage order the parties to a proceeding to attend a mediation and make orders for that purpose.
- (2) For example, the Court may make orders—
 - (a) appointing a mediator, who may be a judicial or non-judicial officer or an external mediator;
 - (b) that the parties attend a mediation on a date and time and at a place fixed by the Court;
 - (c) as to who is to attend at the mediation;
 - (d) that the parties prepare and exchange position papers;
 - (e) that a party provide limited particulars of the party's case for the purpose of the mediation;
 - (f) that a party provide limited discovery of documents for the purpose of the mediation;
 - (g) that the parties exchange [expert reports](#); or
 - (h) as to the contributions to be made by the parties to any mediation fee payable to the Court for a court mediator or charged by an external mediator.
- (3) The parties are expected to participate appropriately in the mediation and negotiate in good faith with a view to resolving the dispute.
- (4) Where a claim or any aspect of it is resolved at a mediation, the mediator is expected to assist the parties to record the agreement.
- (5) If the mediation is adjourned by the mediator, the mediator is expected to report that fact to the Court.
- (6) The mediator is expected to provide a report to the Court at the conclusion of the mediation whether the dispute was resolved or narrowed and, if the mediator considers that a party did not participate appropriately in or make genuine attempts to resolve the matters in issue at the mediation, report that fact.

Supreme Court, District Court and ERD Court

- (7) When the mediator is an external mediator—
 - (a) if the parties and the mediator do not reach agreement as to the mediator's fees—the mediator may only charge fees for the work in relation to the mediation that do not exceed the fees in the Counsel Fee Indicator as defined in [rule 195.7](#);
 - (b) the parties to the proceeding are jointly and severally liable for payment of the mediator's fees; and
 - (c) the [responsible solicitor](#) for each party who is represented must use their best endeavours to ensure prompt payment of the mediator's fees.

Magistrates Court

- (8) When a mediation takes place, the mediator must certify whether the parties to the mediation made an attempt to settle.
- (9) The Registrar must publish the fees which are charged by external mediators for the purposes of Court ordered mediation on the CAA website.

- (10) The parties must pay their proportion of the cost of mediation, if any, into Court at least 7 days before the date fixed for the mediation. Subject to any order of the Court, the costs of the mediation will be borne equally by the parties.

131.4—Other alternative dispute resolution processes

The Court may, at any stage, order the parties to a proceeding to participate in another form of alternative dispute resolution process and make orders for that purpose.

Example—

The Court may order that the parties attend before a judicial officer for the purpose of the judicial officer giving an intimation about the likely outcome of the proceeding based on material provided and submissions made by the parties to that judicial officer.

Part 2—Settlement offers

Division 1—Introduction

132.1—Definitions

In this Part, unless the contrary intention appears—

formal offer—see rule 132.4;

formal offer document means a formal offer, formal acceptance, formal withdrawal or formal response.

132.2—Persons under legal incapacity

A litigation guardian may file a formal offer document on behalf of a person under a legal incapacity but no acceptance of an offer made or accepted by a litigation guardian is binding unless and until the Court approves the resolution.

Note—

See rule 134.2.

132.3—Confidentiality

- (1) Subject to the following subrules, unless the Court otherwise orders, a formal offer document filed under this Part must be treated as confidential and not disclosed to the Court.
- (2) Subrule (1) does not apply to a formal offer expressed to be an open offer or formal offer document relating to that formal offer.
- (3) Subrule (1) does not prevent production to the Court or the tender in evidence of a formal offer document—
 - (a) when a formal offer has been accepted under this Part;
 - (b) for the purpose of determining a dispute whether a formal offer has been accepted under this Part;
 - (c) for the purpose of case management by a judicial officer who will not be the judicial officer hearing and determining the proceeding; or
 - (d) on an issue of costs after final determination by the Court of the substantive issues in the proceeding other than costs.

Division 2—Offers and responses

132.4—Formal offer

- (1) A party (the *offeror*) may file a document making a [formal offer](#) to another party (the *offeree*) in the prescribed form to resolve a proceeding or any part of a proceeding (*formal offer*)—
 - (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 proceeding (a *contract offer*); or
 - (c) in terms of both a judgment to be entered upon acceptance and a contract to come into existence upon acceptance including terms for the disposition of the proceeding (a *hybrid offer*).

Prescribed form—

Form 121 [Formal Offer](#)

- (2) A [formal offer](#) must be served on each other party to the proceeding as soon as practicable after being filed.
- (3) A [formal offer](#) may be expressed to be an open offer but, if silent, is made without prejudice save as to costs.
- (4) A [formal offer](#) may include any term capable of being incorporated—
 - (a) in the case of a judgment offer—in a judgment; or
 - (b) in the case of a contract offer—in a contract.
- (5) A [formal offer](#)—
 - (a) may include any term as to principal relief whether or not sought or obtainable in the proceeding;
 - (b) must include a term as to costs of the proceeding;

Examples—

That one party pay the costs of the proceeding of another party which may be on a specified basis or up to a specified date.

That one party pay the disbursements of another party which may be on a specified basis or up to a specified date.

That each party bear its own costs.

That the parties will submit to any costs order the Court may make.

- (c) may include any term as to the offer lapsing if not accepted but if silent includes an imputed term that the offer remains open until withdrawn in accordance with [rule 132.5](#); and
- (d) if a contract offer involving payment of money—may include any term as to time for payment but if silent includes an imputed term that payment must be made within 28 days of acceptance.
- (6) A [formal offer](#) may include or annex reasons why it would be unreasonable for the offer not to be accepted.
- (7) A party may make multiple [formal offers](#) at the same time or over time.

132.5—Withdrawal of offer

- (1) Provided that it has not been accepted, a party may withdraw a [formal offer](#) at any time by filing a withdrawal of [formal offer](#) (a *formal withdrawal*) in the prescribed form.

Prescribed form—

Form 122 [Withdrawal of Formal Offer](#)

- (2) A formal withdrawal must be served on each other party to the proceeding as soon as practicable after being filed.

132.6—Response to offer

- (1) Unless an offeree accepts an offer under [rule 132.7](#), an offeree must file a response to [formal offer](#) (a *formal response*) in the prescribed form within 14 days after service of a [formal offer](#)—

- (a) not accepting the offer;
- (b) contending that the offer does not comply with [rule 132.4](#) and identifying why; or
- (c) contending that the offeree requires a specified number of additional days to decide whether to accept the offer and identifying why.

Prescribed form—

Form 124 [Response to Formal Offer](#)

- (2) A formal response must be served on each other party to the proceeding as soon as practicable after being filed.
- (3) The making of a formal response that does not accept a [formal offer](#) does not prevent later acceptance of the offer by the offeree provided that the offer is still open for acceptance.
- (4) Unless the Court otherwise orders, an offeree is not entitled on an application for costs under Division 4 to contend that an offer does not comply with [rule 132.4](#) or did not give the offeree a reasonable time to decide whether to accept the offer other than on a ground identified in a formal response filed in compliance with this rule.

Division 3—Acceptance

132.7—Acceptance of formal offer

- (1) Provided that it remains open for acceptance, the offeree may accept a [formal offer](#) or, if the offer contains alternatives, an alternative contained within a [formal offer](#) by filing and serving on each other party to the proceeding an acceptance of [formal offer](#) (a *formal acceptance*) in the prescribed form.

Prescribed form—

Form 123 [Acceptance of Formal Offer](#)

- (2) A party may accept a [formal offer](#) notwithstanding the existence of a concurrent offer by the offeror or offeree in different terms.
- (3) A party cannot accept only some of the terms of an offer (or of an alternative offer contained in a [formal offer](#)).

Note—

A party wishing to accept only some of the terms of an offer must make a counter-offer.

132.8—Implementation of resolution

- (1) When a judgment offer is accepted, [the Registrar](#) may—
 - (a) enter judgment in terms reflecting the accepted judgment offer; or
 - (b) require the offeror to file a draft judgment in the prescribed form reflecting the terms of the accepted offer, and may enter judgment on the parties communicating their consent to the terms of the draft judgment under [rule 133.1](#).

Prescribed form—

Form 127 [Draft Judgment](#)

- (2) When a contract offer is accepted, the parties must apply to the Court for appropriate orders within 14 days of acceptance.

132.9—Failure to comply with resolution terms

If a party fails to comply with the terms of an accepted offer, the Court may—

- (a) enter judgment or make orders to give effect to the terms of the resolution;
- (b) if an applicant is in default—stay or dismiss the proceeding or the part the subject of the resolution;
- (c) if a respondent is in default—strike out the respondent’s defence to the proceeding or the part the subject of the resolution;
- (d) set aside the resolution and make directions for the proceeding, or the part the subject of the resolution, to proceed to [trial](#); or
- (e) make such other or further order as it thinks fit.

Division 4—Costs

132.10—Relevant offer not accepted

- (1) In this rule—

relevant offer means a [formal offer](#) in compliance with [rule 132.4](#) that—

- (a) was filed and served on the offeree at least 21 days before the commencement of the [trial](#) or final hearing of the proceeding or such later date as the Court orders on an application made before the expiration of that period;
- (b) was and remained open for acceptance at least 14 days after service;
- (c) relates to an entire action and not merely to part of it;
- (d) involves genuine compromise;
- (e) contains a term that the respondent to the action is to pay the costs of the applicant on the [standard costs basis](#) up to acceptance of the offer or 14 days after service of the offer (whichever is earlier) or that the parties will submit to any order that the Court may make in the exercise of its discretion; and
- (f) if it is a contract offer or to the extent that a [hybrid offer](#) is a [contract offer](#) —
 - (i) provides that the consideration payable by one party to the other (disregarding costs) is the payment of money; and
 - (ii) if made by the party who is to pay the money—provides that the money is payable under the terms of the offer within 28 days after acceptance and

the party is ready, willing and able to pay the money in accordance with the terms of the offer.

Note—

If the [trial](#) or final hearing is vacated or adjourned without being part heard, the original trial date is to be ignored for the purpose of subrule (1)(a).

(2) When—

- (a) a [relevant offer](#) is made by an applicant in an action;
- (b) the offer is not accepted by a respondent; and
- (c) the applicant obtains judgment that is no less favourable to the applicant than the terms of the offer,

then—

- (d) the costs incurred in respect of the action up to 14 days after service of the [formal offer](#) are unaffected by the making of the [formal offer](#); and
- (e) subject to the overriding discretion of the Court, in a proceeding in which costs are generally recoverable by a successful party, the applicant is entitled to an order against the respondent for the applicant's costs of the action to which the relevant offer relates thereafter on an indemnity basis.

(3) When—

- (a) a [relevant offer](#) is made by a respondent in an action;
- (b) the offer is not accepted by an applicant; and
- (c) either—
 - (i) the respondent obtains judgment dismissing the action; or
 - (ii) the applicant obtains judgment that is less favourable to the applicant than the terms of the offer,

then—

- (d) the costs incurred in respect of the action up to 14 days after service of the [formal offer](#) are unaffected by the making of the [formal offer](#); and
- (e) subject to the overriding discretion of the Court, in a proceeding in which costs are generally recoverable by a successful party, the respondent is entitled to an order against the applicant for the respondent's costs of the action to which the relevant offer relates thereafter on an indemnity basis.

- (4) When a party makes a [relevant offer](#) for damages to be assessed or a proportion of damages to be assessed, this rule does not apply to costs incurred in relation to the assessment of the damages.
- (5) For the purposes of this rule, if a [formal offer is filed](#) during a moratorium under rule 64.5, the [formal offer will be treated as having been filed on the first day after the moratorium ends](#).

132.11—Costs in other cases

- (1) This rule applies in cases when [rule 132.10](#) 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 action or part of an action the subject of the offer on terms no less favourable to the offeror than the terms of the offer,
- in a proceeding in which the Court is contemplating making an order for costs of the action or proceeding, the Court is to take these matters into account on the question of costs.
- (3) Without affecting the generality of the discretion of the Court, in exercising its discretion as to costs under subrule (2), the Court may—
 - (a) order that the offeree pay the costs of the offeror in respect of the action or the part the subject of the offer from 14 days after service of the [formal offer](#) on a specified basis;
 - (b) order that the offeree bear its own costs in respect of the action or the part the subject of the offer from 14 days after service of the [formal offer](#); or
 - (c) make such other or further order as to costs as it thinks fit.
 - (4) Without affecting the generality of the discretion of the Court, in exercising its discretion as to costs, if the Court considers that a party unreasonably rejected a [formal offer](#) or failed to make a [formal offer](#), the Court may—
 - (a) order that that party pay the costs of the opposing party after the rejection or date when an offer should have been made on a specified basis;
 - (b) order that that party bear its own costs after the rejection or date when an offer should have been made; or
 - (c) make such other or further order as to costs as it thinks fit.
 - (5) For the purposes of this rule, if a [formal offer is filed](#) during a moratorium under rule 64.5, the [formal offer will be treated as having been filed on the first day after the moratorium ends](#).

Division 5—Appellate proceedings and taxations

132.12—Appellate proceedings and taxation process

- (1) Divisions 1, 2 and 3 of this Part apply, with any necessary changes, to an appellate proceeding or [taxation process](#) in the same way as they apply to a proceeding.
- (2) When—
 - (a) a party has made a [formal offer](#) in respect of an appellate proceeding or [taxation process](#);
 - (b) the offer was not accepted; and
 - (c) judgment is granted in the appellate proceeding or the taxation is determined on terms no less favourable to the offeror than the terms of the offer,

the Court is to take these matters into account on the question of costs.
- (3) Without affecting the generality of the discretion of the Court, in exercising its discretion as to costs under subrule (2), the Court may—
 - (a) order that the offeree pay the costs of the offeror in respect of the appellate proceeding or [taxation process](#) after 14 days after service of the [formal offer](#) on a specified basis;

- (b) order that the offeree bear its own costs in respect of the appellate proceeding or [taxation process](#) after 14 days after service of the [formal offer](#) on a specified basis; or
- (c) make such other or further order as to costs as it thinks fit.

Part 3—Consent judgment

133.1—Consent judgment

- (1) Judgment may be given by the Court [by consent](#) on—
 - (a) the parties expressing consent [in court](#) or [in chambers](#) to the terms of the judgment;
 - (b) a party filing both a draft judgment in the prescribed form as an editable Word document and a draft judgment in the prescribed form on which the parties have endorsed their consent; or

Prescribed form—

Form 127 [Draft Judgment](#)

- (c) the parties giving their consent to the terms of the judgment by email or other correspondence.
- (2) Judgment may be given by [the Registrar by consent](#) on—
 - (a) a party filing a draft judgment in the prescribed form as an editable Word document and a draft judgment in the prescribed form on which the parties have endorsed their consent; or

Prescribed form—

Form 127 [Draft Judgment](#)

- (b) the parties giving their consent to the terms of the judgment by email or other correspondence.
- (3) Unless the Court otherwise orders, a [monetary judgment](#) given [by consent](#) is taken to be in addition to any sum already recovered.

Part 4—Court approval

134.1—Representative action

- (1) A resolution of a representative action by a representative party under Chapter 3 Part 4 is not binding unless the Court approves the terms of the resolution.
- (2) A resolution is binding on a represented party, as defined in [rule 24.1](#), if approved by the Court.
- (3) The Court may, on application by a represented party, as defined in [rule 24.1](#), set aside in whole or part a resolution previously approved by the Court and make consequential orders if the interests of justice so require.

134.2—Proceeding involving person under legal incapacity

- (1) A resolution of a proceeding to which a [litigation guardian](#) or [person under a legal incapacity](#) is a party is not binding unless the Court approves the terms of the resolution.

- (2) Any money to which a [person under a legal incapacity](#) is entitled under an agreement for the resolution of a proceeding approved by the Court must be dealt with in accordance with orders by the Court from time to time.

134.3—Proceeding involving deceased estate

A resolution of a proceeding governed by Chapter 20 Part 4 involving a party represented by a representative party appointed under rule 24.6 is not binding unless the Court approves the terms of the resolution.

134.4—Supporting affidavits

- (1) An application under this Part must be supported by:
 - (a) an affidavit deposing to the facts relevant to the question of approval of the terms of the resolution; and
 - (b) a separate affidavit exhibiting an opinion of counsel as to the merits of the resolution.
- (2) Unless the Court otherwise orders, the affidavit referred to in paragraph (1)(b) is to be filed on a court access basis as defined in [rule 32.2](#).

Chapter 12—Early finalisation

Part 1—Discontinuance

141.1—Introduction

- (1) An applicant cannot discontinue an action without leave of the Court if—
 - (a) the applicant has a [joint interest](#) with a co-applicant in a [cause of action](#) in, orders sought in or the subject matter of the action and the co-applicant does not join in the discontinuance;
 - (b) the applicant is a [litigation guardian](#) for a [person under a legal incapacity](#) under [rule 23.7](#);
 - (c) the action is brought in the name of a partnership or unincorporated association under Chapter 3 Part 3 Division 1; or
 - (d) the action is brought by a representative party under Chapter 3 Part 4 Division 1 or 2.
- (2) An applicant who files a notice of discontinuance must serve a copy on each other party to the proceeding with an [address for service](#) as soon as practicable after filing the notice.

141.2—Discontinuance before service or by consent

- (1) Subject to [rule 141.1\(1\)](#), an applicant may discontinue an action against a respondent or interested party at any time without leave of the Court—
 - (a) if the originating process has not been served on any other party and no other party to the action has an address for service— by filing a notice of discontinuance in the prescribed form; or

Prescribed form—

Form 125 [Notice of Discontinuance](#)

- (b) if the other party to the action has signed a notice of and consent to the discontinuance in the prescribed form— by filing a notice of and consent to discontinuance in the prescribed form.

Prescribed form—

Form 126 [Notice of and Consent to Discontinuance](#)

- (2) If an applicant discontinues an action under this rule, unless the relevant parties otherwise agree, each party must bear their own costs of the action.

141.3—Discontinuance without consent or leave

- (1) Subject to [rule 141.1\(1\)](#), an applicant may discontinue a claim at any time before it is either entered or listed for [trial](#) by filing a notice of discontinuance in the prescribed form.

Prescribed form—

Form 125 [Notice of Discontinuance](#)

- (2) If an applicant discontinues a claim under this rule, the applicant is liable to pay the costs of a respondent against whom the claim is discontinued up to the date of service

of the notice of discontinuance on the [standard costs basis](#) and any interested party named in the claim must bear their own costs.

- (3) A respondent or interested party to a claim that is discontinued may, within 21 days after service of a notice of discontinuance under subrule (1), apply for orders under subrule (4) by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (4) The Court may, on an application under subrule (3), for special reasons—
 - (a) set aside the discontinuance; and
 - (b) unless the applicant undertakes to prosecute the claim diligently:
 - (i) substitute an order dismissing the claim; or
 - (ii) substitute an order granting leave to discontinue on terms as to costs different to those under subrule (2).

141.4—Discontinuance with leave

- (1) An applicant may seek leave to discontinue an action on terms as to costs or otherwise by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) The Court may, on application under subrule (1)—
 - (a) refuse leave if it considers that the prejudice that will be caused by discontinuance to an objecting party justifies the refusal of leave and, unless the applicant undertakes to prosecute the action diligently, dismiss the action;
 - (b) grant leave on terms including as to costs; or
 - (c) make such other or further order as it thinks fit.
- (3) If a Court grants leave to discontinue, any notice of discontinuance must be filed within 14 days after the grant of leave.

Prescribed form—

Form 125 [Notice of Discontinuance](#)

Part 2—Judgment in default of defence

Division 1—Introduction

142.1—Introduction

- (1) Unless the Court otherwise orders, this Part applies only to proceedings by way of claim (including a cross claim) and has no application to proceedings by way of originating application.
- (2) In these Rules, unless the contrary intention appears—

liquidated claim means a claim for a specific sum or for an amount calculated in accordance with a formula agreed between the parties or prescribed by statute or contract (and, to avoid doubt, a formula may include a scale, reference to external data, provision for interest or provision for costs);

monetary claim means a claim for which the only remedies sought (apart from costs) involve the payment of money, whether by way of damages, compensation or otherwise;

non-monetary claim means a claim that is not solely a monetary claim and includes a claim for a declaration, injunction, specific performance or the delivery up of property;
property loss claim means a claim for damages for loss of or damage to tangible property other than land.

Division 2—Request for default judgment

142.2—Universal requirements

- (1) An applicant is entitled to request judgment in default of defence against a respondent to the applicant's claim or cross claim under this Part if—
 - (a) the respondent was served with the [Claim documents](#) or [Cross Claim documents](#) and any other requisite document in compliance with these Rules;
 - (b) the respondent failed to file a defence within the time fixed; and
 - (c) the applicant files an affidavit of proof of service in compliance with Chapter 5 Part 5.

Notes—

[Rule 334.2\(7\)](#) provides that a respondent to a cross claim in a [minor civil action](#) will be taken to have filed a defence denying the allegations in the cross claim unless the Court orders a party to file such a defence.

See Chapter 5 Part 5.

- (2) An applicant who seeks default judgment must file an application to [the Registrar](#) for judgment in the prescribed form.

Prescribed form—

Form 76B [Application to Registrar – Request Default Judgment](#)

- (3) [Rules 142.3](#) to [142.9](#) do not apply to a request for conditional judgment governed by [rule 142.10](#).

142.3—Liquidated claim

- (1) If the applicant's claim is solely a [liquidated claim](#), the applicant may request judgment for the amount of the claim shown in, or calculated in accordance with, the applicant's [short form statement of claim](#), statement of claim or statement of cross claim.
- (2) If the amount for which judgment is requested requires calculation, the applicant must show the calculation in detail in a document filed at the same time as the request for judgment.

Example—

Calculation of contractual interest.

- (3) An applicant who seeks default judgment may request that the default judgment include a fixed amount for costs of the claim if the applicant shows the calculation of costs in the request for judgment or a document filed at the same time.
- (4) The amount allowed for costs on a default judgment under this rule will be the amount shown in the relevant costs scale contained in Schedule 6 unless the Court otherwise orders.

142.4—Property loss claim—Magistrates Court

- (1) If the applicant's claim is solely a [property loss claim](#) and the applicant has complied with subrule (2), the applicant may request judgment for the amount of the claim shown in the applicant's [short form statement of claim](#), statement of claim or statement of cross claim less any payments received shown in the request for judgment or a document filed at the same time.
- (2) An applicant can only request judgment under this rule if—
 - (a) the applicant proves by an affidavit of proof of service that the applicant served on the respondent along with the [Claim documents](#) or [Cross Claim documents](#)—
 - (i) if the claim is for the loss of property—evidence of the value of the property at the relevant time, being at least an [expert report](#) by a valuer or loss adjuster showing an assessment of the value of the property or the internet publication called RedBook (redbook.com.au) showing the value of property of that description and condition;
 - (ii) if the claim is for the cost of repair undertaken to the property—evidence of the cost of repairing the damage to the property, being at least a copy of the invoice from the repairer for the repair of the property showing a detailed breakdown of the cost of repair;
 - (iii) if the claim is for the value of repair that has not been undertaken—evidence of the cost of repairing the damage to the property, being at least—
 - (A) a copy of a quotation from a repairer to undertake the repair of the property showing a detailed breakdown of the quoted cost of repair; or
 - (B) an [expert report](#) by a loss adjuster showing a detailed breakdown of the reasonable cost of repair of the property;
 - (iv) if the claim is for or includes the cost of hiring alternative property while the property is being repaired or until it is replaced—evidence of the cost of hiring, being at least a copy of the invoice from the owner of the alternative property showing a detailed breakdown of the cost of hire;
 - (v) if the claim includes other costs incurred in consequence of the loss or damage (including towing, storage or accommodation costs)—evidence of the costs incurred, being at least a copy of the invoice showing a detailed breakdown of the costs incurred; and
 - (b) no claim is made in the action other than one or more of the matters identified in subrule (2)(a).
- (3) An applicant who seeks default judgment may request that the default judgment include a fixed amount for costs of the claim if the applicant shows the calculation of costs in the request for judgment or a document filed at the same time.

142.5—Other monetary claims

If the applicant's claim is solely a [monetary claim](#) (but not solely a [liquidated claim](#)) or if the applicant so elects, the applicant may request judgment for an amount to be assessed.

142.6—Non-monetary claims

If the applicant's claim is, or includes, a [non-monetary claim](#) (whether or not it also includes a [monetary claim](#)) or if the applicant so elects, the applicant may request judgment for relief to be assessed.

Division 3—Entry of default judgment

142.7—Liquidated claim

If an applicant requesting judgment under [rule 142.3](#) is entitled to default judgment, [the Registrar](#) is empowered to enter default judgment for the amount of the claim shown in, or calculated in accordance with, the applicant's [short form statement of claim](#), statement of claim or statement of cross claim, together with—

- (a) if the applicant seeks a fixed amount of costs under [rule 142.3\(3\)](#)—an amount fixed by [the Registrar](#) for costs in accordance with the relevant costs scale; or
- (b) in any other case—costs of the claim to be taxed.

142.8—Property loss claim

If an applicant requesting judgment under [rule 142.4](#) is entitled to default judgment, [the Registrar](#) may enter default judgment for the amount of the claim shown in, or calculated in accordance with, the applicant's [short form statement of claim](#), statement of claim or statement of cross claim together with—

- (a) if the applicant seeks a fixed amount of costs under [rule 142.4\(3\)](#)—an amount fixed by [the Registrar](#) for costs in accordance with the relevant costs scale; or
- (b) in any other case—costs of the claim to be taxed.

142.9—Other claims

- (1) If an applicant requesting judgment under [rule 142.5](#) or [142.6](#) is entitled to default judgment, [the Registrar](#) is empowered to enter default judgment for an amount or relief to be assessed.
- (2) If [the Registrar](#) enters judgment under subrule (1), [the Registrar](#) will list the matter for a [directions hearing](#) in relation to the assessment and will give notice to the parties in the prescribed form.

Prescribed form—

Form 78B [Notice of Directions Hearing – Assessment of Damages or Other Relief](#)

- (3) The [trial](#) of the assessment is to be conducted on the basis that the respondent is not entitled to contest liability, but the relief to which the applicant is entitled (if any), including any issue as to causation or remoteness of loss and the exercise of any discretion, is to be the subject of the assessment.
- (4) On the determination of the assessment, the Court will grant judgment for the relief to which the applicant is found to be entitled and make an order with respect to the costs of the claim.

Division 4—Conditional judgment

142.10—Cross claim conditional on liability under antecedent claim

- (1) If the applicant's cross claim is conditional on the applicant being found liable on a claim or earlier cross claim, the applicant may request conditional judgment for relief to be assessed.
- (2) If the applicant requests judgment under subrule (1), [the Registrar](#) may, if the applicant is entitled to default judgment, enter conditional judgment for relief to be assessed in the prescribed form.

Prescribed form—

Form 132 [Record of Conditional Non-Monetary Judgment](#)

- (3) A default judgment will be conditional on the applicant being found liable on the antecedent claim.
- (4) The [trial](#) of the proceeding will be conducted on the basis that the respondent is not entitled to contest liability to the applicant on the cross claim but may contest any other issue on the cross claim or any issue in the antecedent claim.

Division 5—Application to set aside default judgment

142.11—Application to set aside for irregularity

- (1) A party may apply under this rule to set aside or vary a judgment in default of defence on the ground that—
 - (a) the [Claim documents](#) or [Cross Claim documents](#) were not served on that party in accordance with the requirements imposed by these Rules and their existence and content did not come to that party's attention at least 28 days before the date on which the default judgment was entered;
 - (b) the [Claim documents](#) or [Cross Claim documents](#) were served by [email service](#) or [post service](#), (except when orders for substituted service by email or post were made by the Court in the proceeding pursuant to rule 42.9) the party was no longer using the address to which they were sent or they were not received at that address and their existence and content did not come to that party's attention at least 28 days before the date on which the default judgment was entered;
 - (c) the party obtaining judgment was not entitled to default judgment;
 - (d) the judgment was obtained as a result of misrepresentation or misconduct by the party obtaining it; or
 - (e) the judgment was otherwise obtained or granted as a result of an irregularity.
- (2) If the Court is satisfied that the default judgment was obtained as a result of an irregularity under one or more paragraphs of subrule (1)—
 - (a) the Court may set aside the default judgment on such conditions as it thinks fit;
 - (b) if the only irregularity was that judgment was entered for a sum in excess of that to which the party obtaining judgment was entitled—the Court may instead, in the exercise of its discretion, amend the judgment to the correct amount;
 - (c) if the only irregularity was that judgment was entered for a fixed amount when it should have been entered for an amount or relief to be assessed—the Court

may instead, in the exercise of its discretion, amend the judgment to a judgment for an amount or relief to be assessed.

142.12—Application to set aside on other grounds

- (1) A party may apply under this rule to set aside or vary a judgment in default of defence on the ground that—
 - (a) the [Claim documents](#) or [Cross Claim documents](#) did not come to the attention of that party or the party has another reasonable excuse for not having filed a defence; and
 - (b) the party has a reasonable basis for defending the claim.
- (2) If the Court is satisfied that both grounds in subrule (1) are established, the Court may set aside the default judgment on such conditions as it thinks fit.

142.13—Application to set aside by consent and discontinuance

- (1) This rule applies to a proceeding in which there is no cross claim or third party claim or interested party and a default monetary judgment was entered in favour of the applicant or applicants against the respondent or respondents.
- (2) The parties may execute and a party may file an application and consent to set aside judgment and discontinuance in the prescribed form.

Prescribed form—

Form 126A [Application and Consent to Set Aside Judgment and Discontinuance](#)

- (3) If a document under subrule (2) is filed, the Court may set aside the default judgment and the action will be treated as wholly discontinued.

Part 3—Failure to disclose basis for action or defence or abuse

143.1—Judgment for failure to disclose basis

- (1) The Court may grant judgment dismissing an action on the ground that no reasonable [cause of action](#) in the case of a claim, or basis for the application in the case of an originating application, is capable of being disclosed.
- (2) The Court may grant judgment in favour of an applicant in an action on the ground that no reasonable defence in the case of a claim, or basis to contest the application in the case of an originating application, is capable of being disclosed.

143.2—Judgment for abuse of process

- (1) The Court may grant judgment dismissing an action on the ground that it is frivolous, vexatious or an abuse of the process of the Court.
- (2) The Court may grant judgment in favour of an applicant in an action on the ground that a defence of or contest to it is frivolous, vexatious or an abuse of the process of the Court.

Part 4—Summary judgment

144.1—Introduction

Unless the Court otherwise orders, this Part applies only to proceedings by way of claim (including a cross claim).

144.2—Summary judgment

- (1) The Court may, on application by a party, give summary judgment in favour of an applicant—
 - (a) on a claim if there is no reasonable basis for defending the claim;
 - (b) on a [cause of action](#) in a claim if there is no reasonable basis for defending the [cause of action](#); or
 - (c) on a separate issue that arises in a claim if there is no reasonable basis for contesting that issue.
- (2) The Court may, on application by a party, give summary judgment against an applicant—
 - (a) on a claim if there is no reasonable basis for prosecuting the claim;
 - (b) on a [cause of action](#) in a claim if there is no reasonable basis for prosecuting the [cause of action](#); or
 - (c) on a separate issue that arises in a claim if there is no reasonable basis for prosecuting the applicant's contention on that issue.
- (3) An application for summary judgment must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

144.3—Judgment on admissions

- (1) The Court may, on application by a party, give judgment in favour of an applicant based on admissions on a claim, [cause of action](#) or separate issue that arises in the same manner as it may grant summary judgment under [rule 144.2\(1\)](#).
- (2) The Court may, on application by a party, give judgment against an applicant based on admissions on a claim, [cause of action](#) or separate issue that arises in the same manner as it may grant summary judgment under [rule 144.2\(2\)](#).
- (3) An application for judgment under subrule (1) or (2) must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

144.4—Balance of proceeding

If the Court grants judgment under [rule 144.2](#) or [144.3](#) which does not finally determine the whole proceeding—

- (a) the Court may make orders about how the balance of the proceeding is to proceed; and
- (b) in any other case—the balance of the proceeding is to proceed in the usual way.

Part 5—Default of appearance

145.1—Default of appearance at trial of claim

- (1) This rule applies only to proceedings by way of claim (including a cross claim).
- (2) If at the [trial](#) of a claim, a respondent fails to appear within 15 minutes of the scheduled commencement of the [trial](#), the Court may—
 - (a) enter default judgment against the respondent in the same manner as if the Court granted judgment for failure to file a defence under Part 2;

- (b) hear the [trial](#) of and determine the claim (or an issue listed for [trial](#)) notwithstanding the absence of the respondent; or
- (c) make such other or further order as it thinks fit.
- (3) If at the [trial](#) of a claim, the applicant fails to appear within 15 minutes of the scheduled commencement of the [trial](#), the Court may—
 - (a) enter default judgment dismissing the claim in the same manner as if the Court granted judgment for failure to disclose a [cause of action](#) under Part 3; or
 - (b) make such other or further order as it thinks fit.
- (4) If at the [trial](#) of a claim, neither the applicant nor the respondent appears within 15 minutes of the scheduled commencement of the [trial](#), the Court may make such order as it thinks fit (including that the claim be treated as discontinued under Part 1 with no order as to costs or any order that could be made under subrule (2) or (3)).
- (5) If at the [trial](#) of a claim, an interested party fails to appear within 15 minutes of the scheduled commencement of the [trial](#), the Court may hear the [trial](#) of and determine the claim (or an issue listed for [trial](#)) notwithstanding the absence of the interested party.

Magistrates Court

- (6) Instead of making an order under subrule (2)(a), the Court may, if it thinks fit, enter default judgment against the respondent for the relief sought in the claim without undertaking an assessment of amount or relief.

145.2—Default of appearance at hearing of originating application

- (1) This rule applies only to proceedings by way of originating application.
- (2) If at a hearing the respondent fails to appear within 15 minutes of the scheduled commencement of the hearing, the Court may—
 - (a) if it thinks fit, grant the relief sought against the respondent without hearing evidence or assessing the merits of the application;
 - (b) hear and determine the application notwithstanding the absence of the respondent; or
 - (c) make such other or further order as it thinks fit.
- (3) If at a hearing the applicant fails to appear within 15 minutes of the scheduled commencement of the hearing, the Court may—
 - (a) if it thinks fit, dismiss the application without hearing evidence or assessing the merits of the application;
 - (b) hear and determine the application notwithstanding the absence of the applicant; or
 - (c) make such other or further order as it thinks fit.
- (4) If at a hearing neither the applicant nor the respondent appear within 15 minutes of the scheduled commencement of the hearing, the Court may make such order as it thinks fit (including that the application be treated as discontinued with no order as to costs under Part 1 or any order that could be made under subrule (2) or (3)).

- (5) If at any hearing an interested party fails to appear within 15 minutes of the scheduled commencement of the hearing, the Court may proceed to hear and determine the matter notwithstanding the absence of the interested party.

145.3—Default of appearance at any other hearing—Magistrates Court

- (1) If, at a [directions hearing](#) or a [settlement conference](#), mediation or other [alternative dispute resolution process](#) in a claim, a party fails to appear within 15 minutes of the scheduled commencement of the hearing, the Court may make any order that it could make under [rule 145.1](#) if the hearing were a [trial](#) governed by that rule.
- (2) If, at a [directions hearing](#) or a [settlement conference](#), mediation or other [alternative dispute resolution process](#) in an originating application, a party fails to appear within 15 minutes of the scheduled commencement of the hearing, the Court may make any order that it could make under [rule 145.2](#) if the hearing were a hearing of the originating application governed by that rule.

145.4—Application to set aside default judgment

- (1) An applicant may apply under this rule to set aside a judgment in default of appearance on the ground that the applicant—
 - (a) has a reasonable excuse for not having appeared; and
 - (b) has a reasonable basis for prosecuting the action.
- (2) A respondent may apply under this rule to set aside a judgment in default of appearance on the ground that the respondent—
 - (a) has a reasonable excuse for not having appeared; and
 - (b) has a reasonable basis for defending the claim or contesting the originating application.
- (3) If the Court is satisfied that it is in the interests of justice that a default judgment be set aside or varied, the Court may—
 - (a) set aside the default judgment on such conditions as it thinks fit;
 - (b) vary the terms of the default judgment; or
 - (c) make such other or further order as it thinks fit.

Part 6—Default of compliance

146.1—Judgment in default of compliance

- (1) If a party—
 - (a) commits serious or persistent breaches of these Rules or an order of the Court which seriously prejudice the proper and expeditious conduct of an action;
 - (b) fails to file a substitute [originating process](#), [pleading](#) or affidavit within the time specified by the terms of leave granted under [rule 70.3](#), [85.1](#) or [87.1](#); or
 - (c) manifests an inability or unwillingness to prosecute or defend an action with due diligence,
 another party may apply for default judgment against that party.
- (2) An application for default judgment must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

- (3) If the party in default is an applicant in an action, the Court may—
 - (a) stay the action until the non-compliance is rectified;
 - (b) grant judgment dismissing the action;
 - (c) list the matter for an early [trial](#) or hearing; or
 - (d) make any other or further order as it thinks fit.
- (4) If the party in default is a respondent or an interested party in an action, the Court may—
 - (a) grant judgment in favour of the applicant for some or all of the relief sought;
 - (b) grant judgment in favour of the applicant for damages or relief to be assessed;
 - (c) order that an interested party be removed as a party to the action;
 - (d) list the matter for an early [trial](#) or hearing; or
 - (e) make any other or further order as it thinks fit.

146.2—Application to set aside default judgment

- (1) A party may apply under this rule to set aside a default judgment granted under [rule 146.1](#) by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) If the Court is satisfied that it is in the interests of justice that a default judgment be set aside or varied, the Court may—
 - (a) set aside the default judgment on such conditions as it thinks fit;
 - (b) vary the terms of the default judgment; or
 - (c) make such other or further order as it thinks fit.

Chapter 13—Preparation for trial

Part 1—Listing and entry for trial

Division 1—General

151.1—Subject matter for trial

- (1) Unless the Court otherwise orders, when it is ordered that a matter proceed to [trial](#), there is to be a single [trial](#) of all issues (other than costs) in the proceeding.
- (2) The Court may order that there be separate [trials](#) of separate issues in a proceeding and may determine the order in which such [trials](#) are to be heard or determined.

Examples—

In a proceeding in which there is a claim and 3 cross claims, the Court might order that the [trial](#) of the claim proceed first, to be followed by the [trial](#) of the first cross claim, to be followed by the [trial](#) of the second and third cross claims.

In a proceeding in which the applicant seeks damages for personal injuries, the Court might order that there be a [trial](#) on issues of duty of care and negligence, to be followed by a [trial](#) on issues of causation and quantum of loss.

In an originating application in which there is an issue whether the applicant has standing to bring the proceeding, the Court might order that the [trial](#) of that issue proceed first, to be followed by a [trial](#) of all other issues.

151.2—Constitution of Court for trial

Supreme Court

- (1) Subject to [rule 11.1](#), the Court constituted of a Judge or Associate Justice may order that a [trial](#) proceed before—
 - (a) a Judge, Associate Justice or Judicial Registrar;
 - (b) a Judge, Associate Justice or Judicial Registrar assisted by 1 or more assessors; or
 - (c) an arbitrator.

District Court

- (2) Subject to [rule 11.2](#), the Court constituted of a Judge or Associate Judge may order that a [trial](#) proceed before—
 - (a) a Judge, Associate Judge or Judicial Registrar;
 - (b) if so provided by statute—a Judge, Associate Judge or Judicial Registrar assisted by 1 or more assessors; or
 - (c) an arbitrator.

Magistrates Court

- (3) Subject to [rule 11.3](#), the Court constituted of a Magistrate or Judicial Registrar may order that a [trial](#) proceed before—
 - (a) a Magistrate or Judicial Registrar;
 - (b) if so provided by statute—a Magistrate or Judicial Registrar assisted by 1 or more assessors; or
 - (c) an arbitrator.

Youth Court

- (4) The Court constituted of the Judge, a Magistrate or Judicial Registrar may order that a [trial](#) proceed before the Judge, a Magistrate or Judicial Registrar.

ERD Court

- (5) Subject to [rule 11.5](#), the Court constituted of the Senior Judge, or a Judge, Magistrate, Commissioner, Associate Judge or Judicial Registrar acting in accordance with a direction by the Senior Judge under section 15 of the Act, may order that a [trial](#) proceed before—
 - (a) a Judge, Magistrate, Commissioner or Judicial Registrar;
 - (b) two or more Commissioners;
 - (c) if so determined by the Senior Judge under section 15(2) of the Act—a Judge and two or more Commissioners; or
 - (d) if so determined by the Senior Judge under section 15(2) of the Act—a Judge, a Magistrate and one or more Commissioners.

151.3—Location of trial

Supreme Court, District Court, Youth Court, ERD Court and Court of Disputed Returns

- (1) Unless the Court otherwise orders, the place of [trial](#) will be Adelaide.

Magistrates Court

- (2) Unless the Court otherwise orders, the place of [trial](#) will be—
 - (a) if the proceeding is being managed in a location within the Mount Gambier region—Mount Gambier;
 - (b) if the proceeding is being managed in a location within the Berri region—Berri;
 - (c) if the proceeding is being managed in a location within the Port Augusta region—Port Augusta;
 - (d) in any other case—Adelaide.

Supreme Court, District Court and Magistrates Court

- (3) The Court may order that the place of [trial](#) be any appropriate place within or outside the State.

151.4—Referral to expert—Supreme Court, District Court and Magistrates Court

The Court may refer an issue in a proceeding for investigation and report by an expert referee.

Division 2—Entry and listing for trial—Supreme Court and District Court**151.5—Application of Division**

This Division applies to all proceedings in the Supreme Court and District Court unless—

- (a) Division 3 applies to the proceedings (see [rule 151.8](#)); or
- (b) the Court otherwise orders.

151.6—Entry for trial

- (1) Unless the Court otherwise orders or these Rules otherwise provide, a proceeding will only be listed for [trial](#) after it has been entered for [trial](#) by order of the Court referring it to a listing conference.
- (2) If a party in a proceeding is represented by a law firm, either the [responsible solicitor](#) or counsel must attend a [directions hearing](#) at which a proceeding is expected to be entered for [trial](#).
- (3) Each party in a proceeding must inform the Court at or before the [directions hearing](#) at which a proceeding is entered for [trial](#) of any special facilities required at [trial](#).

Examples—

Examples of special facilities are the need for an interpreter, an audio visual link, equipment to play an audio visual recording, hearing enhancement facilities or wheelchair access. at trial

- (4) If a party fails to inform the Court under subrule (3) of any special facilities required at [trial](#), the judicial officer may determine that—
 - (a) the [trial](#) is to proceed without the party having the benefit of any such facilities; or

- (b) the party must pay the costs of any adjournment due to the unavailability of any such facilities.
- (5) Unless the Court otherwise orders, a certificate of readiness for [trial](#) in the prescribed form certifying that the proceeding is ready to proceed to [trial signed by each party](#) or the party's lawyer when represented must be filed 7 days before the scheduled listing conference.

Prescribed form—

Form 88 [Certificate of Readiness for Trial](#)

- (6) If a certificate of readiness for trial is not filed in accordance with subrule (5), unless the Court directs otherwise, the Registrar will vacate the scheduled listing conference and the proceeding will be listed for a directions hearing.

Note—

If a party considers that another party has failed diligently to contribute to or sign a certificate of readiness, the party may apply to the Court for an order that the proceeding be listed for trial despite the other party not having signed the certificate of readiness. at trial

- (7) The Court may order that a proceeding be dealt with under Division 3 rather than this Division.

151.7—Listing for trial

- (1) After a proceeding has been entered for [trial](#), the Court or [the Registrar](#) will list the proceeding for a listing conference to fix a date or dates for the [trial](#).
- (2) Before the proceeding is due to be listed for [trial](#), the parties must confirm the estimated length of [trial](#) and ascertain the availability of witnesses and counsel.
- (3) [The Registrar](#) will send a notice of [trial](#) in the prescribed form to each party.

Prescribed forms—

Form 78D [Notice of Trial](#)

Form 78F [Notice of Hearing of Assessment of Damages or Other Relief](#)

Division 3—Listing for trial

151.8—Application of Division

- (1) Unless the Court otherwise orders, this Division applies to—
 - (a) all proceedings in the Magistrates Court;
 - (b) proceedings by way of originating application when the Court orders that there be a [trial](#);
 - (c) proceedings in the Commercial Dust Diseases, Fast Track or Special Classification List under Chapter 23;
 - (d) proceedings when a litigation plan has been made under [rule 101.7](#); and
 - (e) other proceedings when the Court so orders.

151.9—Listing for trial

- (1) When the Court considers that it is appropriate to do so, the Court will either list a proceeding for [trial](#) by fixing a date or dates for the [trial](#) or refer a proceeding to [the Registrar](#) to fix a date or dates for the [trial](#).

- (2) For the purpose of a hearing at which a proceeding is expected to be listed for [trial](#), the parties must estimate the length of [trial](#) and ascertain the availability of witnesses and counsel.
- (3) If a party in a proceeding is represented by a law firm, either the [responsible solicitor](#) or counsel must attend a hearing at which the proceeding is expected to be listed for [trial](#).
- (4) Each party in a proceeding must inform the Court at or before the hearing at which the proceeding is listed for [trial](#) of any special facilities required at [trial](#).
- (5) If a party fails to inform the Court under subrule (4) of any special facilities required at [trial](#), the judicial officer at [trial](#) may determine that—
 - (a) the [trial](#) is to proceed without the party having the benefit of any such facilities; or
 - (b) the party must pay the costs of any adjournment due to the unavailability of any such facilities.
- (6) [The Registrar](#) will send a notice of [trial](#) in the prescribed form to each party.

Prescribed forms—

Form 78D [Notice of Trial](#)

Form 78F [Notice of Hearing of Assessment of Damages or Other Relief](#)

Division 4—Trial plan

151.10—Trial plan

The Court may order the parties in a proceeding to prepare a trial plan in the prescribed form.

Prescribed form—

Form 72 [Trial Plan](#)

Division 5—Responsibility of parties and lawyers

151.11—Responsibility

- (1) When a proceeding is listed for [trial](#) under [rule 151.7](#) or [151.9](#), it is the responsibility of each party and each lawyer acting for a party to ensure that it is ready for [trial](#) on the trial date.
- (2) If a proceeding is resolved in principle or other circumstances affect the need for a trial date or the length of [trial](#), the applicant must immediately file and serve on each other party an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) applying to vacate or vary the trial date.
- (3) If the applicant fails to act as required by subrule (2), another party to the proceeding must so act.

151.12—Prima facie preclusion of further steps

After the Court lists a proceeding for [trial](#), a party may not—

- (a) amend a [pleading](#);
- (b) seek particulars of, or strike out of, a [pleading](#);
- (c) seek further discovery;
- (d) rely on a new [expert report](#); or

- (e) seek an interlocutory order that should already have been sought, without leave of the Court.

Part 2—Electronic trials

152.1—Application and order

- (1) The Court may order that the [trial](#) of a proceeding be conducted by way of electronic [trial](#).
- (2) Unless the Court otherwise orders, an application for an electronic [trial](#) must be made within 14 days after the [close of pleadings](#).
- (3) An application for an electronic [trial](#) must, unless it is by the consent of all parties, be supported by an affidavit setting out—
 - (a) the key issues in dispute;
 - (b) the anticipated volume of documents to be tendered;
 - (c) the proposed manner in which discovery of documents is to be made;
 - (d) the proposed platform or document database proposed to be utilised during the [trial](#);
 - (e) the proposed protocol to be used for the electronic provision of documents; and
 - (f) the identity of the proposed [electronic courtroom provider](#).
- (4) The remaining provisions of this Part apply only if an order is made for an electronic [trial](#).
- (5) Unless the Court otherwise orders, all other rules continue to apply to a proceeding when there is to be an electronic [trial](#).
- (6) In this Part—

electronic courtroom provider, in respect of an electronic [trial](#), means the person with responsibility to prepare, install and maintain the electronic courtroom facilities for the purposes of the conduct of the electronic [trial](#);

Electronic Trial Book—see [rule 152.4](#).

152.2—Post-order steps

- (1) If an order is made for an electronic [trial](#), unless the Court otherwise orders—
 - (a) all documents filed with the Court must be served between the parties in electronic form as multi-page text searchable PDF documents;
 - (b) a reference in a filed document to a discovered document must be made using its allocated Document ID, which must, wherever possible, be hyperlinked to the discovered document; and
 - (c) the naming convention of each file must reflect the filed document number, [pleading](#), witness name or nature of the document and the date filed.

Examples—

FDN# affidavit of Joseph James Blogs filed [day] [month] [year]; or

FDN# statement of claim filed [day] [month] [year]; or

FDN# applicant’s closing submissions filed [day] [month] [year].

- (2) If an error is found in a served document, the producing party must provide a corrected version of the document to the receiving party.

152.3—Post-discovery steps

- (1) After completion of discovery, the parties must as soon as practicable request to meet with [the Registrar](#) to arrange for the conduct of the electronic [trial](#).
- (2) The parties must make all reasonable efforts to reach agreement about the following matters in respect of the conduct of the electronic [trial](#)—
 - (a) sharing of the costs of the electronic [trial](#);
 - (b) preparation of an [Electronic Trial Book](#) in accordance with [rule 152.4](#);
 - (c) instructions to the [electronic courtroom provider](#);
 - (d) payment of [third party](#) costs;
 - (e) real time transcript;
 - (f) training of and access by Court staff on and to the [Electronic Trial Book](#); and
 - (g) access by the presiding judicial officer and judicial staff to the [Electronic Trial Book](#) from the conclusion of the [trial](#) to the delivery of judgment.
- (3) Unless the Court otherwise orders or the parties otherwise agree, the parties must comply with Part 4 Division 2 for preparation of a joint tender book.

152.4—Electronic trial book

- (1) The parties must prepare an electronic database for the electronic [trial](#) (the *Electronic Trial Book*).
- (2) All documents intended to be used at [trial](#) must be included in the [Electronic Trial Book](#) and, where referred to in any document, linked by hyperlink to the document in the [Electronic Trial Book](#).
- (3) Unless the Court otherwise directs or the parties otherwise agree, the [Electronic Trial Book](#) must include—
 - (a) all [originating process](#);
 - (b) all [pleadings](#);
 - (c) all written lay and expert evidence;
 - (d) the joint tender book documents;
 - (e) subpoenas issued in the proceeding;
 - (f) authorities relied upon; and
 - (g) any other documents that the parties agree or the Court orders be included.

152.5—Providing additional documents during electronic trial

- (1) A party to a proceeding must obtain consent from each other party to the proceeding before providing additional documents to the Court in electronic form.
- (2) If an additional document, not included in the [Electronic Trial Book](#), is required for examination of a witness, tender or submission, the party requiring the document must ensure that it is provided to the [electronic courtroom provider](#) on the evening or

morning before the hearing commences to ensure that it is readily accessible during the [trial](#) and access to it does not delay the orderly conduct of the [trial](#).

Part 3—Pre-trial directions hearing

153.1—Convening and preparation

- (1) The presiding judicial officer allocated to hear a [trial](#) may convene a pre-trial [directions hearing](#) before the [trial](#) is to commence.
- (2) The parties in a proceeding must, before a pre-trial [directions hearing](#), proactively review whether they have complied with these Rules and any orders of the Court and are ready for [trial](#).

153.2—Pre-trial directions hearing

- (1) Unless excused by the Court, a pre-trial [directions hearing](#) must be attended by the counsel or one of the counsel retained for the [trial](#) for each party to the proceeding.
- (2) The matters to be considered by the Court at a pre-trial [directions hearing](#) may include (without limitation)—
 - (a) confirmation that counsel have been briefed for [trial](#);
 - (b) identification, or preparation of a statement, of issues to be determined at [trial](#);
 - (c) narrowing issues (including agreement on facts, the use of section 59J of the *Evidence Act 1929*, other evidentiary aids to proof and agreement on the law);
 - (d) the form and timing of openings (including written openings or mini-openings);
 - (e) whether there is to be a view, inspection or demonstration;
 - (f) subpoenas;
 - (g) documentary evidence (including nature, form and objections);
 - (h) lay evidence (including the nature and identity of lay witnesses and whether the evidence of particular witnesses can be agreed, dispensed with or shortened);
 - (i) expert evidence (including conferral of experts, identification of differences in assumptions or opinions, manner and timing of taking expert evidence, whether evidence should be taken concurrently);
 - (j) the order in which witnesses are to be called (including any witnesses able to attend only at particular times and interposition);
 - (k) whether all lay evidence should be called before any expert is called by any party;
 - (l) any special facilities required (including the need for an interpreter, an audio visual link, equipment to play an audio visual recording, hearing enhancement facilities or wheelchair access);
 - (m) limiting the number of witnesses or time for evidence of witnesses or time for addresses;
 - (n) conferral by counsel in relation to objections to witness statements, [expert reports](#) or documentary evidence;
 - (o) other orders to ensure that the [trial](#) proceeds in the most efficient, expeditious and cost-effective manner;

- (p) lists of authorities;
- (q) when applicable, arrangements for an electronic [trial](#);
- (r) whether all attempts at settlement, including mediation, have been exhausted; and
- (s) confirmation of estimated [trial](#) length.

Part 4—Preparation of evidence to be adduced at trial

Division 1—Introduction

154.1—Application of Divisions 2, 3 and 4

Supreme Court and District Court

- (1) Unless the Court otherwise orders, Divisions 2, 3 and 4 apply in a proceeding by way of claim.
- (2) The Court may order that Divisions 2, 3 or 4 apply in a proceeding by way of originating application.

Other Courts

- (3) The Court may order that Divisions 2, 3 or 4 apply in a proceeding.

154.2—Codes

In a list of objections under this Part, the codes in column 2 of the following table have the corresponding meanings set out in column 3 of the table—

Codes for Lists of Objections under Part 4		
Item	Code	Meaning
1	A	authenticity/provenance not established
2	ARG	argumentative
3	BR	not a business record
4	C	inadmissible conclusion or opinion (without primary facts)
5	D	reasoning (by expert) not disclosed
6	F	no foundation established for statement or opinion
7	H	inadmissible hearsay
8	I	assumptions not identified
9	L	admissible only for stated limited purpose
10	O	inadmissible opinion
11	P	privileged

Codes for Lists of Objections under Part 4		
Item	Code	Meaning
12	R	not relevant
13	REC	reconstruction or speculation
14	S	inadmissible secondary evidence when primary evidence available
15	V	impermissibly vague or ambiguous

Division 2—Tender book

154.3—Content

- (1) This rule applies subject to any order of the Court.
- (2) A document must be included in a joint tender book if a party nominates its inclusion (regardless of whether there is opposition to its inclusion or foreshadowed opposition to its tender at [trial](#)).
- (3) Documents in a joint tender book must be arranged in a single chronological order unless, as agreed by all parties—
 - (a) a group of documents will be considered at [trial](#) separately from other documents, in which case they may be arranged separately from other documents in their own chronological order; or
 - (b) a group of documents does not lend itself to chronological order, in which case they may be arranged in a different logical order.

Examples—

Documents relating to quantum might be arranged in a separate sequence to documents relating to liability.

A bundle of company searches which have no chronological relevance might be arranged at the beginning or end of the chronological documents.

- (4) Documents in a joint tender book must be—
 - (a) contained in lever arch folders unless the parties agree on an alternative method of binding (such as spiral-binding);
 - (b) paginated in a single numbering sequence regardless of the volume in which they are contained; and
 - (c) separated by dividers.
- (5) A joint tender book must include an index showing for each document a sequential number, date, description, discovery number, page number and when applicable the party that nominated its inclusion.
- (6) If the parties cannot agree on any aspect of production of the joint tender book, they must apply for directions by filing an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).

154.4—Process

- (1) The applicant in a proceeding or other party having carriage of the proceeding must, not less than 35 days, or such other time as may be fixed by the Court or agreed by the parties, before the scheduled commencement of [trial](#), serve on each other party a draft index to the joint tender book in editable Word document form listing all documents, other than any [expert reports](#) or [written evidence](#), that the party intends to tender at [trial](#).
- (2) Each other party must, not less than 21 days, or such other time as may be fixed by the Court or agreed by the parties, before the scheduled commencement of [trial](#), serve on each other party an amended draft index, adding to the index reference to any additional documents that the party intends to tender at [trial](#).
- (3) A party who adds to the draft joint tender book index reference to a document (including the party who prepares the first draft) must, on request by another party—
 - (a) make the document available for inspection by the other party; or
 - (b) on payment of a reasonable copying fee, provide a copy of the document to the other party.
- (4) The applicant or other party having carriage of the proceeding must, not less than 14 days before the scheduled commencement of [trial](#), or such other time as may be fixed by the Court or agreed by the parties, file 2 copies and serve on each other party one copy of the joint tender book.
- (5) The Court may make orders varying this process, including orders for the production, lodgement and service of an electronic tender book instead of a physical tender book.

154.5—Objections

When this Division applies—

- (a) each party must, not less than 7 days before the scheduled commencement of [trial](#), file and serve on each other party a schedule identifying any document or passage in a document in the tender book in respect of which the party intends to object to the tender, together with a code identifying the ground of objection (using the codes at [rule 154.2](#) and creating any further code necessary to denote another ground of objection);
- (b) if a party objects to the tender of a document in the tender book, or a passage of a document in the tender book, without having complied with paragraph (a)—
 - (i) the party must first obtain leave of the Court; and
 - (ii) unless the Court otherwise orders, if leave is granted—the objecting party must pay the incremental costs of the other parties occasioned by the failure to include the document or passage in a schedule of objections.

Division 3—Expert reports

154.6—Objections

When this Division applies—

- (a) each party must, not less than 7 days before the scheduled commencement of [trial](#), file and serve on each other party a schedule identifying any passages in an [expert report](#) in respect of which the party intends to object to the tender, together with a code

identifying the ground of objection (using the codes at [rule 154.2](#) and creating any further code necessary to denote another ground of objection);

- (b) if a party objects to the tender of any passages in an [expert report](#) without having complied with paragraph (a)—
 - (i) the party must first obtain leave of the Court; and
 - (ii) unless the Court otherwise orders, if leave is granted—the objecting party must pay the incremental costs of each other party occasioned by the failure to include the passage in a schedule of objections.

Division 4—Written lay evidence

154.7—When permitted

- (1) A party (the *proponent*) may, not less than 35 days before the scheduled commencement of [trial](#), serve a notice on each other party that the party intends to adduce evidence from a witness in the form of an affidavit that has been filed in the proceeding.
- (2) Any other party to the proceeding may, not less than 21 days before the scheduled commencement of [trial](#), serve on the proponent and each other party to the proceeding a notice in response—
 - (a) objecting to any evidence being adduced from the witness in the form of an affidavit; or
 - (b) requiring that the witness attend at [trial](#) for examination.
- (3) Unless the Court otherwise orders, if no party serves a notice in response under subrule (2), the proponent may (subject to any objections to passages on admissibility grounds) tender the affidavit at [trial](#) and the witness need not attend to give oral evidence.
- (4) Unless the Court otherwise orders, if a party serves a notice in response under subrule (2)(a) and the proponent wishes to adduce evidence from the witness, the witness must attend to give evidence at [trial](#) and the judicial officer presiding over the [trial](#) will rule on any application to tender the affidavit.
- (5) Unless the Court otherwise orders, if a party serves a notice in response under subrule (2)(b) and the proponent wishes to adduce evidence from the witness, the witness must attend to give evidence at [trial](#).

154.8—When required

- (1) The Court may order, or the parties may agree, that some or all of the evidence in chief of some or all witnesses at [trial](#) be adduced in the form of affidavits or signed written witness statements.
- (2) If evidence in that form is to be adduced, [rules 154.10](#), [154.11](#) and [154.12](#) apply except to the extent modified by the order of the Court or agreement of the parties.
- (3) The Court may order that the deponent of an affidavit or author of a written witness statement to be tendered at [trial](#) need not attend at [trial](#) to give the evidence adduced in the affidavit or written witness statement.
- (4) Unless the Court makes an order under subrule (3), the deponent of an affidavit or author of a written witness statement to be tendered at [trial](#) must attend at the [trial](#) to give evidence.

154.9—Content

- (1) An affidavit or written witness statement comprising evidence in chief of a witness (*written evidence*) must be in numbered paragraphs, each paragraph addressing a single topic and not be of excessive length.
- (2) Unless the Court otherwise orders, [written evidence](#)—
 - (a) must not exhibit a document to which the witness refers;
 - (b) if no joint tender book has been prepared when the [written evidence](#) is served—must refer to a document by its discovery number;
 - (c) if a joint tender book has been prepared when the [written evidence](#) is served—must refer to a document by its joint tender book number; and
 - (d) if a joint tender book is prepared after the [written evidence](#) is served—must be amended to refer to a document by its joint tender book number.

154.10—Process

- (1) This rule applies when [written evidence](#) is to be adduced by a party under [rule 154.8](#).
- (2) The applicant or other party having carriage of the proceeding must, not less than 35 days, or such other time as may be fixed by the Court or agreed by the parties, before the scheduled commencement of [trial](#), serve on each other party the [written evidence](#) to be adduced by the party.
- (3) Each other party must, not less than 21 days, or such other time as may be fixed by the Court or agreed by the parties, before the scheduled commencement of [trial](#), serve on each other party the [written evidence](#) to be adduced by the party.
- (4) The applicant or other party having carriage of the proceeding must, not less than 14 days, or such other time as may be fixed by the Court or agreed by the parties, before the scheduled commencement of [trial](#), serve on each other party any [written evidence](#) to be adduced by the party in response.
- (5) Each party must, not less than 7 days before the scheduled commencement of [trial](#), file 2 copies of any [written evidence](#) served by that party.

154.11—Objections

When this Division applies—

- (a) each party must, not less than 7 days before the scheduled commencement of [trial](#), file and serve on each other party a schedule identifying any passages in [written evidence](#) in respect of which the party intends to object to the tender, together with a code identifying the ground of objection (using the codes at [rule 154.2](#) and creating any further code necessary to denote another ground of objection);
- (b) if a party objects to the tender of any passages in [written evidence](#) without having complied with paragraph (a)—
 - (i) the party must first obtain leave of the Court; and
 - (ii) unless the Court otherwise orders, if leave is granted—the objecting party must pay the incremental costs of each other party occasioned by the failure to include the passage in a schedule of objections.

154.12—Evidence at trial

- (1) When an order or agreement is made pursuant to [rule 154.8](#), it may specify the extent to which a party serving [written evidence](#) is entitled to adduce oral evidence from the witness in question.

Examples—

The order or agreement may provide that the witness may give oral evidence concerning oral communications between the parties.

The order or agreement may provide that the witness may give oral evidence confined to elaborating upon matters, or certain matters, addressed in the [written evidence](#).

The order or agreement may provide that the witness may give oral evidence limited to a certain time.

- (2) When an order or agreement is made pursuant to [rule 154.8](#), if a party wishes to adduce evidence at [trial](#) from a witness in respect of whom [written evidence](#) should have been but was not served or evidence outside the scope of the [written evidence](#) that should have been included in it—
 - (i) the party must first obtain leave of the Court; and
 - (ii) unless the Court otherwise orders, if leave is granted—the party must pay the incremental costs of each other party caused by the failure to include the evidence in [written evidence](#).
- (3) If a deponent of an affidavit or author of a written witness statement who is required under these Rules or an order of the Court to attend to give evidence at [trial](#) fails to attend, the Court may exclude the affidavit or written witness statement from evidence.

Division 5—Other notice of evidence

154.13—Order for notice

- (1) The Court may order that a party give notice in writing identifying—
 - (a) the witnesses proposed to be called to give evidence at [trial](#);
 - (b) the nature or detail of the evidence to be given by a witness proposed to be called to give evidence at [trial](#);
 - (c) the nature or detail of documents proposed to be tendered at [trial](#); or
 - (d) any other evidence proposed to be adduced at [trial](#).
- (2) When an order is made under subrule (1), if a party wishes to adduce evidence at [trial](#) of which notice should have been but was not given or evidence outside the scope of notice given—
 - (a) the party must first obtain leave of the Court; and
 - (b) unless the Court otherwise orders, if leave is granted—the party must pay the incremental costs of each other party caused by the failure to give notice.

Division 6—Notice to admit substance of evidence

154.14—Notice to admit substance of evidence of witness

- (1) If a party believes that the attendance of a witness at [trial](#) will not be necessary because the witness's evidence or documents proved by the witness will be of a formal nature

or uncontroversial, the party may serve a notice in writing on each other party at least 14 days before the scheduled commencement of [trial](#)—

- (a) conveying the belief;
 - (b) identifying the witness; and
 - (c) specifying the facts that the evidence or documents would tend to prove or establish.
- (2) If, 7 days after service of the notice referred to in subrule (1), no other party has served a notice of objection incorporating detailed reasons for the objection—
- (a) the witness need not attend at [trial](#); and
 - (b) the content of the notice is taken to be admitted.

Part 5—Evidence adduced before examiner—Supreme Court, District Court and Magistrates Court

155.1—Appointment of examiner

- (1) The Court may appoint an examiner to take the evidence of a witness before or during the [trial](#) or hearing of a proceeding.
- (2) An officer of the Court or a lawyer is eligible to be appointed as an examiner.
- (3) The Court may make any orders necessary or expedient for the conduct of the examination.

155.2—Procedure before examiner

- (1) Unless the Court otherwise orders, a witness in a hearing before an examiner may be examined, cross-examined and re-examined in the same way as a witness at the [trial](#) of a proceeding.
- (2) 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 or Magistrate, the power to punish for contempt).
- (3) 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.

155.3—Record of examination

- (1) The Court may order that an audio or audio visual record of an examination be made.
- (2) Unless the Court otherwise orders, a transcript of an examination must be prepared and—
 - (a) signed by the witness (who may note any objection to the accuracy of the transcript); and
 - (b) certified by the examiner.
- (3) The examiner must certify any document produced to the examiner by the witness.
- (4) At the conclusion of the examination, the examiner—

- (a) must forward the certified transcript of the examination to [the Registrar](#);
- (b) if an audio or audio visual record of the examination was ordered to be made—must forward the record to [the Registrar](#); and
- (c) 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.

Part 6—Subpoenas

Note—

This Part contains harmonised rules.

Division 1—Introduction

156.1—Interpretation

- (1) In this Part, unless the contrary intention appears—
 - addressee* means a 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 the 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 an addressee to attend to give evidence, it is called a *subpoena to attend to give evidence*.
- (3) To the extent that a subpoena requires an addressee to produce the subpoena or a copy of it and a document or thing, it is called a *subpoena to produce*.

Division 2—Issue and service

156.2—Issuing subpoena

- (1) The Court may, in any proceeding, by subpoena order the [addressee](#)—
 - (a) to attend to give evidence as directed by the subpoena;
 - (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) An issuing officer must not issue a subpoena—
 - (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 leave of the Court and that leave has not been given; or

- (b) requiring the production of a document or thing in the custody of the Court or another court.
- (3) The issuing officer must seal with the seal of the Court, or otherwise authenticate, a sufficient number of copies of the subpoena for service and proof of service.
- (4) A subpoena is taken to have been issued when it is sealed or otherwise authenticated in accordance with subrule (3).
- (5) A subpoena that is returnable before trial may only be issued with the prior leave of the Court.

156.3—Form of subpoena

- (1) A subpoena must be in accordance with the prescribed form—

Prescribed forms—

Supreme Court, District Court, ERD Court and Court of Disputed Returns

Form 105A [Subpoena to Attend to Give Evidence \(Sup, Dist and ERD Courts\)](#)

Form 106A [Subpoena to Produce Documents \(Sup, Dist and ERD Courts\)](#)

Form 107A [Subpoena to Attend and Produce \(Sup, Dist and ERD Courts\)](#)

Magistrates Court and Youth Court

Form 105B [Subpoena to Attend to Give Evidence \(Mag and Youth Courts\)](#)

Form 106B [Subpoena to Produce Documents \(Mag and Youth Courts\)](#)

Form 107B [Subpoena to Attend and Produce \(Mag and Youth Courts\)](#)

- (2) A [subpoena to attend to give evidence](#) must not be addressed to more than one person.
- (3) A subpoena must identify the [addressee](#) by name or by description of office or position.
- (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 the date, time and place for attendance.
- (6) The date specified in a subpoena must be the date of [trial](#) or hearing or any other date as permitted by the Court.
- (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—
 - (a) is—
 - (i) the date 5 [business days](#) before the earliest date the [addressee](#) is required to comply with the subpoena; or
 - (ii) an earlier or later date fixed by the Court; and
 - (b) must be specified in the subpoena.

Notes—

Section 30(1) of the *Service and Execution of Process Act 1992* (Cth) provides that service of a subpoena in another State is effective only if the period between service and the day on

which the [addressee](#) is required to comply with the subpoena is not less than 14 days or such shorter period as the court, on application, allows.

Section 30(2) provides that the court may allow a shorter period only if it is satisfied that the giving of the evidence likely to be given by the [addressee](#), or the production of a document or thing specified in the subpoena, is necessary in the interests of justice; and there will be enough time for the [addressee](#) to comply with the subpoena without hardship or serious inconvenience and to make an application under section 33.

- (9) If the [addressee](#) is a corporation, the corporation must comply with the subpoena by its appropriate or proper officer.

156.4—Change of date for attendance or production

- (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 effect as if the date or time notified appeared in the subpoena instead of the date or time which appeared in the subpoena.

156.5—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 relation to it.
- (2) An 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 each other party or to any other person having a sufficient interest.

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.

156.6—Service

- (1) A subpoena must be served personally on the [addressee](#).
- (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](#).

Note—

This rule does not require service of a subpoena on each other party if the subpoena is only to give evidence and does not require production of any documents.

Division 3—Compliance

156.7—Compliance with subpoena

Supreme Court, District Court, ERD Court and Court of Disputed Returns

- (1) An [addressee](#) need not comply with the requirements of a [subpoena to attend to give evidence](#) if [conduct money](#) has not been handed or tendered to the [addressee](#) a reasonable time before the date on which attendance is required.

Magistrates Court and Youth Court

- (2) An [addressee](#) need not comply with the requirements of a [subpoena to attend to give evidence](#)—

- (a) if served out of the State—if [conduct money](#) has not been handed or tendered to the [addressee](#) a reasonable time before the date on which attendance is required; or
- (b) if served in the State—if the [addressee](#)—
 - (i) has, a reasonable time before the date for attendance, requested payment in advance of [conduct money](#) from the [issuing party](#) nominating a reasonable amount required or provision of tickets or vouchers or both for travel and any accommodation; and
 - (ii) has not received such payment or provision in sufficient time to enable compliance.
- (3) 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.

Notes—

Section 30 of the *Service and Execution of Process Act 1992* (Cth) addresses this in the case of service in another State: see the notes to [rule 156.3\(8\)](#).

Section 31 of the *Service and Execution of Process Act 1992* (Cth) provides that, when a subpoena is served in another State, service is only effective if prescribed notices and a copy of any order under section 30 are attached to the subpoena served.

Section 32 of the *Service and Execution of Process Act 1992* (Cth) provides that, when a subpoena is served in another State, service is only effective if, a reasonable time before compliance is required, sufficient allowances and travelling expenses are paid or tendered to the person.

- (4) Despite rule 156.6(1), an [addressee](#) must comply with the requirements of a subpoena even if it has not been served personally on the [addressee](#) if the [addressee](#) has, by the last date for service of the subpoena, actual knowledge of the subpoena and of its requirements.
- (5) The [addressee](#) must comply with a [subpoena to produce](#) by—
 - (a) attending at the date, time and place specified for production 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) delivering or sending the subpoena or a copy of it and the document or thing to [the Registrar](#) at the address specified for that purpose in the subpoena, or, if more than one address is specified, at any one of those addresses, so that they are received not less than 2 [business days](#) before the date specified in the subpoena for attendance and production.

Note—

Section 34 of the *Service and Execution of Process Act 1992* (Cth) provides that, when a subpoena is served in another State, a document or thing may be delivered to [the Registrar](#) not less than 24 hours before the date for compliance.

- (6) For 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 (5) does not discharge the [addressee](#) from the obligation to attend to give evidence.

- (7) Unless a subpoena specifically requires the production of the original document, the [addressee](#) may produce a copy of any document required to be produced by the subpoena.
- (8) The copy of a document may be—
 - (a) a photocopy; or—
 - (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](#).

156.8—Production otherwise than on attendance

- (1) This rule applies if an [addressee](#) produces a document or thing in accordance with [rule 156.7\(5\)\(b\)](#).
- (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.
- (4) The [addressee](#) may, with the consent of the [issuing party](#), produce a copy, instead of the original, of any document required to be produced.
- (5) The [addressee](#) may at the time of production tell [the Registrar](#) in writing that any document or copy of a document produced need not be returned and may be destroyed.

Division 4—Dealing with documents

156.9—Removal, return, inspection, copying and disposal of documents and things

The Court may give directions about 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.

156.10—Inspection of, and dealing with, documents and things produced otherwise than on attendance

- (1) This rule applies if an [addressee](#) produces a document or thing in accordance with [rule 156.7\(5\)\(b\)](#).
- (2) On request in writing of a party, [the Registrar](#) must tell the party whether production in response to a subpoena has occurred and, if so, include a description, in general terms, of the documents and things produced.

- (3) Subject to this rule, a person may inspect a document or thing produced only if the Court has granted leave and the inspection is in accordance with that leave.
- (4) [The Registrar](#) may permit the parties to inspect at the Registry any document or thing produced unless the [addressee](#), a party or any person having a sufficient interest objects to the inspection under this rule.
- (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.
- (9) After being notified by [the Registrar](#) under subrule (8), the [issuing party](#) must notify the [addressee](#), the objector and each other party of the date, time and place at which the objection will be heard.
- (10) [The Registrar](#) may permit any document or thing produced to be removed from the Registry only on application in writing signed by a lawyer for a party.
- (11) A lawyer who signs an application under subrule (10), and removes a document or thing from the Registry is taken to undertake to the Court that—
 - (a) the document or thing will be kept in the personal custody of the lawyer or a barrister briefed by the lawyer in the proceeding; 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](#).
- (12) [The Registrar](#) may grant an application under subrule (10) subject to conditions or refuse to grant the application.

156.11—Return of documents and things produced

- (1) [The Registrar](#) may return to the [addressee](#) any document or thing produced in response to the subpoena.
- (2) [The Registrar](#) may return any document or thing under subrule (1) only if [the Registrar](#) has given to the [issuing party](#) at least 14 days' notice of the intention to do so and that period has expired.
- (3) The [addressee](#) of a [subpoena to produce](#) or to give evidence and to produce must complete the declaration by the [addressee](#) contained at the end of the subpoena.
- (4) The completed declaration must be included in the subpoena or copy of the subpoena which accompanies the documents produced under the subpoena.

- (5) Subject to subrule (6), [the Registrar](#) may, on the expiry of 4 months from the conclusion of the proceeding, cause to be destroyed all the documents produced in the proceeding in compliance with a subpoena which were declared by the [addressee](#) to be copies.
- (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.

Division 5—Costs of compliance

156.12—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 will fix the amount or direct that it be fixed in accordance with the Court's usual procedure in relation to costs.
- (3) An amount fixed under this rule is separate from and in addition to—
 - (a) any [conduct money](#) paid to the [addressee](#); and
 - (b) any witness expenses payable to the [addressee](#).

Note—

Sections 35 and 45 of the *Service and Execution of Process Act 1992* (Cth) provide that, when a subpoena is served in another State, the person served is entitled to reasonable expenses incurred in compliance and empowers the Court to make orders for this purpose.

Division 6—Failure to comply

156.13—Failure to comply with subpoena—contempt of court

- (1) Failure to comply with a subpoena without lawful excuse is a contempt of court and the [addressee](#) may be dealt with accordingly.
- (2) Despite subrule (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.

Note—

[Rule 156.18](#) addresses the issue of a warrant to an [addressee](#) who fails to comply with a subpoena.

Division 7—Documents in court custody

156.14—Documents and things in custody of Court

- (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) ask 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.

Division 8—Service interstate

156.15—Service of subpoena interstate

- (1) A subpoena served in another State under sections 29 and 31 of the *Service and Execution of Process Act 1992* (Cth) must be accompanied by a notice in the prescribed form.

Prescribed form—

Form 108 [Notice to Accompany Subpoena Served – Interstate](#)

- (2) A subpoena served in another State under sections 39 to 41 of the *Service and Execution of Process Act 1992* (Cth) must be accompanied by a notice in the prescribed form.

Prescribed form—

Form 109 [Notice to Accompany Subpoena Served – Interstate Prisoner](#)

Division 9—Service in New Zealand

156.16—Service of subpoena in New Zealand

- (1) An application under section 31 of the *Trans-Tasman Proceedings Act 2010* (Cth) for leave to serve a subpoena in New Zealand under that Act—
 - (a) in relation to a current proceeding in the Court—must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#); or
 - (b) in any other case—must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must—
 - (a) exhibit a copy of the subpoena in respect of which leave to serve is sought;
 - (b) identify the name, occupation and address of the proposed [addressee](#);
 - (c) identify whether the [addressee](#) is over 18 years old;
 - (d) identify the nature and significance of the evidence to be given, or the document or thing to be produced, by the [addressee](#);

- (e) identify 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) identify the date by which it is intended to serve the subpoena in New Zealand;
 - (g) identify the amounts to be tendered to the [addressee](#) to meet the [addressee](#)'s reasonable expenses of complying with the subpoena;
 - (h) identify, if the subpoena requires the [addressee](#) to attend to give evidence, an estimate of the time during which the [addressee](#) will be required to attend; and
 - (i) identify 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 section 36(2) or (3) of the *Trans-Tasman Proceedings Act 2010* (Cth).
- (3) A subpoena served in New Zealand under sections 30 and 32 of the *Trans-Tasman Proceedings Act 2010* (Cth) must be accompanied by a notice in the prescribed form.

Prescribed form—

Form 110 [Notice to Accompany Subpoena Served – New Zealand](#)

156.17—Application to set aside service

- (1) An application under section 35 of the *Trans-Tasman Proceedings Act 2010* (Cth) to set aside a subpoena served in New Zealand must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) A request under section 36(5) of the *Trans-Tasman Proceedings Act 2010* (Cth) for a hearing of an application to set aside a subpoena served in New Zealand must be made by filing an application to [the Registrar](#) in the prescribed form.

Prescribed form—

Form 76C [Application to Registrar – Request Hearing](#)

- (3) A request under section 36(6) of the *Trans-Tasman Proceedings Act 2010* (Cth) to appear remotely on the hearing of an application to set aside a subpoena served in New Zealand must be made by filing an application to [the Registrar](#) in the prescribed form.

Prescribed form—

Form 76D [Application to Registrar – Request Remote Appearance](#)

Division 10—Non-compliance with subpoena

156.18—Issue of warrant of apprehension to addressee

- (1) The Court may order the issue of a warrant of apprehension to—
 - (a) an [addressee](#) who fails to comply with a subpoena or summons requiring the [addressee](#) to attend to give evidence or produce documents;
 - (b) a person in respect of whom there are grounds for belief that, if such a subpoena were issued, the person would not comply with it.

Note—

Section 35(3) the *Supreme Court Act 1935*, section 25(3) of the *District Court Act 1991* and section 20(3) of the *Magistrates Court Act 1991* empower the Court to issue a warrant to have the person arrested and brought before the Court.

- (2) If the court makes an order under subrule (1), [the Registrar](#) must issue a warrant in the prescribed form.

Prescribed form—Form 114 [Warrant of Apprehension of Witness](#)**Part 7—Production of prisoner before Court****157.1—Warrant or summons to produce prisoner**

- (1) A warrant to produce a person held in custody in the State to give evidence or attend at a hearing of a proceeding must be in the prescribed form.

Prescribed form—Form 115 [Warrant to Produce Person in Custody](#)

- (2) A summons to produce a person held in custody in the State to give evidence or attend at a hearing of a proceeding must be in the prescribed form.

Prescribed form—Form 113 [Summons to Produce Person in Custody](#)**Note—**

Section 117(1) of the *Supreme Court Act 1935* empowers the Court to order that a prisoner whose evidence is required in a proceeding be brought before the Court for examination. Section 28 of the *District Court Act 1991* empowers the issue of a warrant or summons to produce a person held in custody in the State. Section 23 of the *Magistrates Court Act 1991* empowers the issue of a warrant or summons to produce a person held in custody in the State. Section 21 of the *Youth Court Act 1993* empowers the issue of a warrant or summons to produce a person held in custody in the State. Section 25 of the *Environment, Resources and Development Court Act 1993* empowers the issue of a warrant or summons to produce a person held in custody in the State. Section 28(2) of the *Correctional Services Act 1982* empowers a court to direct the Chief Executive to cause a prisoner to be brought before the court as a party or a witness.

Part 8—Production of documents at trial**158.1—Notice to produce**

- (1) A party must produce to the Court at [trial](#) a document in the party's possession, custody or power if—
 - (a) another party served on the party a notice to produce in the prescribed form not less than 7 days before the scheduled commencement of [trial](#); or
 - (b) the Court so orders.

Prescribed form—Form 111 [Notice to Produce](#)

- (2) A document must be produced to the Court—
 - (a) by attending at the commencement of [trial](#) and producing the document 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 document to [the Registrar](#) so that it is received not less than 2 [business days](#) before the scheduled commencement of [trial](#).

Part 9—Pleadings book

159.1—Pleadings book

- (1) This Part applies—
 - (a) to a proceeding by way of claim in the Supreme Court or District Court; and
 - (b) in any other case—only if the Court orders.
- (2) When this Part applies, the applicant or other party having carriage of the proceeding must, not less than 7 days before the scheduled commencement of [trial](#), file and serve on each other party a pleadings book.
- (3) A pleadings book must contain—
 - (a) the current version of the [originating process](#) and [pleadings](#) (including any particulars of loss) for each action in the proceeding the subject of the [trial](#);
 - (b) any judgment or order relevant to the conduct of the [trial](#); and
 - (c) any certificate of readiness for [trial](#).
- (4) A pleadings book must be paginated, indexed and bound.

Chapter 14—Trial

Part 1—Trial of claim and cross claim

171.1—Scope of evidence and determination

- (1) This rule applies when a claim and a cross claim in a proceeding are to be tried together.

Note—

[Rule 151.1\(2\)](#) provides for the Court to order a [trial](#) of separate claims or issues. [Rule 151.1\(1\)](#) provides that, unless the Court otherwise orders, there is to be a single [trial](#) of all issues (other than costs) in the proceeding.

- (2) Unless the Court otherwise orders, a party to a cross claim is entitled to adduce (including by cross-examination) admissible evidence relevant to the claim or an earlier cross claim if its determination is capable of affecting the position of the party in the cross claim.
- (3) Each party is bound by the Court's judgment insofar as it determines issues affecting the interests of the party even though the issues were not raised in the claim or cross claim to which the person was a party.

Part 2—Conduct of trial

172.1—Control of trial

- (1) The Court may make orders at any time and from time to time about the conduct of the [trial](#).
- (2) For example, the Court may make orders—
 - (a) determining the issues on which evidence is to be adduced;
 - (b) determining the nature of the evidence to be adduced to decide the issues;
 - (c) determining the way in which the evidence is to be adduced;
 - (d) limiting the time to be taken by the [trial](#) or any aspect of it;
 - (e) limiting the number of witnesses that a party may call;
 - (f) limiting the amount of evidence that a party may adduce;
 - (g) excluding what would otherwise be admissible evidence;
 - (h) determining the order in which evidence is to be adduced;
 - (i) determining the order in which witnesses are to give evidence; or
 - (j) determining that any evidence be given earlier or later than during the case of the party adducing that evidence.

Notes—

[Rule 74.3\(4\)](#) addresses the consequences of a failure to serve an [expert report](#) in respect of expert evidence sought to be adduced at [trial](#).

[Rule 154.5](#) addresses the consequences of failure, when required, to give advance notice of an objection to a document in a joint tender book.

[Rule 154.6](#) addresses the consequences of a failure, when required, to give advance notice of an objection to an [expert report](#).

[Rule 154.11](#) addresses the consequences of a failure, when required, to give advance notice of an objection to a passage in [written evidence](#).

[Rule 154.12](#) addresses the consequences of a failure, when required, to serve [written evidence](#) sought to be adduced at [trial](#).

[Rule 154.13\(2\)](#) addresses the consequences of a failure, when required, to give notice required under [rule 154.13\(1\)](#).

172.2—Evidence at trial

- (1) Unless the Court otherwise orders or these Rules otherwise provide, evidence of a witness at the [trial](#) of a claim will be taken orally.
- (2) If [rule 74.3](#), [rule 154.12](#) or [rule 154.13](#) applies to a proceeding, subject to any prior order, the extent to which a party may adduce oral evidence from a witness is in the discretion of the Court.

172.3—Expert evidence at trial

- (1) The Court may order that 2 or more experts confer before or during the giving of evidence to identify and report on matters of agreement, matters of difference and the reasons for matters of difference.
- (2) The Court may order that the evidence of an expert be deferred until all factual evidence has been taken.
- (3) The Court may ask an expert—
 - (a) to review the factual evidence; or
 - (b) to review the opinion of another expert,
 and state whether the witness wishes to modify an opinion earlier expressed in light of that evidence.
- (4) The Court may order that an expert address questions posed by the Court.
- (5) The Court may order that the evidence of 2 or more experts be taken in a particular sequence or concurrently.

172.4—Cross-examination on pleadings

- (1) If a party gives evidence at [trial](#), 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 [pleading](#).
- (2) The Court may draw an inference adverse to a party's credit from a discrepancy between what it finds proved and an allegation of fact in the party's [pleading](#).

Part 3—Limitations due to failure to give notice

173.1—Failure to give notice of evidence or objection

- (1) The Court may exclude evidence at [trial](#) if a party failed to comply with a requirement to give notice of the evidence imposed by, or an order made under, [rule 74.3](#), [rule 154.12](#) or [rule 154.13](#).
- (2) The Court may exclude an objection to evidence at [trial](#) if a party failed to comply with a requirement to give notice of the objection imposed by, or an order made under, [rule 154.5](#), [rule 154.6](#) or [rule 154.11](#).

Part 4—Trial by arbitrator—Supreme Court, District Court and Magistrates Court

174.1—Referral to arbitrator

- (1) The Court may refer a proceeding or an issue arising in a proceeding for [trial](#) by an arbitrator and appoint an arbitrator or permit the parties to appoint an arbitrator for this purpose.
- (2) A judicial officer is eligible to be appointed as an arbitrator.

Note—

Section 66 of the *Supreme Court Act 1935*, section 33 of the *District Court Act 1991* and section 28 of the *Magistrates Court Act 1991* provide for referral to arbitration and appointment of an arbitrator.

174.2—Conduct of arbitration

- (1) An arbitration must be conducted as ordered by the Court.

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.

Part 5—Death or incapacity of presiding judicial officer

175.1—Effect of death or incapacity

- (1) This rule applies if a presiding judicial officer dies or becomes incapacitated before final determination of proceedings.
- (2) If reasons for judgment in final form were prepared by the presiding judicial officer, another judicial officer may publish the reasons and grant judgment in accordance with them.
- (3) In any other case—another judicial officer may complete the hearing and determination of the proceeding and—
 - (a) rehear evidence and submissions to the extent that the judicial officer thinks fit; and
 - (b) make orders as appropriate.

Chapter 15—Judgment

Part 1—Reasons for judgment

181.1—Inquiry to Chief Judicial Officer

- (1) A party may, by letter addressed to the [Chief Judicial Officer](#) (or the most senior puisne judicial officer who does not comprise and is not part of the Coram if the [Chief Judicial Officer](#) comprises or is part of the Coram), inquire about progress of delivery of reasons for judgment.
- (2) The party making the inquiry must at the same time send a copy of the letter to each other party to the proceeding.
- (3) The identity of a party making such an inquiry will not be disclosed to—
 - (a) any other judicial officer; or
 - (b) any other person except each other party to, or a person having an interest in, the outcome of the proceeding.

Part 2—Judgment by Court

Division 1—General

182.1—Nature of relief

- (1) The Court may give judgment for relief that differs from the relief sought by the applicant.
- (2) The Court may make any order necessary or desirable to give effect to the principal terms of a judgment.
- (3) If a party is entitled to judgment for a monetary amount against another party on a claim in a proceeding and the second party is entitled to judgment for a monetary amount against the first party on a different claim in the proceeding, the Court may give a single judgment for the balance.

Example—

A is entitled to judgment against B on a claim for \$90,000. B is entitled to judgment on a cross claim against A for \$40,000. The Court may give a single judgment in favour of A against B for \$50,000.

182.2—Pronouncement and record of judgment by Court

- (1) Unless the Court otherwise orders, a judgment by the Court takes effect—
 - (a) if the Court pronounces judgment orally [in court](#)—at the end of the hearing when the pronouncement is made; or
 - (b) if the Court pronounces judgment other than at a hearing—when the Court communicates the terms of the judgment to the parties.
- (2) The Court may order that a judgment take effect earlier or later than under subrule (1).

Notes—

The time to appeal runs from the date when a judgment takes effect.

A person who fails to do an act required or does an act prohibited by a judgment will be in contempt of court if the person breaches the terms of the judgment once it has taken effect provided that the person has notice of the judgment.

- (3) A judgment by the Court is perfected by being entered in the records of the Court—
 - (a) when a record of outcome in the prescribed form is signed (physically or electronically) by the presiding judicial officer; or
 - (b) a formal judgment is entered in the records of the Court under [rule 184.1](#) (whichever occurs first).

Prescribed forms—

Form 128 [Record of Outcome – Judgment](#)

Form 129 [Judgment](#)

- (4) The Court may (without limitation) vary the terms of a judgment pronounced under subrule (1) before the judgment is perfected under subrule (3).

182.3—Pre-judgment interest

- (1) The appropriate rate and period for the calculation of interest on pre-judgment monetary amounts is a matter for determination by the Court in each case.
- (2) As a guide only, and subject to any contrary statute, the Court may calculate such interest—
 - (a) at the rate of 7 per cent per annum in respect of a period from the [commencement date](#) onwards or if the Court thinks fit any earlier period; or
 - (b) at another rate prescribed by the [Chief Judicial Officer](#) from time to time in respect of a period from not earlier than the first anniversary of the [commencement date](#) onwards.
- (3) [The Registrar](#) must publish any prescription by the [Chief Judicial Officer](#) made under subrule (2)(b) on the [CAA website](#).

Division 2—Particular provisions of judgments

182.4—Time to do an act

A judgment requiring a person to do 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.

182.5—Making an instrument

If a judgment requires the making of an instrument, it may include provisions about—

- (a) preparation and delivery of a draft instrument;
- (b) preparation and delivery of objections to the draft instrument;
- (c) settling the draft instrument; or
- (d) execution of the instrument (including execution by [the Registrar](#) on behalf of a party).

182.6—Account or inquiry

- (1) If a judgment includes a provision that accounts be taken or an inquiry be conducted to determine relief to be granted, it may include provisions about—

- (a) the appointment of a party, an independent expert or another person to prepare the account or conduct the inquiry;
 - (b) the nature and extent of the accounting or inquiry;
 - (c) how the accounting or inquiry is to be undertaken including in relation to evidence being taken from persons to be examined; or
 - (d) how the account or a report about the result of the inquiry is to be prepared.
- (2) A judgment may include an order that, on the filing of an account under this rule, a party must pay to another party an amount certified by the person preparing the account as owing.
- (3) The Court may monitor the progress of the account or inquiry and may—
- (a) require the person undertaking it to appear before the Court to explain any delay; or
 - (b) make orders to enforce cooperation by a party in relation to it.

182.7—Appointment of receiver

- (1) If a judgment includes a provision for the appointment of a receiver, it may include provisions—
- (a) for giving security by the receiver for the proper conduct of the receivership;
 - (b) for remuneration of the receiver; or
 - (c) restraining a party from dealing with property the subject of the appointment or proposed appointment.
- (2) A receiver appointed by the Court must—
- (a) deal with property the subject of or received in the course of the receivership as directed by the Court; and
 - (b) produce accounts of the receivership when directed by the Court.
- (3) If there are grounds to suspect that a receiver may have failed to carry out their duties as required by the Court, the Court may order the receiver to—
- (a) provide a report to the Court explaining the position;
 - (b) appear before the Court to explain the position; or
 - (c) appear before the Court for examination.
- (4) If the Court finds that a receiver is in default, the Court may—
- (a) disallow the receiver's remuneration in whole or part;
 - (b) order the receiver to pay compensation for loss resulting from the default;
 - (c) order the receiver to pay interest on money that should have been paid under the terms of the receivership;
 - (d) make orders under subrule (6);
 - (e) order the receiver to pay costs; or
 - (f) make any other or further order as it thinks fit.
- (5) The Court may make orders under subrule (6) if the Court finds that—

- (a) a receiver has become mentally or physically incapable of carrying out their duties satisfactorily;
 - (b) a receiver has become bankrupt or applies to take the benefit of a law for the benefit of bankrupt or insolvent debtors;
 - (c) a receiver has been convicted of an offence; or
 - (d) there is other proper reason for removing a receiver from office.
- (6) If the Court concludes under subrule (4) or (5) that a receiver should be removed from office, the Court may—
- (a) revoke the appointment of the receiver;
 - (b) remove the receiver from office and appoint another receiver instead; or
 - (c) make any other or further order as it thinks fit.
- (7) If the Court makes an order under subrule (6) or the receiver dies, the Court may make orders for handing over property in the control of the former receiver or their personal representative.

Division 3—Particular parties to judgments

182.8—Judgment against company

If a judgment against a [company](#) has not been obeyed, the Court may make orders against a director, officer or other person in a position of control or influence requiring them to take specified steps to secure the [company](#)'s compliance with the judgment.

182.9—Persons under legal incapacity

Any money to which a [person under a legal incapacity](#) is entitled under a judgment must be dealt with in accordance with orders by the Court made from time to time.

182.10—Representative actions

A judgment given in a representative action under [rule 24.2](#) or [24.4](#) must identify the persons represented in the proceeding.

Note—

[Rule 24.9](#) also governs judgments in representative actions.

182.11—Ascertainment of class

- (1) If it is necessary or desirable for the purpose of entering or implementing judgment, the Court may—
 - (a) order publication of an advertisement to ascertain members of a class;
 - (b) order an enquiry to ascertain members of a class;
 - (c) declare the identity of members of a class; or
 - (d) make such other or further order as it thinks fit.
- (2) If some but not all persons entitled to share in the distribution of property have been identified and difficulty or delay is expected in identifying the others, the Court may authorise or require distribution to the persons identified without diminishing their shares to allow for costs yet to be incurred in identifying the others.

182.12—Administration of estate, trust or property transaction

- (1) This rule applies to a judgment in a proceeding involving the administration of an estate or trust or a transaction or proposed transaction relating to property.
- (2) A party may apply for an order that a person who was not a party when judgment was given be joined as a party and that the judgment extend to bind that person by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (3) Unless the Court otherwise orders, an application under this rule must be served personally on the person the subject of the application.
- (4) On the hearing of the application, the Court may order that the person be joined as a party to the proceeding and that the judgment extend to bind that person.

Part 3—Judgment by Registrar

183.1—Entry of default judgment by Registrar

- (1) If a party requests and is entitled to a [monetary judgment](#) in default of defence under Chapter 12 Part 2, [the Registrar](#) may enter a [monetary judgment](#) in default of defence in the prescribed form.

Prescribed form—

Form 130 [Record of Monetary Judgment](#)

- (2) If a party requests and is entitled to a [non-monetary judgment](#) in default of defence under Chapter 12 Part 2, [the Registrar](#) may enter a judgment for relief to be assessed in default of defence in the prescribed form.

Prescribed form—

Form 131 [Record of Judgment for Relief to be Assessed](#)

- (3) If a party requests and is entitled to a conditional judgment in default of defence under Chapter 12 Part 2, [the Registrar](#) may enter a conditional judgment in default of defence in the prescribed form.

Prescribed form—

Form 132 [Record of Conditional Non-Monetary Judgment](#)

- (4) [The Registrar](#) may require a party requesting a default judgment to file a draft judgment in the prescribed form as an editable Word document.

Prescribed form—

Form 127 [Draft Judgment](#)

- (5) A judgment under this rule is entered in the records of the Court when a filed document number is allocated to the record of judgment and the Court's seal is applied to it.

183.2—Entry of consent judgment by Registrar

- (1) If a party requests and is entitled to consent judgment under [rule 133.1](#), [the Registrar](#) may enter a judgment in the prescribed form.

Prescribed form—

Form 129 [Judgment](#)

- (2) [The Registrar](#) may require a party requesting a consent judgment to file a draft judgment in the prescribed form as an editable Word document.

Prescribed form—Form 127 [Draft Judgment](#)

- (3) A judgment under this rule is entered in the records of the Court when it is signed by or on behalf of [the Registrar](#) and the Court's seal is applied to the document.

Part 4—Formal judgment**184.1—Entry of formal judgment**

- (1) A party to a judgment by the Court under [rule 182.2](#) may file an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#) to enter formal judgment.
- (2) Unless [the Registrar](#) otherwise directs, a request for formal judgment under subrule (1) must be accompanied by a draft judgment in the prescribed form as an editable Word document.

Prescribed form—Form 127 [Draft Judgment](#)

- (3) [The Registrar](#) may direct the parties to attend for settling of the formal judgment and, if a party so directed fails to attend, [the Registrar](#) may proceed in that party's absence.
- (4) A formal judgment under this rule is entered in the records of the Court when it is signed by or on behalf of [the Registrar](#) and the Court's seal is applied to it.

184.2—Judgment requiring compliance with positive or negative requirements

A formal judgment requiring a person to do, or refrain from doing, an act must have endorsed on it a warning in the prescribed form of the possible consequences of failure to comply with it.

Prescribed form—Form 129 [Judgment](#)**Part 5—Post-judgment interest****185.1—Post-judgment interest**

- (1) Subject to subrule (2), interest on a judgment accrues on and after the [commencement date](#) at the rate of 6 per cent per annum.
- (2) The [Chief Judicial Officer](#) may from time to time prescribe another rate of interest in respect of a period from not earlier than the first anniversary of the [commencement date](#) onwards.
- (3) [The Registrar](#) must publish all adjustments made under subrule (2) on the [CAA website](#).
- (4) A payment made by a [judgment debtor](#) must be credited first against the judgment debt as defined in [rule 201.1](#) excluding interest and, after that has been discharged, to any sum that has accrued on account of interest.

Supreme Court

- (5) Interest on a judgment accruing before the [commencement date](#) is governed by rule 217 of the *Supreme Court Civil Supplementary Rules 2014*.

District Court

- (6) Interest on a judgment accruing before the [commencement date](#) is governed by rule 217 of the *District Court Civil Supplementary Rules 2014*.

Magistrates Court

- (7) Interest on a judgment accruing before the [commencement date](#) is governed by rule 124 of the *Magistrates Court (Civil) Rules 2013*.

Part 6—Setting aside or varying judgment

186.1—Power to set aside or vary judgment

- (1) The Court may at any time correct an error in a judgment.
- (2) The Court may, if satisfied that the interests of justice so require—
 - (a) vary a judgment;
 - (b) set aside a judgment and reopen a proceeding; or
 - (c) set aside a default judgment by consent.

186.2—Power to add to judgment—Magistrates Court

- (1) This rule applies to the following proceedings by way of claim when the applicant obtains default judgment under Chapter 12 Part 2, 5 or 6:
 - (a) a claim by a Council constituted under the *Local Government Act 1999* for an instalment of rates and, when applicable, fines or interest; and
 - (b) a claim by the Commissioner of State Taxation for State land tax and, when applicable, penalty tax or interest.
- (2) In a proceeding to which this rule applies, an applicant who has obtained judgment for the amount to which it is entitled in respect of the claim may later apply, by filing an interlocutory application in accordance with [rule 102.1](#), to amend the judgment to reflect further accrued liability of the same owner in respect of the same property.
- (3) An interlocutory application under subrule (2) must be supported by an affidavit in accordance with [rule 102.1\(2\)](#) showing the calculation of the amount now claimed to be due in addition to the amount the subject of the original claim.
- (4) The applicant must serve the interlocutory application and supporting affidavit on the respondent by [original service](#).
- (5) On the hearing of the interlocutory application, the Court may—
 - (a) if the respondent does not appear— enter default judgment under Chapter 12 Part 5;
 - (b) make orders for the application to proceed to trial; or
 - (c) make any other or further order as it thinks fit.

Part 7—Satisfaction of monetary judgment

187.1—Judgment debt paid in full

When it comes to the attention of [the Registrar](#) that a judgment debt as defined in [rule 201.1](#) has been paid, [the Registrar](#) must, upon proof that it has been paid, record that the judgment has been paid in full.

Chapter 16—Costs

Note—

This Chapter addresses costs orders made in and costs rules applying to substantive proceedings (including appellate proceedings) in the Court. Chapter 20 Part 12 applies to originating applications to fix costs between a lawyer and client or arising under some other law. The Court has power under those rules to order that certain provisions of this Chapter apply to such proceedings.

Part 1—Introduction

191.1—Definitions

In this Chapter, unless the contrary intention appears—

claimant means a person to whom costs are payable either under a costs order that did not fix the amount of the costs or by operation of these Rules;

Fast Track costs scale means the applicable costs scale referred to in [rule 192.4](#);

Higher Courts costs scale means the applicable costs scale referred to in [rule 192.1](#);

indemnity basis means a basis on which costs are a complete indemnity against the costs incurred by the person entitled to payment of costs in the proceeding (or the relevant part of the proceeding), except to the extent that the costs are shown by the liable party to have been unreasonably incurred;

liable party means a person liable to pay costs to the claimant under a costs order that did not fix the amount of the costs or by operation of these Rules;

Magistrates Court costs scale means the applicable costs scale referred to in [rule 192.2](#);

Minor Civil costs scale means the applicable costs scale referred to in [rule 192.3](#);

solicitor/client basis means a basis on which costs are required to be shown by the person entitled to payment of costs to have been reasonably incurred in the proceeding (or the relevant part of the proceeding);

standard costs basis means a basis on which costs are required to be shown by the person entitled to payment of costs to have been reasonably incurred in the proceeding (or the relevant part of the proceeding) determined by reference to the relevant costs scale in force when the costs were incurred;

taxation means the process under Part 5 for the quantification of costs payable under a costs order that did not fix the amount of the costs in a proceeding or by operation of these Rules (and ***taxing*** has a corresponding meaning);

taxing officer means the officer responsible for taxing costs and—

- (a) in the Supreme Court will usually be an Associate Justice or Judicial Registrar, but may be [the Registrar](#) exercising power of the Court conferred by [rule 11.1](#) or a Judge;
- (b) in the District Court will usually be an Associate Judge or Judicial Registrar, but may be [the Registrar](#) exercising power of the Court conferred by [rule 11.2](#) or a Judge;
- (c) in the Magistrates Court will usually be a Judicial Registrar, but may be [the Registrar](#) exercising power of the Court conferred by [rule 11.3](#) or a Magistrate.

191.2—Record required to be kept and file produced

- (1) A party to a proceeding must maintain an adequate record of the party's costs in respect of the proceeding.
- (2) A record must enable the party to formulate a claim for costs in accordance with [rule 195.2](#).
- (3) A lawyer acting for a party must maintain an adequate record of the party's costs on the party's behalf and is not entitled to charge a fee for doing so.
- (4) If the Court requires a lawyer's file and supporting documents in connection with a taxation, the lawyer must produce them to the Registry on request.
- (5) A lawyer must be in a position to produce the lawyer's file and supporting documents to the [taxing officer](#), if required, at a taxation hearing.

191.3—Consequences of non-compliance

If a party fails to maintain an adequate record of the party's costs as required by [rule 191.2](#), the Court —

- (a) may decline to award costs in favour of the party or reduce the costs awarded in favour of the party by such amount as it thinks fit; or
- (b) may decline to tax costs ordered in favour of the party or reduce the costs taxed by such amount as it thinks fit.

Part 2—Costs scales

192.1—Higher Courts costs scale

- (1) The [Higher Courts costs scale](#) in respect of work done from the [commencement date](#) is fixed by Schedule 6 Part 2.
- (2) The [Higher Courts costs scale](#) in respect of work done before the [commencement date](#) is the scale fixed by rules 218 and 219 of the *Supreme Court Civil Supplementary Rules 2014* for the periods shown in those rules.

192.2—Magistrates Court costs scale

- (1) The [Magistrates Court costs scale](#) in respect of work done from the [commencement date](#) is fixed by Schedule 6 Part 3.
- (2) The [Magistrates Court costs scale](#) in respect of work done before the [commencement date](#) is the scale contained in Schedule 3 Cost Scale 1 or 3 (as applicable) of the *Magistrates Court (Civil) Rules 2013*.

192.3—Minor Civil costs scale

- (1) The [Minor Civil costs scale](#) in respect of work done from the [commencement date](#) is fixed by Schedule 6 Part 4.
- (2) The [Minor Civil costs scale](#) in respect of work done before the [commencement date](#) is the scale contained in Schedule 3 Cost Scale 2 of the *Magistrates Court (Civil) Rules 2013*.

192.4—Fast Track costs scale

- (1) The [Fast Track costs scale](#) in respect of work done from the [commencement date](#) is fixed by Schedule 6 Part 5.

- (2) The [Fast Track costs scale](#) in respect of work done before the [commencement date](#) is the scale contained in Schedule 1 Table 1 of the *Fast Track Rules 2014*.

192.5—Adjustments to costs scales

- (1) The [Chief Judicial Officer](#) may make adjustments to a costs scale applying in a Court by reference to movements in the consumer price index or average weekly earnings.
- (2) [The Registrar](#) must publish all cumulative adjustments made under subrule (1) on the [CAA website](#).

Part 3—Scale of costs in proceeding

193.1—Scale of costs in a proceeding—Supreme Court, District Court and ERD Court

- (1) Subject to the following subrules, costs between parties, whether ordered to be paid by the Court or payable by operation of these Rules, are to be determined on the [standard costs basis](#) and in accordance with the [Higher Courts costs scale](#).
- (2) However, if a proceeding is in the Fast Track List when costs between parties are awarded or become payable by operation of these Rules, unless the Court otherwise orders, costs are to be determined in accordance with the [Fast Track costs scale](#).
- (3) Subrule (1) is subject to the costs rules in Chapter 11 Part 2 Division 4.
- (4) The Court may order that costs are payable on another scale, including the [Magistrates Court costs scale](#), or another basis, including the [indemnity basis](#) or the [solicitor/client basis](#).

193.2—Scale of costs in a proceeding—Magistrates Court

- (1) Subject to the following subrules, costs between parties, whether ordered to be paid by the Court or payable by operation of these Rules, are to be determined on the [standard costs basis](#) and in accordance with the [Magistrates Court costs scale](#).
- (2) However, if a proceeding is in the Minor Civil Division when costs between parties are awarded or become payable by operation of these Rules, unless the Court otherwise orders, costs are to be determined in accordance with the [Minor Civil costs scale](#).
- (3) Subrule (1) is subject to the costs rules in Chapter 11 Part 2 Division 4.
- (4) The Court may order that costs are payable on another scale, including the [Higher Courts costs scale](#), or another basis, including the [indemnity basis](#) or the [solicitor/client basis](#).

Part 4—Order for costs

194.1—Costs may be ordered at any stage

- (1) The Court may make an order for costs in favour of a party or non-party and against a party or non-party at any stage of a proceeding up to and after the final determination of the proceeding.
- (2) If the Court determines that it does not have jurisdiction to hear and determine the substantive proceeding, the Court may nevertheless order that a party pay costs in relation to the proceeding.

194.2—Costs budget may be ordered

- (1) The Court may make an order fixing the costs, or the maximum costs, that may be recovered between parties in relation to a proceeding, or a stage of or step in a proceeding.
- (2) Unless the Court otherwise orders, an order made under subrule (1) will not include any costs—
 - (a) payable under [rule 69.5](#), [rule 74.3](#), [rule 154.5](#), [rule 154.6](#), [rule 154.11](#), [rule 154.12](#), [rule 154.13](#), [rule 194.4\(2\)](#) or [rule 194.4\(3\)](#); or
 - (b) ordered to be paid because of a party's failure to comply with these Rules or an order of the Court.

194.3—Costs orders

- (1) The Court may order that costs be awarded—
 - (a) on the [standard costs basis](#), [solicitor/client basis](#), [indemnity basis](#) or another basis specified by the Court;
 - (b) in accordance with the [Higher Courts costs scale](#), [Magistrates Court costs scale](#), [Minor Civil costs scale](#) or [Fast Track costs scale](#); or
 - (c) on a combination of different bases or scales for different components of costs.
- (2) The Court may order that interest be payable on an award of costs in respect of a time before judgment is entered for the costs.
- (3) The Court may order that costs (including any interest) be awarded on a lump sum or partial lump sum basis.
- (4) The Court may order that costs awarded to a party be set-off against any liability of the party (including a liability for costs).
- (5) The Court may refer any question about costs (including whether costs should be ordered, who should pay costs or the basis on which costs should be paid) for inquiry and report or determination by a [taxing officer](#).

194.4—Presumptive costs rules

- (1) Subject to an order of the Court to the contrary (which, to avoid doubt, may be made at any time in the course a proceeding), the following rules apply in any proceeding before the Court in which costs are ordered.
- (2) The costs of an amendment are to be paid by the party making the amendment.
- (3) The costs of an application to extend time fixed by or under these Rules are to be paid by the party making the application.
- (4) The costs of a [directions hearing](#) are costs in the cause.
- (5) Subject to subrules (2) and (3), the costs of an interlocutory application are costs in the cause.
- (6) Costs that are reserved but not subsequently the subject of a specific order are costs in the cause.
- (7) The quantum of costs ordered is to be taxed if not agreed.

- (8) Costs ordered or to be paid under these Rules are not to be taxed and do not become payable until the final determination of a proceeding, including final costs orders being made.

Note—

See also [rule 69.5](#), [rule 74.3](#), [rule 154.5](#), [rule 154.6](#), [rule 154.11](#), [rule 154.12](#), [rule 154.13](#), [rule 194.4\(2\)](#) and [rule 194.4\(3\)](#), which create presumptive costs rules.

194.5—General costs principles when costs ordered

- (1) Each of the following principles are subject to—
 - (a) the presumptive costs rules in [rule 194.4](#) (to the extent that the Court does not otherwise order);
 - (b) other applicable rules;
 - (c) other applicable principles; and
 - (d) the overriding discretion of the Court as to costs.
- (2) Costs follow the event.
- (3) The costs of an application that, in the opinion of the Court, should have been made at an earlier stage of the proceedings are to be paid by the applicant.
- (4) The costs of an adjournment of a hearing, [directions hearing](#) or [trial](#) arising from a party's default are to be paid by the party in default.
- (5) The costs of proving a fact or document that a party unreasonably failed to admit are to be paid by that party.
- (6) Costs incurred as a result of multiple parties with an identical or common interest being separately represented, or separately participating in the proceeding, are to be borne or paid by those parties if, in the opinion of the Court—
 - (a) the separate representation or participation was not necessary; or
 - (b) the separate representation or participation occurred to a greater extent than was necessary.
- (7) Costs orders made by a transferor court in a proceeding transferred or removed into the Court will not be disturbed.

Supreme Court

- (8) In a claim founded on a claim for defamation, costs of the claim are not payable to a successful applicant if the damages awarded are less than \$50,000 unless the Court is of the opinion that it is just in the circumstances of the case that the applicant should recover the whole or part of the costs of action.
- (9) In any other [monetary claim](#) in respect of which the District Court has jurisdiction, costs of the claim are not payable to a successful applicant if the amount awarded is less than \$120,000 unless the Court is of the opinion that it is just in the circumstances of the case that the applicant should recover the whole or part of the costs of action.

District Court

- (10) In a claim founded on a claim for defamation, costs of the claim are not payable to a successful applicant if the damages awarded are less than \$25,000 unless the Court is of the opinion that it is just in the circumstances of the case that the applicant should recover the whole or part of the costs of action.

- (11) In any other [monetary claim](#) in respect of which the Magistrates Court has jurisdiction, costs of the claim are not payable to a successful applicant if the amount awarded is less than \$60,000 unless the Court is of the opinion that it is just in the circumstances of the case that the applicant should recover the whole or part of the costs of action.

Note—

See also [rule 61.14](#) in relation to pre-action steps and [rule 132.10](#) in relation to formal offers.

194.6—Discretionary factors

- (1) In exercising its discretion as to costs, the Court may have regard to any factors it considers relevant.
- (2) For example, the Court may have regard to the following factors—
 - (a) any misconduct or unreasonable conduct of a party in connection with a proceeding;
 - (b) any breach by a party of [overarching obligations](#), these Rules or an order of the Court;
 - (c) any breach by a party of the pre-action obligations imposed by Chapter 7 Part 1;
 - (d) the making or not making of an offer by a party to resolve the proceeding;
 - (e) the non-acceptance by a party of an offer made by another party to resolve the proceeding;
 - (f) the value and importance of the relief sought or any relief obtained;
 - (g) any public interest in the subject matter of the proceeding or public benefit from the prosecution or defence of the proceeding; or
 - (h) whether costs awarded are to be met by a person or out of a fund.

Note—

See also [rule 61.16](#) in relation to pre-action steps and [rule 132.11](#) and [rule 132.12](#) in relation to formal offers.

194.7—Indemnification against costs

If a person is or would otherwise be liable to pay costs to a second person and the first person is entitled to be indemnified by a third person in whole or in part against that liability, the Court may order that—

- (a) the third person pay the costs of the first person to the extent of the indemnification; or
- (b) the third person pay to the second person an amount to the extent of the indemnification.

194.8—Costs order against lawyer

- (1) If a lawyer engages in relevant conduct in, or in connection with, a proceeding that causes a party (including the lawyer's client) to incur costs, the Court may order that—
 - (a) costs as between the lawyer and the lawyer's client be disallowed;
 - (b) the lawyer pay costs incurred by a party as a result of the relevant conduct; or
 - (c) the lawyer indemnify a party against a liability for costs incurred as a result of the relevant conduct.

- (2) For the purposes of this rule, a lawyer engages in *relevant conduct* if the lawyer—
 - (a) breaches [overarching obligations](#);
 - (b) fails to attend or be properly prepared for a hearing;
 - (c) fails to comply with these Rules or an order of the Court;
 - (d) is guilty of undue delay; or
 - (e) incurs costs unnecessarily, improperly or unreasonably.

Part 5—Taxation of costs

Division 1—Institution of taxation process

195.1—Pre-taxation steps

- (1) Before initiating a [taxation process](#) under [rule 195.2](#), a [claimant](#) must make a genuine offer to the [liable party](#) to resolve the amount of costs payable that would otherwise be the subject of the [taxation process](#).
- (2) A genuine offer must—
 - (a) be in writing;
 - (b) state the amounts claimed for costs divided into costs scale periods;
 - (c) state the amounts claimed for counsel fees;
 - (d) state the amounts claimed for external disbursements; and
 - (e) make an offer of a fixed sum for the total amount of the costs, which remains open for acceptance within 28 days.
- (3) A recipient of an offer made under subrule (2) must respond within 28 days by—
 - (a) accepting the offer;
 - (b) making a counter offer of a fixed sum for the total amount of the costs; or
 - (c) offering to meet within 14 days to negotiate an amount for costs.

195.2—Initiation of taxation process

- (1) A [claimant](#) may apply for the taxation of costs under a costs order or by operation of these Rules by filing and serving on the [liable party](#) a claim for costs in the prescribed form.

Prescribed form—

Form 136 [Claim for Costs](#)

- (2) A claim for costs must—
 - (a) unless [the Registrar](#) permits the schedule to be in some other form, provide the costs schedule in Microsoft Word format; and
 - (b) attach copies of all invoices for counsel fees and external disbursements.
- (3) A [claimant](#) must, if the claim proceeds to taxation—
 - (a) at the request of the [liable party](#), produce for inspection any documents on which the [claimant](#) proposes to rely; and

- (b) if ordered by the Court, identify any documents relevant to the claim that are not produced because of a claim of privilege which is not waived.
- (4) A [claimant](#) or [liable party](#) may apply for an order relating to the taxation of costs, notwithstanding that a claim for costs has not been filed under subrule (1), by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

195.3—Response to claim for costs

- (1) The [liable party](#) must, within 28 days after service of a claim for costs, file and serve a response to a claim for costs in the prescribed form, reproducing the schedule to the claim for costs and—
 - (a) completing the response liability column in the schedule for each item by either—
 - (i) admitting liability;
 - (ii) admitting liability to a specified extent; or
 - (iii) denying liability and succinctly identifying the reason for the denial; and
 - (b) completing the response quantum column in the schedule for each item (on the assumption that liability exists for the item, which may be denied) by either—
 - (i) admitting the quantum claimed; or
 - (ii) identifying what the [liable party](#) contends is the recoverable quantum and succinctly identifying the reason for the contention.

Prescribed form—

Form 137 [Response to Claim for Costs](#)

Note—

One manner to identify the reason for denying liability or differing on quantum is to create shorthand codes for different reasons (for example the liable party may elect to use “N” to mean the work was unnecessary).

- (2) If the [liable party](#) in the response to the claim for costs does not respond to a particular item, the item is taken to be admitted in full.
- (3) If the [liable party](#) fails to file and serve a response in accordance with subrule (1), the [claimant](#) may request the entry of a costs judgment for the total amount shown in the claim for costs by filing an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#) and an affidavit of proof of service in the prescribed form proving service of the claim for costs on the [liable party](#).

Prescribed forms—

Form 42 [Affidavit of Proof of Service](#)

Form 43 [Affidavit of Proof of Personal Service on an Individual by Sheriff’s Officer](#)

- (4) The [claimant](#) may request entry of an interim costs judgment for the total amount admitted or taken to be admitted by the [liable party](#) in a response to a claim for costs by filing an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).
- (5) [The Registrar](#) will enter an administrative costs judgment for the appropriate amount upon the filing of a request by the [claimant](#) under subrule (3) or (4).

Prescribed form—

Form 130 [Record of Monetary Judgment](#)

195.4—Reference for taxation

- (1) If a claim for costs is not resolved under [rule 195.1](#) or [rule 195.3](#), the [claimant](#) or [liable party](#) may refer the claim for taxation by filing and serving an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).
- (2) [The Registrar](#) will convene a hearing before a [taxing officer](#) and give notice of the hearing in the prescribed form.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (3) The parties involved in a disputed taxation must confer before the taxation hearing with a view to resolving, limiting or clarifying the items in dispute and report to the Court on the result at the commencement of the taxation.

Division 2—General provisions on taxation

195.5—General taxation principles

- (1) If the same law firm represents multiple parties, unless special circumstances exist, costs will not be allowed separately for each party but will be allowed on the basis of the work necessary and reasonable for the representation of the parties collectively.
- (2) The necessary and reasonable costs of procuring evidence reasonably required for presentation of a party's case will generally be allowed.
- (3) Costs will not be allowed insofar as they result from over-caution, negligence or mistake.
- (4) If proceedings are adjourned—
 - (a) as a result of the default of a party—the party should bear the costs; or
 - (b) as a result of the default of a lawyer—the lawyer should bear the costs.

195.6—Delay

If a [claimant](#) unduly delays bringing a claim for costs and the [liable party](#) suffers prejudice as a result, the Court may—

- (a) not allow interest on the claim for costs (whether in whole or in part);
- (b) disallow the claim for costs in whole or in part;
- (c) assess compensation for the delay in favour of the [liable party](#) and reduce the costs awarded by that amount; or
- (d) reduce the amount allowed to that to which the [claimant](#) would have been entitled if there had been no delay.

195.7—Counsel fees—Supreme Court and District Court

- (1) The [Chief Judicial Officer](#), on the recommendation of the Associate Judges and Associate Justices, may produce and amend from time to time an indicator to the exercise of the discretion in respect of counsel fees (a *Counsel Fee Indicator*).
- (2) A Counsel Fee Indicator is a guide only and does not fetter the exercise of the discretion of the Court in a particular case.
- (3) [The Registrar](#) must publish the current version of any Counsel Fee Indicator on the [CAA website](#).

195.7A—Witness fees—Supreme Court and District Court

An amount paid, or to be paid, for attendance by a witness at a hearing is a disbursement properly incurred for a proceeding if—

- (1) the attendance is reasonably required; and
- (2) the amount is reasonable or is authorised, or approved, by the Court.

Division 3—Taxation procedure

195.8—Powers

- (1) A [taxing officer](#) has on and in respect of a taxation, the same powers as the Court in relation to a proceeding in the Court.

Example—

A [taxing officer](#) may order or take evidence (on affidavit or orally), require the production of documents, require the attendance of witnesses or make orders about the participation of persons interested in the taxation.

- (2) A [taxing officer](#), in undertaking a taxation, is not bound by the rules of evidence and may decide questions by estimation or by any other expedient means.
- (3) Without affecting the generality of subrule (1), a [taxing officer](#) may—
 - (a) require a party to produce its record of costs and disbursements and any other material relevant to the taxation (subject to any claim for privilege);
 - (b) require a party to provide further details of any item the subject of a claim for costs;
 - (c) make interim orders;
 - (d) order repayment of any overpayment of costs; or
 - (e) make any orders that might be made on a [directions hearing](#) in a proceeding.

195.9—Hearings

- (1) A [taxing officer](#) may use any one or more of the following methods to undertake a taxation—
 - (a) a lump sum assessment, or otherwise determination of the amount of costs to be awarded in a wholesale manner, rather than undertaking an item by item assessment;
 - (b) an item by item assessment;
 - (c) assessments in successive stages;
 - (d) separate assessments of different components of the costs claimed; or
 - (e) any other method.
- (2) A [taxing officer](#) may—
 - (a) accept an undisputed item without inquiry;
 - (b) determine an issue in dispute;
 - (c) refer an issue in dispute to mediation or arbitration;
 - (d) refer an issue in dispute to an expert for inquiry and report;

- (e) order that an item by item taxation be undertaken on a future occasion and that the parties take steps in preparation for the taxation; or
 - (f) make any other or further order the [taxing officer](#) thinks fit.
- (3) If an order is made that an item by item taxation be undertaken on a future occasion, the [claimant](#) must file and serve an updated version of the response to claim for costs (filed by the [liable party](#)) in the prescribed form—
- (a) substituting the heading “amount disallowed” for the heading “offer” in the relevant column of the schedule; and
 - (b) adding any additional columns or particulars ordered by the [taxing officer](#).

Prescribed form—

Form 137 [Response to Claim for Costs](#)

195.10—Orders

- (1) During or after a hearing conducted for the purposes of taxation, a [taxing officer](#) may make a provisional order—
 - (a) determining a specific issue in dispute;
 - (b) allowing or disallowing a specific item;
 - (c) fixing the amount of costs, or a specified component of costs, to which the [claimant](#) is entitled; or
 - (d) that interest be payable on an award of costs in respect of a period before judgment is entered for the costs.
- (2) During or after a hearing conducted for the purposes of taxation, if the [taxing officer](#) is not [a Registrar](#) or Judicial Registrar, the [taxing officer](#) may make a non-provisional order—
 - (a) determining a specific issue in dispute;
 - (b) allowing or disallowing a specific item;
 - (c) fixing the amount of costs, or a specified component of costs, to which the [claimant](#) is entitled; or
 - (d) that interest be payable on an award of costs in respect of a period before judgment is entered for the costs.

195.11—Costs of taxation

- (1) In this rule—

costs of taxation mean the costs of taking the steps under Divisions 1 and 3.
- (2) Subject to subrule (3), the costs of taxation are costs in the cause of the [claimant](#).
- (3) The Court may make any order it thinks fit concerning the payment of costs of taxation, and in making such an order, may take the following matters into consideration—
 - (a) the overall result of the [taxation process](#);
 - (b) a comparison between the result of the taxation and the parties’ respective positions during the pre-taxation steps under [rule 195.1](#);
 - (c) a comparison under [rule 132.12](#) between the result of the taxation and any offer made by a party under [rule 132.4](#) as applied by [rule 132.12\(1\)](#);

- (d) the relative success or failure of the parties in relation to disputed items; or
- (e) the relative number of items, and their respective quantum, in respect of which the amount claimed was disallowed.

195.12—Review of provisional order

- (1) If the [taxing officer](#) makes a provisional order under [rule 195.10\(1\)](#), the [claimant](#) or [liable party](#) may within 14 days after the date of the order request a review of the provisional order by filing and serving an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).
- (2) If neither party requests a review within 14 days after the date of the order, it becomes a non-provisional order as if it had been made under [rule 195.10\(2\)](#).
- (3) If either party requests a review within 14 days after the date of the order, [the Registrar](#) will convene a hearing and give notice of the hearing to the parties in the prescribed form, and the hearing will be conducted—
 - (a) if the order was made by a [taxing officer](#) other than [a Registrar](#) or Judicial Registrar—by the same [taxing officer](#) who made the order (however, it may be before a different [taxing officer](#) if, for some reason, it is not possible or convenient for the same [taxing officer](#) to conduct the hearing); or
 - (b) if the order was made by a [taxing officer](#) who is [a Registrar](#) or Judicial Registrar—by a [taxing officer](#) other than [a Registrar](#) or Judicial Registrar.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (4) A [taxing officer](#) conducting a review under this rule will reconsider the provisional order the subject of the review and may exercise any of the powers identified in [rule 195.8](#) and proceed in any manner identified in [rule 195.9](#).
- (5) A [taxing officer](#) conducting a review under this rule may confirm or vary the provisional order, which (as varied, when applicable) then becomes a non-provisional order as if it had been made under [rule 195.10\(2\)](#).

195.13—Entry of judgment

When an order is or becomes non-provisional under [rule 195.10\(2\)](#) or [195.12](#), it becomes a judgment of the Court.

Part 6—Right of appeal against judgment on taxation

196.1—Right of appeal

- (1) Upon entry of judgment under [rule 195.13](#) following completion of a taxation, the [claimant](#) or [liable party](#) may appeal against the judgment, or any interim judgment or order made in the course of the taxation, by filing a notice of appeal in accordance with [rule 214.2](#) within 21 days after the relevant judgment or order.
- (2) The [claimant](#) or [liable party](#) may only appeal against an interim judgment or order made in the course of the taxation before completion of the taxation with leave of the [taxing officer](#).

Note—

See rule 212.

Chapter 17—Enforcement

Part 1—General

Division 1—General

201.1—Definitions

In this Chapter, unless the contrary intention appears—

ADI means an authorised deposit-taking institution;

Enforcement Act means the *Enforcement of Judgments Act 1991*;

Fines Enforcement Act means the *Fines Enforcement and Debt Recovery Act 2017*;

judgment creditor means a person in whose favour a judgment is enforceable and includes a person to whom the benefit of a judgment has passed (by assignment or in any other way);

judgment debtor means a person against whom a judgment is enforceable;

judgment debt means the amount owing (including costs and post-judgment interest) under a monetary judgment and includes any recoverable costs of enforcing the judgment under the Enforcement Act or Fines Enforcement Act;

monetary judgment means—

- (a) a judgment or order of the Court (including a judgment registered under Chapter 19 Part 15) to the extent that it is for the payment of a sum of money, whether or not it provides for any other form of relief; or
- (b) a civil debt determination by the Chief Recovery Officer under the Fines Enforcement Act;

non-monetary judgment means a judgment to the extent that it is not a monetary judgment;

payment order—see [rule 203.7](#);

sheriff means the sheriff within the meaning of the *Sheriff's Act 1978* and—

- (a) where the context requires—includes deputy sheriffs and sheriff's officers within the meaning of section 6 of the *Sheriff's Act 1978*; and
- (b) where the context requires—includes a person other than the sheriff who serves a summons or warrant under an order made under [rule 206.1](#);

sheriff's fee means the fee payable to the sheriff for service of a document or execution of process prescribed for the purposes of the *Sheriff's Act 1978* or otherwise and any disbursements reasonably incurred by the sheriff in undertaking the service or execution.

201.2—Service of judgment

- (1) A person who seeks to enforce a judgment must serve a copy of the judgment on the person against whom the judgment is enforceable—
 - (a) if an investigation summons is issued—at the time of or before service of the investigation summons;
 - (b) if a warrant of possession of land is sought under [rule 204.2](#) or [204.3](#)—at the time provided for in those rules;

- (c) if a warrant of sale or warrant of possession is issued and paragraph (b) does not apply—at the time of or before execution of the warrant;
 - (d) if a charging order, garnishee order or receivership order is sought—at the time of or before service of the application for the order;
 - (e) in any other case—before taking any step to enforce the judgment.
- (2) Service of a judgment referred to in subrule (1) must be made—
- (a) if the person against whom the judgment is sought to be enforced has an [address for service](#) in the proceeding—by service at the [address for service](#) or by [personal service](#); or
 - (b) in any other case—by [original service](#).

Notes—

If a warrant of possession of land is to be sought pursuant to Part 4 Division 2, the judgment must first be served by [personal service](#) as required by [rule 204.2\(2\)](#) or [rule 204.3\(2A\)](#).

If an applicant seeks to enforce an order for possession by a warrant of possession, [rule 204.2\(2\)](#) and [rule 204.3\(2A\)](#) require the judgment to have been served personally on the respondent despite this rule.

- (3) An order against a person for contempt of a judgment or order by reason of non-compliance may only be made if the person allegedly in contempt was served by [personal service](#) with the relevant judgment or order before engaging in the conduct that constituted the alleged non-compliance.

201.3—Costs

The Court may, in the exercise of its discretion, make an order concerning the costs of steps governed by this Chapter.

201.4—Review of Registrar’s decision

An application under section 18(2) of the [Enforcement Act](#) for review of a decision by [the Registrar](#) under [rule 11.1\(3\)\(c\)](#), [rule 11.2\(2\)\(b\)](#) or [rule 11.3\(2\)\(b\)](#) must be made by filing a notice of review in the prescribed form in accordance with [rule 214.2](#) within—

- (a) 21 days after the decision; or
- (b) if the decision relates to the issue of a summons or warrant—21 days after the summons is served or warrant is executed.

Prescribed form—

Form 182 [Notice of Review](#)

Division 2—Issue and execution of enforcement process

201.5—Time of issue and execution

- (1) Unless the Court otherwise orders, an [enforcement process](#) in respect of a judgment must not be issued more than 6 years after the date of the judgment.
- (2) Unless the Court otherwise orders, an order for the issue of a warrant of apprehension lapses after 28 days unless the requesting party has filed an application to enforce a judgment in the prescribed form requesting the issue of a warrant and paid the prescribed issue fee.

Prescribed form—

Form 141 [Application to Enforce Judgment](#)

- (3) Unless the Court otherwise orders, a warrant of possession of land must not be executed more than 6 months after—
 - (a) the date of the judgment for possession on which the warrant is based; or
 - (b) if the warrant was issued under [rule 204.3](#)— the date of the order made, or issue of the warrant by [the Registrar](#) without a court order, under [rule 204.3](#).
- (4) Unless the Court otherwise orders, any other warrant, except a warrant of commitment, must not be executed more than 12 months after the date of the issue of the warrant.
- (5) An order otherwise by the Court under subrule (1), (2), (3) or (4) may be made at any time before the expiration of the time period referred to in the applicable subrule.

Division 3—Warrants, adjournments and remands**201.6—Warrants of apprehension**

- (1) If a person fails to appear within 15 minutes of the scheduled commencement of a hearing under this Chapter, and that hearing—
 - (a) occurs not less than 4 days after a summons requiring their attendance (and any other documents required to be served with the summons) was served by [personal service](#) on the person, and such service is proved by an affidavit of proof of service in the prescribed form or by oral evidence by the process server;
 - (b) is an adjourned hearing, the time for which was fixed in the person's presence at a previous hearing; or
 - (c) is an adjourned hearing and it is proved that the person was given not less than 4 days' notice of the adjourned hearing by telephone conversation, [email service](#) in accordance with [rule 42.2](#) or [post service](#) in accordance with [rule 42.3](#),

the Court may order the issue of a warrant of apprehension and, on filing of an application to enforce a judgment in the prescribed form requesting the issue of a warrant and payment of the prescribed fee (if applicable), [the Registrar](#) may issue a warrant of apprehension in the prescribed form.

Prescribed forms—

Form 141 [Application to Enforce Judgment](#)

Form 42 [Affidavit of Proof of Service](#)

Form 43 [Affidavit of Proof of Personal Service on an Individual by Sheriff's Officer](#)

Form 155 [Warrant of Apprehension – Judgment Debtor](#)

Form 154 [Warrant of Apprehension](#)

Form 158 [Warrant of Apprehension – Fines Enforcement and Debt Recovery Act](#)

- (2) The Court may, if it thinks fit, abridge the period of 4 days referred to in subrule (1).
- (3) A warrant of apprehension does not authorise apprehension outside normal court hours unless the Court is satisfied that there is no other reasonable means of ensuring the person's attendance at court.
- (4) If a warrant of apprehension authorises apprehension outside normal court hours, it will be endorsed with an order that the person is to be held in police custody until the person can be brought before the Court.

- (5) A person who is apprehended under a warrant of apprehension must be brought before the Court as soon as practicable.

201.7—Adjournment and remand

- (1) The Court may adjourn a hearing from time to time.
- (2) When a person is brought before the Court under a warrant of apprehension and the matter is to be adjourned, the Court may—
 - (a) remand the person in custody to the adjourned date provided that the adjourned date is not more than 7 days later;
 - (b) release the person on such conditions as the Court thinks fit to secure the person's attendance on the adjourned date (for example, surrender of a passport or lodging a monetary bond); or
 - (c) release the person on the person's undertaking to appear on the adjourned date.
- (3) If the Court remands a person in custody under subrule (2)(a), the Court will issue a warrant of remand in the prescribed form.

Prescribed form—

Form 159 [Warrant of Remand](#)

Division 4—Rescission, variation, suspension or stay

201.8—Rescission, variation, suspension or stay of order, warrant or summons

- (1) The Court may, if there is proper reason to do so, rescind, suspend, vary or stay a [payment order](#), garnishee order, charging order or receivership order made, or a warrant or summons issued, under this Chapter.
- (2) An application under subrule (1) may be made by a party to a proceeding, a person against whom an order is made or summons or warrant issued or a person who has an interest in the subject matter of the relevant order, summons or warrant by—
 - (a) filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#); or
 - (b) an oral application during a hearing under or governed by this Part.
- (3) An application filed under subrule (2)(a) must be served on all other relevant parties to the proceeding as soon as practicable and at least 7 days before the hearing date at their [address for service](#) or otherwise by [original service](#).
- (4) The Court may grant a stay subject to conditions, including conditions necessary or desirable to secure the attendance of the person applying for the stay at Court or compliance with any order.
- (5) On the hearing of an application by a [judgment debtor](#) for a stay of a warrant, the Court may, if it thinks fit, conduct an investigation or examination hearing.

Note—

An application for a stay does not itself operate to stay the order or warrant sought to be stayed. Only an order of the Court can stay an order or warrant.

Part 2—Particular kinds of parties

202.1—Judgment against unincorporated association or partnership

- (1) This rule applies to a judgment against an unincorporated association in the association's name or against a partnership in the partnership name.
- (2) A judgment against an unincorporated association or a partnership may be enforced against the common property of the association or the property of the partnership in the same way as a judgment against a [company](#).
- (3) A [monetary judgment](#) against an unincorporated association or a partnership may be enforced against an individual member of the association or partner of the partnership but only with leave of the Court.
- (4) A [non-monetary judgment](#) against an unincorporated association or a partnership may be enforced against an officer of the association or a partner of the partnership but only with leave of the Court.
- (5) An application for leave under subrule (3) or (4) must be served by [personal service](#) on a person in respect of whom leave is sought.

Note—

Section 15 of the *Enforcement of Judgments Act 1991* provides that a [monetary judgment](#) against an unincorporated association may be enforced against the common property of the association or against the property of any person who is liable for the debts of the association and a [monetary judgment](#) against a partnership may be enforced against the partnership property or against the property of any person who is liable for the debts of the partnership.

202.2—Judgment against representative party

- (1) A judgment against a representative party in a representative proceeding may only be enforced against a represented party with leave of the Court.
- (2) An application for leave under subrule (1) must be served by [personal service](#) on a represented party in respect of whom leave is sought.
- (3) In this rule, a reference to a “representative party”, a “representative proceeding” or a “represented party” is a reference to those terms as defined in [rule 24.1](#).

Part 3—Enforcement of monetary judgments—Supreme Court, District Court and Magistrates Court

Division 1—General

203.1—Cross-judgments

If there are cross [monetary judgments](#) enforceable under the [Enforcement Act](#) between the same parties, only the balance of the amounts owing under the judgments (if any) is enforceable.

203.2—Limitation on enforcement processes

- (1) Unless the Court otherwise orders, if a [judgment debt](#) against an individual is for \$12,000 or less and the debt does not arise from the [judgment debtor](#) carrying on a business, no other [enforcement process](#) may be issued in respect of the judgement unless—
 - (a) a [payment order](#) has been made at an investigation hearing; or

- (b) the [judgment debtor](#) failed to appear at the hearing of an investigation summons after having been duly served with the summons.
- (2) Subrule (1) does not apply to an examination summons issued under section 61(7) of the [Fines Enforcement Act](#).

Note—

Section 61(7) of the *Fines Enforcement and Debt Recovery Act 2017* provides that, if a debtor fails to comply with a determination that a debtor is to pay instalments towards the satisfaction of a debt under section 61(1), the Court may on application by the Chief Recovery Officer issue an examination summons.

- (3) Unless the Court otherwise orders, no warrant of sale may be issued in respect of a [judgment debt](#) if the [judgment debtor](#) is subject to an extant [payment order](#) in respect of the [judgment debt](#), unless—
 - (a) if the [payment order](#) was for payment of a lump sum under section 5(1)(a) of the [Enforcement Act](#)—the [judgment debtor](#) has failed to comply with the order; or
 - (b) if the [payment order](#) was for payment of instalments under section 5(1)(b) of the [Enforcement Act](#)—the [judgment debtor](#) is at least 2 instalments in arrears.
- (4) Unless the Court otherwise orders, no warrant of sale of land may be issued against an individual in respect of a [judgment debt](#) of not more than \$12,000 unless—
 - (a) a warrant of sale of goods has been executed leaving the whole or part of the [judgment debt](#) unpaid; or
 - (b) it is not possible to execute a warrant of sale of goods despite reasonable endeavours to do so.

203.3—Rules of evidence

The Court at a hearing of an investigation summons, examination summons or application for a [payment order](#) under this Part is not bound by the rules of evidence and may inform itself in such manner as it thinks fit.

Division 2—Investigation hearings

203.3A—Investigation Notice

- (1) An investigation notice issued by a judgment creditor under section 3A of the [Enforcement Act](#) must be in the prescribed form.

Prescribed form—

Form 140 [Investigation Notice](#)

Note—

Section 3A(2) of the *Enforcement Act* provides that an investigation notice must specify the period (being not less than 28 days) within which its requirements must be complied with.

- (2) An investigation notice—
 - (a) if the judgment debtor had an address for service in the proceeding in which judgement was entered—may be served at that address for service by one of the means set out in rule 44.3; or
 - (b) otherwise—must be served by [original service](#).
- (3) If an investigation notice seeks production for inspection of documents, it must specify a reasonable place, date and time for inspection in default of agreement.

- (4) The Court may have regard to the question whether a judgment debtor served an investigation notice or whether the judgment debtor complied with the requirements of an investigation notice governed by this rule on the question of costs in any subsequent enforcement proceeding.

Notes—

Section 3A(1) of the Enforcement Act provides that a judgment debtor may be required by the judgment creditor to do either or both of the following:

- (a) provide answers to specified questions relating to the judgment debtor's means of satisfying the judgment (*material questions*);
- (b) produce for inspection by the judgment creditor specified documents relating to material questions.

Section 3A(4) provides that, if a person uses information or document provided in accordance with an investigation notice for a purpose other than assessing a judgment debtor's means of satisfying a judgment, that person is guilty of an offence.

Maximum penalty: \$ 5000.

203.4—Issue of investigation summons

- (1) An application for the issue of an investigation summons to a [judgment debtor](#) or witness under section 4(2) of the [Enforcement Act](#) must be made by filing an application to enforce a judgment in the prescribed form.

Prescribed form—

Form 141 [Application to Enforce Judgment](#)

- (2) If an application complies with subrule (1), [the Registrar](#) may convene an investigation hearing before the Court and issue an investigation summons in the prescribed form requiring the [judgment debtor](#) or witness to attend for examination or to produce documents relevant to the investigation.

Prescribed forms—

Form 143 [Investigation Summons](#)

Form 144 [Investigation Summons – Witness](#)

- (3) The investigation summons and subject to subrule (4) a questionnaire in the prescribed form must be served by [personal service](#) on the [judgment debtor](#) or witness as soon as practicable.

Prescribed form—

Form 145 [Questionnaire](#)

Note—

Section 4(3) of the *Enforcement of Judgments Act 1991* requires the summons to be served personally.

Magistrates Court

- (4) Despite subrule (3), a questionnaire may but need not be served if, within the three months preceding the issue of an investigation summons—
- (a) the [judgment debtor](#) served on the [judgment creditor](#) a fully completed investigation notice containing answers to the same questions that are contained in a questionnaire; or

- (b) a fully completed questionnaire was provided to the Court for the purposes or as part of a previous [enforcement process](#).
- (5) Unless the Court otherwise orders, the investigation summons must be returnable at the Court nearest to—
 - (a) the place of residence of a [judgment debtor](#) or witness who is an individual; or
 - (b) a registered or principal office of a [judgment debtor](#) which is not an individual.

203.5—Consent to order for payment

- (1) After the issue of an investigation notice under rule 203.3A or an investigations summons under rule 203.4, a [judgment debtor](#) and [judgment creditor](#) may consent to an order for payment under section 5(1) of the [Enforcement Act](#) by executing a consent order for payment in the prescribed form.

Prescribed form—

Form 142 [Consent Order for Payment](#)

- (2) Upon the filing of a duly executed consent to payment, the Court may make an order [in chambers](#) in the terms of the consent.

203.6—Completion of questionnaire

- (1) Unless the parties have executed a consent order for payment under [rule 203.5](#), a [judgment debtor](#) must complete Parts A and B of the questionnaire and bring the completed form to the investigation hearing.
- (2) A [judgment debtor](#) may, but is not required to, swear or affirm the affidavit following Part B of the questionnaire before attending the investigation hearing.
- (3) If the [judgment debtor](#) does not swear or affirm an affidavit in accordance with subrule (2), the [judgment debtor](#) must swear or affirm at the investigation hearing that the information recorded in the questionnaire is true.

203.7—Investigation hearing

- (1) Unless the Court otherwise orders, a hearing under this Division is to be heard [in chambers](#) in the presence of the parties.
- (2) If a [judgment debtor](#) or witness appears at an investigation hearing, the person must give evidence on oath or affirmation relevant to the [judgment debtor](#)'s means of satisfying the [monetary judgment](#).
- (3) The Court may, at an investigation hearing, on application by the [judgment creditor](#) and subject to compliance with section 5(2) and (3) of the [Enforcement Act](#), make a [payment order](#) under section 5(1) of the [Enforcement Act](#) in the prescribed form (a *payment order*).

Prescribed form—

Form 81 [Record of Outcome – Order](#) or Form 82 [Order](#)

- (4) The Court may, at an investigation hearing, on application by a [judgment creditor](#) and after giving to the [judgment debtor](#) an opportunity to be heard—
 - (a) make a garnishee order, charging order or receivership order;
 - (b) issue a warrant of sale; or

- (c) make an order for or to assist enforcement of the judgment with the consent of the [judgment creditor](#) and [judgment debtor](#).

Division 3—Examination hearings

203.8—Issue of examination summons

- (1) An application for the issue of an examination summons to a [judgment debtor](#) must be made—
- (a) when the application is under section 5(5) of the [Enforcement Act](#)—by filing an application to enforce a judgment in the prescribed form; or
 - (b) when the application is under section 61(7) of the [Fines Enforcement Act](#)—by filing an [Originating Application](#), which need not be supported by an affidavit, in accordance with [rule 82.1](#) in the prescribed form.

Prescribed forms—

Form 141 [Application to Enforce Judgment](#)

Form 2D [Originating Application – Examination Summons Fines Enforcement and Debt Recovery Act](#)

- (2) The [judgment creditor](#) is not required to serve an application under subrule (1) on the [judgment debtor](#).
- (3) If an application complies with subrule (1), [the Registrar](#) may convene an examination hearing before the Court and issue an examination summons in the prescribed form requiring the [judgment debtor](#) to attend for examination.

Prescribed forms—

Form 146 [Examination Summons](#)

Form 147 [Examination Summons - Fines Enforcement and Debt Recovery Act](#)

- (4) The examination summons must be served by [personal service](#) on the [judgment debtor](#) as soon as practicable.

Notes—

Section 5(5) of the *Enforcement of Judgments Act 1991* requires an examination summons issued under that subsection to be served personally.

Section 61(7) of the *Fines Enforcement and Debt Recovery Act 2017* requires an examination summons issued under that subsection to be served personally.

Magistrates Court

- (5) Unless the Court otherwise orders, the examination summons must be returnable at the Court nearest to—
- (a) the place of residence of a [judgment debtor](#) who is an individual; or
 - (b) a registered office or principal office of a [judgment debtor](#) who is not an individual.

203.9—Examination hearing

- (1) Unless the Court otherwise orders, a hearing under this Division is to be heard [in chambers](#) in the presence of the parties.

- (2) If a [judgment debtor](#) appears at an examination hearing, the person must give evidence on oath or affirmation relevant to whether they, without proper excuse, failed to comply with a [payment order](#).
- (3) The Court may—
 - (a) on an application under the [Enforcement Act](#)—if satisfied of the matters in section 5(7) of that Act, order the issue of a warrant of commitment under that section in the prescribed form;

Prescribed form—

Form 160 [Warrant of Commitment – Non-Compliance with Order for Payment](#)
 - (b) on an application under the [Fines Enforcement Act](#)—if satisfied of the matters in section 61(9) of that Act, order the issue of a warrant of commitment under that section in the prescribed form.

Prescribed form—

Form 161 [Warrant of Commitment – Fines Enforcement and Debt Recovery Act](#)
- (4) The Court may, at an examination hearing, on application by the [judgment creditor](#) and after giving to the [judgment debtor](#) an opportunity to be heard—
 - (a) make a garnishee order, charging order or receivership order;
 - (b) issue a warrant of sale; or
 - (c) make an order for or to assist enforcement of the judgment with the consent of the [judgment creditor](#) and [judgment debtor](#).
- (5) The Court may, on application of either the judgment creditor or the judgment debtor and after giving the parties an opportunity to be heard, rescind, suspend or vary the payment order under section 5(4) of the [Enforcement Act](#).
- (6) If a [judgment debtor](#) remedies the default that led to an order for the issue of a warrant of commitment—
 - (a) if a warrant has not yet been issued—the [judgment creditor](#) must not request the issue of the warrant and [the Registrar](#) must not issue the warrant; or
 - (b) if a warrant has been issued—[the Registrar](#) must cancel the warrant.

Division 4—Warrant of sale

203.10—Application

- (1) An application for a warrant of sale under section 7(1) of the [Enforcement Act](#) must be made by filing an application to enforce a judgment in the prescribed form.

Prescribed form—

Form 141 [Application to Enforce Judgment](#)

Note—

Section 7(2) of the *Enforcement of Judgments Act 1991* provides that the seizure and sale of personal property that could not be taken in bankruptcy proceedings against the [judgment debtor](#) cannot be authorised.

- (2) If a warrant for the sale of land is sought, the person seeking the warrant must file a copy of the certificate of title in relation to the land sought to be sold under the warrant.

- (3) If an application complies with subrule (1), [the Registrar](#) may issue a warrant of sale in the prescribed form.

Prescribed form—

Form 163 [Warrant of Sale](#)

Note—

Section 7(5)(b) of the *Enforcement of Judgments Act 1991* provides that, subject to any contrary direction by the court, if there is a reasonable possibility of satisfying the [judgment debt](#) out of personal property, the sheriff should sell personal property before proceeding to sell real property.

Division 5—Garnishee orders

203.11—Application and hearing without notice

- (1) An application for a garnishee order under section 6(1) of the [Enforcement Act](#) must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) accompanied by a draft order in the prescribed form.

Prescribed form—

Form 148 [Interim Garnishee Order](#)

Note—

Section 60(1) of the *Social Security (Administration) Act 1999* (Cth) provides that, subject to other provisions of that Act, a social security payment is absolutely inalienable, whether by way of, or in consequence of, sale, assignment, charge, execution, bankruptcy or otherwise.

- (2) The supporting affidavit must—
- identify the money of, or owing or accruing to, the [judgment debtor](#) in the control of or by the proposed garnishee sought to be attached;
 - deleted by Amending Rules No 10
 - state whether the [judgment creditor](#) seeks an order nisi under section 6(3) of the [Enforcement Act](#) and, if so, identify the grounds on which it is sought [without notice](#).
- (3) If the [judgment creditor](#) seeks an order nisi, the Court may, if satisfied that it is appropriate to do so, make a garnishee order nisi under section 6(3) of the [Enforcement Act](#) in the prescribed form [in chambers](#) and fix a date for hearing to give the [judgment debtor](#) and garnishee an opportunity to be heard.

Prescribed form—

Form 148 [Interim Garnishee Order](#)

- (4) If a garnishee order nisi—
- is made—the interlocutory application, supporting affidavit and garnishee order nisi; or
 - is not sought or not made—the interlocutory application, supporting affidavit and draft order,
- must be served on the [judgment debtor](#) and garnishee at that person's [address for service](#) or otherwise by [original service](#) as soon as practicable.

203.12—Hearing

- (1) If a [judgment debtor](#) or garnishee appears at a hearing, they will be given an opportunity to give evidence or make representations.
- (2) If a [judgment debtor](#) or garnishee fails to appear within 15 minutes of the scheduled commencement of the hearing and the conditions in [rule 201.6\(1\)](#) are satisfied, the Court may proceed in the absence of the [judgment debtor](#) or garnishee as the case may be.
- (3) deleted by Amending Rules No 10
- (4) If an order is made under subrule (3) (a ***garnishee order***) in the absence of the [judgment debtor](#) or garnishee, the garnishee order must be served on the [judgment debtor](#) and garnishee at that person's [address for service](#) or otherwise by [personal service](#).

203.13—Personal liability of garnishee

- (1) A [judgment creditor](#) may apply for judgment against a garnishee on the ground that the garnishee failed to comply with a garnishee order and became personally liable for payment of the amount subject to attachment under section 6(6) of the [Enforcement Act](#) by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) An application for judgment against a garnishee must be served on the garnishee at that person's [address for service](#) or otherwise by [personal service](#) as soon as practicable.

203.13A—Payment of money subject to attachment

- (1) Unless the Court otherwise orders, the garnishee must pay money subject to the attachment directly to the [judgment creditor](#)—
 - (a) by depositing the money into an [ADI](#) account nominated by the [judgment creditor](#);
 - (b) by cheque; or
 - (c) by another method agreed between the garnishee and the judgment creditor.
- (2) The garnishee must use the [judgment debtor's](#) first and last name, and where possible, the case number in which the garnishee order was made as a reference to identify the transaction when paying the money in accordance with subrule (1).
- (3) The garnishee must provide a receipt in respect of the payment to the [judgment debtor](#) within 7 days of the payment being made.
- (4) The [judgment creditor](#) must acknowledge receipt of the payment within 7 days by written notice to the garnishee.

Division 6—Charging orders**203.14—Application**

- (1) An application for a charging order under section 8(1) of the [Enforcement Act](#) must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) accompanied by a draft order in the prescribed form.

Prescribed form—

Form 150 [Charging Order](#)

- (2) The supporting affidavit must—
 - (a) identify the property sought to be charged;
 - (b) prove the [judgment debtor](#)'s ownership of the property;
 - (c) identify whether any other person has a proprietary interest in the property;
 - (d) if the property is an interest in land—exhibit a copy of the certificate of title;
 - (e) identify whether registration of the charge is sought and, if so, the type of registration; and
 - (f) if sale of the property is sought, identify that fact and how it is proposed that the property be sold and the proceeds of sale be applied.
- (3) The application, draft order and supporting affidavit must be served on the [judgment debtor](#) at that person's [address for service](#) or otherwise by [personal service](#) as soon as practicable.

203.15—Hearing

- (1) If a [judgment debtor](#) appears at the hearing, they will be given an opportunity to give evidence or make representations.
- (2) If a [judgment debtor](#) fails to appear within 15 minutes of the scheduled commencement of the hearing and the conditions in [rule 201.6\(1\)](#) are satisfied, the Court may proceed in the absence of the [judgment debtor](#).
- (3) If a person has or may have an interest in the property sought to be charged, the Court may order that that person be joined as an interested party to the proceeding or that notice be given to the person.
- (4) The Court may, at the hearing, if satisfied that it is appropriate to do so, make a charging order in the prescribed form.

Prescribed form—

Form 150 [Charging Order](#)

- (5) If a charging order is made in the absence of the [judgment debtor](#), the order must be served on the [judgment debtor](#) at that person's [address for service](#) or otherwise by [original service](#) as soon as practicable.

Division 7—Appointment of receiver

203.16—Application

- (1) An application for appointment of a receiver under section 9(1) of the [Enforcement Act](#) must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) accompanied by a draft order in the prescribed form as an editable Word document.

Prescribed form—

Form 79 [Draft Order](#)

- (2) An application for appointment of a receiver under section 66(1) of the [Fines Enforcement Act](#) must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with

[rule 82.1\(2\)](#) and accompanied by a draft order in the prescribed form as an editable Word document.

Prescribed forms—

Form 2E [Originating Application – Appointment of Receiver Under Fines Enforcement and Debt Recovery Act](#)

Form 79 [Draft Order](#)

- (3) The supporting affidavit must—
 - (a) identify the property sought to be the subject of the receivership;
 - (b) identify the grounds of the application; and
 - (c) identify the proposed remuneration of the receiver.
- (4) The application, draft order and supporting affidavit must be served on the [judgment debtor](#) at that person's [address for service](#) or otherwise by [personal service](#) as soon as practicable.

203.17—Hearing

- (1) If a [judgment debtor](#) appears at the hearing, they will be given an opportunity to give evidence or make representations.
- (2) If a [judgment debtor](#) fails to appear within 15 minutes of the scheduled commencement of the hearing and the conditions in [rule 201.6\(1\)](#) are satisfied, the Court may proceed in the absence of the [judgment debtor](#).
- (3) The Court may, at the hearing, if satisfied that it is appropriate to do so, make an order under section 9(1) of the [Enforcement Act](#) or section 66(1) of the [Fines Enforcement Act](#) in the prescribed form (a *receivership order*).

Prescribed form—

Form 82 [Record of Outcome - Order](#)

- (4) If a receivership order is made in the absence of the [judgment debtor](#) or receiver, the order must be served on the [judgment debtor](#) and receiver at that person's [address for service](#) or otherwise by [personal service](#) as soon as practicable.

Division 8—Absconding debtors

203.18—Application

- (1) An application for a summons or warrant of apprehension for a person to appear or be brought before the Court for examination under section 14(1) of the [Enforcement Act](#) must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) accompanied by a draft order in the prescribed form as an editable Word document.

Prescribed form—

Form 79 [Draft Order](#)

- (2) The supporting affidavit must identify the grounds for believing that—
 - (a) the person is about to leave the State; and
 - (b) the person's absence from the State would seriously prejudice the applicant's prospects of enforcing a judgment that has been, or may be, given in the applicant's favour.

- (3) If an application complies with subrules (1) and (2), [the Registrar](#) may issue—
 - (a) a summons in the prescribed form for the person to appear before the Court for examination; or
 - (b) a warrant of apprehension in the prescribed form for the person to be apprehended and brought before the Court for examination.

Prescribed forms—

Form 151 [Summons to Judgment Debtor](#)

Form 152 [Summons to Potential Judgment Debtor](#)

Form 155 [Warrant of Apprehension – Judgment Debtor](#)

Form 154 [Warrant of Apprehension](#)

- (4) If a summons is issued, the summons together with the application, draft order and supporting affidavit must be served on the person named in the summons at that person's [address for service](#) or otherwise by [personal service](#) as soon as practicable.
- (5) If a warrant is issued, the application, draft order and supporting affidavit must be served on the person named in the warrant at the same time as the warrant is executed.

203.19—Hearing

- (1) If a person the subject of a summons appears at a hearing or is brought before the Court under a warrant, they will be given an opportunity to give evidence or make representations.
- (2) If a person the subject of a summons fails to appear within 15 minutes of the scheduled commencement of the hearing and the conditions in [rule 201.6\(1\)](#) are satisfied, the Court may issue a warrant of apprehension under [rule 201.6\(1\)](#).
- (3) The Court may, at the hearing, if satisfied that it is appropriate to do so, make an order requiring a person to give security for the satisfaction of any judgment that has been or may be given in the applicant's favour under section 14(2) of the [Enforcement Act](#) in the prescribed form.

Prescribed form—

Form 82 [Record of Outcome - Order](#)

Part 4—Enforcement of non-monetary judgments (except contempt)—Supreme Court, District Court and Magistrates Court

Division 1—Warrant of possession of personal property

204.1—Application and issue of warrant—personal property

- (1) An application by a person in whose favour a judgment for recovery or delivery up of possession of personal property has been given for a warrant of possession under section 11(1) of the [Enforcement Act](#) must be made by filing an application to enforce a judgment in the prescribed form as an editable Word document.

Prescribed form—

Form 141 [Application to Enforce Judgment](#)

- (2) If an application complies with subrule (1), [the Registrar](#) may issue a warrant of possession in the prescribed form.

Prescribed form—

Form 169 [Warrant of Possession of Personal Property](#)

Division 2—Warrant of possession of land

204.2—Application and issue of warrant—land

- (1) An application by a person in whose favour a judgment for recovery or delivery up of possession of land has been given for a warrant of possession under section 11(1) of the [Enforcement Act](#) must be made by filing an application to enforce a judgment in the prescribed form.

Prescribed form—

Form 141 [Application to Enforce Judgment](#)

- (2) An application must not be made under subrule (1) unless the judgment has been served on the respondent and interested parties (if applicable) by [personal service](#) or, if an order for [substituted service](#) has been made under [rule 42.9](#), by [substituted service](#) in accordance with that order and time for compliance with the judgment has expired.
- (3) The person seeking the warrant must attach to, or file at the same time as, the application a copy of the certificate of title in relation to the land sought to be the subject of the warrant.
- (4) If an application complies with subrules (1) and (2) and is made within 6 months after the judgment for possession on which the application is based, [the Registrar](#) may issue a warrant of possession in the prescribed form.

Prescribed form—

Form 168 [Warrant of Possession of Land](#)

204.3—Application for warrant of possession of land after 6 months

- (1) This rule applies if an application for a warrant of possession is made—
- (a) more than 6 months after the judgment for possession on which the application is based; or
 - (b) after a previous warrant of possession has lapsed.
- (2) Before applying for issue of a warrant, the applicant must file a notice of intention to apply for a warrant of possession in the prescribed form and serve it on—
- (a) the respondent; and
 - (b) the occupier (if any) of the land the subject of the judgment for possession.

Prescribed form—

Form 166 [Notice of Intention to Apply For – Warrant of Possession](#)

- (2A) An application must not be made under subrule (2) unless the judgment has been served on the respondent and interested parties (if applicable) by [personal service](#) or, if an order for [substituted service](#) has been made under [rule 42.9](#), by [substituted service](#) in accordance with that order and the time for compliance with the judgment has expired.

- (3) A notice under subrule (2) must be served at the person's [address for service](#) or otherwise by [original service](#).
- (4) [The Registrar](#) may, on request by a person referred to in subrule (3), join the person as an interested party without an order being made by the Court.
- (5) A respondent, or occupier who has been joined as an interested party in accordance with subrule (4), who wishes to oppose the issue of a warrant of possession under this rule must, within 10 days after service of the notice, file and serve on the applicant—
 - (a) a notice of objection to issue of a warrant of possession in the prescribed form; and
 - (b) a supporting affidavit in accordance with [rule 31.7](#) deposing to facts by reason of which a warrant should not be issued.

Prescribed form—

Form 167 [Notice of Objection to Issue of Warrant of Possession](#)

- (6) If—
 - (a) service of the notice of intention to apply in accordance with subrules (2) and (3) on the respondent and on any occupier is proved by an affidavit of proof of service in the prescribed form; and
 - (b) no notice of objection is filed in accordance with subrule (5),[the Registrar](#) may issue a warrant of possession in the prescribed form after an application has been made in the prescribed form.

Prescribed forms—

Form 42 [Affidavit of Proof of Service](#)

Form 43 [Affidavit of Proof of Personal Service on an Individual by Sheriff's Officer](#)

Form 168 [Warrant of Possession of Land](#)

- (7) If a notice of objection is filed in accordance with subrule (5), [the Registrar](#) must convene a hearing before the Court to determine whether a warrant of possession should be issued and give notice of the hearing to the applicant, respondent and any occupier identified in the notice of application or notice of objection.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (8) At the hearing, the Court—
 - (a) will consider whether, having regard to the circumstances that have occurred or become known since the making of the order for possession or issue of the previous warrant (whichever is later), there is good reason not to issue a warrant; and
 - (b) if satisfied that no such good reason exists, may order the issue of a warrant of possession.
- (9) If the Court orders the issue of a warrant of possession, [the Registrar](#) will issue a warrant of possession in the prescribed form.

Prescribed form—

Form 168 [Warrant of Possession of Land](#)

Division 3—Execution of instruments

204.4—Application

- (1) An application by a party for an order under section 13(1) of the [Enforcement Act](#) that another party execute or endorse a document or that an officer of the Court be authorised to do so on the party's behalf must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) accompanied by a draft order in the prescribed form.

Prescribed form—

Form 79 [Draft Order](#)

- (2) The supporting affidavit must identify—
 - (a) the document necessary to give effect to the judgment; and
 - (b) the request made of the party to execute the document and the party's response or other ground on which the order is sought.
- (3) The application, draft order and supporting affidavit must be served on the party against whom the order is sought at that party's [address for service](#) or otherwise by [original service](#) as soon as practicable.

204.5—Hearing

- (1) If a party against whom an order under this Division is sought appears at the hearing, they will be given an opportunity to give evidence or make representations.
- (2) If a party against whom an order is sought fails to appear within 15 minutes of the scheduled commencement of the hearing and the conditions in [rule 201.6\(1\)](#) are satisfied, the Court may proceed in the absence of the party.
- (3) The Court may, at the hearing, if satisfied that it is appropriate to do so, make an order in the prescribed form—
 - (a) that the party execute or endorse the document; or
 - (b) authorising an officer of the Court to execute or endorse the document on behalf of the party under section 13(1) of the [Enforcement Act](#).

Prescribed form—

Form 81 [Record of Outcome – Order](#) or Form 82 [Order](#)

- (4) If an order requiring a party to execute or endorse a document is made in the absence of the party, the order must be served on that party at that party's [address for service](#) or otherwise by [personal service](#) as soon as practicable.

Part 5—Contempt

Division 1—Introduction

205.1—Definitions

In this Part, unless the contrary intention appears—

accused means the person charged with contempt of Court;

prosecutor means the person prosecuting the charge of contempt of Court and, when applicable, denotes [the Registrar](#).

205.2—Application of Part

This Part applies to all proceedings for contempt, whether brought under [the Act](#), the [Enforcement Act](#), another statute or the inherent or implied jurisdiction of the Court.

Division 2—Court initiated proceeding

205.3—Initiation

- (1) If contempt is committed in the face of the Court and it is necessary to deal urgently with it, the Court may direct [the Registrar](#) to formulate a charge of contempt and in the meantime—
 - (a) order that the accused be taken into custody; or
 - (b) order the issue of a warrant of apprehension in the prescribed form to have the accused apprehended and brought before the Court to be dealt with on the charge.

Prescribed form—

Form 156 [Warrant of Apprehension – Contempt or Breach of Condition](#)

- (2) In any other case, the Court may direct [the Registrar](#) to formulate a charge of contempt.

205.4—Formulation of charge

- (1) If the Court makes an order under [rule 205.3\(1\)](#) or a direction under [rule 205.3\(2\)](#), [the Registrar](#) must as soon as practicable formulate a charge containing reasonable details of the alleged contempt and—
 - (a) if the contempt was allegedly committed in or in respect of a proceeding—file an interlocutory application in accordance with [rule 102.1](#) charging the [accused](#) with contempt; or
 - (b) in any other case—file an [Originating Application](#) in accordance with [rule 82.1](#) charging the [accused](#) with contempt.
- (2) Upon an application being filed under subrule (1), the Court may order the issue of—
 - (a) a summons in the prescribed form requiring the [accused](#) to attend before the Court to answer the charge; or
 - (b) a warrant of apprehension in the prescribed form to have the [accused](#) apprehended and brought before the Court to be dealt with on the charge.

Prescribed forms—

Form 153 [Summons for Contempt or Breach of Condition](#)

Form 156 [Warrant of Apprehension – Contempt or Breach of Condition](#)

Division 3—Party initiated proceeding

205.5—Application by party

- (1) If a party claims that another party, a witness or another person has committed contempt of Court in relation to a proceeding, the party may apply by filing an interlocutory application in accordance with [rule 102.1](#) for the [accused](#) to be charged with contempt and supporting affidavit containing reasonable details of the alleged contempt.

- (2) If the Court is satisfied that there are reasonable grounds to suspect that the [accused](#) committed the alleged contempt, the Court may—
 - (a) require [the Registrar](#); or
 - (b) permit the party who filed the interlocutory application, to formulate a charge containing reasonable details of the alleged contempt and file an interlocutory application in accordance with [rule 102.1](#) charging the [accused](#) with contempt.
- (3) If the Court makes an order under subrule (2)(a), the Court may order that the party who filed the interlocutory application must indemnify [the Registrar](#) in respect of costs incurred, or ordered to be paid, by [the Registrar](#) in prosecuting the contempt charge.
- (4) Upon an interlocutory application charging the [accused](#) with contempt being filed, the Court may order the issue of—
 - (a) a summons in the prescribed form requiring the [accused](#) to attend before the Court to answer the charge; or
 - (b) a warrant of apprehension in the prescribed form to have the [accused](#) apprehended and brought before the Court to be dealt with on the charge.

Prescribed forms—

Form 153 [Summons for Contempt or Breach of Condition](#)

Form 156 [Warrant of Apprehension – Contempt or Breach of Condition](#)

Division 4—Hearing and determination of charge

205.6—Prosecution by Registrar

If the prosecution of the contempt charge is undertaken by [the Registrar](#), [the Registrar](#) may retain a law firm to act, or counsel to appear, for [the Registrar](#).

205.7—Hearing and determination

- (1) If the [accused](#) admits the charge, the Court may act on the admission.
- (2) If the [accused](#) does not admit the charge, at the hearing of the charge of contempt—
 - (a) evidence may be adduced by the [prosecutor](#) or the [accused](#) (in addition to oral testimony and the tender of documents) in the form of an affidavit, provided that the other party has an opportunity to cross-examine the deponent;
 - (b) the Court may, on its own initiative, adduce evidence;
 - (c) if the Court calls a witness to give evidence—the [prosecutor](#) and the [accused](#) may cross-examine the witness; and
 - (d) after hearing submissions by the parties, the Court will determine whether the charge has been proved beyond reasonable doubt.
- (3) If the Court finds the [accused](#) guilty, or the [accused](#) admits guilt of the contempt, the Court will hear submissions concerning penalty.
- (4) The Court may exercise, with respect to the charge, any power that it has with respect to a charge of an offence and, with respect to the accused, any power it has in relation to a person charged with an offence.

205.8—Penalty

- (1) This rule applies when the [accused](#) admits guilt or the Court finds the [accused](#) guilty of contempt.
- (2) The Court may punish contempt by a fine or, if the [accused](#) is an individual, by imprisonment.
- (3) If the Court imposes imprisonment, the Court will issue a warrant of commitment in the prescribed form.

Prescribed form—

Form 162 [Warrant of Commitment – Contempt](#)

- (4) If the Court imposes a fine, the Court may—
 - (a) fix the time for payment of the fine; or
 - (b) if the [accused](#) is an individual—fix a term of imprisonment in default of payment of the fine.
- (5) The Court may—
 - (a) if the [accused](#) provides an undertaking to the Court to observe conditions determined by the Court and to appear for the determination of penalty upon a breach of those conditions—release the [accused](#) without imposing penalty; or
 - (b) if the [accused](#) provides an undertaking to the Court to observe conditions determined by the Court—suspend the carrying into effect of a penalty for contempt.

205.9—Subsequent proceedings

- (1) If the Court makes an order under [rule 205.8\(5\)](#) and it subsequently appears that the [accused](#) may have breached a condition of the undertaking, the Court may order the issue of—
 - (a) a summons in the prescribed form requiring the [accused](#) to attend before the Court; or
 - (b) a warrant of apprehension in the prescribed form to have the [accused](#) apprehended and brought before the Court.

Prescribed forms—

Form 153 [Summons for Contempt or Breach of Condition](#)

Form 156 [Warrant of Apprehension – Contempt or Breach of Condition](#)

- (2) If the Court finds that the [accused](#) breached a condition of an undertaking entered into under [rule 205.8\(5\)\(a\)](#), the Court may—
 - (a) impose a penalty on the [accused](#) for the contempt; or
 - (b) make any other or further order as it thinks fit.
- (3) If the Court finds that the [accused](#) breached a condition of an undertaking entered into under [rule 205.8\(5\)\(b\)](#), the Court may—
 - (a) cancel the suspension of the penalty and order that the penalty be carried into effect; or
 - (b) make any other or further order as it thinks fit.

- (4) The Court may, at any stage, cancel or reduce a penalty imposed for contempt.

Part 6—Service and execution of process

Division 1—General

206.1—Service and execution of summonses and warrants

- (1) Unless the Court otherwise orders, service of a summons and execution of a warrant under this Chapter must be undertaken by the sheriff.
- (2) An application for leave to serve a summons otherwise than by the sheriff or under section 7 of the *Sheriff's Act 1978* to appoint another person to execute a warrant must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (3) An interlocutory application and supporting affidavit under subrule (2) need not be served on any other party to the proceeding.
- (4) The Registrar must give notice to the Sheriff as soon as practicable of an application under subrule (2) by sending the interlocutory application and supporting affidavit to the Sheriff by email.

206.2—Suspension of execution

The sheriff may only suspend execution of a process on—

- (a) an order of the Court; or
- (b) a written direction from the party who requested the execution that has not been subject of a written withdrawal.

206.3—Attempted service/execution report

If the sheriff is unable to effect service of a summons, application or other document, or execute a warrant, the sheriff must file and provide to the party who requested service or execution an attempted service report in the prescribed form.

Prescribed form—

Form 44 [Attempted Service Report](#)

Form 45 [Attempted Service Report by Sheriff's Officer](#)

206.4—Sheriff's fee

- (1) Subject to subrule (2)—
 - (a) a [judgment creditor](#) who requests service of a document or execution of a warrant; and
 - (b) a law firm acting for a [judgment creditor](#) who requests service of a document or execution of a warrant,
 are jointly and severally liable to pay the [sheriff's fee](#) for undertaking the service or execution.
- (2) The sheriff is entitled to deduct the [sheriff's fee](#) out of money received by the sheriff by virtue of service of a summons or execution of a warrant.
- (3) If there is a dispute between the sheriff and a person liable to pay or bear a [sheriff's fee](#) about the amount of the fee, the sheriff or any party may apply to the Court for an

order determining the dispute by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

- (4) If a law firm liable to pay a [sheriff's fee](#) under subrule (1)(b) fails to pay it within 7 days after receipt of a written demand, the sheriff may apply to the Court for an order for enforcement of the fee by filing and serving on the law firm an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (5) The sheriff may, with the consent of the Attorney-General, commit the conduct of an application under subrule (3) or (4) to the Crown Solicitor.

206.5—Application for orders

The sheriff or any party to a proceeding may apply to the Court to determine a dispute or for orders in relation to service or execution by the sheriff by filing and serving an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

206.6—Sheriff liable as if in contempt

If the sheriff does not properly serve a document or execute a warrant under this Chapter, the sheriff is liable to punishment as if in contempt of the Court.

Division 2—Execution of warrant of sale

206.7—Sale of property

- (1) Subject to subrule (2), only the interest of the [judgment debtor](#) may be the subject of a warrant of sale.
- (2) The sheriff may sell the combined interest of the [judgment debtor](#) and a third person provided that the sheriff, [judgment creditor](#), [judgment debtor](#) and third person have first agreed in writing as to the proportion in which the proceeds of sale will be divided between the sheriff (on behalf of the [judgment creditor](#), [judgment debtor](#) and the sheriff) and the third person.
- (3) The sheriff must sell property in a manner, at a time, at a place and in lots that is, in the opinion of the sheriff, most advantageous.
- (4) Unless the Court otherwise orders, a sale is to be for cash on delivery or transfer of the property the subject of the sale.
- (5) Before property is sold under a warrant, the sheriff must serve notice of the intended sale on the [judgment debtor](#) at the [judgment debtor's address for service](#) or otherwise by [original service](#) or by express post to the [judgment debtor's](#) last known address, unless the property is perishable and it is not practicable to do so.
- (6) Before property is sold under a warrant—
 - (a) if the property is perishable—the sheriff must undertake reasonable advertising of the intended sale;
 - (b) in any other case, the sheriff must advertise the sale—
 - (i) by advertisement in a newspaper circulating generally throughout the State;
 - (ii) if the property is land—by an advertisement published in the Gazette; and
 - (iii) by such other means as the sheriff considers desirable in the circumstances.

- (7) If property is sold through an auctioneer or agent, the gross proceeds of sale must, if the sheriff so requires, be given to the sheriff who will then pay to the auctioneer or agent the proper charges and expenses.
- (8) A notice by the Sheriff under section 7 of the Enforcement Act must—
 - (a) be in the prescribed form;

Prescribed form—

Form 170 Sheriff Notice
 - (b) if issued to the judgment debtor—be served on the judgment debtor at their address for service in the proceeding in which the warrant was issued (if any) or otherwise by personal service;
 - (c) if issued to a person other than the judgment debtor—served on the person by personal service.

206.8—Adverse claims

- (1) A person who claims to have—
 - (a) an unregistered interest in property which is to be sold under a warrant of sale; or
 - (b) an interest in money received by the sheriff by virtue of a warrant,

may file and serve on the sheriff written notice of the claim in the prescribed form.

Prescribed forms—

Form 164 Notice of Claim to Property Subject to Execution

Form 165 Notice of Claim to Money Subject to Execution
- (2) The Registrar may join a person referred to in subrule (1) as an interested party without an order being made by the Court.
- (3) Upon receiving a written notice under subrule (1), the sheriff must serve a copy of the notice on the judgment creditor and the judgment debtor at their address for service or otherwise by original service as soon as practicable.
- (4) If the judgment creditor or judgment debtor disputes the claim, they must, within 7 days after service of the notice, file an interlocutory application in accordance with rule 102.1, which need not be supported by an affidavit, seeking an order that the sheriff not recognise the claim.
- (5) An application under subrule (4) must be served on the sheriff, the person making the claim and the judgment debtor or judgment creditor as applicable at their address for service or otherwise by original service as soon as practicable.
- (6) If the sheriff is not served with an application under subrule (4), the sheriff is entitled to act on the basis that the claim is not disputed.
- (7) If the sheriff is served with an application under subrule (4), the sheriff must not take further steps under the warrant except in accordance with an order of the Court.

Note—

See section 16 of the *Enforcement of Judgments Act 1991*.

206.9—Payment out by sheriff

- (1) Subject to the *Bankruptcy Act 1966* (Cth) and [rule 206.8](#), when the sheriff receives money by virtue of a warrant, after making all lawful deductions (including any payment to a person having a prior interest in property sold, payment made in satisfaction of an adverse claim and the [sheriff's fee](#))—
 - (a) the sheriff must pay to the [judgment creditor](#) the balance of the [judgment debt](#) owing by the [judgment debtor](#), including post-judgment interest accruing to the date of payment plus any additional costs reasonably incurred by the [judgment creditor](#) in enforcing the judgment that are not included in the [judgment debt](#); and
 - (b) if any moneys remain—the sheriff must pay the balance to the [judgment debtor](#) against whom the warrant was executed.
- (2) If there is a dispute about money to be paid out by the sheriff, the sheriff may apply to the Court under [rule 206.5](#) or pay the monies into Court to abide the Court's order.

Part 7—Payment of court fees

207.1—Due date for payment

When a fee is payable to the Court under these Rules, or any statute or notice, subject to any applicable statute, [the Registrar](#) may determine the date on which payment is due.

207.2—Summary recovery

- (1) [The Registrar](#) may report to the Court a default by a party or lawyer in payment of a fee when due.
- (2) The Court will list the matter for hearing and [the Registrar](#) must give notice of the hearing in the prescribed form to the party or lawyer in question.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (3) [The Registrar](#) may, with the agreement of the Crown Solicitor, commit to the Crown Solicitor the conduct of the proceeding by [the Registrar](#).
- (4) The Court may, if satisfied that the fee is owing by the party or lawyer in question, make such order as it thinks fit to enforce payment, including (without limitation)—
 - (a) an order granting judgment in favour of the Courts Administration Authority against the party or lawyer in question; or
 - (b) an order as to costs.

Chapter 18—Appellate jurisdiction

Part 1—General

211.1—Definitions

In this Chapter, unless the contrary intention appears—

appeal means an appeal against a judgment, order or decision of a court or [tribunal](#) in a proceeding and, unless the context indicates otherwise, includes—

- (a) a review;
- (b) a cross appeal (or cross review);
- (c) an application for leave to appeal (or cross appeal); or
- (d) an application for an extension of time to appeal or review (or cross appeal or cross review);

appellant means—

- (a) in an appeal—the person appealing against or seeking review in the nature of an appeal against a judgment, order or decision and, unless the context indicates otherwise, includes that person in the capacity of a respondent to a cross appeal; or
- (b) in a case stated—the person who files the notice of case stated or otherwise has the carriage of the case stated;

appellate document means—

- (a) a notice of appeal or review;
- (b) an application for leave to appeal;
- (c) a notice of cross appeal or cross review;
- (d) a notice of alternative contention; or
- (e) a notice of case stated;

appellate proceeding means—

- (a) an appeal (including a review, cross appeal or cross review); or
- (b) a case stated;

case stated means a case stated or question reserved for the consideration of the Court of Appeal;

cross appeal means a cross appeal referred to in [rule 214.4](#) and, unless the context indicates otherwise, includes a cross review referred to in [rule 214.4](#);

filing page means a front sheet to a document to be filed which shows the court, jurisdiction, list (if applicable), case number, parties, name of the document to be filed and details of the law firm representing the party filing the document, or if self-represented, the party;

interested party in an appellate proceeding means a party (whenever joined)—

- (a) who was an interested party in the proceeding at first instance unless the party has no interest in the appellate proceeding; or

- (b) against whom no relief is sought in and whose interest is not directly and adversely affected by the appellate proceeding but who should be given the opportunity to be heard in relation to the proceeding or who must be joined to be bound by the result;

listed hearing date means the earlier of the listed hearing date referred to in [rule 217.3\(1\)](#) and any varied hearing date referred to in [rule 217.3\(3\)](#);

preparation commencement date in respect of an appellate proceeding to be determined by the Court of Appeal means—

- (a) if leave to appeal is required—the date when leave to appeal is granted or referred for hearing at the same time as the appeal; or
- (b) in any other case—the date of institution of the appellate proceeding;

respondent to an appellate proceeding means a party (whenever joined)—

- (a) who was an applicant or respondent in the proceeding at first instance, unless the party has no interest in the appellate proceeding; or
- (b) against whom orders are sought in, or whose interest may be directly and adversely affected by, the orders sought in the appellate proceeding;

review means a proceeding in which a party to the proceeding seeks review in the nature of an appeal against a judgment, order or decision of a Court or [tribunal](#).

211.2—Service of documents

Unless the Court otherwise orders, any document that is to be served on a person in an appellate proceeding must be served—

- (a) if the person has an [address for service](#) in the appellate proceeding—by service at that [address for service](#);
- (b) if the person has an [address for service](#) in the underlying proceeding but not in the appellate proceeding—by service at that [address for service](#); or
- (c) in any other case—by [original service](#).

211.3—Interlocutory applications, hearings and orders

- (1) Chapter 9, with any necessary changes, applies to an appellate proceeding in the same manner as it applies to an originating application.
- (2) Chapter 10 Part 1, Part 2 Division 5, Part 4 and Part 8, with any necessary changes, apply to an appellate proceeding in the same manner as they apply to an action.

211.4—Resolution and early finalisation

- (1) Chapter 11 Part 1, with any necessary changes, applies to an appellate proceeding in the same manner as it applies to an action.
- (2) Chapter 12 Parts 5 and 6, with any necessary changes, apply to an appellate proceeding in the same manner as they apply to an originating application.

211.5—Judgment, costs and enforcement

- (1) Chapter 15, except Part 3, with any necessary changes, applies to an appellate proceeding in the same manner as it applies to an action.
- (2) Chapter 16, except Part 6, with any necessary changes, applies to an appellate proceeding in the same manner as it applies to an action.

- (3) Chapter 17, with any necessary changes, applies to an appellate proceeding in the same manner as it applies to an action.

Part 2—Jurisdiction

Division 1—Supreme Court

212.1—Jurisdiction of Associate Justice

Unless a Judge or Associate Justice otherwise orders, the jurisdiction of the Supreme Court to hear and determine a [review](#) of a decision of [a Registrar](#) of the Supreme Court under [rule 195.12\(3\)](#), [rule 201.4](#) or [rule 262.3](#) is to be exercised by an Associate Justice.

212.2—Jurisdiction of single Judge

- (1) Subject to subrule (2), [rule 212.1](#) and [rule 212.3](#), the appellate jurisdiction of the Supreme Court is to be exercised by a single Judge if—
 - (a) the appellate proceeding is an appeal against an interlocutory decision (order or judgment), or a judgment or order (final or interlocutory) under Chapter 16 Part 6 or Chapter 19 Part 3, 5, 11, 12, 13, 15, 16 or 17 by an Associate Justice or Judicial Registrar of the Court;
 - (b) the appellate proceeding is an appeal against a decision of the South Australian Civil and Administrative Tribunal constituted otherwise than by a Presidential Member;
 - (c) the appellate proceeding is an appeal against an interlocutory decision of the Legal Practitioners Disciplinary Tribunal;
 - (d) the appellate proceeding is an appeal against a decision of the Board of Examiners under [rule 258.2\(4\)](#) or section 17A(6) of the Legal Practitioners Act;
 - (e) the appellate proceeding is an appeal against or [review](#) of a decision of the [Law Society](#) under section 46, 52A or 63(4) of the Legal Practitioners Act or Chapter 20 Part 7, 8, 9 or 10 of these Rules;
 - (f) a statute so requires;
 - (g) a statute so provides in the absence of rules or an order otherwise providing and no such provision is made;
 - (h) any applicable statute and these Rules are silent on the forum to hear the appellate proceeding;
 - (i) a Judge so orders; or
 - (j) the Court of Appeal remits the appeal to a single Judge for hearing and determination.

Notes—

Section 43(2)(b) of the *District Court Act 1991* provides that an appeal against an interlocutory judgment given by a District Court Judge lies to a single Judge of the Supreme Court.

Section 11A(a) of the *Dust Diseases Act 2005* provides that an appeal against an interlocutory order made by the South Australian Employment Tribunal lies to a single Judge of the Supreme Court.

Section 30(1) of the *Environment, Resources and Development Court Act 1993* provides that an appeal against an interlocutory order by the Environment Resources and Development Court or

against a decision or order made by a commissioner, Associate Justice, registrar or magistrate of that Court lies to a single Judge of the Supreme Court.

Section 22(2) of the *Youth Court Act 1993* provides that an appeal against an interlocutory order by the Youth Court or against a final judgment by a magistrate of that Court lies to a single Judge of the Supreme Court.

Section 40 of the *Magistrates Court Act 1991* provides that an appeal against a judgment by the Magistrates Court, except in respect of a [minor civil action](#), lies to a single Judge of the Supreme Court.

Section 71(1)(b) of the *South Australian Civil and Administrative Tribunal Act 2013* provides that, unless the rules of court otherwise provide, an appeal against a decision of the Tribunal, unless comprised of or including a presidential member, lies to a single Judge of the Supreme Court.

Section 86(1) of the *Legal Practitioners Act 1981* provides that a right of appeal to the Supreme Court lies against a decision of the Tribunal made in the exercise or purported exercise of powers or functions under this Act.

- (2) Subject to a statute conferring jurisdiction on a single Judge in absolute terms, a Judge may order that the appellate jurisdiction of the Supreme Court that would otherwise be exercised by a single Judge be exercised by the Court of Appeal.

212.3—Jurisdiction of Court of Appeal

- (1) Subject to subrule (2), the appellate jurisdiction of the Supreme Court is to be exercised by the Court of Appeal if—
 - (a) the appellate proceeding is an appeal against—
 - (i) a final decision (judgment or order) by an Associate Justice or Judicial Registrar of the Court, except a judgment or order under Chapter 16 Part 6 or Chapter 19 Part 3, 5, 11, 12, 13, 15, 16 or 17;
 - (ii) a decision of the South Australian Civil and Administrative Tribunal constituted by or including a Presidential Member; or
 - (iii) a final decision of the Legal Practitioners Disciplinary Tribunal;
 - (b) the appellate proceeding is a [case stated](#);
 - (c) a statute so requires;
 - (d) a statute so provides in the absence of rules or an order otherwise providing and no such provision is made;
 - (e) the appellate proceeding arises from a final judgment of a court or [tribunal](#) constituted of a judicial officer who has the status of a Judge; or
 - (f) a Judge so orders.

Notes—

Section 43(2)(c) of the *District Court Act 1991* provides that an appeal against a final judgment given by a District Court Judge lies to the Court of Appeal.

Section 11A(b) of the *Dust Diseases Act 2005* provides that an appeal against a decision, other than an interlocutory order, made by the South Australian Employment Tribunal lies to the Court of Appeal.

Section 68 of *South Australian Employment Tribunal Act 2014* provides that an appeal against a decision of the Full Bench of the South Australian Employment Tribunal or Employment Court lies to the Court of Appeal.

Section 30(1) of the *Environment, Resources and Development Court Act 1993* provides that an appeal against a final judgment by a Judge of that Court lies to the Court of Appeal.

Section 22(2) of the *Youth Court Act 1993* provides that an appeal against a final judgment by a Judge of that Court lies to the Court of Appeal.

Section 71(1)(a) of the *South Australian Civil and Administrative Tribunal Act 2013* provides that, unless the rules of court otherwise provide, an appeal against a decision of the Tribunal comprised of or including a presidential member lies to the Court of Appeal.

Section 86(1) of the *Legal Practitioners Act 1981* provides that an appeal to the Supreme Court lies against a decision of the Tribunal made in the exercise or purported exercise of powers or functions under that Act.

Section 19B of the *Supreme Court Act 1935* provides that the Court of Appeal has jurisdiction to hear and determine all appeals from a single Judge (subject to the Act or another Act and, if the Judge is sitting in chambers, subject also to the rules of court); all rules and orders to show cause returnable before the Court of Appeal; all questions of law referred to or reserved for the consideration of, or directed to be argued before the Court of Appeal; and all causes and matters which are required by the rules of court, or by the express provision of any other Act, to be heard or determined by the Court of Appeal.

- (2) Subject to a statute conferring jurisdiction on the Court of Appeal in absolute terms, a Judge may order that the appellate jurisdiction of the Supreme Court that would otherwise be exercised by the Court of Appeal is to be exercised by a single Judge.

212.4—Constitution of Court of Appeal

Subject to [rule 212.5](#), when the jurisdiction to hear and determine an appellate proceeding is vested in or to be exercised by the Court of Appeal, the Court of Appeal—

- (a) will ordinarily be comprised of 3 Judges;
- (b) may, if the [Chief Justice](#) or President of the Court of Appeal so determines, be comprised of 5 Judges; or
- (c) may, if the [Chief Justice](#) or President of the Court of Appeal so determines, be comprised of 2 Judges.

212.5—Interlocutory and ancillary orders in Court of Appeal matter

- (1) Subject to any statute to the contrary and subrule (3), when the jurisdiction to hear and determine an appellate proceeding is vested in, or to be exercised by, the Court of Appeal, a single Judge may make interlocutory orders and other orders ancillary to the hearing and determination of the appellate proceeding.
- (2) For example, a Judge may make orders relating to—
 - (a) the constitution of an [appellate proceeding](#);
 - (b) the filing, service or amendment of an appellate document;
 - (c) striking out an appellate document [or summarily dismissing an appellate proceeding if—](#)
 - (i) the appellate proceeding is incompetent or has not been validly commenced;
 - (ii) none of the grounds has a reasonable prospect of succeeding; or
 - (iii) the appellant has not obeyed these Rules or any order made under them;
 - (d) striking out any ground that does not have a reasonable prospect of succeeding or does not comply with these Rules or any order made under them;

- (e) the identification of issues in an appellate proceeding;
 - (f) security for costs;
 - (g) evidence that is or may be adduced on the appellate proceeding;
 - (h) conduct of and preparation for hearing of an appellate proceeding;
 - (i) the grant or referral to the Court of Appeal of leave to appeal;
 - (j) the grant or referral to the Court of Appeal of an extension of time to appeal; or
 - (k) the hearing by the Court of Appeal of the appellate proceeding or any issue related to it (including leave to appeal, or an extension of time to appeal or to seek leave to appeal).
- (3) This rule does not derogate from the power of the Court of Appeal constituted under [rule 212.4](#) to make interlocutory orders and other orders ancillary to the hearing and determination of the appellate proceeding.

Division 2—District Court

212.6—Jurisdiction of Associate Judge

Unless a Judge or Associate Judge otherwise orders, the jurisdiction of the District Court to hear and determine a [review](#) of a decision of [a Registrar](#) of the District Court under [rule 195.12\(3\)](#) or [rule 201.4](#) is to be exercised by an Associate Judge.

212.7—Jurisdiction of single Judge

Subject to any statute to the contrary and to [rule 212.6](#), the jurisdiction of the District Court to hear and determine an appeal is to be exercised by a Judge.

Notes—

Section 43(2) of the *District Court Act 1991* provides that an appeal against a judgment given by an Associate Judge or a judicial registrar lies to a Judge of that court.

Section 38(6) of the *Magistrates Court Act 1991* provides that a right of review in respect of a judgment by the Magistrates Court in a [minor civil action](#) lies to a Judge of the District Court.

Section 32 of the *Police Complaints and Discipline Act 2016* provides that an appeal lies against a decision of the Police Disciplinary Tribunal to the District Court.

Division 3—Magistrates Court

212.8—Jurisdiction of Magistrate

Unless the Court otherwise orders, the jurisdiction of the Magistrates Court to hear and determine a [review](#) of a decision of [a Registrar](#) of the Magistrates Court under [rule 195.12\(3\)](#) or [201.4](#) is to be exercised by a Magistrate.

Division 4—Youth Court

212.9—Jurisdiction of Magistrate

Unless the Judge otherwise orders, the jurisdiction of the Youth Court to hear and determine a [review](#) of a decision of [a Registrar](#) of the Youth Court under [rule 195.12\(3\)](#) is to be exercised by a Magistrate.

212.10—Jurisdiction of single Judge

Subject to any statute to the contrary and to [rule 212.9](#), the jurisdiction of the Youth Court to hear and determine an appeal is to be exercised by the Judge.

Note—

Section 22(2)(b) of the *Youth Court Act 1993* provides that an appeal against an interlocutory judgment of a Magistrate lies to the Judge.

Division 5—ERD Court**212.11—Jurisdiction of Associate Judge**

Unless a Judge or Associate Judge otherwise orders, the jurisdiction of the ERD Court to hear and determine a review of a decision of a Registrar of the ERD Court under rule 195.12(3) is to be exercised by an Associate Judge.

212.12—Jurisdiction of single Judge

Subject to any statute to the contrary and to [rule 212.11](#), the jurisdiction of the ERD Court to hear and determine an appeal is to be exercised by a Judge.

Note—

Section 65(3) of the *Mining Act 1971* provides that an appeal against a judgment or order of the Warden's Court lies to the ERD Court.

Part 3—Leave to appeal—Supreme Court and District Court**Division 1—General****213.1—When required: Supreme Court**

- (1) Subject to any statute to the contrary, leave to appeal is required—
 - (a) against an interlocutory decision (order or judgment), or any judgment or order (final or interlocutory) under Chapter 19 Part 3, 5, 11, 12, 13, 15, 16 or 17 by a judicial officer of the Magistrates, Youth, District or Supreme Court;
 - (b) against a judgment on appeal;
 - (c) against an order or judgment that relates to costs; or
 - (d) if a statute so requires.
- (2) If leave to appeal is granted, but it later becomes evident that it ought not to have been granted, the Court may revoke the grant of leave.

Notes—

Section 43(3) of the *District Court Act 1991* provides that an appeal lies as of right, or by permission, according to the rules of the appellate court but, in the case of an appeal against a final judgment of the Court in its Administrative and Disciplinary Division, permission is required to appeal on a question of fact.

Section 30(2) of the *Environment, Resources and Development Court Act 1993* provides that an appeal lies as of right on a question of law and with permission on a question of fact (but this principle may be displaced or modified by the provisions of the relevant Act under which the jurisdiction is conferred).

Section 22(1) of the *Youth Court Act 1993* provides that a party to a proceeding in the Court may, in accordance with the rules of the appellate court, appeal against any judgment given in the proceeding.

Section 40(1) of the *Magistrates Court Act 1991* provides that a party to a civil action (except a [minor civil action](#)) may, in accordance with the rules of the Supreme Court, appeal against any judgment given in the action.

Section 71(2) of the *South Australian Civil and Administrative Tribunal Act 2013* provides that an appeal under section 71 is only by leave of the Supreme Court (but this principle may be displaced or modified by the provisions of a relevant Act).

Section 68(2) of *South Australian Employment Tribunal Act 2014* provides that an appeal cannot be commenced under section 68 except with the permission of the Court of Appeal.

Section 50(4)(a)(ii) of the *Supreme Court Act 1935* provides that an appeal from a judgment given by a single Judge on appeal from a judgment of the Magistrates Court lies only with the permission of the Court.

Section 50(4)(a)(i) of the *Supreme Court Act 1935* provides that an appeal from a judgment given by consent of the parties lies only with the permission of the Court.

Subsections 50(5) and (6) of the *Supreme Court Act 1935* provide that the Rules cannot require the Court's permission for an appeal if the judgment under appeal—

- (a) denies, or imposes conditions on, a right to defend an action; or
- (b) deals with the liberty of the subject or the custody of an infant; or
- (c) grants or refuses relief in the nature of an injunction or the appointment of a receiver; or
- (d) is a declaration of liability or a final assessment of damages under section 30B of the *Supreme Court Act 1935*; or
- (e) unless the judgment under appeal is given by a single Judge on appeal from some other court or tribunal—makes a final determination of a substantive right.

213.1A—When required: District Court

- (1) Subject to any statute to the contrary, leave to appeal is required in respect of any appeal to a Judge of the Court against a judgment order or decision of an Associate Judge or Judicial Registrar.
- (2) If leave to appeal is granted, but it later becomes evident that it ought not to have been granted, the Court may revoke the grant of leave.

Notes—

Section 43(3) of the *District Court Act 1991* provides that an appeal lies as of right, or by permission, according to the rules of the appellate court.

Division 2—Seeking Leave

213.2—Notice of appeal seeking leave to appeal

- (1) Subject to [rule 213.3](#), when leave to appeal is required, the appeal must be instituted in the ordinary way in accordance with [rule 214.2](#) and the notice of appeal must seek the necessary leave.
- (2) If a notice of appeal seeking leave to appeal is filed under this Part—
 - (a) the institution of the appeal is conditional on leave to appeal being granted; and
 - (b) if leave to appeal is refused, the appeal lapses.

213.3—Leave sought from Associate Judge, Associate Justice or Judge at first instance

- (1) Subject to rule 213.3(2) an application for leave to appeal against an order or judgment of an Associate Judge of the District Court, Associate Justice of the Supreme Court or Judge of the Supreme Court may be made in the first instance to that Associate Judge, Associate Justice or Judge by oral application either—

- (a) if the order is made [in court](#) or [in chambers](#) in the presence of the parties—when the order is made; or
- (b) in any other case—at the next hearing of the proceeding.
- (2) Any application for leave to appeal made pursuant to rule 213.3(1) must be made within 21 days after the date of the judgment or order the subject of the appeal.
- (3) If leave to appeal is—
 - (a) refused—the party may institute an appeal by filing a notice of appeal in accordance with [rule 214.2](#), seeking leave to appeal and setting out the grounds on which leave should be granted; or
 - (b) granted—the party may institute an appeal by filing a notice of appeal in accordance with [rule 214.2](#).
- (4) To avoid doubt, a party may elect not to seek leave to appeal under this rule and instead proceed directly under [rule 214.2](#) and seek leave from the appellate court.

Division 3—Determination of question of leave

213.4—Appeal to single Judge

- (1) This rule applies to the determination of leave to appeal to a Judge of the District Court or the Supreme Court.
- (2) A Judge may—
 - (a) order that the application for leave to appeal be determined on the basis of written submissions by the applicant for leave or by the parties and give direction for that purpose;
 - (b) order that the application for leave to appeal be listed for separate hearing and determination;
 - (c) order that the application for leave to appeal be heard at the same time as the appeal;
 - (d) invite a party to produce specific documents or make submissions on a specific matter; or
 - (e) make any other or further order.

213.5—Determination of leave to appeal to Court of Appeal: Supreme Court

- (1) This rule applies to the determination of leave to appeal to the Court of Appeal.
- (2) A party who seeks leave to appeal to the Court of Appeal must, within 14 days of the filing of the notice of appeal—
 - (a) file written submissions in the prescribed form identifying why the grounds of appeal are reasonably arguable and why leave to appeal should be granted;

Prescribed form—

Form 190 [Written Submissions](#)
 - (b) attach to the written submissions—
 - (i) a copy of the judgment or order the subject of the appeal; and
 - (ii) a copy of the reasons for judgment given in respect of that judgment or order; and

- (c) file 3 physical copies of an application book containing the notice of appeal, written submissions and attachments.
- (3) Unless the Court otherwise orders, the party is not to file an affidavit or any other evidence on the application for leave to appeal.
- (4) A party who files written submissions under subrule (2) must serve the written submissions and attachments on each other party to the appeal as soon as practicable.
- (5) Unless the Court otherwise orders, the other parties are not to file any evidence or submissions on the application for leave to appeal.
- (6) The Court may obtain or refer to the file for the proceeding in the court or [tribunal](#) at first instance.
- (7) The Court will ordinarily determine the application for leave to appeal without hearing further from the parties and will not make an order as to costs of the application for leave to appeal.
- (8) The Court may—
 - (a) order that the application for leave to appeal be listed for separate hearing and determination;
 - (b) order that the application for leave to appeal be heard at the same time as the appeal;
 - (c) invite a party to produce specific documents or make submissions on a specific matter; or
 - (d) make any other or further order.

Part 4—Institution of appellate proceeding

Division 1—Time to appeal or seek review

214.1—Time to appeal or review

- (1) Subject to any statute or rule to the contrary and the following subrules, an appeal must be instituted within 21 days after the date of the judgment or order the subject of the appeal.

Note—

Under rules 103.2 and 182.2, unless the Court orders otherwise, an order or judgment takes effect, when the Court pronounces it orally in court, at the end of the hearing when the pronouncement is made or, if the Court pronounces it other than at a hearing, when the Court communicates its terms to the parties. Time to appeal begins to run when the order or judgment takes effect under those rules. It does not begin to run if the Court merely delivers reason or judgment but does not yet make orders.

- (2) If leave to appeal is sought under [rule 213.3](#), an appeal must be instituted within the later of—
 - (a) 21 days after the making of the judgment, order or decision subject of the appeal; or
 - (b) 7 days after the grant or refusal of leave (as the case may be).
- (3) If an extension of time to appeal is required, the appeal must be instituted in the ordinary way in accordance with [rule 214.2](#) and the notice of appeal must seek the necessary extension of time.

- (4) The Court may order that the question of an extension of time to appeal be heard before the hearing of the appeal.
- (5) Unless an order is made under subrule (4), the application for an extension of time to appeal and the appeal will be heard at the same time.

Division 2—Appeals and reviews

214.2—Institution of appeal

- (1) An appeal must be instituted by filing a notice of appeal or notice of review in the prescribed form setting out (in accordance with the prescribed form)—
 - (a) the forum of the appellate Court;
 - (b) the statutory provision under which the appeal is brought;
 - (c) details of the judgment or order the subject of the appeal;
 - (d) the grounds of appeal;
 - (e) the orders sought on appeal;
 - (f) if leave to appeal is sought—the grounds on which it is sought; and
 - (g) if an extension of time is sought—the grounds on which it is sought.

Prescribed forms—

Form 181 [Notice of Appeal](#)

Form 181S [Appeal Grounds](#)

Form 182 [Notice of Review](#)

Form 182S [Review Grounds](#)

Form 183 [Appeal or Review Grounds – Standalone](#)

Filing instructions—

If a Notice of Appeal is filed physically at Registry, a Form 181 with a Form 181S is to be used.

If a Notice of Appeal is filed using the Electronic System, a Form 181S is to be uploaded.

If a Notice of Review is filed physically at Registry, a Form 182 with a form 182S is to be used.

If a Notice of Review is filed using the Electronic System, a Form 182S is to be uploaded.

If a revised Appeal Grounds or Review Grounds is filed, a Form 183 is to be used.

Prescribed forms—

Form 182A [Notice of Review – Minor Civil Action](#)

Form 182B [Notice of Review – Marriage Consent](#)

Form 182S [Review Grounds](#)

Filing instructions—

If a Notice of Review of a [minor civil action](#) is filed (whether physically at Registry or using the Electronic System), a Form 182A with a form 182S is to be used.

If a Notice of Review of a marriage consent is filed (whether physically at Registry or using the Electronic System), a Form 182B with a form 182S is to be used.

- (2) The appellant must join as a [respondent](#) or [interested party](#) in the appellate proceeding—

- (a) any party to the first instance proceeding unless that party has no interest in the appeal; and
- (b) any other person falling within paragraph (b) of the definitions of [respondent](#) or [interested party](#) in [rule 211.1](#).
- (3) The Court may order the addition or removal of a person as a party to an appellate proceeding; however a person cannot be added as an appellant without the person's consent.
- (4) The appellant must serve the notice of appeal or review, together with a multilingual notice in the prescribed form, on each other party to the appellate proceeding as soon as practicable.

Prescribed form—

Form 33 [Multilingual Notice – Notice of Appeal or Review](#)

- (5) Unless the Court otherwise orders, an appellant may not rely on grounds that are not stated in the notice of appeal or review.
- (6) If the appeal is against a judgment or order of another court or [tribunal](#), the appellant must serve a copy of the notice of appeal or review on [the Registrar](#) or other proper officer of that court or [tribunal](#) as soon as practicable.

214.3—Documents and information from court of first instance

- (1) [The Registrar](#) may, and when directed by the Court must, request the court or [tribunal](#) of first instance to transmit to the Court by physical or electronic means (as specified) documents relevant to the appeal.
- (2) Unless [the Registrar](#) otherwise specifies, documents relevant to the appeal the subject of a request comprise—
 - (a) all documents lodged with the court or [tribunal](#);
 - (b) any transcript of evidence or hearing;
 - (c) any other [evidentiary material](#); and
 - (d) the judgment, order or decision subject of the appeal and any reasons given for it.
- (3) [The Registrar](#) or proper officer of the court or [tribunal](#) must comply with the request as soon as practicable.

214.4—Institution of cross appeal

- (1) Another party to the appellate proceeding may institute an appeal against the same judgment or order by filing a notice of cross appeal or notice of cross review in the prescribed form within 14 days after service of the notice of appeal or notice of review on that party.

Prescribed forms—

Form 184 [Notice of Cross Appeal](#)

Form 184S [Cross Appeal Grounds](#)

Form 185 [Notice of Cross Review](#)

Form 185S [Cross Review Grounds](#)

Form 186 [Cross Appeal or Review Grounds – Standalone](#)

Filing instructions—

If a Notice of Cross Appeal is filed physically at Registry, a Form 184 with a Form 184S is to be used.

If a Notice of Cross Appeal is filed using the Electronic System, a Form 184S is to be uploaded.

If a Notice of Cross Review is filed physically at Registry, a Form 185 with a Form 185S is to be used.

If a Notice of Cross Review is filed using the Electronic System, a Form 185S is to be uploaded.

If a revised Cross Appeal Grounds or Review Grounds is filed, a Form 186 is to be used.

- (2) Subrules (2) to (6) of [rule 214.2](#) apply, with any necessary changes, in respect of a cross appeal.
- (3) If leave to appeal is required, the appellant on the cross appeal must—
 - (a) file with the notice of cross appeal an interlocutory application in accordance with [rule 102.1](#), which need not be supported by an affidavit, seeking orders as to the manner in which the question of leave will be determined; and
 - (b) serve the interlocutory application with the notice of cross appeal on each other party to the appeal as soon as practicable.
- (4) On the hearing of the interlocutory application, the Court may make such orders as it thinks fit for the hearing and determination of the application for leave to appeal.
- (5) For example, the Court may order—
 - (a) that leave to cross appeal be determined at the same time as the question of leave to appeal;
 - (b) that leave to cross appeal abide the outcome of the question of leave to appeal; or
 - (c) that leave to cross appeal be heard at the same time as the cross appeal.

214.5—Notice of alternative contention

- (1) If another party to the appellate proceeding wishes to contend that a decision subject to appeal or cross appeal should be upheld for reasons other than those given by the court or [tribunal](#), that party must file a notice of alternative contention in the prescribed form setting out the grounds on which the party asserts that the decision should be upheld within 14 days after service of the notice of appeal or notice of review, or notice of cross appeal or notice of cross review, on that party.

Prescribed form—

Form 187 [Notice of Alternative Contention](#)

- (2) Subrules (4) and (5) of [rule 214.2](#) apply, with any necessary changes, in respect of a notice of alternative contention.

Division 3—Case stated—Supreme Court**214.6—Case stated by court or tribunal**

- (1) A court (including a Judge or Associate Justice of the Supreme Court) or [tribunal](#) which reserves a question of law for the consideration of the Court of Appeal must—
 - (a) prepare a document containing a statement of the background and relevant facts on the basis of which the question of law is to be determined and a statement of the question to be determined;

- (b) designate a party to the proceeding who is to be regarded as the appellant on the [case stated](#) before the Court of Appeal and have the carriage of it; and
 - (c) designate who are to be the other parties to the appellate proceeding.
- (2) If the case is stated by another court or [tribunal](#), the Court may request that court or [tribunal](#) to forward to [the Registrar](#) the whole or part of the file for the proceeding including any transcript of hearings and evidence in the custody of that court or [tribunal](#).

214.7—Institution of case stated

- (1) The party designated as the appellant under [rule 214.6](#) must file in the Court a notice of [case stated](#) in the prescribed form.

Prescribed form—

Form 188 [Notice of Case Stated](#)

- (2) Subrules (3) and (4) of [rule 214.2](#) apply, with any necessary changes, in respect of a [case stated](#).

Part 5—Interlocutory steps

215.1—Interlocutory orders

- (1) The Court may, at a [directions hearing](#) or [in chambers](#), make orders on its own initiative or on the application of any person in relation to an appellate proceeding.
- (2) For example, the Court may make orders—
- (a) concerning the constitution of the appellate proceeding;
 - (b) concerning notice of the appellate proceeding being given to a person;
 - (c) concerning the preservation of the subject matter of the appellate proceeding;
 - (d) for the identification of issues in the appellate proceeding;
 - (e) for a report to be prepared by the judicial officer who made the judgment or order the subject of the appellate proceeding concerning any matter relevant to the appellate proceeding;
 - (f) fixing or modifying the time for parties to take steps in the appellate proceeding;
 - (g) modifying or enforcing compliance with these Rules;
 - (h) that the parties participate in an [alternative dispute resolution process](#) under Chapter 11 Part 1;
 - (i) relating to evidence sought to be adduced at the hearing of the appellate proceeding;
 - (j) for the conduct of and preparation for hearing of the appellate proceeding;
 - (k) under [rule 215.2](#), [rule 215.3](#) or [rule 215.4](#); or
 - (l) concerning costs.
- (3) Chapter 9 applies, with any necessary changes, to an appellate proceeding.

215.2—Amendment of appellate document

- (1) A party may, without leave of the Court, amend an [appellate document](#) (except to introduce an additional party to an appellate proceeding) at any time up to the date on which the Court lists the appellate proceeding for hearing.
- (2) If a party makes an amendment under this rule, another party may apply for an order disallowing the amendment, in whole or part, on the ground that, if leave had been sought to make the amendment, it would have been refused.
- (3) A party may amend an [appellate document](#) (including to introduce an additional party into an appellate proceeding)—
 - (a) with the written consent of each other party to the appellate proceeding (including, if applicable, an additional party sought to be introduced into an appellate proceeding); or
 - (b) with leave of the Court.
- (4) [Rule 33.2](#) applies, with any necessary changes, to amendment of an [appellate document](#).

215.3—Security for costs

- (1) The Court may order that the appellant on an appeal provide security for costs.
- (2) The Court may order a stay of the appeal until security is given.
- (3) The Court may vary or revoke an order for security for costs and may order further security.
- (4) If security is not given, the Court may dismiss the appeal.
- (5) If the appeal has been stayed under subrule (2) for 3 months without security having been given, the appeal is automatically dismissed for want of prosecution.
- (6) If the appeal is dismissed under subrule (4) or (5), the Court may, for special reasons, reinstate the appeal.

215.4—Stay of execution

- (1) The Court may, if there is proper reason to do so, stay execution of a judgment or proceeding pending the hearing and determination of an appellate proceeding or application for leave to appeal on such terms as it thinks fit.
- (2) An application for a stay must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) deposing to the grounds on which the stay is sought.
- (3) An application for a stay must be served on each other party to the appellate proceeding as soon as practicable.

Note—

An application for a stay does not itself operate to stay the judgment or proceeding. Only an order of the Court can stay a judgment or proceeding.

215.5—Early finalisation

Chapter 12 applies, with any necessary changes, to an appeal.

215.6—Discontinuance — ERD Court

- (1) An appellant may at any time file and serve a notice of discontinuance of appeal in the prescribed form and upon its being filed the appeal shall be abandoned.

Prescribed form—

Form 125 [Notice of Discontinuance](#)

- (2) A notice of discontinuance filed under subrule (1) by one of several appellants shall not affect any other appellant in the appeal.
- (3) Unless the Court otherwise orders, if a party files a notice of discontinuance under subrule (1), each party shall bear their own costs of the appeal.

215.7—Dismissal of Appeal as Incompetent — ERD Court

- (1) A respondent to an appeal may apply on notice at any time to a Judge for an order dismissing an appeal as incompetent or for want of prosecution.
- (2) Upon the hearing of the application, the burden of establishing the competency of the appeal is on the appellant.

Part 6—Reviews of Registrars’ decisions

216.1—Application of Part

This Part applies to a [review](#) of a decision of [a Registrar](#) under [rule 195.12\(3\)](#), [rule 201.4](#) or [rule 262.3](#).

216.2—Listing and hearing

- (1) Subject to [rule 212.8](#) and subrule (3), the [review](#) will be listed for hearing before—
 - (a) a Magistrate in the Magistrates Court;
 - (b) an Associate Judge in the District Court; or
 - (c) an Associate Justice in the Supreme Court.
- (2) Subject to subrule (3), [the Registrar](#) will give notice of the hearing in the prescribed form to the relevant party or parties.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (3) A [review](#) may be determined without a hearing if the reviewing judicial officer thinks fit.

Part 7—Appeal or review to Judge—Supreme Court, District Court, Youth Court and ERD Court

Division 1—Introduction

217.1—Application of Part

- (1) This Part applies to appeals and [reviews](#) to be heard by a Judge.
Supreme Court
- (2) If a single Judge of the Supreme Court refers an appeal to the Court of Appeal, it is governed instead by Part 8.

Division 2—Transcript

217.2—Transcript

- (1) This rule applies to appeals where a transcript of evidence was not produced for the proceeding in the court of first instance.
- (2) The appellant must file and serve with the notice of appeal a document identifying whether the appellant requests that a transcript of the evidence of any witness be produced and if so identifying what passages of evidence are requested to be produced.
- (3) Each other party to the appeal must, within 7 days after service of the appeal notice on the party, file and serve a document identifying whether they request that a transcript of the evidence of any witness be produced and if so identifying what passages of evidence are requested to be produced.
- (4) Unless a Judge otherwise orders, the Court will request the court of first instance to produce transcript in accordance with any request made under subrules (2) and (3).

Division 3—Listing for hearing

217.3—Listing for hearing

- (1) An appeal will be listed for hearing before a Judge on a fixed date in a given month.
- (2) The Court will give notice of the [listed hearing date](#) in the prescribed form to the parties.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (3) If a party seeks a change from the [listed hearing date](#), the party must, within 7 days of being notified of the hearing date, contact the Judge's chambers and make a request with details of alternative hearing dates.

Division 4—Appeal book

217.4—Filing and service of appeal book

- (1) The appellant must prepare an appeal book in accordance with [rule 217.5](#).
- (2) The appellant must file a physical copy of the appeal book 7 days before the [listed hearing date](#).

217.5—Content of appeal book

- (1) An appeal book must contain—
 - (a) the current versions of the [originating process](#) and [pleadings](#) in the case of a claim, or principal affidavits in the case of an originating application;
 - (b) the judgment or order the subject of the appeal;
 - (c) reasons for judgment given in respect of that judgment or order;
 - (d) any order giving leave to appeal or extending time to appeal; and
 - (e) the notice of appeal or notice of review, any notice of cross appeal or notice of cross review and any notice of alternative contention.
- (2) An appeal book must contain a [filing page](#), be paginated be printed on both sides of the page and contain a table of contents at the front.

Division 5—Written submissions, chronologies and lists of authorities

217.6—Filing and service

- (1) Each party who intends to make submissions on the appeal must prepare written submissions in accordance with [rule 217.7](#) and a list of authorities in accordance with [rule 217.8](#) and may prepare a chronology.
- (2) Unless the Court otherwise orders, the appellant must file and serve on each other party to the appellate proceeding written submissions, a list of authorities and any chronology at least 14 days before the [listed hearing date](#).
- (3) Unless the Court otherwise orders, each other party must file and serve on each other party to the appellate proceeding written submissions, a list of authorities and any chronology at least 7 days before the [listed hearing date](#).
- (4) The appellant may file and serve on each other party to the appellate proceeding written submissions in reply at least 3 days before the [listed hearing date](#).

217.7—Written submissions

- (1) Written submissions must be in the prescribed form and must show the anticipated hearing date and name of the judicial officer listed to hear the matter (if known).

Prescribed form—

Form 190 [Written Submissions](#)

- (2) Written submissions must—
 - (a) in respect of each ground of appeal or issue—set out succinctly each proposition advanced by the party together with supporting references to the reasons for judgment, evidence, legislation or authorities;
 - (b) to the extent that a party challenges a factual finding—identify the finding that was or was not made, why it is erroneous, the finding that should have been made and the evidence relied on in support of the challenge;
 - (c) to the extent that a party challenges a statement of law—identify the statement of law, why it is erroneous, the correct statement of law and any authorities relied on in support of the challenge;
 - (d) to the extent that a party challenges the reasoning of the judicial officer at first instance—identify the reasoning, why it is erroneous and the correct reasoning.
- (3) Written submissions must provide citations to cases in the manner required by [rule 217.8](#) for a list of authorities.
- (4) Written submissions should not, other than in exceptional circumstances, set out passages from the reasons for judgment, evidence, legislation or authorities but should merely identify them.
- (5) Written submissions must not, without the leave of [the Registrar](#) or the Court, exceed 20 pages for submissions in chief, or 10 pages for submissions in reply, and must comply with [the Registrar](#)'s prescribed format requirements.
- (6) Written submissions must include at the end of the document the name of counsel who settles them or, if no counsel did so, the name of the solicitor who is responsible for the document.

- (7) [The Registrar](#) may, on application by a party in accordance with [rule 13.2\(5\)](#), vary the page limit for written submissions.

217.8—Lists of authorities

- (1) A list of authorities must be in the prescribed form and divided into 2 parts, being authorities expected to be read and authorities not expected to be read.

Prescribed form—

Form 91 [List of Authorities](#)

- (2) A list of authorities must show the anticipated hearing date and name of the judicial officer listed to hear the matter (if known).
- (3) A citation to a case must—
- (a) if the case is reported in an authorised series of reports—include a citation to the highest ranking available series of reports in which the case is published;
 - (b) if the case is reported in a published (but not authorised) series of reports—include a citation to an available series of reports in which the case is published; and
 - (c) if the case postdates 1997 and is published online on Austlii or its equivalent elsewhere—include a medium neutral citation to the case.
- (4) Each authority in a list of authorities provided by email is to be hyperlinked to a page from which the authority in HyperText Markup Language (HTML), Rich Text Format (RTF), Portable Document Format (PDF), Signed Portable Document (PDF/A) or other comparable format can be accessed.
- (5) If alternatives are available, except as to reports sourced from Austlii a searchable format of the authority must be preferred over a non-searchable format.
- (6) In the case of reports provided by Thomson Reuters (eg CLR, SASR or NSWLR) or LexisNexis (eg VR), the link is to be to the HTML version (and not the PDF version) of the authorised report.
- (7) In the case of reports sourced from Austlii (the medium neutral version), the link must be directly to either the RTF version or the PDF/A version of the report (if available and at the option of the person lodging the list of authorities).
- (8) If an online authorised series of reports is available to the party delivering the list of authorities, the hyperlink must be to the report of the case in that series as well as to a freely available medium neutral version of the case (if available).
- (9) If hyperlinking is not possible because, for example, an electronic report of the authority is not available, the authority must be marked in the list with the words “hyperlinking unavailable”.
- (10) In all cases, the hyperlink provided must be in addition to, and not in place of, a citation in conformity with subrule (3).

Division 6—Hearing and determination of appeals

217.9—Application of Division

This Division does not apply to the hearing and determination of a [minor civil review](#).

217.10—Hearing

- (1) Subject to any statute to the contrary—
 - (a) an appeal or [review](#) is to be by way of rehearing;
 - (b) the Court may draw inferences from evidence adduced in the proceeding at first instance; and
 - (c) the Court may hear further evidence in its discretion.
- (2) The Court may, if it considers that it is in the interests of justice to do so, determine an appeal on the merits notwithstanding a failure of a party to raise or state properly a ground of appeal or alternative contention in the notice of appeal, notice of review or a notice of alternative contention.

217.11—Determination of appeal or review

- (1) Subject to any statute to the contrary, the Court may—
 - (a) set aside or amend the judgment or order the subject of the appeal;
 - (b) substitute the Court’s own judgment or order;
 - (c) remit the matter for rehearing or reconsideration;
 - (d) dismiss the appeal;
 - (e) make orders for the costs of the appeal or costs at first instance; or
 - (f) make such other or further order for the disposition of the appeal as it thinks fit.
- (2) When the Court determines an appellate proceeding from another court or [tribunal](#) (including refusing leave to appeal), [the Registrar](#) must—
 - (a) give to [the Registrar](#) or proper officer of the court or [tribunal](#) written notice of the Court’s decision together with any written reasons given by the Court; and
 - (b) return any documents or materials transmitted to the Court by [the Registrar](#) or proper officer of the court or [tribunal](#) (other than documents and materials forwarded in electronic form) for the purpose of the appellate proceeding.

Division 7—Hearing and determination of minor civil reviews—District Court**217.12—Hearing and determination**

- (1) The hearing and determination of a minor civil review is governed by section 38(7) of the *Magistrates Court Act 1991*.
- (2) The Registrar must provide notice in the prescribed form to the parties at the same time as giving notice of the hearing.

Prescribed form—

Form 191 [Notice to Party of Minor Civil Action Review](#)

- (3) A party may, but is not required to, file a Written Case in the prescribed form but such a party is nevertheless required to attend at the hearing of the review.

Prescribed form—

Form 192 [Written Case – Minor Civil Action Review](#)

Part 8—Appeals or cases stated to Court of Appeal

Division 1—Introduction

218.1—Application of Part

This Part applies to appeals and cases stated to be heard by the Court of Appeal.

218.2—Variation of times

[The Registrar](#), on an application to Registrar filed by a party in accordance with [rule 13.2\(5\)](#), or the Court, on an interlocutory application filed by a party in accordance with [rule 102.1](#), may vary a time limit prescribed in Divisions 2 to 5 of this Part.

Division 2—Core appeal book

218.3—Filing and service of core appeal book

- (1) The appellant must prepare a core appeal book in accordance with [rule 218.4](#).
- (2) The appellant must file 3 physical copies of the core appeal book 28 days after the [preparation commencement date](#).
- (3) The appellant must serve a copy of the core appeal book on each other party to the appellate proceeding as soon as practicable.
- (4) The Court may if it thinks fit order the appellant or any other party to the appeal to prepare and file a core appeal book in electronic form.

218.4—Content of core appeal book

- (1) A core appeal book for an appeal must contain the following items in the following order—
 - (a) the current versions of the [originating process](#) and [pleadings](#) in the case of a claim or principal affidavits in the case of an originating application;
 - (b) if the appeal relates to an order made on an interlocutory application—a copy of the interlocutory application;
 - (c) if the order the subject of the appeal or [case stated](#) was itself made on appeal—
 - (i) the judgment or order the subject of the original appeal; and
 - (ii) the reasons for judgment in respect of that judgment or order;
 - (d) the judgment or order the subject of the appeal;
 - (e) the reasons for judgment in respect of that judgment or order;
 - (f) any order giving leave to appeal or extending time to appeal;
 - (g) the notice of appeal;
 - (h) any notice of cross appeal or notice of contention;
 - (i) a list of exhibits admitted into evidence, showing for each exhibit the exhibit number, a description of the exhibit and the page and line of the transcript at which it was admitted;
 - (j) a list of documents marked for identification, the tender of which was rejected, showing the MFI number, a description of the document and the page and line of the transcript at which its tender was rejected;

- (k) a list of witnesses showing for each witness the transcript page numbers and relevant dates for examination in chief, cross-examination and re-examination; and
- (l) a certificate signed by the [responsible solicitor](#) for the appellant, or if unrepresented, the appellant, certifying the appeal book in the following terms—

“I, the responsible solicitor for the appellant/the appellant, certify that the appeal books have been examined and prepared in accordance with the Uniform Civil Rules 2020 and are accurate and complete.”
- (2) A core appeal book for a [case stated](#) must contain the following items in the following order—
 - (a) the current versions of the [originating process](#) and [pleadings](#) in the case of a claim or principal affidavits in the case of an originating application;
 - (b) any relevant judgment or order;
 - (c) any relevant reasons in respect of that judgment or order;
 - (d) the case stated; and
 - (e) a certificate signed by the [responsible solicitor](#) for the appellant, or if unrepresented, the appellant, certifying that the appeal book is accurate, complete and complies with this rule.
- (3) A core appeal book must contain a [filing page](#), be paginated, be printed on both sides of the page and contain a table of contents at the front.

Division 3—Written submissions, authorities and exhibit appeal book

218.5—Filing and service

- (1) Each party who intends to make submissions on the appeal or [case stated](#) must prepare written submissions in accordance with [rule 218.6](#), a chronology in accordance with [rule 218.7](#) and list of authorities in accordance with [rule 218.8](#).
- (2) The appellant must, within 28 days after the [preparation commencement date](#)—
 - (a) file and serve on each other party written submissions and a list of authorities; and
 - (b) serve on each other party a draft chronology.
- (3) Each other party must, within 14 days after receipt of the documents referred to in subrule (2)—
 - (a) file and serve on each other party written submissions and a list of authorities; and
 - (b) serve on each other party a revised draft chronology.
- (4) The appellant must, within 14 days after receipt of the documents referred to in subrule (3), file and serve on each other party—
 - (a) any written submissions in reply;
 - (b) any revised list of authorities; and
 - (c) a final (if so advised further revised) version of the chronology.

218.6—Written submissions

- (1) Written submissions must be in the prescribed form and must show the anticipated hearing date and names of the judicial officers listed to hear the matter (if known).

Prescribed form—

Form 190 [Written Submissions](#)

- (2) Written submissions must—
 - (a) in respect of each ground of appeal or issue—set out succinctly each proposition advanced by the party together with supporting references to the reasons for judgment, evidence, legislation or authorities;
 - (b) to the extent that a party challenges a factual finding—identify the finding that was or was not made, why it is erroneous, the finding that should have been made and the evidence relied on in support of the challenge;
 - (c) to the extent that a party challenges a statement of law—identify the statement of law, why it is erroneous, the correct statement of law and any authorities relied on in support of the challenge;
 - (d) to the extent that a party challenges the reasoning of the judicial officer at first instance—identify the reasoning, why it is erroneous and the correct reasoning; and
 - (e) list any other exhibits on which the party relies on in addition to those referred to in the body of the submissions.
- (3) Written submissions must provide citations to cases in the manner required by [rule 218.8](#) for a list of authorities.
- (4) Written submissions should not, other than in exceptional circumstances, set out passages from the reasons for judgment, evidence, legislation or authorities but should merely identify them.
- (5) Written submissions must not, without the leave of [the Registrar](#) or the Court, exceed 20 pages for submissions in chief, or 10 pages for submissions in reply and must comply with [the Registrar](#)'s format requirements.
- (6) Written submissions must at the end of the document include the name of counsel who settles written submissions or, if no counsel did so, the name of the solicitor who is responsible for the document, must appear at the end of the document.
- (7) [The Registrar](#) may, on application filed by a party in accordance with [rule 13.2\(5\)](#), vary the page limit for written submissions.

218.7—Chronologies

- (1) Chronologies must contain columns for the date and event, and one or more columns for exhibit, transcript and reasons for judgment references.
- (2) Chronologies must be prepared by the parties cooperatively by exchanging successive drafts containing modifications by the parties to the previous draft.
- (3) A party may file its own version of the chronology if the party cannot agree on the final version prepared by the appellant under [rule 218.5\(4\)](#) but it must only differ to the extent that the party cannot agree with that version and must highlight the differences.

218.8—Lists of authorities

- (1) A list of authorities in the prescribed form and must be divided into 2 parts, being authorities expected to be read and authorities not expected to be read.

Prescribed form—

Form 91 List of Authorities

- (2) A list of authorities must show the anticipated hearing date and name of the judicial officers listed to hear the matter (if known).
- (3) A citation to a case must—
 - (a) if the case is reported in an authorised series of reports—include a citation to the highest ranking available series of reports in which the case is published;
 - (b) if the case is reported in a published (but not authorised) series of reports—include a citation to an available series of reports in which the case is published; and
 - (c) if the case postdates 1997 and is published online on Austlii or its equivalent elsewhere—include a medium neutral citation to the case.

218.9—Exhibit appeal book

- (1) The appellant, except on a [case stated](#), must prepare an exhibit appeal book containing only those exhibits that are referred to or said to be relied on in the written submissions of the parties.
- (2) An exhibit appeal book must contain—
 - (a) the exhibits referred to in subrule (1) in exhibit number order;
 - (b) a [filing page](#), page numbers and a table of contents at the front; and
 - (c) subject to subrule (4), a certificate signed by the [responsible solicitor](#) for each party to the appellate proceeding, or if a party is unrepresented, that party, certifying that the appeal book is accurate, complete and complies with this rule.
- (3) The appellant must file 3 physical copies of the exhibit appeal book, printed on both sides of the page, 7 days after the last of the written submissions are filed or due (whichever is earlier).
- (4) If the appellant, acting diligently and reasonably, cannot obtain the signature of another party on the certificate referred to in subrule (2)(c) by the due date for filing under subrule (3), the appellant must include a certificate by the appellant and any other party willing to sign it and seek directions from [the Registrar](#) concerning any unresolved issue about signing the certificate.
- (5) The appellant must serve a copy of the exhibit appeal book on each other party to the appellate proceeding as soon as practicable in electronic or physical form.
- (6) The Court may if it thinks fit order the appellant or any other party to the appeal to prepare and file an exhibit appeal book in electronic form.

218.10—Updating written submissions and chronologies

Each party must, within 7 days of the exhibit appeal book being filed, file and serve on each other party to the appellate proceeding a revised version of that party's written submissions and any chronology including appeal book references in respect of any exhibits.

Division 4—Information sheet

218.11—Information sheet

- (1) The appellant must serve on each other party a draft information sheet in the prescribed form at the same time as filing a notice of appeal under rule 214.2.

Prescribed forms—

Form 189 Information Sheet

- (2) The respondent must serve on the appellant any changes or additions it seeks to be added to the information sheet not more than 7 days after the draft information sheet has been served under subrule (1).
- (3) The appellant must file and serve on each party a completed information sheet not more than 14 days after the draft information sheet has been served under subrule (1).

Division 5—Listing for hearing

218.12—Listing for hearing

- (1) The Court may treat the appellate proceeding as being ready to be listed for hearing on the earlier of—
 - (a) 56 days after the [preparation commencement date](#) (subject to any variation of times under [rule 218.2](#)); or
 - (b) 7 days after the due date for filing by the appellant of written submissions in reply.
- (2) If all written submissions or a completed information sheet will not have been filed by the date referred to in subrule (1) as a result of default by a party in compliance with these Rules, that party must before that date file an affidavit in accordance with [rule 31.7](#) seeking an extension of time and explaining the default.
- (3) The Court may, after the date referred to in subrule (1), list the appellate proceeding for hearing even if not all written submissions or the completed information sheet have been filed.

Division 6—Default

218.13—Default by appellant

- (1) If the appellant fails to—
 - (a) file and serve the core appeal book, written submissions, a list of authorities or the exhibit appeal book by their due dates;
 - (b) serve a draft chronology or draft information sheet by the due date; or
 - (c) file and serve a final chronology or final information sheet by the due date,
 another party may apply to the Court for appropriate orders.
- (2) On an application under subrule (1), the Court may—
 - (a) order that another party have the carriage of the appellate proceeding and make orders for the filing or service of the requisite documents;
 - (b) order that the appellate proceeding be treated as discontinued;
 - (c) make an order as to costs; or

- (d) make such other or further order as it thinks fit.
- (3) If the appellant has not filed the core appeal book, exhibit appeal book, written submissions, a list of authorities, chronology and an information sheet 3 months after the [preparation commencement date](#), the appellate proceeding is taken to have been discontinued and lapses.

218.14—Default by respondent

- (1) If a [respondent](#) fails to—
 - (a) file and serve written submissions or a list of authorities by their due dates; or
 - (b) respond to or cooperate in the preparation of a draft chronology or draft information sheet,
 the appellant may apply to the Court for appropriate orders.
- (2) On an application under subrule (1), the Court may—
 - (a) order that the [respondent](#) be precluded from making submissions at the hearing of the appellate proceeding;
 - (b) make an order as to costs; or
 - (c) make such other or further order as it thinks fit.

218.15—Reinstatement of discontinued appellate proceeding

- (1) The appellant may apply to reinstate an appellate proceeding that has been treated as discontinued under [rule 218.13](#) by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#)—
 - (a) stating the grounds on which the application is made;
 - (b) explaining why the appellant allowed the appellate proceeding to be treated as discontinued; and
 - (c) establishing that there is an arguable basis for the appellate proceeding.
- (2) The application and supporting affidavit must be served on each other party to the appellate proceeding that was dismissed or taken to be discontinued under [rule 218.13](#).
- (3) The Court may, for special reasons, reinstate an appellate proceeding that has been treated as discontinued under [rule 218.13](#).

Note—

In general the Court would need to be satisfied that the appellant has a reasonable explanation for having allowed the appellate proceeding to be discontinued, that there is an arguable basis for the appellate proceeding and that reinstatement will not cause undue prejudice to a respondent.

Division 7—Hearing and determination of appellate proceedings

218.16—Skeleton of oral argument

- (1) A party may, and if the Court orders must, lodge with the Court a skeleton outline of the propositions that the party intends to advance in oral argument.
- (2) A skeleton outline must—
 - (a) be filed or given to the Court no later than the commencement of the hearing;
 - (b) be given to each other party at the same time as it is given to the Court;

- (c) be no longer than 3 pages;
- (d) state propositions sequentially in the order to be addressed in oral argument; and
- (e) cross refer to the party's written submissions.

218.17—Hearing of appeal

- (1) Subject to any statute to the contrary—
 - (a) an appeal is to be by way of rehearing;
 - (b) the Court may draw inferences from evidence adduced in the proceeding; and
 - (c) the Court may hear further evidence in its discretion.
- (2) The Court may, if it considers it to be in the interests of justice, determine an appeal on the merits notwithstanding a failure of a party to raise or state properly a ground of appeal or alternative contention in the notice of appeal or a notice of alternative contention.

218.18—Determination of appeal

- (1) Subject to any statute to the contrary, the Court may—
 - (a) set aside or amend a judgment or order the subject of the appeal;
 - (b) substitute the Court's own judgment or order;
 - (c) remit the matter for rehearing or reconsideration;
 - (d) dismiss the appeal;
 - (e) make orders for the costs of the appeal or costs at first instance; or
 - (f) make such other or further order for the disposition of the appeal as it thinks fit.
- (2) When the Court determines an appellate proceeding from another court or [tribunal](#) (including refusing leave to appeal), [the Registrar](#) must—
 - (a) give to [the Registrar](#) or proper officer of the court or [tribunal](#) written notice of the Court's decision together with any written reasons given by the Court; and
 - (b) return any documents or materials transmitted to the Court by [the Registrar](#) or proper officer of the court or [tribunal](#) (other than documents and materials forwarded in electronic form) for the purpose of the appellate proceeding.

Chapter 19—Specific kinds of proceedings

Part 1—Introduction

231.1—Introduction

- (1) This Chapter contains rules relating to specific kinds of proceedings in the nature of claims or originating applications.
- (2) Except to the extent that a rule in this Chapter excludes, modifies or is inconsistent with the other provisions of these Rules, the other provisions of these Rules applicable to a claim or originating application (as the case may be) apply to a proceeding the subject of this Chapter.
- (3) If a rule in this Chapter requires an action to be instituted by filing a [Claim](#) in accordance with [rule 63.1](#), unless the rule otherwise provides, the prescribed form is Form 1 Claim.

Prescribed form—

Form 1 [Claim](#)

- (4) If a rule in this Chapter requires an action to be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#), unless the rule otherwise provides, the prescribed form is Form 2 Originating Application.

Prescribed form—

Form 2 [Originating Application](#)

Part 2—Administration proceedings in equitable jurisdiction— Supreme Court and District Court

Note—

The Supreme Court and District Court each have equitable jurisdiction that encompasses ordering the execution of a trust or administration of a deceased estate under the direction of the Court, which is governed by the rules in this Part. However, only the Supreme Court has jurisdiction conferred by the *Succession Act 2023* in respect of deceased estates and the *Trustee Act 1936* in respect of trusts. Those matters are addressed in Chapter 20 Parts 4 and 19 of these Rules or in *Chapter 25*.

232.1—Application for general administration

- (1) An action in the equitable jurisdiction of the Court for the administration of a deceased estate or the execution of a trust under the direction of the Court must be instituted by filing an [Originating Application](#) in the prescribed form and supporting affidavit in accordance with [rule 82.1](#).

Prescribed form—

Form 7 [Originating application Ex Parte](#)

- (2) The supporting affidavit must identify the persons who have an interest in the execution or administration for the purpose of the Court determining who should be joined as a respondent or interested party.
- (3) At the first hearing, the Court will determine who should be joined as a respondent or interested party in the proceeding.

232.2—Application for determination of a question

- (1) A person who is eligible to apply to the Court for the execution of a trust or the administration of a deceased estate under [rule 232.1](#) may instead apply for the determination of any question or for any relief which could be determined or granted in an application under [rule 232.1](#).
- (2) Without limiting subrule (1), an action may be brought for—
 - (a) the determination of any question that could be determined in an application under [rule 232.1](#), including (without limitation) any question—
 - (i) arising in the administration of an estate or in the execution of a trust;
 - (ii) as to the composition of a class of persons having a claim against an estate or a beneficial interest in an estate or in property subject to a trust; or
 - (iii) as to the rights or interests of a person claiming to be a creditor of an estate or to be entitled under the will or on the intestacy of a deceased person or to be beneficially entitled under a trust;
 - (b) an order directing an executor, administrator or trustee to—
 - (i) furnish and, if necessary, verify accounts;
 - (ii) pay funds of the estate or trust into court; or
 - (iii) do or abstain from doing any act;
 - (c) an order approving any sale, purchase, compromise or other transaction by an executor, administrator or trustee; or
 - (d) an order directing any act to be done in the administration of an estate or in the execution of a trust that the Court could order to be done if the estate or trust were being administered or executed under the direction of the Court.
- (3) An action under subrule (1) must be instituted by filing an [Originating Application](#) in the prescribed form and supporting affidavit in accordance with [rule 82.1](#).

Prescribed form—

Form 7 [Originating application Ex Parte](#)

- (4) The supporting affidavit must identify the persons who have an interest in the administration for the purpose of the Court determining who should be joined as a respondent or interested party.
- (5) At the first hearing, the Court will determine who should be joined as a respondent or interested party in the action.

Supreme Court

- (6) If advice or direction under section 95 of the *Succession Act 2023* or section 91 of the *Trustee Act 1936* is to be sought by the applicant in addition to an action under this rule, the applicant may include a request for advice or direction in the action brought under this rule.

Note—

An application for advice or direction under those statutory provisions is otherwise to be made under the *rules in Chapter 25*.

Part 3—Arbitration-related proceedings—Supreme Court, District Court and Magistrates Court

233.1—Arbitration-related proceeding rules

The rules in Schedule 5 apply to proceedings under the *International Arbitration Act 1974* (Cth) and the *Commercial Arbitration Act 2011*.

Part 4—Building contract progress claim—Supreme Court, District Court and Magistrates Court

234.1—Institution of proceeding

An action to recover an amount in respect of a progress claim under section 15 or 16 of the *Building and Construction Industry Security of Payment Act 2009* must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#).

Part 5—Caveat proceedings—Supreme Court and District Court

235.1—Institution of proceeding

- (1) Subject to subrule (2), an application under section 191 of the *Real Property Act 1886* for the removal of a caveat, an extension of time for removal of a caveat, compensation for lodging or failing to withdraw a caveat or leave to lodge a further caveat must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) If there is already a proceeding in existence between the parties—
 - (a) under subrule (1) in respect of the caveat; or
 - (b) for substantive relief in respect of the claimed proprietary interest the subject of the caveat,

the applicant or another party to the proceeding may apply for an order under subrule (1) by filing, in the existing proceeding, an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

Part 6—Confiscation proceedings—Supreme Court, District Court and Magistrates Court

Notes—

This Part deals with applications under the *Criminal Assets Confiscation Act 2005*, *Serious and Organised Crime (Unexplained Wealth) Act 2009* and *Proceeds of Crime Act 2002* (Cth). It also deals with applications under the *Mutual Assistance in Criminal Matters Act 1987* (Cth) insofar as it provides for an application to be made as if it were under the *Proceeds of Crime Act 2002* (Cth).

Part 15 Division 4 deals with the registration of foreign forfeiture orders, foreign pecuniary penalty orders and foreign restraining orders.

Division 1—Introduction

236.1—Definitions

- (1) In this Part, unless the contrary intention appears—

Commonwealth Act means the *Proceeds of Crime Act 2002* (Cth);

confiscation legislation means the State Act or the Commonwealth Act;

forfeiture confirmation order means a forfeiture confirmation order under section 67 of the State Act or section 84 or 110 of the Commonwealth Act;

forfeiture order means a forfeiture order under section 47 of the State Act or section 47, 48 or 49 of the Commonwealth Act;

forfeiture-related order means an order or declaration under section 48, 53, 55, 56, 58 to 59B, 61, 76, 76AA, 78 or 79 of the State Act or section 55, 57, 58, 73, 77, 93, 94, 94A, 102 or 103 of the Commonwealth Act;

monetary order means a literary proceeds order under section 111 of the State Act or section 152 of the Commonwealth Act or a pecuniary penalty order under section 95 of the State Act or section 116 of the Commonwealth Act;

monetary-related order means an order under section 109, 115, 120, 123 or 129 of the State Act or section 119, 133, 141, 149, 156, 161, 168, 176, 282 or 283 of the Commonwealth Act;

Mutual Assistance Act means the *Mutual Assistance in Criminal Matters Act 1987* (Cth);

prescribed authority means—

- (a) in respect of a proceeding under the State Act—the South Australian Director of Public Prosecutions; or
- (b) in respect of a proceeding under the Commonwealth Act—the Commonwealth Director of Public Prosecutions or the Commissioner of the Australian Federal Police;

restraining order means—

- (a) in Divisions 2, 3, 4, 5 and 6—a restraining order under section 24 of the State Act or section 17, 18, 19, 20 or 20A of the Commonwealth Act (including any restraining order applied for under section 34K of the Mutual Assistance Act); or
- (b) in Division 7—a restraining order under section 20 of the State Unexplained Wealth Act;

restraining-related order means an order under section 27, 28, 34, 35, 36, 38, 39, 40, 43, 44 or 187 of the State Act, or an order under or section 24, 24A, 28A, 29, 29A, 38, 39, 39B, 42, 44, 261 or 280 of the Commonwealth Act or an order under section 34L of the Mutual Assistance Act;

State Act means the *Criminal Assets Confiscation Act 2005*;

State Unexplained Wealth Act means the *Serious and Organised Crime (Unexplained Wealth) Act 2009*;

statutory forfeiture means the forfeiture of property by force of the confiscation legislation without the need for any order for forfeiture by the Court (see sections 56A and 74 of the State Act and section 92 of the Commonwealth Act);

statutory forfeiture declaration means a declaration by the Court under section 56B or 77 of the State Act or section 95 of the Commonwealth Act;

transaction set aside order means an order setting aside a disposition or dealing with property under section 32 of the State Act or section 36 of the Commonwealth Act;

trust account means a trust account within the meaning of the *Legal Practitioners Act 1981*, the *Land Agents Act 1994*, the *Conveyancers Act 1994* or any other account in which trust money is deposited and held.

trust money means money held in an account by the account holder on trust for another person or persons.”

unexplained wealth order means an unexplained wealth order under section 9 of the State Unexplained Wealth Act or section 179E of the Commonwealth Act;

unexplained wealth-related order means an order under section 20 or 25(1) of the State Unexplained Wealth Act or section 179C, 179EB, 179F, 179K, 179L, 179S, 282A or 283 of the Commonwealth Act.

- (2) In this Part, unless the contrary intention appears, a term defined in the [State Act](#) or [Commonwealth Act](#) that is not defined in subrule (1) has the same meaning as in those Acts.

Division 2—General

236.2—Originating application and supporting affidavit

- (1) An action under this Part must be instituted by filing an [Originating Application](#), or amended [Originating Application](#) under [rule 236.4](#), and supporting affidavit in accordance with [rule 82.1](#).
- (2) If a party relies on a conviction or order quashing a conviction, the party must exhibit a certificate of record in the criminal or appellate proceeding proving the conviction or quashing.

236.3—Joinder

- (1) A party who institutes an action under this Part may seek orders under more than one rule in this Part or multiple orders under a rule in this Part (in aggregate or in the alternative) against the same respondent.
- (2) Two or more applicants may institute an action under this Part if one of the conditions in [rule 21.3](#) is satisfied.
- (3) An action may be brought under this Part against 2 or more respondents if—
 - (a) the applicant seeks the same orders against them jointly or severally;
 - (b) the orders sought relate to the same subject matter (offence or property) or arise out of the same transaction or event or series of transactions or events;
 - (c) the same question of law or fact will arise in determining the application against each respondent; or
 - (d) the Court gives leave or so orders.
- (4) The Court may, on its own initiative or on application by a person, join or disjoin a person as a respondent or interested party to an action under this Part.

236.4—Amendment

- (1) Subject to subrule (2), if a party has instituted an action seeking orders under a rule in this Part, that party may, without leave of the Court, amend the [Originating Application](#)

to join an additional or alternative application for orders under the same or another rule in this Part and, for that purpose, join an additional respondent or interested party, provided that the additional application—

- (a) relates to, or is dependent on, the existing application or an order made on the existing application; or
 - (b) relates to the same subject matter (offence or property) as the existing application.
- (2) If a party makes an amendment under this rule, another party may apply for an order disallowing the amendment in whole or in part on the ground that, if leave had been sought to make the amendment, it would have been refused (and the onus will be on the party seeking disallowance of the amendment to persuade the Court that it should be disallowed).
- (3) A party who makes an amendment under this rule must serve the amended [Originating Application documents](#) on each other party in accordance with [rule 236.5](#).

236.5—Service

- (1) Service of a document required to be served by the [prescribed authority](#) under this Part may be effected—
 - (a) if the person to be served has an [address for service](#) in the proceeding—by service at the [address for service](#) or if applicable under paragraph (c) or (d);
 - (b) if the person to be served does not have an [address for service](#) in the proceeding—by [original service](#) or if applicable under paragraph (c) or (d);
 - (c) if the document is to be served under the [State Act](#)—by service in accordance with section 216 of the [State Act](#) or regulation 16 of the *Criminal Assets Confiscation Regulations 2006* to the extent that they apply to the document; or
 - (d) if the document is to be served under the [Commonwealth Act](#)—by service in accordance with section 28A of the *Acts Interpretations Act 1901* (Cth).
- (2) Service of a document required to be served on the [prescribed authority](#) under this Part may be effected—
 - (a) if the [prescribed authority](#) has an [address for service](#) in the proceeding—by service at the [address for service](#);
 - (b) if the [prescribed authority](#) does not have an [address for service](#) in the proceeding—by [original service](#) or by leaving the document at the office of the [prescribed authority](#) with a person who is apparently an adult and employed by or an officer of the [prescribed authority](#) or by [email service](#) to an email address (if any) maintained by the [prescribed authority](#) for the purpose of service of documents in proceedings under the [confiscation legislation](#); or
 - (c) if the document is to be served under the [Commonwealth Act](#)—by service in accordance with section 28A of the *Acts Interpretations Act 1901* (Cth).
- (3) If the Court makes an order referred to in [rule 236.9](#), the applicant must serve the order on each other party to the action as soon as practicable.
- (4) If the Court makes a [restraining order](#), unless the Court otherwise orders, the applicant must serve the order on each other party to the action as soon as practicable.

Note—

Section 29(3)(b) of the *Criminal Assets Confiscation Act 2005* and section 33(3)(b) of the *Proceeds of Crime Act 2002* (Cth) empower the Court to order that the [prescribed authority](#) delay giving such notice for a specified period if the Court considers it appropriate in order to protect the integrity of any investigation or prosecution.

236.6—Response and opposing affidavit

Unless the Court otherwise orders, a respondent or interested party—

- (a) who wishes to adduce evidence or make submissions in relation to the orders sought on an [Originating Application](#) or amended [Originating Application](#) must file a response in accordance with [rule 83.1](#); and
- (b) who wishes to adduce evidence in relation to the orders sought on an [Originating Application](#) or amended [Originating Application](#) must file an affidavit in response in accordance with [rule 83.2](#).

236.7—Interlocutory applications and affidavits

- (1) An application—
 - (a) for a [restraining-related order](#) (if not made at a hearing at which a [restraining order](#) is considered or made);
 - (b) a [forfeiture-related order](#) (if not made at a hearing at which a [forfeiture order](#) is considered or made);
 - (c) a [monetary-related order](#) (if not made at a hearing at which a [monetary order](#) is considered or made);
 - (d) an [unexplained wealth-related order](#) (if not made at a hearing at which an [unexplained wealth order](#) is considered or made);
 - (e) to revoke, confirm, vary or exclude property from or otherwise relating to an order made under this Part; or
 - (f) otherwise made under the [State Act](#), [State Unexplained Wealth Act](#) or [Commonwealth Act](#),

in or in connection with an existing proceeding must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) in that proceeding.
- (2) Another party who wishes to adduce evidence in relation to the orders sought in an interlocutory application must file an affidavit in response in accordance with [rule 83.2](#).

236.8—Consent orders

If a party seeks an order [by consent](#) under section 219 of the [State Act](#) or section 316 of the [Commonwealth Act](#), that party must comply with [rule 133.1](#).

236.9—Nature of orders under this Part

For the purposes of these Rules, the following orders are treated as final judgments—

- (a) a [transaction set aside order](#) made under [rule 236.13](#);
- (b) a [forfeiture order](#), [statutory forfeiture declaration](#) or [forfeiture confirmation order](#) made under [rule 236.16](#) or [rule 236.18](#);
- (c) a [monetary order](#) made under [rule 236.19](#).

Division 3—Restraining orders

236.10—Application

- (1) An application for a [restraining order](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must identify—
 - (a) the person convicted of or charged with or suspected on reasonable grounds of having committed or proposed to be charged with the serious offence (*the suspect*) (if known);
 - (b) the identity of the owner (if known) of the specified property if it is alleged that property of another person (*the owner*) is—
 - (i) subject to the effective control of the suspect; or
 - (ii) proceeds or an instrument of the offence;
 - (c) any other person reasonably believed to have an interest in the specified property (*additional person*);
 - (d) what notice (if any) is proposed to be given to persons other than parties to the proceeding (whether by publication or otherwise); and
 - (e) if the applicant seeks a [restraining order without notice](#)—the grounds on which an order is sought [without notice](#).
- (3) The applicant—
 - (a) must join the suspect and owner (if applicable and known) as a respondent; and
 - (b) may join an additional person as an interested party.
- (4) Subject to subrule (5), the applicant must serve—
 - (a) the originating application and supporting affidavit on the respondent as soon as practicable; and
 - (b) the originating application together with notice that the supporting affidavit may be requested on any interested party or additional person as soon as practicable.
- (5) If the applicant seeks a [restraining order without notice](#), the applicant need not serve the documents until the Court has heard and determined the application or the Court otherwise orders.

236.11—Hearing and determination

- (1) A person who claims an interest in the specified property who is not already a party to the action may apply, by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#), to be joined as an interested party or respondent.
- (2) An application under subrule (1) must be made as soon as practicable after a person receives notice of the application.
- (3) If a person referred to in subrule (1) wishes to adduce evidence or make submissions at a hearing of the application for a [restraining order](#), the supporting affidavit must address the matters in answer to the application required to be addressed in a response in accordance with [rule 83.1](#) and a responding affidavit in accordance with [rule 83.2](#).

236.12—Notice of cessation of restraining order

- (1) Subject to subrule (2), if a [restraining order](#) ceases to be in force, or ceases to be in force in respect of certain property covered by the order, by operation of section 46 of the [State Act](#) or section 45 or 45A of the [Commonwealth Act](#), the applicant must within 14 days of the cessation file a notice identifying the existence and date of the cessation.
- (2) Subrule (1) does not apply when the cessation is the result of an order made by the Court that made the [restraining order](#).
- (3) The applicant must serve the notice of cessation on each party with an [address for service](#) as soon as practicable.

Division 4—Transaction set aside orders

236.13—Application for set aside order

- (1) An application for a [transaction set aside order](#) must be instituted by either—
 - (a) filing an amended version of the [Originating Application](#) in the action in which the [restraining order](#) was made, joining as an additional party any person required under this rule to be joined who is not already a party; or
 - (b) filing an [Originating Application](#) in accordance with [rule 82.1](#) in a new action.
- (2) The application must be supported by an affidavit in accordance with [rule 82.1\(2\)](#).
- (3) The applicant must join the parties to the disposition or dealing as respondents.

Division 5—Forfeiture orders and declarations

236.14—Application for forfeiture order

- (1) An application for a [forfeiture order](#) must be instituted by either—
 - (a) if there is an existing action in which a [restraining order](#) was made in relation to the property the subject of the proposed forfeiture application—filing an amended version of the [Originating Application](#) in that action, joining as an additional party any person required under this rule to be joined who is not already a party; or
 - (b) filing an [Originating Application](#) in accordance with [rule 82.1](#) in a new action.
- (2) The application must be supported by an affidavit in accordance with [rule 82.1\(2\)](#) identifying—
 - (a) if made on a ground that a person has been convicted of a serious offence within the meaning of the [State Act](#) or an indictable offence within the meaning of the [Commonwealth Act](#)—that person (*the suspect*);
 - (b) if made on a ground that a [restraining order](#) has been in force for at least 6 months—the person whose conduct or suspected conduct formed the basis of the [restraining order](#) (*the suspect*) (if known);
 - (c) the owner of the specified property (*the owner*) (if known);
 - (d) any other person reasonably believed to have an interest in the specified property or to whom hardship may reasonably be expected to be caused by operation of the order (*additional person*); and
 - (e) what notice (if any) is proposed to be given to persons other than parties to the proceeding (whether by publication or otherwise).

- (3) If the forfeiture order sought encompasses moneys held in a trust account, the supporting affidavit must—
 - (a) state that the moneys concerned are held in a trust account;
 - (b) identify and verify the name of the trust account holder;
 - (c) identify whether the applicant has informed the holder of the trust account of the proposed application and, if so, provide details; and
 - (d) identify whether the applicant has reason to believe that any other person (including the holder of the trust account) has a beneficial interest in the moneys in the trust account and, if so, provide details.
- (4) The applicant—
 - (a) must join the owner and the suspect (if applicable and known) as a respondent; and
 - (b) may join an additional person as an interested party.

236.15—Application for statutory forfeiture declaration

- (1) An application for a statutory forfeiture declaration must be instituted by either—
 - (a) if there is an existing action in which a restraining order was made in relation to the property the subject of the statutory forfeiture—filing an amended version of the Originating Application in that action, joining as an additional party any person required under this rule to be joined who is not already a party; or
 - (b) filing an Originating Application in accordance with rule 82.1 in a new action.
- (2) The application must be supported by an affidavit in accordance with rule 82.1(2) identifying—
 - (a) if made in reliance on the person being a serious drug offender—that person (*the suspect*); or
 - (b) in any other case—the person convicted of a serious offence (*the suspect*) and the matters referred to in rule 236.14(2)(b) to (e).
- (3) The applicant—
 - (a) must join the suspect as a respondent; and
 - (b) may join an additional person as an interested party.

236.16—Hearing and determination

- (1) A person who claims an interest in the specified property who is not already a party to the action may apply by filing an interlocutory application and supporting affidavit in accordance with rule 102.1 to be joined as an interested party or respondent.
- (2) An application under subrule (1) must be made as soon as practicable after a person receives notice of the application.
- (3) If a person referred to in subrule (1) wishes to adduce evidence or make submissions at a hearing of the application for or in relation to a forfeiture order or statutory forfeiture declaration, the supporting affidavit must address the matters in answer to the application required to be addressed in a response in accordance with rule 83.1 and a responding affidavit in accordance with rule 83.2.

236.17—Notice of discharge of forfeiture order

- (1) If a [forfeiture order](#) is discharged by operation of section 64 or under section 70 or 83 of the [State Act](#) or by operation of section 81 or under section 87 or 113 of the [Commonwealth Act](#), the applicant must within 14 days file a notice identifying the existence and date of the discharge.
- (2) The applicant must serve the notice of discharge on each party with an [address for service](#) as soon as practicable.

236.18—Application for forfeiture confirmation order

- (1) An application for a [forfeiture confirmation order](#) must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) The applicant must serve the interlocutory application and supporting affidavit on—
 - (a) each other party; and
 - (b) any other person as required by section 65(1) of the [State Act](#) or section 82(1) or 108(1) of the [Commonwealth Act](#).
- (3) A person who claims an interest in the specified property who is not already a party to the action may apply by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) to be joined as an interested party or respondent.
- (4) An application under subrule (3) must be made as soon as practicable after a person receives notice of the application.
- (5) If a person referred to in subrule (3) wishes to adduce evidence or make submissions at a hearing of the application for a [forfeiture confirmation order](#), the supporting affidavit must address the matters in answer to the application required to be addressed in a response in accordance with [rule 83.1](#) and a responding affidavit in accordance with [rule 83.2](#).

Division 6—Monetary orders**236.19—Application for monetary order**

- (1) An application for a [monetary order](#) must be instituted by either—
 - (a) if there is an existing action in relation to the offence the subject of the proposed application—filing an amended version of the [Originating Application](#) in that action, joining as an additional party any person required under this rule to be joined who is not already a party; or
 - (b) filing an [Originating Application](#) in accordance with [rule 82.1](#) in a new action.
- (2) The application must be supported by an affidavit in accordance with [rule 82.1\(2\)](#).
- (3) The applicant must serve the application and supporting affidavit on the respondent against whom the order is sought as soon as practicable.

236.20—Notice of discharge of order

- (1) If a [monetary order](#) is discharged by operation of section 125 of the [State Act](#) or section 146 or 173 of the [Commonwealth Act](#), the applicant must within 14 days file a notice identifying the existence and date of the discharge.
- (2) The applicant must serve a notice of discharge on the respondent as soon as practicable.

Division 7—Unexplained wealth orders

236.21—Application for unexplained wealth order

- (1) An application for an [unexplained wealth order](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) If the application is made under the [Commonwealth Act](#)—
 - (a) the applicant may, but is not required to, serve the originating application and supporting affidavit on the respondent before the Court determines whether to make a preliminary unexplained wealth order under section 179B of the [Commonwealth Act](#); and
 - (b) if the Court makes a preliminary unexplained wealth order, the applicant must serve the order on the respondent as soon as practicable and, if the [restraining order](#) application and supporting affidavit have not already been served on the respondent, serve them on the respondent at the same time.

236.22—Application for evidence or documents

- (1) An application by the Commissioner of Police under section 15(1) of the [State Unexplained Wealth Act](#) for an order that a person give evidence or produce documents or materials must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

Note—

Section 15(2) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* requires the affidavit to specify how the evidence, documents or materials to which the application relates are relevant to identifying, tracing, locating or valuing a person's wealth.

- (2) The Court may, if it thinks fit, make an order on the application [without notice](#).
- (3) If the Court makes an order [without notice](#)—
 - (a) the applicant must serve the order, together with the [Originating Application](#) and supporting affidavit, on the respondent as soon as practicable; and
 - (b) the respondent may, within 7 days of service of the order or such other period as the Court may fix, apply to the Court, by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#), to set aside or vary the order.

236.23—Order for evidence or documents

- (1) The Court may order that the respondent—
 - (a) give oral or affidavit evidence to the Court on questions; or
 - (b) produce before the Court materials,
relevant to identifying, tracing, locating or valuing a person's wealth.
- (2) The Court may order that evidence be given or materials be produced before a judicial officer or [the Registrar](#).
- (3) If the Court makes an order under this rule, the applicant must serve the order on the respondent as soon as practicable.

Note—

Section 15(3) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* requires the Commissioner of Police to ensure that a copy of the order is served on the respondent, in

accordance with any directions of the Court, and that the respondent is advised that the order was made under section 15 of that Act.

- (4) The Court may make such orders as to costs as it thinks fit.

Note—

Section 15(5) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* empowers the Court to make an order that the Crown pay the respondent's legal costs in connection with complying with the order (which may be costs as between solicitor and client) or such part of those costs as determined by the Court.

236.24—Application for restraining order

- (1) An application by the Commissioner of Police under section 20(1) of the [State Unexplained Wealth Act](#) for a [restraining order](#) must be instituted by either—
 - (a) filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) in the action in which the [unexplained wealth order](#) is being sought or was made; or
 - (b) filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#) in a new action.
- (2) The supporting affidavit must—
 - (a) depose to facts or exhibit documents by reason of which the order sought is reasonably necessary to ensure payment of an amount that is, or may become, payable under an [unexplained wealth order](#);
 - (b) if an order is sought to restrain the disposal of specified property, identify—
 - (i) the owner of the property;
 - (ii) any other person who has or is believed to have an interest in the property; and
 - (iii) any person who has custody of the property;
 - (c) if an order is sought to restrain specified kinds of transactions involving safe custody facilities, identify—
 - (i) the relevant deposit holder; and
 - (ii) any person who would have a legal entitlement to enter into the transaction if it were not restrained; and
 - (d) identify any other person to whom notice of the application should be given.

Note—

Section 20(2) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* requires the Court to be satisfied that the order is reasonably necessary to ensure payment of an amount that is, or may become, payable under an [unexplained wealth order](#) and that the application for the order be accompanied by an affidavit setting out matters that would justify such a finding.

- (3) The Court may order the joinder of any additional party to the proceeding or that notice of the application be given to any person.
- (4) The Court may, if it thinks fit, make a [restraining order without notice](#).
- (5) If the Court makes a [restraining order](#), the applicant must serve the order, and if made [without notice](#) also the application and supporting affidavit, on each other party to the

proceeding and any other person to whom notice of the application is required to be given as soon as practicable.

Note—

Section 23 of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* provides that, if a court makes a [restraining order](#), the Commissioner of Police should give written notice of the order (including a copy of the order) to any persons that should, in the opinion of the court, be given notice of the order.

236.25—Objection when restraining order made without notice

- (1) A notice of objection under section 24 of the [State Unexplained Wealth Act](#) to a [restraining order](#) made [without notice](#) must be made by a notice of objection in the prescribed form.

Prescribed form—

Form 58 [Notice of Objection](#)

Note—

Section 24(1) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* requires a notice of objection to be lodged within 14 calendar days of the objector becoming aware of the [restraining order](#) or such longer period as the Court may allow.

- (2) The notice of objection must be supported by an affidavit in accordance with [rule 31.7](#) deposing to facts or exhibiting documents relied on.
- (3) The objector must serve the notice of objection and supporting affidavit on the applicant as soon as reasonably practicable.

Note—

Section 24(3) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* requires that the Commissioner of Police be served by registered post at least 7 calendar days before the day appointed for hearing the notice.

236.26—Application to declare property ownership

- (1) An application by the Commissioner of Police under section 19(2) of the [State Unexplained Wealth Act](#) to declare property to be property of a person for the purpose of the *Enforcement of Judgments Act 1991* must be instituted by either—
 - (a) filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) in the action in which the [unexplained wealth order](#) was made; or
 - (b) filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#) in a new action.
- (2) The supporting affidavit must—
 - (a) depose to facts or exhibit documents that evidence that particular property is subject to the effective control of the person the subject of the relevant [unexplained wealth order](#); and
 - (b) identify each person whom the Commissioner of Police has reason to believe may have an interest in the property and any other person who should be given notice of the application.

Note—

Section 19(2) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* requires the Court to be satisfied that particular property is subject to the effective control of the person the subject of the relevant [unexplained wealth order](#).

- (3) The Court may order the joinder of any additional party to the action or that notice of the application be given to any person.

Note—

Section 19(3) of the *Serious and Organised Crime (Unexplained Wealth) Act 2009* requires the Commissioner of Police, on applying for an order, to give written notice of the application to the person who is subject to the [unexplained wealth order](#), any person whom the Commissioner of Police has reason to believe may have an interest in the property and any other persons who should, in the opinion of the Court, be given notice of the application.

- (4) The applicant must serve the application and supporting affidavit on each other party as soon as practicable.

Division 8—Production, examination, monitoring, freezing orders

236.30—Examination order—Supreme Court, District Court and Magistrates Court

- (1) An application under section 131 of the [State Act](#) or section 180 of the [Commonwealth Act](#) for an examination order must be made by either—
- (a) filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) in the action in which the [restraining order](#) was made; or
 - (b) filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#) in a new proceeding.
- (2) An application under section 132 of the [State Act](#) or section 180A, 180B, 180C, 180D, 180E or 181 of the [Commonwealth Act](#) for an examination order must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) in the action in which the relevant order or application was made.

Part 7—Corporations, consumer and competition legislation proceedings—Supreme Court, District Court and Magistrates Court

Division 1—Introduction

237.1—Definitions

In this Part, unless the contrary intention appears—

ASIC Act means the *Australian Securities and Investment Commission Act 2001* (Cth);

Corporations Act means the *Corporations Act 2001* (Cth);

Competition Act means the *Competition and Consumer Act 2010* (Cth) except insofar as it addresses matters under the Australian Consumer Law;

Consumer Law means the Australian Consumer Law which is Schedule 2 to the *Consumer and Competition Act 2010* (Cth) together with those provisions of the *Consumer and Competition Act 2010* (Cth) that address matters under the Australian Consumer Law;

Fair Trading Act means the *Fair Trading Act 1987*;

Specified Superior Court means one or more of the Federal Court of Australia, the Family Court of Australia, a Supreme Court of a State or a court to which section 41 of the *Family Law Act 1975* (Cth) applies because of a Proclamation made under section 41(2).

Division 2—Actions by claim

237.2—Corporations Act actions by claim

- (1) An action arising under the [Corporations Act](#) in respect of which jurisdiction is not confined by the [Corporations Act](#) to a [Specified Superior Court](#) must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#).

Note—

Actions governed by this rule include—

- (a) a claim for remedies for a contravention of a provision of the *Corporations Act 2001* (Cth) except under Part 7.12 or Part 9.5 (for example sections 283F, 601MA, 601XAA, 670B, 670E, 671C, 672F, 729, 953B and 953B, 961M and 961N, 1020AL, 1022B and 1022C, 1023Q and 1023R);
- (b) a recovery action under Part 5.6 Division 7 or Part 5.7B of the *Corporations Act 2001* (Cth) (for example sections 567, 588FF, 588FH, 588M, 588R, 588T, 588W, 588Z, 588ZA, 596ACA and 596AF);
- (c) a civil penalty proceeding under Part 9.4B of the *Corporations Act 2001* (Cth);
- (d) a claim for remedies under Part 9.4AAA of the *Corporations Act 2001* (Cth);
- (e) a claim to recover monies or enforce rights or duties arising by reason of a provision of the *Corporations Act 2001* (Cth) when the *Corporations Act 2001* (Cth) does not explicitly create a right of action or does not vest jurisdiction in a court (for example sections 565, 588FGAA and 925H); or
- (f) any other action in respect of which jurisdiction is conferred by section 1337E of the *Corporations Act 2001* (Cth) on courts of a State.

Supreme Court

- (2) An action arising under the [Corporations Act](#) in respect of which jurisdiction is confined by the [Corporations Act](#) to a [Specified Superior Court](#) must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#) if it is or includes—
- (a) a claim for remedies for a contravention of a provision of Part 7.12 or Part 9.5 of the [Corporations Act](#) (including, without limitation, sections 1101B, 1323, 1324, 1324B, 1325, 1325B, 1325C and 1325E);
 - (b) a claim for relief from liability in respect of a contravention of the [Corporations Act](#), a procedural irregularity or a breach of duty (including, without limitation, sections 1318(2), 1322(4) and 1325D);
 - (c) a claim for or in respect of oppressive conduct (including, without limitation, sections 232 to 234); or
 - (d) a claim for remedies under Part 5.9 Division 2 of the [Corporations Act](#) (including, without limitation, section 598).

237.3—Competition Act actions by claim

An action arising under the [Competition Act](#) must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#) if it is or includes—

- (a) a claim for remedies (including a pecuniary penalty) under Part VI of the [Competition Act](#) (including, without limitation, sections 76, 77, 80, 80A, 80AC, 81, 81A, 82, 86C, 86D, 86E, 87, 87B and 87C);

- (b) a claim to recover monies or enforce rights or duties arising by reason of a provision of the [Competition Act](#) when the [Competition Act](#) does not explicitly create a right of action or does not vest jurisdiction in a court; or
- (c) any other action in respect of which jurisdiction is conferred by section 86 of the [Competition Act](#) on courts of a State.

237.4—Consumer actions by claim

- (1) An action arising under the [Consumer Law](#) must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#) if it is or includes—
 - (a) a claim for remedies (including a pecuniary penalty) for a contravention of a provision of the [Consumer Law](#) (including, without limitation, sections 224, 228, 232, 236, 237, 238, 239, 243, 246, 247 and 248);
 - (b) a claim for remedies under a provision of the [Consumer Law](#) (including, without limitation, sections 250, 259, 265, 267, 269, 271, 274 and 279);
 - (c) a claim to recover monies or enforce rights or duties arising by reason of a provision of the [Consumer Law](#) when the [Consumer Law](#) does not explicitly create a right of action or does not vest jurisdiction in a court; or
 - (d) any other action in respect of which jurisdiction is conferred by section 138B of the [Consumer Law](#) on courts of a State.
- (2) An action arising under the [ASIC Act](#) must be instituted by a filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#) if it is or includes—
 - (a) a claim for remedies (including a pecuniary penalty) for a contravention of a provision of Part 2 Division 2 Subdivision C, D or E of the [ASIC Act](#) (including, without limitation, sections 12GBA, 12GBB, 12GBCC, 12GD, 12GF, 12GLA or 12GLB);
 - (b) a claim to recover monies or enforce rights or duties arising by reason of a provision of the [ASIC Act](#) when the [ASIC Act](#) does not explicitly create a right of action or does not vest jurisdiction in a court; or
 - (c) any other action in respect of which jurisdiction is conferred by section 12GJ of the [ASIC Act](#) on courts of a State.
- (3) An action arising under the [Fair Trading Act](#) must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#) if it is or includes—

Supreme Court or District Court

- (a) a claim for remedies for a contravention of a provision of the [Fair Trading Act](#) (section 85);

Supreme Court

- (b) a claim for an injunction in respect of a contravention of a provision of the [Fair Trading Act](#) (section 83);

Magistrates Court

- (c) a claim for a pecuniary penalty (section 86B); or

Supreme Court, District Court and Magistrates Court

- (d) an action to recover monies or enforce rights or duties arising by reason of a provision of the [Fair Trading Act](#) when the [Fair Trading Act](#) does not explicitly

create a right of action or does not vest jurisdiction in a court (except an application under section 8A of that Act, which is to be instituted by originating application).

237.5—Joinder of causes of action

A [cause of action](#) governed by this Division may be joined with another [cause of action](#) governed by this Division or arising at law, in equity or under a different statute if both causes of action vest in the applicant against the respondent.

Division 3—Proceedings by originating application

237.6—Corporations and ASIC Act proceedings under Corporations Rules—Supreme Court

An action under the [Corporations Act](#) or [ASIC Act](#) not governed by [rule 237.2](#) or [237.4\(2\)](#) is governed by the *Corporations Rules 2003*.

237.7—Competition Act proceedings by originating application

An action under the [Competition Act](#) not governed by [rule 237.3](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

237.8—Consumer legislation proceedings by originating application

An action under the [Consumer Law](#) or [Fair Trading Act](#) not governed by [rule 237.4](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

Part 8—Family Relationship Declarations—Supreme Court, District Court and Magistrates Court

238.1—Definitions

In this Part, unless the contrary intention appears—

relationship declaration means a declaration or order under section 9 or 11B of the *Family Relationships Act 1975*.

238.2—Institution

- (1) Subject to subrule (3), an application for a [relationship declaration](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must—
 - (a) identify the use that the applicant intends to make of the declaration;
 - (b) identify to the extent possible all persons whose interests would or may be affected by the declaration by their full names and addresses and, in the case of children, their ages; and
 - (c) if the application is made under section 9 of the *Family Relationships Act 1975*—exhibit a copy of the birth certificate for the child.
- (3) If a [relationship declaration](#) is sought as part of or in the course of a substantive action under section 14 of the *Family Relationships Act 1975*, the action must be instituted in the manner appropriate to the substantive action, and if the substantive action is instituted by a [Claim](#) and statement of claim in accordance with [rule 63.1](#), the applicant

must also file an affidavit addressing the matters required to be addressed by subrule (2).

238.3—Domestic partner declaration

An applicant seeking a domestic partner declaration under section 11B of the *Family Relationships Act 1975*—

- (a) if the applicant is, or claims to be, a domestic partner—must join the other putative domestic partner (if alive) or the personal representative of the estate of such a person (if there is one), as a respondent;
- (b) if the applicant is not a party to the putative domestic partner relationship—must join the putative domestic partners (if alive) or the personal representative of the estate of such a person (if there is one) as respondents; and
- (c) in any case—must join any other person whose interests would, or may, be affected by the declaration as an interested party.

238.4—Parentage declaration

An applicant seeking a parentage declaration under section 9 of the *Family Relationships Act 1975*—

- (a) if the applicant is, or claims to be, the mother of the child—must join the putative father or co-parent (if alive) or the personal representative of the estate of such a person (if there is one) as a respondent;
- (b) if the applicant is, or claims to be, the father or co-parent of the child—must join the mother of the child (if alive) or the personal representative of the estate of the mother (if there is one) as a respondent;
- (c) if the applicant is, or claims to be, a person whose interests, rights or obligations are affected—must join the mother and father or co-parent of the child (if alive) or the personal representative of the estate of such a person (if there is one) as a respondent;
- (d) in any case—must join the child as a respondent if the child is over 18; and
- (e) in any case—must join any other person whose interests would or may be affected by the declaration as an interested party.

Part 9—Housing improvement tenancy disputes—Supreme Court, District Court and Magistrates Court

239.1—Institution

- (1) An application under section 35(3) of the *Housing Improvement Act 2016* must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#).
- (2) The applicant—
 - (a) if a tenant—must join the landlord as a respondent and any tenant who is not an applicant as an interested party;
 - (b) if a landlord—must join the tenant as a respondent and any landlord who is not an applicant as an interested party; and
 - (c) in any case—must join as an interested party the Minister responsible for the administration of the *Housing Improvement Act 2016*.

Part 10—Interpleader —Supreme Court, District Court and Magistrates Court

240.1—Institution

- (1) A person who has possession, custody or control of money or other property—
 - (a) in which the person claims no personal interest; and
 - (b) the beneficial entitlement to which is subject to uncertainty or conflict; or
 - (c) who is required by statute to pay money into court,
 may institute an action under this rule to determine the entitlement to the property and, if the property is money, may pay the money into court.
- (2) A person who is required by statute to lodge a document may institute an action under this rule and lodge the document with the Court.
- (3) An action under this rule must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form.

Prescribed forms—

Form 6 [Originating Application – Interpleader](#)

Form 6A [Originating Application – Interpleader – Referral by Small Business Commissioner MC](#)

- (4) Unless instituted by the Small Business Commission under section 20(6) of the *Retail and Commercial Leases Act 1995*, the application must be supported by an affidavit in accordance with [rule 82.1\(2\)](#).
- (5) The applicant must join as an interested party—
 - (a) if the action is instituted under subrule (1)—any person who the applicant knows has or claims an interest in the property; or
 - (b) if the action is instituted under subrule (2)—any person who is a party to the document.
- (6) An interested party may file a notice of acting but, unless the Court otherwise orders, is not required to file a response.

240.2—Directions

Supreme Court and District Court

- (1) An applicant who files an application under [rule 240.1\(1\)](#) must file an interlocutory application in accordance with [rule 102.1](#), which need not be supported by an affidavit, seeking orders for the conduct of the action.
- (2) After the filing of the application, [the Registrar](#) will convene a [directions hearing](#) and give notice in the prescribed form to all parties.

Prescribed form—

Form 78A [Notice of Directions Hearing](#)

- (3) At a [directions hearing](#), the Court may make such orders as it thinks fit for the determination of the action.
- (4) For example, the Court may order—

- (a) the addition or substitution of a party;
- (b) service on a person;
- (c) that a party have carriage of the action; or
- (d) the [trial](#) of the action or an issue in the action.

Part 11—Possession of land—Supreme Court, District Court and Magistrates Court

241.1—Institution

- (1) A person who claims an entitlement to, and seeks an order for possession of, land may institute an action under this rule for an order for possession.
- (2) An action under this Part must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (3) The applicant may, but is not required to, join an occupier of the land (other than the registered proprietor of the land) and, if the applicant does so, that person is to be joined as an interested party.
- (4) The supporting affidavit must—
 - (a) depose to or exhibit—
 - (i) if the applicant is the registered proprietor—proof that the applicant is the registered proprietor of a freehold estate in possession within the meaning of section 192(a) of the *Real Property Act 1886*;
 - (ii) if the applicant is a registered mortgagee or encumbrancee—proof that the person in possession is a mortgagor or encumbrancer in default, or a person claiming under such mortgagor or encumbrancer, within the meaning of section 192(b) of the *Real Property Act 1886*;
 - (iii) if applicant is a lessor—proof that—
 - (A) the applicant has power to re-enter and the rent is in arrears for at least 3 months within the meaning of section 192(c) of the *Real Property Act 1886*; or
 - (B) a legal notice to quit has been given, the lease has become forfeited or the term of the lease has expired;
 - (b) exhibit the documents from which the applicant derives title and upon which the applicant bases the entitlement to possession;
 - (c) identify who to the knowledge of the applicant claims possession, or is in occupation, of the land;
 - (d) state whether the National Credit Code applies; and
 - (e) state whether any person has possession of the land as a tenant under, or is a former tenant holding over after termination of, a residential tenancy agreement.
- (5) The application must contain a proper description of the land and the application or affidavit must include a reference to the certificate of title and any other basic document of title (such as a registered mortgage or registered lease).

- (6) Unless the Court otherwise orders, the applicant must serve the [Originating Application documents](#) on each other party by [personal service](#) as soon as practicable.

Notes—

Section 193 of the *Real Property Act 1886* requires that an [originating process](#) seeking an order to give up possession under section 192 be served at least 16 days before the hearing.

The Court may order substituted service under [rule 42.9](#).

241.2—Notice to occupier and response

- (1) Subject to subrule (2), the applicant must serve notice of the application on any person presently in occupation of the land as soon as practicable:
 - (a) by personal service; or
 - (b) by—
 - (i) affixing a copy of such notice to the main door or some other conspicuous part of the premises on the land; and
 - (ii) if practicable by inserting through the letter box or letter slit at the premises on the land the notice enclosed in a sealed envelope addressed to “The Occupier”.
- (2) The applicant need not serve notice of the proceeding on 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.
- (3) An occupier who receives notice under subrule (1) and wishes to oppose or be heard on the application—
 - (a) is entitled, on providing proof of receipt of the notice and of the person’s identity, to be joined as an interested party in the proceeding;
 - (b) may be joined by the Registrar as an interested party without an order being made by the Court;
 - (c) must upon being joined file a response in accordance with [rule 83.1](#) and, if they wish to adduce evidence in relation to the application, an affidavit in response in accordance with [rule 83.2](#).

241.3—Incidental application

- (1) A party to an action under this Part may make an application under section 55A of the *Law of Property Act 1936* or under the *National Credit Code* (except under sections 76 to 79 or 124) by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) The Court may determine an application under this rule summarily and is not bound by the rules of evidence and may inform itself in such manner as it thinks fit.

241.4—Hearing and determination of application for possession

- (1) At the hearing of the application for possession, the Court may hear the application, give directions for the hearing of the application or make such other or further order as it thinks fit.

- (2) The Court will not give judgment for possession of land in an application under this Part unless satisfied that appropriate notice of the action has been given to any person presently in occupation of the land.
- (3) Under this Part, judgment for possession of land is a summary judgment.

Part 12—Pre-action discovery—Supreme Court and District Court

242.1—Institution

- (1) A person who seeks discovery or production of [evidentiary material](#) or information to decide whether or against whom to bring or formulate a proceeding may institute an action under this rule by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must identify—
 - (a) the person against whom the applicant is contemplating bringing a claim and the [cause of action](#) contemplated;
 - (b) the [evidentiary material](#) or information sought; and
 - (c) why the applicant requires the [evidentiary material](#) or information to determine whether a [cause of action](#) exists or against whom the claim lies or to formulate the claim properly.

242.2—Order

- (1) The Court may make an order under subrule (2) if satisfied that—
 - (a) the applicant may have a good [cause of action](#) against another person;
 - (b) the person against whom the order is sought may be in possession or custody of, or have power over, [evidentiary material](#) or information relevant to the possible [cause of action](#); and
 - (c) the applicant requires discovery or production of relevant [evidentiary material](#) or information to—
 - (i) decide whether a [cause of action](#) exists;
 - (ii) decide against whom the claim lies; or
 - (iii) formulate the claim properly.
- (2) If the Court is satisfied under subrule (1), the Court may—
 - (a) order that the respondent file and serve on the applicant a document disclosing whether the respondent is or has been in possession or custody of, or has or had power over, [evidentiary material](#) relevant to the possible [cause of action](#) and, if so, providing full particulars of such [evidentiary material](#);
 - (b) order that the respondent produce any [evidentiary material](#) relevant to the possible [cause of action](#) to the Court or for inspection or copying by the applicant;
 - (c) order that the respondent make discovery as if the respondent were a party to a substantive action for the possible [cause of action](#) and for that purpose specify any matters or make any order that could be specified or made in respect of a party under Chapter 7 Part 13;

- (d) order that the respondent verify discovery or production by affidavit;
 - (e) order that the respondent provide specified information to the Court;
 - (f) order that the respondent attend before the Court for examination; or
 - (g) make any other or further order as it thinks fit, including as to costs.
- (3) If the Court makes an order under subrule (2), the Court may subsequently make a further order under subrule (2).

Example—

If the Court orders that the respondent make discovery, after the respondent has done so the Court may order that the respondent attend before the Court for examination.

242.3—Compensation

- (1) Unless the Court otherwise orders, the respondent is entitled to payment by the applicant of reasonable compensation for the time and expense involved in complying with an order made under [rule 242.2](#).
- (2) The compensation is to be fixed by agreement or in default of agreement by the Court.

Part 13—Pre-action search or freezing orders—Supreme Court and District Court

243.1—Institution

- (1) A person who seeks a [search order](#) under [rule 112.2](#) or [freezing order](#) under [rule 112.14](#) in anticipation of instituting a substantive action may institute an action under this rule by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must depose to the matters referred to in [rule 112.3](#), [112.14](#), [112.15](#) or [112.17](#) as the case may be.
- (3) The applicant must join the person against whom the order is sought as a respondent but need not serve the [Originating Application documents](#) on the person before the application is heard by the Court.
- (4) Chapter 10 Part 2 Division 1 and Schedule 2 otherwise apply to an application for a [search order](#).
- (5) Chapter 10 Part 2 Division 5 and Schedule 3 otherwise apply to an application for a [freezing order](#).

Note—

It is preferable that the substantive action first be instituted and a [freezing order](#) or [search order](#) be sought by interlocutory application under Chapter 10 Part 2 Division 1 or 5 respectively. An action should only be brought under this rule if urgency prevents proceeding under Chapter 10 Part 2.

Part 14—Review of administrative decisions or actions

Division 1—General

244.1—Application of Part

- (1) Subject to subrule (2), this Part applies to all proceedings in which the Court has jurisdiction conferred by a statute to review an administrative decision or action regardless of whether the statute calls the proceeding a “review” or an “appeal”.
- (2) This Part does not apply to actions in the Supreme Court for judicial review, which are governed instead by Chapter 20 Part 6.

244.2—Institution

- (1) Unless these Rules otherwise provide, an application to review an administrative decision or action must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form.

Prescribed forms—

Form 4 [Originating Application for Review](#)

Form 5 [Originating Application - Appeal Against Administrative Decision](#)

Note—

See also Forms 4B and 5A referred to in Division 2.

- (2) Unless these Rules otherwise provide, the [Originating Application](#) must be supported by an affidavit in accordance with [rule 82.1\(2\)](#)—
 - (a) identifying and exhibiting evidence of the impugned decision or action;
 - (b) exhibiting any reasons given for the decision or action; and
 - (c) deposing to the facts on which the applicant relies for the review and, if applicable, for any extension of time sought.
- (3) The applicant—
 - (a) must join any person who has a direct interest in supporting the decision or action as a respondent; and
 - (b) must join the decision maker as an interested party or, if the decision maker has a direct interest in supporting the decision or action, as a respondent.

244.3—Response and responding affidavit

Unless these Rules otherwise provide, a respondent or interested party—

- (a) who wishes to adduce evidence or make submissions in relation to the orders sought in an originating application must file a response in accordance with [rule 83.1](#); and
- (b) who wishes to adduce evidence in relation to the orders sought in an originating application must file an affidavit in response in accordance with [rule 83.2](#).

Note—

[Rule 244.7](#) otherwise provides for taxation appeals.

244.4—Order for pleadings

The Court may, if it thinks fit, make orders for the filing and service of a statement of facts issues and contentions and response to statement of facts issues and contentions.

Prescribed forms—Form 11 [Statement of Facts Issues and Contentions Standalone](#)Form 57 [Response to Statement of Facts Issues and Contentions](#)**244.5—Decision maker’s documents and information**

- (1) [The Registrar](#) may, and when directed by the Court must, request the decision maker to transmit to the Court by physical or electronic means (as specified) documents relevant to the review.
- (2) Unless [the Registrar](#) otherwise specifies, documents relevant to the review comprise—
 - (a) all documents lodged with or considered by the decision maker for the purpose of the decision;
 - (b) any transcript of evidence or hearing;
 - (c) any other [evidentiary material](#); and
 - (d) the decision subject to the review and any reasons given for it.
- (3) [The Registrar](#), when directed by the Court, must request the decision maker to provide a report on the subject matter of the review or on a specified aspect of it.
- (4) The decision maker is expected to comply with a request under subrule (1) or (3) as soon as practicable.

244.6—Orders

Subject to a statute providing otherwise, the Court may on the determination of a review—

- (a) set aside the decision the subject of the review;
- (b) substitute the decision that the Court considers should have been or should now be made;
- (c) vary the decision the subject of the review;
- (d) make an order in respect of the costs of the review; or
- (e) make such other or further order as it thinks fit.

Division 2—Specific types of applications**244.7—Taxation appeals—Supreme Court**

- (1) An appeal under section 92 of the *Taxation Administration Act 1996* must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form.

Prescribed form—Form 5 [Originating Application - Appeal Against Administrative Decision](#)

- (2) The applicant must file a statement of facts issues and contentions in the prescribed form at the same time as filing the [Originating Application](#) and may, but is not required to, file a supporting affidavit in accordance with [rule 82.1\(2\)](#).
- (3) The applicant must join the Commissioner of State Taxation as a respondent.
- (4) The respondent must file a response to statement of facts issues and contentions in the prescribed form instead of a response and may, but is not required to, file a responding affidavit in accordance with [rule 83.2](#).

Prescribed forms—Form 11 [Statement of Facts Issues and Contentions Standalone](#)Form 57 [Response to Statement of Facts Issues and Contentions](#)**244.8—Relationships—Magistrates Court**

- (1) An application under section 28 of the *Relationships Register Act 2016* to review a decision of the Registrar of Births Deaths and Marriages must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form which may, but need not, be supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—Form 4B [Originating Application for Review – Decision of Registrar of Births Deaths Marriages](#)

- (2) The application must be accompanied by the original application to the Registrar of Births Deaths and Marriages, the Registrar’s decision and the Registrar’s reasons for decision.
- (3) The applicant—
 - (a) must join any person directly affected by the Registrar’s decision as a respondent; and
 - (b) must join the Registrar of Births Deaths and Marriages as an interested party.
- (4) Service of the [Originating Application documents](#) on the Registrar of Births Deaths and Marriages required by [rule 82.3](#) must be by way of—
 - (a) [email service](#) in accordance with [rule 42.2](#) at the email address shown in Form 4B; or
 - (b) [post service](#) in accordance with [rule 42.3](#) at the physical address shown in Form 4B.

244.9—Drivers licence disqualification—Magistrates Court

- (1) An appeal under section 81BB of the *Motor Vehicles Act 1959* against a licence disqualification by the Registrar of Motor Vehicles must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form which may, but need not, be supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—Form 5A [Originating Application - Appeal Against Administrative Action – Probationary or Provisional Licence Disqualification](#)

- (2) The applicant must join as an interested party the Registrar of Motor Vehicles.
- (3) [The Registrar](#) will serve the [Originating Application documents](#) on the Registrar of Motor Vehicles and the applicant is not required to do so.

Part 15—Registration of judgments, orders and adjudications— Supreme Court, District Court and Magistrates Court

Division 1—Interstate judgments**245.1—Application for registration**

- (1) An application under section 105 of the *Service and Execution of Process Act 1992* (Cth) for registration of a judgment of a court of another State is to be instituted by

filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form which may, but need not, be supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 2S [Originating Application – Register Interstate Judgment](#)

- (2) The applicant's solicitor, or if self-represented, the applicant, must certify in the application that the original judgment is enforceable and not subject to a stay of execution in the original jurisdiction or, alternatively, provide details of any reason why the original judgment is not enforceable in the original jurisdiction or of any stay of execution in the original jurisdiction.
- (3) The application must be accompanied by a sealed copy of the judgment of the original Court.
- (4) The application may be made [without notice](#).

Division 2—New Zealand judgments

245.2—Application for registration

- (1) An application under section 67 of the *Trans-Tasman Proceedings Act 2010* (Cth) for registration of a New Zealand judgment must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 2T [Originating Application – Register New Zealand Judgment](#)

- (2) The supporting affidavit must—
 - (a) exhibit a sealed copy of the judgment of the original Court;
 - (b) identify whether the whole or only a portion of the original judgment is registrable and, if a portion, identify the relevant portion;
 - (c) to the extent that the judgment is a money judgment within the meaning of the legislation—identify the amount due under the judgment at the date of the application for registration including any post-judgment interest and the basis on which any interest is payable under the law of New Zealand;
 - (d) identify all other proceedings that have been taken for the execution or enforcement of the judgment and the extent to which the judgment has been satisfied;
 - (e) to the extent that the judgment is a money judgment—identify the amount due under the judgment that remains unpaid at the date of the application for registration;
 - (f) to the extent that the judgment is a money judgment and the judgment is in a foreign currency—identify the amount for which registration is sought in Australian currency and the calculation of the conversion;
 - (g) identify whether a right of appeal exists, or an appeal has been instituted, against the judgment; and
 - (h) identify whether the original judgment is subject to a stay of execution in New Zealand.
- (3) The application may be made [without notice](#).

- (4) Notice of registration in the prescribed form must be served by [original service](#) on each party against whom the judgment is entered who can be served in South Australia as soon as practicable after registration.

Prescribed form—

Form 134 [Notice of Registration of New Zealand Judgment](#)

Note—

Section 73 of the *Trans-Tasman Proceedings Act 2010* (Cth) requires the entitled person must give a notice in the manner and form prescribed by the regulations of the registration to every liable person within 15 working days or such longer period as the Court considers appropriate. Section 74 provides that, if notice has not been given to every liable person under section 73, the judgment is not enforceable for 45 working days after registration.

Division 3—Foreign judgments—Supreme Court

245.3—Application for registration

- (1) An application under section 7 of the *Foreign Judgments Act 1971* or section 6 of the *Foreign Judgments Act 1991* (Cth) for registration of a judgment (the **judgment**) of a court (the **foreign court**) of a foreign country or state (the **foreign country**) must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 2U [Originating Application – Register Foreign Judgment](#)

- (2) The supporting affidavit must—
- (a) exhibit a copy of the judgment certified as such by the proper officer of the foreign court;
 - (b) if the judgment is not in English—exhibit a translation of the judgment into English certified by a notary public or authenticated by affidavit;
 - (c) identify the full name and address of each judgment creditor and [judgment debtor](#) as defined in [rule 201.1](#);
 - (d) identify whether the whole or only a portion of the original judgment is registrable and, if a portion, identify the relevant portion;
 - (e) to the extent that the judgment is a money judgment within the meaning of the legislation—identify the amount due under the judgment at the date of the application for registration, including any post-judgment interest and the basis on which any interest is payable under the law of the foreign country;
 - (f) identify all other proceedings that have been taken for the execution or enforcement of the judgment and the extent to which the judgment has been satisfied;
 - (g) to the extent that the judgment is a money judgment—identify the amount due under the judgment that remains unpaid at the date of the application for registration;
 - (h) to the extent that the judgment is a money judgment and the judgment is in a foreign currency—identify the amount for which registration is sought in Australian currency and the calculation of the conversion;

- (i) identify whether the foreign country is the subject of a reciprocity proclamation under section 6 of the *Foreign Judgments Act 1971* or reciprocity regulations under section 5 of the *Foreign Judgments Act 1991* (Cth) as applicable;
 - (j) identify whether the original judgment is enforceable in the foreign court;
 - (k) identify whether a right of appeal exists, or an appeal has been instituted, against the original judgment;
 - (l) identify whether the original judgment is subject to a stay of execution in the foreign court; and
 - (m) identify whether there are any facts known to the applicant or the deponent on the basis of which the [judgment debtor](#) would be entitled to have registration of the judgment set aside.
- (3) The application may be made [without notice](#).
 - (4) An application for re-registration of a judgment that has been set aside may be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

245.4—Registration

- (1) The costs of registration of the judgment, as fixed by [the Registrar](#) or as taxed, may be added to the amount for which the judgment is registered.
- (2) An order for registration will state the period within which an application may be made to have the registration set aside.
- (3) Unless the Court otherwise orders, notice of the registration in the prescribed form must be served by [original service](#) on each party against whom the judgment is entered as soon as practicable after registration.

Prescribed form—

Form 135 [Notice of Registration of Foreign Judgment](#)

Notes—

Section 6 of the *Foreign Judgments Act 1991* (Cth) requires the court's order to state the period within which an application may be made under section 7 to have the registration of the judgment set aside and empowers the court to extend that period.

Section 7 of the *Foreign Judgments Act 1971* provides that notice of the registration must be served upon the [judgment debtor](#) in conformity with rules of the Supreme Court.

245.5—Evidence

Unless the Court otherwise orders, in an action for, or relating to, registration of a foreign judgment—

- (a) evidence by affidavit may contain first hand hearsay if it complies with [rule 31.7\(12\)](#);
- (b) an apparently genuine imprint of the seal of a foreign court need not be proved; and
- (c) qualifications of a lawyer in the foreign court to give evidence of the law applicable in that court need not be proved.

Division 4—Foreign confiscation orders

Notes—

This Division deals with the registration of foreign forfeiture orders, foreign pecuniary penalty orders and foreign restraining orders.

Part 6 deals with applications under the *Mutual Assistance in Criminal Matters Act 1987* (Cth) insofar as it provides for an application to be made as if it were under the *Proceeds of Crime Act 2002* (Cth).

245.6—Application for registration

- (1) An application under section 34A of the *Mutual Assistance in Criminal Matters Act 1987* (Cth) for registration of a foreign forfeiture order, foreign pecuniary penalty order or foreign restraining order (*foreign order*) must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 2R [Originating Application – Register Judgment Generic](#)

- (2) The applicant must join the person against whom the foreign order is sought to be enforced as a respondent.
- (3) Unless the Court otherwise orders, the [Originating Application documents](#) must be served by [original service](#) on the respondent as soon as practicable.

Note—

Section 34A(3) of the *Mutual Assistance in Criminal Matters Act 1987* (Cth) empowers the Court, on request by the proceeds of crime authority, to consider the application [without notice](#).

- (4) If the Court makes an order [without notice](#) for registration of a foreign order, the order together with the [Originating Application](#) and supporting affidavit must be served by [original service](#) on the respondent as soon as practicable after registration.

Note—

Sections 34B, 34D and 34E of the *Mutual Assistance in Criminal Matters Act 1987* (Cth) provide for enforcement of foreign orders registered in a court as if they were equivalent orders made under the *Proceeds of Crime Act 2002* (Cth).

245.7—Subsequent applications

An application under section 34C, 34G, 35, 35B or 35F of the *Mutual Assistance in Criminal Matters Act 1987* (Cth) or otherwise in relation to a foreign order must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

Division 5—Interstate declarations and control orders—Supreme Court

Notes—

This Division deals with the registration of interstate declarations and control orders made under a corresponding law.

Chapter 20 Part 17 deals with local applications under the *Serious and Organised Crime (Control) Act 2008*.

245.8—Application for registration or cancellation

- (1) An application under section 39 of the *Serious and Organised Crime (Control) Act 2008* to register a corresponding declaration made under a corresponding law must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form, which need not be supported by an affidavit.

Prescribed form—

Form 2R [Originating Application – Register Judgment Generic](#)

- (2) The applicant—

- (a) if the organisation the subject of the corresponding declaration is a legal entity—must join the organisation as a respondent;
 - (b) if the organisation the subject of the corresponding declaration is not a legal entity—must join the organisation as an unincorporated association under [rule 23.3\(2\)](#).
- (3) An application under section 39I of the *Serious and Organised Crime (Control) Act 2008* to register a corresponding control order made under a corresponding law must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form, which need not be supported by an affidavit.

Prescribed form—

Form 2R [Originating Application – Register Judgment Generic](#)

- (4) The applicant must join the organisation the subject of the corresponding control order as a respondent.
- (5) An application under this rule may be made [without notice](#).
- (6) An application to register a corresponding control order referred by [the Registrar](#) to the Court under sections 39J(2) and 39K of the *Serious and Organised Crime (Control) Act 2008* will be heard by the Court in the same manner as an application to vary a control order under Chapter 20 Part 17 Division 3.

245.9—Cancellation or variation

- (1) An application under section 39E or 39P of the *Serious and Organised Crime (Control) Act 2008* to cancel registration of a corresponding declaration or control order must be made in the action instituted under [rule 245.8](#) for registration of the declaration or order by an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) An application under section 39F, 39O or 39Q of the *Serious and Organised Crime (Control) Act 2008* to cancel or vary the registration of a corresponding declaration or control order must be made in the action instituted under [rule 245.8](#) for registration of the declaration or order by an application to [the Registrar](#) in the prescribed form.

Prescribed form—

Form 76 [Application to Registrar](#)

Division 6—SACAT order—District Court and Magistrates Court

245.10—Claim

A claim under section 89 of the *South Australian Civil and Administrative Tribunal Act 2013* to enforce a monetary order by the South Australian Civil and Administrative Tribunal must be instituted as a claim in accordance with [rule 63.1](#).

Division 7—Fine imposed under Legal Practitioners Act

245.11—Filing of certificate

- (1) An application under section 77J(11) or 85(3) of the Legal Practitioners Act to file a certificate of a fine imposed by the Legal Profession Conduct Commissioner or Legal Practitioners Disciplinary Tribunal must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form, which need not be supported by an affidavit.

Prescribed form—

Form 2R [Originating Application – Register Judgment generic](#)

- (2) The application must be accompanied by the certificate of the fine.
- (3) The application may be made [without notice](#).

Division 8—Building and construction adjudications

245.12—Filing certificate

- (1) An application under section 25 of the *Building Industry Security of Payment Act 2009* to file an adjudication certificate as a judgment must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 2R [Originating Application – Register Judgment generic](#)

- (2) The supporting affidavit must—
 - (a) exhibit the adjudication certificate;
 - (b) identify the amount due under the adjudication certificate at the date of the application including any interest and the basis on which any interest is payable; and
 - (c) identify the amount due under the adjudication certificate that remains unpaid at the date of the application for registration.
- (3) The application may be made [without notice](#).
- (4) Notice of the entry of the judgment must be served by [original service](#) on each party against whom the judgment is entered as soon as practicable after registration.

Division 9—General

245.13—Application for stay

An application for a stay of enforcement of a registered judgment must be made by filing, in the registration action, an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

245.14—Application to set aside

An application to set aside a registered judgment, including any application for an extension of time, must be made by filing, in the registration proceeding, an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

Part 16—Taking evidence for foreign court—Supreme Court, District Court and Magistrates Court

246.1—Application to take evidence

- (1) An application under section 59F of the *Evidence Act 1929* to take evidence for the purpose of a proceeding before a foreign court must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must—
 - (a) exhibit or depose to a request by the foreign court for the taking of evidence;

- (b) identify the parties to the proceeding in the foreign court;
 - (c) identify the witness sought to be summoned and the evidence or documents sought to be obtained from the witness;
 - (d) set out the proposed details of the examination of the witness; and
 - (e) exhibit a draft summons proposed to be issued to the witness.
- (3) The applicant must join the other parties to the proceeding in the foreign court as respondents.

246.2—Order for taking evidence

- (1) The Court may—
- (a) order that the evidence be taken before a judicial officer; or
 - (b) appoint an examiner to take the evidence, in which case Chapter 13 Part 5 applies, with any necessary changes, to the appointment and examination.
- (2) If the Court makes an order for taking evidence, [the Registrar](#) will issue a summons to the witness to appear to give evidence or produce documents in the prescribed form.

Prescribed form—

Form 112 [Summons to a Witness – Section 59 Evidence Act](#)

- (3) If a witness fails to comply with a summons issued in accordance with subrule (2), the Court may order the issue of a warrant of apprehension in the prescribed form.

Prescribed form—

Form 114 [Warrant of Apprehension of Witness](#)

246.3—Record of examination

On completion of the evidence, [the Registrar](#) will forward to the proper officer of the foreign court—

- (a) a certificate under the seal of the Court to the effect that the evidence was taken in accordance with the request of the foreign court;
- (b) the certified record of the examination;
- (c) any certified documents produced by the witness; and
- (d) any report made by the judicial officer or examiner who conducted the examination.

Note—

Section 59G of the *Evidence Act 1929* provides for certification of the record of the examination and any documents produced by the witness.

Part 17—Transferred proceedings

247.1—Remittal or transfer from external court

If a proceeding is remitted or transferred to the Court from a court other than one whose proceedings are governed by these Rules, the party who would have been the applicant if the remitted or transferred proceeding had been instituted in the Court under these Rules must within 14 days after the remittal or transfer order is made—

- (a) file a [Claim](#) or [Originating Application](#) being the appropriate form of [originating process](#) if the proceeding had been instituted in the Court under these Rules; and

- (b) apply to the Court for directions about the future conduct of the proceeding.

Notes—

Section 44 of the *Judiciary Act 1903* (Cth) empowers the High Court to remit the whole or part of a matter pending in the High Court to any court of a State that has jurisdiction with respect to the subject matter and the parties.

Sections 5 and 8 of the [cross-vesting legislation](#) and sections 1337H and 1337J of the [corporations cross-vesting provisions](#) empower the Federal Court, Family Courts or Supreme Court of another State to transfer a proceeding to the Supreme Court.

Section 1337K of the [corporations cross-vesting provisions](#) empowers a lower court of another State to transfer a proceeding to the District or Magistrates Court.

Section 20A(1) of the *Environment, Resources and Development Court Act 1993* empowers the Environment, Resources and Development Court to transfer a proceeding to the Supreme Court.

247.2—Transfer between primary courts

If a proceeding is transferred to the Court from a court whose proceedings are governed by these Rules, the applicant must within 14 days after the transfer order is made apply to the Court for directions about the future conduct of the proceeding.

Notes—

Section 19(2) of the *Magistrates Court Act 1991* empowers the Magistrates Court and section 19(1)(a) empowers the District Court to transfer a proceeding commenced in the Magistrates Court to the District Court.

Section 19(1)(b) of the *Magistrates Court Act 1991* empowers the District Court to transfer a proceeding commenced in the District Court to the Magistrates Court.

Section 24(2) of the *District Court Act 1991* empowers the District Court and section 24(1)(a) empowers the Supreme Court to transfer a proceeding commenced in the District Court to the Supreme Court.

Section 24(1)(b) of the *District Court Act 1991* empowers the Supreme Court to transfer a proceeding commenced in the Supreme Court to the District Court.

247.3—Steps taken before remittal or transfer

Unless the Court otherwise orders—

- (a) a step taken in a proceeding before its remittal or transfer into the Court is taken to be the equivalent step in a proceeding in the Court;
- (b) the time for taking the next steps in the proceeding runs from 14 days after the date of the remittal or transfer; and
- (c) any monetary limit that applied because of monetary limitations on the jurisdiction of the court from which the proceeding is transferred ceases to apply.

Part 18—Supreme Court and Court of Disputed Returns

248.1—Interpretation

- (1) In this Part, unless the contrary intention appears—

Act means the [Electoral Act 1985](#), the [Local Government \(Elections\) Act 1999](#) or the [First Nations Voice Act 2023](#) as applicable;

Court means—

- (a) in respect of a proceeding under the Electoral Act—the Supreme Court sitting as the Court of Disputed Returns under section 103 of the Electoral Act;
- (b) in respect of a proceeding under the Local Government Act—the Court of Disputed Returns constituted by section 67 of the Local Government Act;
- (c) in respect of a proceeding under the Voice Act—the Court of Disputed Returns constituted by clause 18 of Schedule 1 to the Voice Act;

Electoral Act means the [Electoral Act 1985](#);

Local Government Act means the [Local Government \(Elections\) Act 1999](#);

Voice Act means the [First Nations Voice Act 2023](#).

- (2) In this Part, unless the contrary intention appears, in respect of a proceeding governed by this Part—
 - (a) when the Act refers to a petitioner, a reference in these Rules to an applicant is to be understood as a reference to a petitioner;
 - (b) when the Act refers to a petition, a reference in these Rules to an Originating Application – Petition is to be understood as a reference to a petition;
 - (c) when the Act refers to a reply, a reference in these Rules to a Response – Reply is to be understood as a reference to a reply.

248.2—Institution of proceeding

- (1) A proceeding under Division 1 of Part 12 of the [Electoral Act](#), Part 13 of the [Local Government Act](#) or Part 8 of Schedule 1 to the [Voice Act](#) must be instituted by filing an Originating Application - Petition in the prescribed form in accordance with [rule 82.1](#).

Prescribed form—

Form 2V [Originating Application Petition – Court of Disputed Returns](#)

Form 2W [Originating Application Petition – Court of Disputed Returns – State Parliamentary Election](#)

- (2) The applicant must join as respondents—
 - (a) any person declared elected in the disputed election;
 - (b) in the case of an election conducted pursuant to the [Electoral Act](#) – the Electoral Commissioner.
 - (c) in the case of an election conducted pursuant to the [Local Government Act](#) or the [Voice Act](#)—
 - (i) if it is alleged that the election is invalid on account of an act or omission of an electoral officer or electoral official – the returning officer; and
 - (ii) the relevant council or Local First Nations Voice as applicable.
- (3) An originating application - petition must be accompanied by a supporting affidavit in the prescribed form.

Prescribed forms—

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (4) A supporting affidavit must—

- (a) comprise evidence admissible at the final hearing of the originating application - petition; and
 - (b) set out the facts on which the applicant relies in relation to the orders sought.
- (5) The application must be accompanied by payment into Court of the prescribed amount as security for costs in accordance with the [Act](#).

Prescribed form—

Form 85 Notice of Payment into Court

248.3—Reply

- (1) If a respondent proposes to contest the petition, they must, within the time fixed by the [Act](#), or if not so prescribed, within 14 days, file a Response - Reply in the prescribed form.

Prescribed form—

Form 56A Response – Reply - Court of Disputed Returns

Form 56B Response – Reply - Court of Disputed Returns – State Parliamentary Election

- (2) If a respondent wishes to rely on any facts in addition to or contrary to those relied on by the applicant, they must within the time for filing a Response - Reply file a responding affidavit in the prescribed form.

Prescribed forms—

Form 12 Affidavit

Form 14 Exhibit front sheet to Affidavit or Statutory Declaration

- (3) A responding affidavit must—
- (a) comprise evidence admissible at the final hearing of the Originating Application - Petition; and
 - (b) set out the facts on which the respondent relies in relation to the orders sought.
- (4) A respondent who files a Response – Reply must serve it as soon as practicable on each other party.

248.4—Further evidence by applicant

If an applicant wishes to rely on any facts in response to a responding affidavit, they must within 14 days after service of the responding affidavit file a reply affidavit in the prescribed form.

Prescribed forms—

Form 12 Affidavit

Form 14 Exhibit front sheet to Affidavit or Statutory Declaration

248.5—Court fees

- (1) Court fees payable in respect of a proceeding under Part 13 of the [Local Government Act](#) are to be the equivalent of the fees charged in the Administrative and Disciplinary Division of the District Court.
- (2) The fees set out in Part 7 of Schedule 6 are charged in respect of a proceeding under Part 8 of Schedule 1 to the Voice Act.

Chapter 20—Specific kinds of proceedings—Supreme Court

Part 1—Introduction

251.1—Introduction

- (1) This Chapter contains rules relating to specific kinds of actions in the Supreme Court.
- (2) Except to the extent that a rule in this Chapter excludes, modifies or is inconsistent with the other provisions of these Rules, the other provisions of these Rules applicable to a claim or originating application (as the case may be) apply to an action the subject of this Chapter.
- (3) If a rule in this Chapter requires an action to be instituted by filing a [Claim](#) in accordance with [rule 63.1](#), unless the rule otherwise provides, the prescribed form is Form 1 Claim.

Prescribed form—

Form 1 [Claim](#)

- (4) If a rule in this Chapter requires an action to be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#), unless the rule otherwise provides, the prescribed form is Form 2 Originating Application.

Prescribed form—

Form 2 [Originating Application](#)

Part 2—Admiralty

252.1—Admiralty rules

An action in Admiralty is governed by the *Admiralty Rules 1988* (Cth).

Part 3—Aged and infirm persons’ property proceedings

253.1—Application for protection order

- (1) An application under section 8 of the *Aged and Infirm Persons’ Property Act 1940* for a protection order must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The application must be accompanied by a draft order in the prescribed form as an editable Word document.

Prescribed form—

Form 79 [Draft Order](#)

- (3) The supporting affidavit filed under subrule (1) must—
 - (a) identify the age of the person proposed to be the subject of the protection order and the nature of their mental or physical infirmity;
 - (aa) exhibit a medical opinion addressing the mental or physical infirmity of the person proposed to be the subject of the protection order;
 - (b) identify the assets and liabilities of the estate of the person proposed to be the subject of the protection order, so far as known or ascertainable on reasonable enquiry;

- (c) either identify and exhibit any administration order under section 35 of the *Guardianship and Administration Act 1993* in existence or state that there is no such order in existence;

Note—

Section 30(3) and (4) of the *Aged and Infirm Persons' Property Act 1940* provide that, if an administration order is in force in respect of the whole of a person's estate, a protection order cannot be made and, if an administration order is in force in respect of a part of a person's estate, a protection order can only be made in respect of the remainder of the estate.

- (d) identify and exhibit any will or codicil in existence;
- (e) if it is possible that the person proposed to be the subject of the protection order was subject to an incapacity identified in section 7 of the *Aged and Infirm Persons' Property Act 1940* when making any such will—identify and exhibit any will or codicil made before the person arguably became subject to such incapacity; and
- (f) if the application is made by a person other than the person proposed to be the subject of the protection order, the person's spouse or near relative or Public Trustee—identify the circumstances that make it proper for the applicant to make the application.

Note—

Section 8(1)(e) of the *Aged and Infirm Persons' Property Act 1940* provides that an application may be made by any other person who adduces proof of circumstances which in the opinion of the court make it proper that such other person should make the application.

- (4) An affidavit or exhibit containing information as to a will or codicil may be filed on a party access basis as defined in [rule 32.2](#).
- (5) The applicant—
 - (a) if they are the person proposed to be the subject of the protection order—must join the Public Advocate as an interested party;
 - (b) if a guardian or administrator has been appointed under the *Guardianship and Administration Act 1993* in respect of the person proposed to be the subject of the protection order—must join the guardian or administrator as an interested party; and
 - (c) in any other case—must join the person proposed to be the subject of the protection order as a respondent.
- (6) If the application is not made by the person proposed to be the subject of the protection order, the applicant may either—
 - (a) serve the person proposed to be the subject of the protection order with the [Originating Application](#) and supporting affidavit; or
 - (b) seek a determination by the Court about service on that person.
- (7) At the first hearing, the Court—
 - (a) will consider whether any additional person should be joined as a party and what orders, if any, should be made as to service; and
 - (b) may order that the Public Advocate be joined as an interested party.

- (8) If the applicant seeks a determination under subrule (6)(b), the Court may either—
 - (a) order that the person proposed to be the subject of the protection order be served in the usual manner;
 - (b) order that service on that person be dispensed with; or
 - (c) order that that person be notified of the nature and significance of the proceeding and of their right to be heard in a manner that the Court considers best adapted to the circumstances.
- (9) If the Public Advocate is joined as a party, the Public Advocate is not liable to an order for costs against the Public Advocate.

253.2—Application for protection order in personal injury proceeding

- (1) An application under section 8A of the *Aged and Infirm Persons' Property Act 1940* for a protection order must be instituted by filing, in the personal injury proceeding, an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) Subrules (2) to (4) and (6) to (9) of [rule 253.1](#) apply to an application under this rule.
- (3) The supporting affidavit filed under subrule (1) of [rule 253.1](#) must address the physical or mental infirmity within the meaning of section 8A of the *Aged and Infirm Persons' Property Act 1940* of the person proposed to be the subject of the protection order and exhibit any medical opinion supporting that infirmity.

253.3—Costs

In the usual case, the Court will fix the costs of the application on a lump sum basis.

253.4—Protection order

- (1) If the Court makes a protection order appointing a manager to take possession of and to control and manage all or part of the estate of the person the subject of the protection order, the applicant must serve a copy of the protection order as soon as practicable—
 - (a) on the person the subject of the protection order;
 - (b) on the manager;
 - (c) on the Registrar of Probates;
 - (d) on the South Australian Civil and Administrative Tribunal; and
 - (e) unless the manager is the Public Trustee—on the Public Trustee.
- (2) A protection order should include a term joining the Public Trustee (if not already a party) and the manager as interested parties.

Note—

Section 30(1) of the *Aged and Infirm Persons' Property Act 1940* provides that the court, on making or rescinding a protection order, must cause notice of the court's order to be forwarded to the South Australian Civil and Administrative Tribunal.

253.5—Manager's statements

- (1) Unless the Court otherwise orders, the manager must within 3 months of appointment file a statement verified by affidavit required by section 19(1) of the *Aged and Infirm Persons' Property Act 1940* which, in addition to the information required by that section, must particularise as at the date of appointment —
 - (a) the identity, condition and estimated value of each asset of the protected estate;

- (b) the identity and amount of each liability of the protected estate (whether present, future or contingent); and
 - (c) income payable to the protected estate.
- (2) Unless the Court otherwise orders, the manager must by 30 September each year file a statement verified by affidavit required by section 19(1) of the *Aged and Infirm Persons' Property Act 1940* in respect of the previous financial year (or part year) ended on 30 June which, in addition to the information required by that section, must contain a full, true and fair—
- (a) statement of the assets and liabilities of the protected estate as at the preceding 30 June; and
 - (b) account of the income and expenditure of the protected estate during that financial year (or part year).
- (3) Unless the Court otherwise orders, the manager must—
- (a) within one month after a rescission of the protection order; or
 - (b) within 2 months after a determination of the protection order by operation of section 11(3) of the *Aged and Infirm Persons' Property Act 1940*,
file a statement verified by affidavit required by section 19(1) of the *Aged and Infirm Persons' Property Act 1940* in respect of the period between the end of the previous financial year and the date of the rescission or determination which, in addition to information required by that section, must contain a full, true and fair—
 - (c) statement of the assets and liabilities of the protected estate as at the date of the rescission or determination; and
 - (d) account of the income and expenditure of the protected estate during that period.
- (4) Unless the manager is the Public Trustee, the manager must, within 14 days after a request by the Public Trustee, deliver to the Public Trustee such documents as the Public Trustee may request in relation to a statement filed, or that should have been filed, under this rule.

253.6—Rescission or variation of protection order

- (1) An application for—
- (a) rescission of a protection order under section 11(1) or 32(2); or
 - (b) variation or extension of a protection order under section 11(2), 11(3), 12, 13(2) or 32(1);

of the *Aged and Infirm Persons' Property Act 1940* must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

Note—

Section 30(4) of the *Aged and Infirm Persons' Property Act 1940* provides that, if an administration order is made in respect of a protected person's estate, the Civil and Administrative Tribunal must, on all rights of appeal being exhausted, cause a notice of the order to be filed in the court; and on the notice being filed, the protection order will be taken to have been wholly rescinded or, if the administration order relates only to a part of the person's estate, rescinded to that extent.

- (2) If—
- (a) a manager does not comply with an obligation under [rule 253.5](#); or

- (b) a manager's statement filed under [rule 253.5](#) or a report made under section 19(4) of the *Aged and Infirm Persons' Property Act 1940* discloses matters that should be drawn to the Court's attention,

the Public Trustee or another person who applies to be and is joined as an interested party may apply to the Court by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) for the removal of the manager or another appropriate order.

- (3) On an application under subrule (2), the Court may—
 - (a) appoint another person as manager in lieu of the manager; or
 - (b) make such other or further order as it thinks fit.

253.7—Other orders

An application for—

- (a) authorisation, direction, approval, advice or exemption under section 6, 14, 15(3), 16, 24, 25, 27 or 29; or
- (b) an order under section 16A, 19, 22 or 31,

of the *Aged and Infirm Persons' Property Act 1940* must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).

Note—

Section 22(1) of the *Aged and Infirm Persons' Property Act 1940* provides that a proceeding under Part 2 of that Act remains open for application to be made therein from time to time to the court by the manager, the person the subject of the protection order, their relation, the Public Trustee or a person interested in the protected estate and any person may be made a party to the proceeding generally or in any particular matter.

Part 4—Deceased estates

Division 1—Preliminary

254.1—Definitions

In this Part, unless the contrary intention appears—

The Act means the *Succession Act 2023*;

administration means probate of the will of a deceased person or letters of administration of the estate of a deceased person whether with or without the will annexed and whether granted for general, special or limited purposes;

administrator means any person to whom administration has been granted;

family provision action means an action under Part 6 of the Act;

potential claimant—see [rule 254.11\(2\)](#);

probate action—see [rule 254.2](#);

will means a will within the meaning of the *Act* and includes a document referred to in section 112(2) of the Act.

Division 2—Contentious probate and administration action

254.2—Application of Division

This Division applies to a contentious, non-common form action (*probate action*)—

- (a) for the grant of probate of a [will](#) of a deceased person;
- (b) for the revocation of a grant of probate in common form;
- (c) for the grant of letters of administration of the estate of a deceased person (with or without the [will](#) annexed); and
- (d) for the revocation of a grant of letters of administration.

254.3—Caveat

A probate action must not be instituted unless a caveat has been entered in the Probate Registry in respect of the estate of the deceased person.

254.4—Institution

- (1) A probate action must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must—
 - (a) identify all documents purporting or contended to be [wills](#) made by the deceased person and the whereabouts of each such document;
 - (b) identify what enquiries have been made to identify and obtain copies of all such documents to satisfy the Court that all reasonable searches and enquiries have been made;
 - (c) exhibit copies of any such documents obtained by the applicant;
 - (d) set out, to the best of the applicant’s knowledge and belief, the names and addresses of all persons—
 - (i) who are beneficiaries under any such document;
 - (ii) who would take on an intestacy of the deceased person; and
 - (iii) whose interests may otherwise be adversely affected by a judgment in the action; and
 - (e) identify each caveat entered in the Probate Registry in respect of the estate of the deceased person.
- (3) The applicant—
 - (a) must join any person who has entered a caveat in the Probate Registry in respect of the estate of the deceased person as a respondent; and
 - (b) must, in an action for the revocation of a grant, join every person who is entitled, or claims to be entitled, to administer the estate under that grant as a respondent.

Note—

There may be cost penalties for joining unnecessary parties.

254.5—Response and responding affidavit

A respondent or interested party—

- (a) who wishes to adduce evidence or make submissions in relation to the orders sought in an [Originating Application](#) must file a response in accordance with [rule 83.1](#); and
- (b) who wishes to adduce evidence in relation to the orders sought in an [Originating Application](#) must file an affidavit in response in accordance with [rule 83.2](#).

254.6—Notice of action

- (1) The applicant must as soon as practicable after instituting an action serve a notice of probate action in the prescribed form on any person whose interests may be adversely affected by a judgment in the action who is not a respondent or interested party.

Prescribed form—

Form 46 [Notice of Probate Action](#)

- (2) The Court may order that any other person be served with a notice of probate action.
- (3) The applicant must file an affidavit in accordance with [rule 31.7](#) stating—
 - (a) that notices have been served in accordance with subrule (1) and any order of the Court; or
 - (b) if any notice has not been served, that the notice has not been served and explaining why it has not been served.
- (4) Unless the Court otherwise orders, a person on whom a notice of probate action has been served is bound by all judgments in the action, including judgments [by consent](#) or otherwise without a contested hearing, and is bound whether or not the person has become a party to the action.
- (5) Unless the Court otherwise orders, notice to persons in accordance with this rule will be in lieu of the issue of a citation or summons under section 63 of the [Act](#).

254.7—Joinder and disjoinder of parties

- (1) A person on whom a notice of probate action has been served is entitled, on providing proof of receipt of the notice and of the person's identity, to be joined (at their election) as a respondent or interested party in the proceeding.
- (2) [The Registrar](#) may join a person referred to in subrule (1) as an interested party without an order being made by the Court.
- (3) Upon a person referred to in subrule (1) being joined as a party to the proceeding, the person may file a response or responding affidavit as governed by [rule 254.5](#).
- (4) The Court may order that a person be joined or disjoined as a respondent or interested party to a [probate action](#).

254.8—Safekeeping of original documents

A party to a [probate action](#) who is in possession or custody of, or has power over a document purporting or contended to be a [will](#) made by the deceased must deposit it with the Registrar of Probates for safekeeping.

254.8A—Grants pendente lite

- (1) An application for a grant to preserve the estate assets pending a contested proceeding over a grant in solemn form in a [probate action](#) must be made by filing an interlocutory application in the prescribed form supported by an affidavit in the prescribed form.
- (2) The supporting affidavit must—

- (a) identify the probate action;
- (b) identify why the limited grant is required;
- (c) identify who is the proposed administrator of the limited grant and why.

254.9—Discontinuance and compromise

- (1) Chapter 12 Part 1 does not apply to a [probate action](#).
- (2) At any stage of a [probate action](#), the applicant may file an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) for orders that—
 - (a) the action be discontinued on such terms as to costs as may be sought; and
 - (b) a grant of probate or letters of administration of the estate of the deceased person which is the subject of the [probate action](#) be made to the person entitled to a grant.
- (3) If the parties to a [probate action](#) agree to a compromise, a party may file an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) for such orders relating to a grant or revocation of probate or letters of administration of the estate of the deceased person as may be sought.

Division 3—Inheritance family provision proceedings

254.10—Definitions

In this Division, unless the contrary intention appears, words defined in the [Act](#) have the same meaning as in that Act.

254.11—Institution

- (1) A [family provision action](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

Prescribed form—

Form 2 [Originating Application](#)

- (2) The supporting affidavit must set out the names and addresses of all persons (*potential claimants*)—
 - (a) who are beneficiaries of the estate; or
 - (b) who may be entitled to make a claim under [Part 6 of the Act](#).
- (3) The applicant—
 - (a) must join the [administrator](#) of the estate as a respondent; and
 - (b) must join any person having a beneficial interest in the estate that may be adversely affected by a judgment in the action as a respondent.
- (4) To avoid doubt, if the applicant is also the [administrator](#) of the estate, that person will be an applicant in their personal capacity and a respondent in their capacity as [administrator](#).
- (5) If a proceeding by way of claim is to be instituted against the [administrator](#) making a substantive claim in respect of the estate independently of Part 6 of the [Act](#), the applicant may join a claim under Part 6 of the [Act](#) with the substantive claim but the applicant must otherwise comply with this Division.

254.12—Notice to potential claimants

- (1) The applicant must, within 14 days after institution of the action, serve on each [potential claimant](#) by [original service](#) a notice to [potential claimant](#) in the prescribed form accompanied by a copy of the [Originating Application](#) and supporting affidavit.

Prescribed form—

Form 41 [Notice to Potential Claimant](#)

- (2) Within 28 days after service of a notice under subrule (1), a [potential claimant](#) may file an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) seeking joinder as an applicant making a claim under the [Act](#).

254.13—Administrators

- (1) Within 28 days after service of the [Originating Application documents](#) on the [administrator](#), the [administrator](#) must file a responding affidavit in accordance with [rule 83.2](#)—
 - (a) stating the date of service of the [Originating Application documents](#) upon the [administrator](#);
 - (b) exhibiting a copy of the grant of probate or letters of administration, including any [will](#);
 - (c) exhibiting the statement of assets and liabilities filed in support of the application for a grant of probate or letters of administration in the estate; and
 - (d) setting out details of the assets and liabilities of the estate as at or about the date of the affidavit that have changed from the details stated in the statement of assets and liabilities.
- (2) Between 35 and 14 days before the trial date, the [administrator](#) must file a supplementary affidavit in accordance with [rule 31.7](#) setting out details of the assets and liabilities of the estate as at or about that date.
- (3) Unless the Court otherwise orders, the [administrator](#) is excused from taking any other steps in the action.

254.14—Responding affidavits

- (1) If a respondent or interested party wishes to rely on any facts in addition to or contrary to those relied on by the applicant (in the supporting affidavit), they must within 28 days after service file a responding affidavit in accordance with [rule 83.2](#).
- (2) A party who files an affidavit under this rule is not required to file a Response.

254.15—Summary determination

- (1) The Court may order that the [trial](#) of the action proceed by summary determination under this rule if—
 - (a) there are reasonable grounds to believe that the net value of the estate that will be available for distribution (after meeting all liabilities) will be less than \$750,000; or
 - (b) all parties consent to proceeding under this rule.
- (2) The primary object of a [trial](#) by summary determination is to minimise costs and achieve an expeditious but just determination of the action.

- (3) At a [trial](#) by summary determination—
 - (a) the [trial](#) is to proceed in accordance with such directions as are given by the Court; and
 - (b) the Court is not bound by the rules of evidence and may inform itself in such manner as it thinks fit.
- (4) If the [trial](#) of a claim should have been, but was not, dealt with by summary determination due to the attitude or conduct of a party, the Court may take that into account in making orders as to costs.

254.16—Lodgement of order

When the Court makes an order under section 119(4) of the [Act](#) that a certified copy of the order be made upon the probate of the [will](#) or letters of administration of the estate, a certified copy of the order must be lodged as soon as practicable with the Registrar of Probates.

Part 6—Judicial review and defence of liberty proceedings

Division 1—Preliminary

256.1—Definitions

In this Part, unless the contrary intention appears—

authority means a decision-maker, court, [tribunal](#) or other body or person exercising or purporting or having power to exercise administrative or judicial functions;

certiorari means an order setting aside a decision of an authority for absence or excess of jurisdiction, jurisdictional error, error of law on the face of the record, failure to observe the requirements of procedural fairness or fraud;

judicial review means an action seeking an order formerly available by prerogative writ in the nature of certiorari, mandamus, prohibition or quo warranto;

mandamus means an order compelling an authority to perform a public duty;

prohibition means an order preventing an authority from acting beyond jurisdiction or in contravention of the requirements of procedural fairness;

quo warranto means an order preventing a person from wrongfully exercising or purporting to exercise functions of a public character.

Division 2—Jurisdiction of Court

256.2—Manner of exercise

- (1) The jurisdiction of the Court to issue prerogative writs conferred by section 17 of the *Supreme Court Act 1935* is to be exercised in the following manner.
- (2) The jurisdiction of the Court to issue a writ of [prohibition](#), [certiorari](#), [mandamus](#) or [quo warranto](#) is to be—
 - (a) invoked by an applicant filing an [Originating Application](#) and supporting affidavit in accordance with Division 3; and
 - (b) exercised when appropriate by the Court making a final order under Division 3.
- (3) The jurisdiction of the Court to issue a writ of habeas corpus is to be—

- (a) invoked by an applicant filing an [Originating Application](#) and supporting affidavit in accordance with Division 4;
- (b) exercised in the first instance when appropriate by the Court ordering the production of the person subject of the application before the Court for the Court to inquire into the circumstances of the case under Division 4; and
- (c) exercised ultimately when appropriate by the Court making a final order under Division 4.

Division 3—Actions for judicial review

256.3—Time to commence

- (1) An action for [judicial review](#) must be commenced—
 - (a) as soon as practicable after the decision, act or omission the subject of the action; and
 - (b) in any event within 6 months after the decision, act or omission the subject of the action.
- (2) An applicant may institute an action for [judicial review](#) more than 6 months after the decision, act or omission the subject of the action if the applicant seeks an extension of time to commence the action; however the applicant must seek an extension of time to commence the action and the action cannot proceed further without leave of the Court.

256.4—Institution

- (1) Subject to subrule (7), an action for [judicial review](#) must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#) and be accompanied by a statement of facts issues and contentions in the prescribed form.

Prescribed forms—

Form 4A [Originating Application for Review – Judicial Review](#)

Form 4S [Statement of Facts Issues and Contentions uploaded with Originating Application for Review](#)

Form 11 [Statement of Facts Issues and Contentions Standalone](#)

Filing instructions—

If an [Originating Application](#) for judicial review is filed physically at Registry, a Form 4A with a Form 4S is to be used.

If an [Originating Application](#) for judicial review is filed using the Electronic System, a Form 4S is to be uploaded with the Form 4A.

If a Statement of Facts Issues and Contentions is filed after the commencement of an action (due to amendment, order of the Court or otherwise), a Form 11 is to be used.

- (2) The statement of facts issues and contentions must set out, without argument or evidence—
 - (a) the relevant facts;
 - (b) the issues in neutral terms;
 - (c) the contentions;
 - (d) the grounds for an extension of time (if applicable); and

- (e) the orders sought.
- (3) The supporting affidavit must—
 - (a) exhibit the record of the decision, act or omission the subject of the action and any reasons given for it;
 - (b) exhibit any request or other submission by the applicant to the [authority](#) on which the decision, act or omission was based (if applicable);
 - (c) exhibit any other materials in the applicant's possession, custody or power that were before the [authority](#) for the purpose of the decision, act or omission the subject of the action insofar as they are relevant to the grounds of review;
 - (d) exhibit, or if not documentary depose to, the evidence on which the applicant relies for [judicial review](#);
 - (e) identify any person or class of persons who has an interest in the matter beyond that of a member of the public; and
 - (f) if an extension of time in which to institute the action is sought—depose to the facts on which the application for an extension of time is made.
- (4) The applicant—
 - (a) must join the entity or person (if any) who requested the decision, act or omission the subject of the action or who whose interests may be directly and adversely affected by the orders sought as a respondent; and
 - (b) must join the [authority](#) as an interested party or, if the [authority](#) has a direct interest in supporting the decision, act or omission, as a respondent.
- (5) If the action was instituted more than 6 months after the decision, act or omission in question, the application must be accompanied by an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) seeking an extension of time to commence the action and leave of the Court to proceed with the action.
- (6) An action for [judicial review](#) may include a claim for declaratory relief in respect of the subject matter of the action for [judicial review](#).
- (7) If a proceeding by way of claim is to be instituted by making a substantive claim in respect of the same decision, act or omission independently of [judicial review](#), the applicant may join a claim for [judicial review](#) with the substantive claim, in which case—
 - (a) the proceeding may be instituted by a [Claim](#) rather than an [Originating Application](#);
 - (b) the matters required to be included in a statement of facts, issues and contentions must be included in the statement of claim; and
 - (c) the applicant must file an affidavit in accordance with subrule (3).

256.5—Application for leave or summary judgment

- (1) This rule applies if—
 - (a) an applicant files an interlocutory application seeking an extension of time to commence the action and leave to proceed with the action under [rule 256.4\(5\)](#); or

- (b) within 14 days after service of the [Originating Application documents](#), a respondent files an interlocutory application for summary judgment under [rule 144.2](#).
- (2) If this rule applies, no further steps are required to be taken by any party in the action (including filing responding documents) other than for the purpose of the interlocutory application in question until that application has been determined by the Court.
- (3) If this rule applies, the Court will dismiss the action (insofar as [judicial review](#) is sought)—
 - (a) unless the Court is satisfied that there is a reasonable basis for the action for [judicial review](#); and
 - (b) if subrule (1)(a) applies—the Court either grants an extension of time or orders that the application be heard and determined with the merits of the proceeding.
- (4) If the Court dismisses the action insofar as [judicial review](#) is sought but a balance of the proceeding under [rule 256.4\(7\)](#) remains, the Court will make orders for the future conduct of the balance of the proceeding.
- (5) If the Court does not dismiss the action insofar as [judicial review](#) is sought, the Court will make orders for the future conduct of the action.

256.6—Responding documents

Subject to [rule 256.5\(2\)](#), a respondent or interested party who wishes to oppose a [judicial review](#) must within 28 days after service of the [Originating Application documents](#)—

- (a) file a response to the statement of facts issues and contentions in the prescribed form setting out, without argument or evidence—
 - (i) the response to the relevant facts alleged by the applicant and any additional facts;
 - (ii) any additional, or refinement of, issues in neutral terms;
 - (iii) the contentions;
 - (iv) if applicable, the response to the grounds for an extension of time; and
 - (v) the response to the orders sought; and
- (b) file a responding affidavit in accordance with [rule 83.2](#) exhibiting to the extent not already exhibited to an affidavit filed in the proceeding—
 - (i) any record of the decision, act or omission the subject of the action in the party's possession, custody or power;
 - (ii) any materials in the party's possession, custody or power that were before the [authority](#) for the purpose of the decision, act or omission in question insofar as they are relevant to the grounds of review, and
 - (iii) the evidence on which the party opposes [judicial review](#), or if not documentary, deposing to such evidence.

Prescribed form—

Form 57 [Response to Statement of Facts Issues and Contentions](#)

256.7—Further conduct

- (1) At a directions hearing, the Court will make orders for the further conduct and hearing of the proceeding.
- (2) At the appropriate time, the Court will determine whether the proceeding is to be heard and determined exclusively by a single Judge or whether a question of law should be reserved for the consideration of the Court of Appeal.
- (3) The Court may at any time—
 - (a) stay proceedings the subject of the action; or
 - (b) suspend the operation of a decision or act the subject of the action.

Division 4—Actions in defence of liberty

256.8—Institution

- (1) An action seeking the release of a person unlawfully detained (the *detainee*) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must—
 - (a) set out the grounds for suspecting that the detainee is being held in unlawful custody or is being subjected to unlawful restraint; and
 - (b) if the applicant is not the detainee—either state that the detainee consents to the application or explain why the action should proceed without the detainee’s consent.
- (3) The applicant—
 - (a) must join the entity or person by whom the detainee is allegedly being detained as a respondent; and
 - (b) if the applicant is not the detainee—must join the detainee as an interested party.
- (4) The applicant may apply [without notice](#) for an order for production of the detainee before the Court.
- (5) If the application is made [without notice](#), the Court may make such orders as it thinks fit concerning the joinder of additional parties or service of the [Originating Application](#) and supporting affidavit.

256.9—Order for production and inquiry

- (1) If there are grounds to suspect that the detainee is being held in unlawful custody or is being subjected to unlawful restraint, the Court may order the issue of a warrant in the prescribed form for the production of the detainee before the Court to inquire into the circumstances of the case.

Prescribed form—

Form 115 [Warrant to Produce Person in Custody](#)

- (2) The Court may make such orders as it thinks fit relating to the conduct of the inquiry.
- (3) At the inquiry, the Court will hear the parties and may hear any other person who has a sufficient interest in the action.

256.10—Order for release

If the Court finds that the detainee is being held in unlawful custody or is being subjected to unlawful restraint, the Court may—

- (a) order termination of the detention or restraint and release of the detainee;
- (b) order that provision be made for the care and protection of the detainee; or
- (c) make such other or further order as it thinks fit.

Part 7—Legal admission

Division 1—Preliminary

257.1—Assignment of functions

- (1) By force of this subrule, the Court assigns to the [Law Society](#), subject to the conditions in subrule (2) (the *confidentiality condition*), subrule (3) (the *appeal condition*) and subrule (4) (the *reservation condition*), the functions and powers of—
 - (a) public notification of applications for admission;
 - (b) referral of applications for admission and subsequent documents to the Board of Examiners under section 15(2) of the Legal Practitioners Act;
 - (c) referral of applications for admission and subsequent documents to the Attorney-General, the Legal Profession Conduct Commissioner and the [Law Society](#) in its own right under section 15(1a) and (2) of the Legal Practitioners Act; and
 - (d) preparing and arranging the execution of the Supplementary Roll of Practitioners by applicants who do not execute the Principal Roll of Practitioners [in court](#) or before [the Registrar](#).

Note—

Section 52A of the *Legal Practitioners Act 1981* empowers the Court to assign any functions or powers conferred on or vested in it under Part 3 of that Act.

- (2) Unless the Legal Practitioners Act otherwise provides or the Court otherwise orders, personnel performing functions and exercising powers on behalf of the [Law Society](#) as assignee of the Court must—
 - (a) be confined to personnel approved by [the Registrar](#) who have signed an undertaking of confidentiality in terms of paragraphs (b) and (c);
 - (b) keep confidential any information acquired by the [Law Society](#) in its capacity as assignee of the Court except information available to the public under section 131 of the *Supreme Court Act 1935* or otherwise; and
 - (c) not disclose any such confidential information to [Law Society](#) personnel who have not signed such an undertaking and are not performing functions or exercising powers on behalf of the [Law Society](#) as assignee of the Court.
- (3) A person who is dissatisfied with a decision of the [Law Society](#) performing functions or exercising powers of the Court as assignee may appeal to the Court by filing a notice of appeal in accordance with [rule 214.2](#) naming the [Law Society](#) as an interested party within 21 days after the decision and serving the notice of appeal on the [Law Society](#).

- (4) The assignment of functions and powers under this rule is subject to the condition that the Court reserves the power to perform a function or exercise a power itself in a particular case if it thinks fit.

Division 2—Application for admission

257.2—Application by first time lawyer

An application by a person not previously admitted as a lawyer in Australia or New Zealand for admission as a solicitor and barrister of the Court must be instituted by filing an Originating Application in accordance with rule 82.1 in the prescribed form supported by an affidavit in accordance with rule 82.1(2) in the prescribed form.

Prescribed forms—

Form 7A [Originating Application Ex Parte - Admission](#)

Form 12A [Affidavit – in Support of Application for Admission](#)

Note—

The applicant should liaise with the [Law Society](#) concerning compliance with this rule before filing the requisite documents.

257.3—Application by lawyer who has been struck off

- (1) An application by a person whose name has been struck off from the Roll of Practitioners for admission as a solicitor and barrister of the Court must be instituted by filing an Originating Application in accordance with rule 82.1 in the prescribed form supported by an affidavit in accordance with rule 82.1(2) in the prescribed form.

Prescribed form—

Form 7A [Originating Application Ex Parte – Admission](#)

Form 12A [Affidavit – in Support of Application for Admission](#)

- (2) The supporting affidavit must—
- (a) describe the applicant’s previous experience as an admitted lawyer;
 - (b) describe and explain why the applicant was struck off;
 - (c) describe what work the applicant has undertaken since being struck off; and
 - (d) depose to the facts on the basis of which the applicant contends that the applicant is a fit and proper person to practise the profession of the law and to act as a lawyer in all matters usually transacted by or entrusted to lawyers.

Division 3—Notification, referral, objections and report

257.4—Notification of application

- (1) Upon filing an application for admission, the Court will transmit to the [Law Society](#) a copy of the application and supporting affidavit.
- (2) The [Chief Justice](#) may set the notification fee payable by an applicant to the [Law Society](#) for publishing details of an applicant’s application on its website.
- (3) On filing an application for admission, the applicant must pay to the [Law Society](#) the notification fee.
- (4) On payment of the notification fee, the [Law Society](#) must publish the name of the applicant as an applicant for admission on its public website.

- (5) Upon the filing of any further document in the action, including any notice of objection or another affidavit, the Court will transmit to the [Law Society](#) a copy of the filed document.

257.5—Referral of application

- (1) Upon receipt of an application for admission, the [Law Society](#) must, on behalf of the Court—
 - (a) refer the application to the Board of Examiners for its report and recommendation on the application; and
 - (b) upon receipt, provide to the Board of Examiners any other document filed in the action.
- (2) Upon receipt of an application for admission under [rule 257.3](#), the [Law Society](#) must, on behalf of the Court—
 - (a) refer the application to the Attorney-General, the Legal Profession Conduct Commissioner and the [Law Society](#) in its own right; and
 - (b) upon receipt, the [Law Society](#) must provide to the Attorney-General, the Legal Profession Conduct Commissioner and the [Law Society](#) in its own right any other document filed in the action.

257.6—Objections

- (1) Any person may object to the admission of an applicant on the ground that the applicant is—
 - (a) not eligible to be admitted under section 15(1)(c) of the Legal Practitioners Act; or
 - (b) not a fit and proper person to practise the profession of the law under section 15(1)(a) of the Legal Practitioners Act.
- (2) An objection must be made by filing a notice of objection in the prescribed form supported by an affidavit identifying the detailed grounds of objection and the facts on which the objector relies.

Prescribed form—

Form 58A [Notice of Objection - Admission](#)

- (3) [The Registrar](#) may, on request by a person referred to in subrule (1), join the person as an interested party without an order being made by the Court.
- (4) An objector must serve the notice of objection and supporting affidavit on the applicant and if, the application is made under [rule 257.3](#), on the Attorney-General, Legal Profession Conduct Commissioner and [Law Society](#), as soon as practicable.
- (5) If the applicant wishes to answer the grounds of objection or facts on which the objector relies, the applicant must file an answering affidavit in accordance with [rule 31.7](#) within 7 days after receipt of the objection and must serve it on the objector as soon as practicable.
- (6) If the [Law Society](#), Attorney-General or Legal Profession Conduct Commissioner wish to adduce evidence in relation to an objection or any answer by the applicant, they must file an affidavit in accordance with [rule 31.7](#) addressing the objection or answer within 7 days after receipt of the objection or answer as the case may be and must serve the affidavit on the applicant and each other party as soon as practicable.

- (7) [The Registrar](#) may, on request by a person referred to in subrule (6), join the person as an interested party without an order being made by the Court.

257.7—Report by the Board of Examiners

- (1) The Board of Examiners is to provide its report (incorporating its recommendation) to the [Law Society](#).
- (2) The Board of Examiners must address any objection in its report and recommendation and, if it receives an objection after providing its report and recommendation, must provide a supplementary report and recommendation addressing the objection.
- (3) The [Law Society](#) must transmit the report, and any supplementary report, to [the Registrar](#) for filing.
- (4) The [Law Society](#) must serve the report, and any supplementary report, on—
 - (a) the applicant;
 - (b) any objector; and
 - (c) if the application is made under [rule 257.3](#)—on the Attorney-General, the Legal Profession Conduct Commissioner and the [Law Society](#) in its own right.

Division 4—Hearing and Roll of Practitioners

257.8—Listing for hearing

- (1) After receipt of the Board’s report, the Court will list the application for hearing and [the Registrar](#) will give notice of the hearing by email or in the prescribed form to the parties.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (2) If an objection is filed or the Board recommends that the applicant not be admitted, [the Registrar](#) will convene a [directions hearing](#) before a Judge to give directions about the listing and preparation of the application for hearing before 3 Judges of the Court sitting in banco.

257.9—Hearing

- (1) At the hearing of the application, the Court may, if it thinks fit, act upon a report of the Board of Examiners without further evidence.
- (2) The applicant must attend the hearing, unless exempted by the Court on application by the applicant made by filing a request to [the Registrar](#) in accordance with [rule 13.2\(5\)](#) at least 14 days before the hearing or on the Court’s own initiative.
- (3) If the Court orders that an applicant be admitted, the applicant must take the oath or affirmation of admission in the following terms—

“I [*full name*] swear on oath and promise that I will diligently and honestly perform the duties of a practitioner of this Court and will faithfully serve and uphold the administration of justice

under the constitutions and laws of Australia and its States and Territories. So help me God. I swear.”

“I [*full name*] do truly and solemnly affirm and promise that I will diligently and honestly perform the duties of a practitioner of this Court and will faithfully serve and uphold the administration of justice under the constitutions and laws of Australia and its States and Territories.”

- (4) If the Court orders that an applicant be admitted, the applicant will be enrolled as a solicitor and barrister of the Court upon signing the Roll of Practitioners.

257.10—The Roll of Practitioners

- (1) [The Registrar](#) must maintain a Roll of Practitioners recording the name, date of admission and, when applicable, date of striking off of each person enrolled as a solicitor and barrister of the Court.
- (2) [The Registrar](#) must maintain—
 - (a) a Principal Roll of Practitioners for enrolment under subrule (3) or (4)(a); and
 - (b) a Supplementary Roll of Practitioners for enrolment under subrule (4)(b) and (c).
- (3) If the applicant is present at the hearing, the applicant must sign the Principal Roll of Practitioners at the hearing.
- (4) If an applicant does not sign the Principal Roll of Practitioners at the hearing, the applicant must either—
 - (a) attend before [the Registrar](#) and take the oath or affirmation of admission and sign the Principal Roll of Practitioners;
 - (b) attend at the [Law Society](#) and swear or affirm an affidavit containing the oath or affirmation of admission and deposing to execution of a Supplementary Roll of Practitioners sheet at the [Law Society](#); or
 - (c) with the prior approval of the [Chief Justice](#), attend before a lawyer admitted and practising in Australia of at least 5 years standing who is an authorised witness within the meaning of [rule 31.9](#) and swear or affirm an affidavit in the prescribed form containing the oath or affirmation of admission and deposing to execution of a Supplementary Roll of Practitioners sheet before that lawyer.

Prescribed form—

Form 12 [Affidavit](#)

- (5) The [Chief Justice](#) may grant approval under subrule (4)(c) in respect of—
 - (a) a specified applicant; or
 - (b) a class of applicants,
 and may grant approval subject to such conditions (if any) as the [Chief Justice](#) thinks fit.
- (6) If the applicant proceeds under subrule (4)(b), the [Law Society](#) must transmit the affidavit and duly executed Supplementary Roll of Practitioners sheet to [the Registrar](#) for filing by [the Registrar](#) as soon as practicable.
- (7) If the applicant proceeds under subrule (4)(c), the applicant must file the affidavit and duly executed Supplementary Roll of Practitioners sheet as soon as practicable.

- (8) Upon receipt of a duly executed Supplementary Roll and confirmation of filing of the requisite affidavit, [the Registrar](#) must—
 - (a) include the Supplementary Roll of Practitioners sheet in the Supplementary Roll of Practitioners; and
 - (b) enter the name of the applicant on the Principal Roll of Practitioners in the usual order with the following endorsement alongside the applicant’s name—
“see Supplementary Roll of Practitioners”.
- (9) If an applicant fails to sign the Roll of Practitioners within 12 months after the order for admission, the order lapses.

257.11—Application for re-admission

- (1) A person in respect of whom an order for admission has lapsed may apply to be re-admitted in accordance with this rule.
- (2) An application under subrule (1) must be made by filing an interlocutory application in accordance with [rule 102.1](#) seeking re-admission supported by an affidavit in accordance with [rule 102.1\(2\)](#) referring to the evidence and report previously filed on the application for admission and setting out the further facts, and exhibiting the further documents, on which the applicant relies.
- (3) The applicant may rely on evidence and the report filed on the application for admission to which reference is made in the affidavit filed under subrule (2).
- (4) [Rules 257.1](#) to [257.10](#) apply, with any necessary changes, to an application for re-admission.

257.12—Change of name

- (1) A lawyer who changes their name may re-subscribe to the Roll of Practitioners under this rule.
- (2) If the lawyer holds a practising certificate, the lawyer must re-subscribe to the Roll of Practitioners within 28 days after changing their name.
- (3) An application to re-subscribe to the Roll of Practitioners must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#)—
 - (a) exhibiting a certified copy of a certificate of change of name or birth certificate on which the notation of change has been made;
 - (b) exhibiting a certified copy of a marriage certificate if the change of name results from marriage; or
 - (c) deposing to the fact that the lawyer proposes to practise in the lawyer’s former name and to use that name for all professional purposes.
- (4) Upon receipt of the application and affidavit, [the Registrar](#), if satisfied that it is appropriate, must arrange for the lawyer to re-subscribe to the Roll of Practitioners.

Part 8—Legal registration

Division 1—Preliminary

258.1—Interpretation

- (1) In this Part, unless the contrary intention appears—

Mutual Recognition Act means the *Mutual Recognition Act 1992* (Cth) as adopted by the *Mutual Recognition (South Australia) Act 1993*;

Mutual Recognition Legislation means the *Mutual Recognition Act 1992* (Cth) as adopted by the *Mutual Recognition (South Australia) Act 1993* or the *Trans-Tasman Mutual Recognition Act 1997* (Cth);

Trans-Tasman Mutual Recognition Act means the *Trans-Tasman Mutual Recognition Act 1997* (Cth).

- (2) Unless the contrary intention appears, a term defined by the [Mutual Recognition Legislation](#) has the same meaning in this Part.

258.2—Local registration authority

- (1) The local registration authority for the purpose of the [Mutual Recognition Legislation](#) is the Court.
- (2) By force of this subrule, the Court assigns to the Board of Examiners, subject to the appeal condition in subrule (4) and reservation condition in subrule (7), the functions and powers of—
 - (a) determining applications under the [Mutual Recognition Legislation](#) for admission and enrolment as solicitors and barristers of the Court;
 - (b) determining whether to grant, or impose conditions on, a practising certificate to applicants; and
 - (c) requiring the provision of information for the purpose of performing a function or exercising a power assigned by this rule.
- (3) By force of this subrule, the Court assigns to the [Law Society](#), subject to the confidentiality, appeal and reservation conditions referred to in [rule 257.1](#), the functions and powers of—
 - (a) referral of applications for admission under section 15(2) of the Legal Practitioners Act;
 - (b) notifying applicants of determinations made under subrule (2); and
 - (c) preparing and arranging the execution of the Supplementary Roll of Practitioners by applicants who do not execute the Principal Roll of Practitioners.
- (4) A person who is dissatisfied with a decision of the Board of Examiners exercising functions or powers of the Court as assignee may appeal to the Court by filing a notice of appeal in accordance with [rule 214.2](#) within 21 days after the decision.
- (5) If a person files a notice of appeal under subrule (4), the person must—
 - (a) name the Board of Examiners and the [Law Society](#) as interested parties; and
 - (b) serve the notice of appeal on the [Law Society](#) as soon as practicable and the [Law Society](#) must transmit the notice of appeal to the Board of Examiners on receipt.
- (6) An appeal under subrule (4) will be heard by a single Judge under Chapter 18 Part 7.
- (7) The assignment of functions and powers under this rule is subject to the condition that the Court reserves the power to perform a function or exercise a power itself in a particular case if it thinks fit.

Division 2—Application and determination

258.3—Application

- (1) An application by a person who is admitted as a lawyer (whether as a solicitor or barrister) elsewhere in Australia or in New Zealand seeking admission as a solicitor and barrister of the Court under the [Mutual Recognition Legislation](#) must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form, which comprises a notice for the purpose of section 19 of the [Mutual Recognition Act](#) and section 18 of the [Trans-Tasman Mutual Recognition Act](#).

Prescribed form—

Form 7B [Originating Application Ex Parte - Registration](#)

- (2) The application must include full details of any condition or restriction on the applicant's right to practise or practising certificate imposed by—
 - (a) the admitting authority;
 - (b) the authority charged with the responsibility for issuing practising certificates; or
 - (c) a statute,
 in the first jurisdiction or any other jurisdiction in which the applicant is admitted.
- (3) The application must be supported by a statutory declaration in the prescribed form.

Prescribed form—

Form 13A [Statutory Declaration – in Support of Registration](#)

- (4) The application must be accompanied by a certified copy, certified by the attesting witness to the statutory declaration, of each the following—
 - (a) an instrument evidencing the applicant's existing registration in the first jurisdiction;
 - (b) a certificate of fitness or good standing in the applicant's first jurisdiction and any other jurisdiction in which the applicant is admitted or registered under the [Mutual Recognition Legislation](#); and
 - (c) a driver's licence, passport or birth certificate as evidence of identity.
- (5) Upon receipt of an application under this rule, the [Law Society](#) must, on behalf of the Court, refer the application to the Board of Examiners for its determination under [rule 258.4\(1\)](#) and [rule 258.4\(2\)](#).

258.4—Report and determination by the Board

- (1) The Board of Examiners must determine an application filed under [rule 258.3](#) within one month of filing of the application.

Note—

Under section 21(4) of the *Mutual Recognition Act 1992* (Cth) and section 20(4) of the *Trans-Tasman Mutual Recognition Act 1997* (Cth), if the Board makes no determination within 1 month of the notice being lodged, the applicant is, absent fraud, entitled to registration.

- (2) If the applicant is seeking a practising certificate as well as admission and enrolment, the Board of Examiners must at the same time determine whether a practising certificate is to be issued and on what conditions (if any).

- (3) The Board of Examiners may impose a condition of registration equating with a condition—
 - (a) applying to the applicant's practice in the first jurisdiction; or
 - (b) that would be imposed upon a lawyer of similar standing and experience admitted under Part 7.
- (4) The Board of Examiners must provide a report incorporating its determination to the [Law Society](#).
- (5) The [Law Society](#) must transmit the report to [the Registrar](#) for filing.
- (6) The [Law Society](#) must serve the report on the applicant.

Note—

Section 24 of the *Mutual Recognition Act 1992* (Cth) and section 23 of the *Trans-Tasman Mutual Recognition Act 1997* (Cth) require the local registration authority to give to the applicant notice of its decision.

Division 3—Signing Roll of Practitioners and issue of practising certificate

258.5—The Roll of Practitioners

- (1) When the Board of Examiners has determined that an applicant be registered, the applicant will be enrolled as a solicitor and barrister of the Court upon signing the Roll of Practitioners in accordance with [rule 257.10](#).
- (2) If an applicant fails to sign the Roll of Practitioners within 12 months after the order for admission, the order lapses.

258.6—Issue of practising certificate

- (1) When registration is granted and the applicant signs the Roll of Practitioners under this Part, the [Law Society](#) must issue a practising certificate to the person under Part 3 Division 2 of the Legal Practitioners Act—
 - (a) on receipt of an application in standard form for the issue of a practising certificate;
 - (b) on payment by the person of such fees and levies for the issue of a practising certificate as would be payable by a person admitted to practise under Part 7; and
 - (c) on production of evidence of participation in a professional indemnity insurance scheme under section 52 of the Legal Practitioners Act.
- (2) The practising certificate must be endorsed to indicate what, if any, conditions have been imposed and takes effect subject to any such conditions.

258.7—Application for re-registration

- (1) A person in respect of whom an order for registration has lapsed may apply to be re-registered in accordance with this rule.
- (2) An application referred to in subrule (1) must be made by filing an interlocutory application in accordance with [rule 102.1](#) seeking re-registration supported by an affidavit in accordance with [rule 102.1\(2\)](#) referring to the evidence and report previously filed on the application for registration and setting out the further facts, and exhibiting the further documents, on which the applicant relies.

- (3) The applicant may rely on evidence and the report filed on the application for registration to which reference is made in the affidavit filed under subrule (2).
- (4) [Rules 258.1](#) to [258.6](#) apply, with any necessary changes, to an application for re-registration.

Part 9—Legal practising certificates and right to practise

Division 1—Preliminary

259.1—Definitions

In Parts 9, 10 and 11, unless the contrary intention appears—

conviction event means a conviction of a serious offence or tax offence within the meaning of paragraph (d) of the definition of show cause event in section 5 of the Legal Practitioners Act;

holder means the holder of a practising certificate;

insolvency event means an insolvency event within the meaning of paragraph (a), (b) or (c) of the definition of show cause event in section 5 of the Legal Practitioners Act;

show cause event means a show cause event within the meaning of section 5 of the Legal Practitioners Act;

show cause notice means a notice of a show cause event within the meaning of section 20AH(2)(a) of the Legal Practitioners Act;

show cause statement means a statement in relation to a show cause event as referred to in section 20AG(2) or 20AH(2)(b) of the Legal Practitioners Act.

259.2—Service

In addition to other methods of service under these Rules, unless the Court otherwise orders, service of a document under this Part (including a document produced by the Court) may be effected on—

- (a) a lawyer by [post service](#) addressed to the lawyer at the physical address recorded by the [Law Society](#), or by [email service](#) addressed to the lawyer at the email address recorded by the [Law Society](#), for the purpose of applications for and issue and renewal of practising certificates; or
- (b) the Attorney-General, the [Law Society](#) or the Legal Profession Conduct Commissioner by [post service](#) addressed to them at their principal office or by [email service](#) addressed to them at their email address.

259.3—Joinder of Law Society or Commissioner

- (1) The [Law Society](#) and the Legal Profession Conduct Commissioner are each entitled to be joined as an interested party in a proceeding in which a person applying for a practising certificate or [holder](#) lodges a notice or statement under Division 3.
- (2) [The Registrar](#) may join a person referred to in subrule (1) as an interested party without an order being made by the Court.

Division 2—Assignment of functions

259.4—Assignment of functions

By force of this rule, the Court assigns to the [Law Society](#), subject to the confidentiality, appeal and reservation conditions referred to in [rule 257.1](#), the functions and powers of—

- (a) the issue, renewal, revocation, surrender, cancellation, re-issue of, or imposition of conditions on, practising certificates under Part 3 Division 2 or Division 3A, or section 20AK, of the *Legal Practitioners Act*;
- (b) the giving or receipt of notices under Part 3 Division 3A of the *Legal Practitioners Act* or Part 2 of the *Legal Practitioners Regulations 2014*;
- (c) the maintenance of registers under Part 3 Divisions 2 or 3A of the *Legal Practitioners Act*; and
- (d) requiring the provision of information for the purpose of performing a function or exercising a power assigned by this rule.

Division 3—Show cause notices and statements

259.5—Show cause notice

- (1) A [show cause notice](#) by a [holder](#) under section 20AH(2)(a) of the *Legal Practitioners Act* must be given by way of affidavit in accordance with [rule 31.7](#) filed in the proceeding for the admission or registration of the [holder](#).

Note—

Section 20AH(2)(a) of the *Legal Practitioners Act 1981* requires notice of the [show cause event](#) to be given by the [holder](#) within 7 days of the happening of the event.

- (2) The affidavit must—
 - (a) identify the nature of the [show cause event](#);
 - (b) identify when the [show cause event](#) happened;
 - (c) provide particulars of the [show cause event](#);
 - (d) in the case of an [insolvency event](#)—exhibit a copy of the debtor’s petition, creditor’s petition, declaration made under section 54A of the *Bankruptcy Act 1966* (Cth) or other document comprising or evidencing the [insolvency event](#); and
 - (e) in the case of a [conviction event](#)—exhibit a copy of the information, or its equivalent in another jurisdiction, setting out the charges the subject of the conviction.
- (3) The person giving the [show cause notice](#) must serve the affidavit on the [Law Society](#) and Legal Profession Conduct Commissioner as soon as practicable.

Note—

The [holder](#) is expected to serve the [Law Society](#) and Legal Profession Conduct Commissioner by [email service](#) or [personal service](#) on the same day as filing the affidavit.

- (4) Upon receipt of a [show cause notice](#) under subrule (1), [the Registrar](#) must join whichever of the [Law Society](#) or Legal Profession Conduct Commissioner is not already a party to the proceeding as an interested party.

259.6—Show cause statement

- (1) A [show cause statement](#) by a person applying for or holding a practising certificate under section 20AG(2) or section 20AH(2)(b) of the *Legal Practitioners Act* relating to a [show cause event](#) must be given by way of affidavit in accordance with [rule 31.7](#) and filed in the proceeding for the admission or registration of the person giving the statement.

Notes—

Section 20AG(2) of the *Legal Practitioners Act 1981* requires provision as part of an application for a practising certificate of a statement setting out particulars of a [show cause event](#) and explaining why, despite the [show cause event](#), the person considers that they are a fit and proper person to hold a practising certificate.

Section 20AH(2)(b) of the *Legal Practitioners Act 1981* requires a statement explaining why, despite the [show cause event](#), the person considers that they are a fit and proper person to hold a practising certificate to be given by the [holder](#) within 28 days of the happening of the event.

- (2) The affidavit must—
 - (a) provide the information in relation to the [show cause event](#) required by [rule 259.5](#), except any information already provided by a [show cause notice](#) (if applicable);
 - (b) in the case of an [insolvency event](#)—identify why the [insolvency event](#) happened and provide details of the assets and liabilities of the person giving the [show cause statement](#) immediately before the [insolvency event](#) and immediately after the effect of the operation of the *Bankruptcy Act 1966* (Cth);
 - (c) in the case of a [conviction event](#)—describe the acts or omissions comprising the offence the subject of the conviction, any circumstances of aggravation or mitigation and why the offence was committed; and
 - (d) explain why, despite the [show cause event](#), the person giving the [show cause statement](#) considers that they are a fit and proper person to hold a practising certificate.
- (3) The person giving the [show cause statement](#) must serve the [show cause statement](#) on the [Law Society](#) and Legal Profession Conduct Commissioner as soon as practicable.

Note—

The person giving the [show cause statement](#) is expected to serve the [Law Society](#) and Legal Profession Conduct Commissioner by [email service](#) or [personal service](#) on the same day as filing the affidavit.

- (4) A [holder](#) is not required to file a [show cause statement](#) if they surrender their practising certificate before the [show cause statement](#) is required to be filed.
- (5) Upon receipt of a [show cause statement](#) under subrule (1), [the Registrar](#) must join whichever of the [Law Society](#) or Legal Profession Conduct Commissioner is not already a party to the proceeding as an interested party.
- (6) Unless the Court otherwise orders, if the [Law Society](#) or the Legal Profession Conduct Commissioner wish to make written representations in relation to the person giving the [show cause statement](#), the representations must be made, and any facts relied on must be verified, by way of affidavit in accordance with [rule 31.7](#).
- (7) An affidavit referred to in subrule (6) must be filed by the earlier of—
 - (a) 21 days after the filing of a [show cause statement](#); or

- (b) 49 days after the filing of a [show cause notice](#).
- (8) The person giving the [show cause statement](#), the [Law Society](#) or the Legal Profession Conduct Commissioner may, within the time for filing written representations under subrule (6), request [the Registrar](#) to convene a hearing before a Judge under [rule 259.7\(3\)\(b\)](#).

259.7—Hearing and determination

- (1) After receipt of a [show cause statement](#) or upon the expiration of 28 days after receipt of a [show cause notice](#), [the Registrar](#) must refer to a Judge the question of whether the issue, renewal or continuation of the relevant practising certificate is or may be effected by the [show cause event](#).
- (2) A Judge to whom a question is referred under subrule (1) may either act under subrule (3) or await any written representations under [rule 259.6\(6\)](#).
- (3) The Court may if it thinks fit—
 - (a) determine the application and make orders on the basis of the documents filed in the proceeding; or
 - (b) convene a hearing to determine the matter, in which case [the Registrar](#) will give notice of the hearing to the parties in the prescribed form.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (4) If the Court makes an order that a practising certificate not be issued or renewed or be cancelled, suspended or amended, [the Registrar](#) must—
 - (a) serve the person who gave the [show cause notice](#) or [show cause statement](#) with the order; and
 - (b) if the order is not made at a hearing in the presence of the [Law Society](#) or the Legal Profession Conduct Commissioner—serve them with the order.

Note—

Section 20AI(3) of the *Legal Practitioners Act 1981* requires notice of the determination to be given to the person applying for a practising certificate or [holder](#).

Division 4—Application to cancel, suspend or amend practising certificate

259.8—Application to cancel, suspend or amend

- (1) An application under section 20AD of the Legal Practitioners Act to cancel, suspend or amend a practising certificate—
 - (a) in relation to a current proceeding in the Court under [rule 259.10](#)—must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#); and
 - (b) in any other case—must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The application must bear an endorsement inviting the [holder](#) to make written representations to the Court within 21 days of service of the application as to why the order should not be made.

Note—

Section 20AD(2)(b)(iii) of the *Legal Practitioners Act 1981* requires the application to invite the [holder](#) to make written representations to the court, within a time specified by the court of not less than 7 days and not more than 28 days, as to why the order should not be made.

- (3) If the application is made under subrule (1)(b), the person applying to cancel, suspend or amend the practising certificate must join—
 - (a) the [holder](#) as a respondent; and
 - (b) whichever of the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner is not the person applying to cancel, suspend or amend the practising certificate as an interested party.
- (4) Subject to [rule 259.10\(3\)](#), the person applying to cancel, suspend or amend the practising certificate must serve the application and supporting affidavit on the respondent and each interested party as soon as practicable.
- (5) If the [holder](#) wishes to make written representations in relation to an application, the representations must be made by way of affidavit and any facts relied on must be verified in the affidavit.

259.9—Hearing and determination of application

- (1) The Court may if it thinks fit—
 - (a) determine an application under [rule 259.8](#) and make orders on the basis of the documents filed in the proceeding; or
 - (b) convene a hearing to determine the application, in which case [the Registrar](#) will give notice of the hearing to the parties in the prescribed form.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (2) If the Court makes an order that a practising certificate be cancelled, suspended or amended, [the Registrar](#) must—
 - (a) serve the [holder](#) with the order and the Court’s reasons for the order; and
 - (b) if the order is not made at a hearing in the presence of the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner—serve them with the order.

Note—

Section 20AD(4) of the *Legal Practitioners Act 1981* requires notice to be given to the [holder](#) of the terms of and reasons for the order.

259.10—Application for immediate suspension

- (1) An application under section 20AJ of the *Legal Practitioners Act* for immediate suspension of a practising certificate—
 - (a) in relation to a current proceeding in the Court under [rule 259.8](#)—must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#); or
 - (b) in any other case—must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) If the application is made under subrule (1)(b), the person applying for suspension of the practising certificate must join—

- (a) the [holder](#) as a respondent; and
 - (b) whichever of the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner is not the person applying for suspension as an interested party.
- (3) Unless the Court otherwise orders—
- (a) an application under this rule; and
 - (b) if applicable, the [Originating Application](#) in the proceeding under [rule 259.8](#) in which an interlocutory application under this rule is filed at the same time,
- need not be served in the first instance on each other party. The Court will make orders concerning service on hearing or determining the application under this rule.
- (4) The Court may if it thinks fit—
- (a) determine an application under this rule and make orders on the basis of the documents filed in the proceeding; or
 - (b) convene a hearing to determine the application, in which case [the Registrar](#) will give notice of the hearing to the parties in the prescribed form.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (5) The Court may on its own initiative, on consideration of a [show cause notice](#) or [show cause statement](#), make an order for immediate suspension in the proceeding for the admission or registration of the person who filed the [show cause notice](#) or [show cause statement](#).
- (6) If the Court makes an order on its own initiative under subrule (5), [the Registrar](#) must join whichever of the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner is not already a party to the proceeding as an interested party.
- (7) If the Court makes an order for immediate suspension, [the Registrar](#) must—
 - (a) serve the [holder](#) with the order, the Court’s reasons for the order and a notice from the Court in the prescribed form of the right of the [holder](#) to make representations about the suspension; and
 - (b) if the order is not made at a hearing in the presence of the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner—serve them with the order.

Prescribed form—

Form 78 [Notice from Court \(generic\)](#)

Note—

Section 20AJ(3) of the *Legal Practitioners Act 1981* requires notice to be given of the terms of and reasons for the order and of the right of the [holder](#) to make written representations about the suspension.

- (8) An application by the [holder](#) to revoke an order under this rule must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (9) Unless the Court otherwise orders, written representations by the [holder](#) must be made by way of affidavit in accordance with [rule 31.7](#) and any facts relied on must be verified in the affidavit.

- (10) Unless the Court otherwise orders, if the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner wish to make written representations in relation to a variation or revocation application, they must be made by way of affidavit in accordance with [rule 31.7](#), and any facts relied on must be verified in the affidavit, to be filed within 7 days after service of the variation or revocation application.
- (11) The Court may if it thinks fit—
 - (a) determine an application to vary or revoke an order for suspension and make orders on the basis of the documents filed in the proceeding; or
 - (b) convene a hearing to determine the matter.

259.11—Application for stay or revocation

- (1) An application under—
 - (a) section 20AE(3) of the Legal Practitioners Act to stay the operation of an order; or
 - (b) section 20AF of the Legal Practitioners Act to revoke an order,
 cancelling, suspending or amending a practising certificate must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (2) Unless the Court otherwise orders, written representations by the [holder](#) are to be made by way of affidavit in accordance with [rule 31.7](#) and any facts relied on are to be verified in the affidavit.
- (3) Unless the Court otherwise orders, if the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner wish to make written representations in relation to an application, the representations are to be made by way of affidavit, and any facts relied on are to be verified by affidavit to be filed within 7 days after the filing of the interlocutory application.
- (4) The Court may if it thinks fit—
 - (a) determine the application and make orders on the basis of the documents filed in the proceeding; or
 - (b) convene a hearing to determine the matter.

259.12—Application to suspend

- (1) An application under section 20AD of the Legal Practitioners Act to suspend a practising certificate must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must join—
 - (a) the [holder](#) as a respondent; and
 - (b) whichever of the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner is not the applicant as an interested party.

Part 10—Legal practice regulation

Division 1—Incorporated legal practice

260.1—Assignment of functions

By force of this rule, the Court assigns to the [Law Society](#), subject to the confidentiality, appeal and reservation conditions referred to in [rule 257.1](#), the functions and powers of—

- (a) approval of forms for the purpose of giving notices under Schedule 1 to the Legal Practitioners Act;
- (b) receipt of notices under Schedule 1 to the Legal Practitioners Act; and
- (c) collection of fees payable on giving notices under Schedule 1 to the Legal Practitioners Act.

260.2—Disqualification of corporation or manager

- (1) An application under the following provisions of the Legal Practitioners Act must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#)—
 - (a) under clause 21 of Schedule 1 to the Legal Practitioners Act—to disqualify a corporation from providing legal services; or
 - (b) under clause 22 of Schedule 1 to the Legal Practitioners Act—to disqualify a person from managing a corporation that is an incorporated legal practice.
- (2) The applicant must join—
 - (a) the holder of the practising certificate as a respondent; and
 - (b) whichever of the Attorney-General, [Law Society](#) or Legal Profession Conduct Commissioner is not the applicant as an interested party.

260.3—Revocation of disqualification

An application under clause 22(2) of Schedule 1 to the Legal Practitioners Act to revoke an order disqualifying a person from managing a corporation that is an incorporated legal practice must be made by filing an interlocutory affidavit and supporting affidavit in accordance with [rule 102.1](#).

260.4—Corporation ceasing to have legal practitioner director

- (1) If an incorporated legal practice ceases to have any legal practitioner director, the incorporated legal practice must notify the Court by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#) seeking such orders as the Court may consider appropriate.

Note—

Clause 10(2) of Schedule 1 to the *Legal Practitioners Act 1981* requires an incorporated legal practice that ceases to have any legal practitioner directors to notify the Court as soon as possible.

- (2) The incorporated legal practice must join each of the [Law Society](#) and Legal Profession Conduct Commissioner as an interested party.
- (3) An application under clause 10(5) of Schedule 1 to the Legal Practitioners Act to appoint a person to exercise or perform the functions or duties conferred or imposed on a legal practitioner director under Schedule 1 in the absence of a legal practitioner

director must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

- (4) The applicant must join—
 - (a) the incorporated legal practice as a respondent if it is not the applicant; and
 - (b) whichever of the [Law Society](#) or Legal Profession Conduct Commissioner is not the applicant as an interested party.

Division 2—Director of corporation wound up

260.5—Authorisation to practise

- (1) An application under section 49 of the Legal Practitioners Act to authorise a person who is or has been a director of an incorporated legal practice during the winding up of the corporation to practise the profession of the law for the benefit of creditors must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must join each of the [Law Society](#) and Legal Profession Conduct Commissioner as an interested party.

Division 3—Suspension of right to practise

260.6—Suspension when not insured

- (1) An application under section 52AA(2) or (3) of the Legal Practitioners Act to suspend a right to practise law must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must join—
 - (a) the holder of the practising certificate as a respondent; and
 - (b) whichever of the Attorney-General or [Law Society](#) is not the applicant as an interested party.

Note—

Section 52AA(4) of the *Legal Practitioners Act 1981* requires notice to be given of a suspension to regulatory authorities in other States in which the person is admitted as a legal practitioner.

Division 4—Personal representative, trustee, receiver or liquidator

260.7—Authorisation to practise

- (1) An application under section 50 the Legal Practitioners Act to authorise—
 - (a) a personal representative of a deceased legal practitioner;
 - (b) the trustee in bankruptcy of a legal practitioner; or
 - (c) a receiver or liquidator appointed in respect of an incorporated legal practice,
 to carry on the practice of the legal practitioner or incorporated legal practice must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must join each of the [Law Society](#) and Legal Profession Conduct Commissioner as an interested party.

Division 5—Supervisor or manager

260.8—Application for directions

- (1) Subject to subrule (2), an application under section 47 of the Legal Practitioners Act by a manager or supervisor for directions must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) If a proceeding has been previously instituted under this rule by the same manager or supervisor in relation to the same appointment, the application may be made in that proceeding by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (3) The applicant must join each of the [Law Society](#) and Legal Profession Conduct Commissioner as an interested party.

Part 11—Legal disciplinary proceedings

Division 1—Disciplinary proceedings

261.1—Application

A disciplinary proceeding under section 89 of the Legal Practitioners Act, or in the inherent jurisdiction of the Court, must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

261.2—Hearing and determination

- (1) The Court may if it thinks fit—
 - (a) determine the application and make orders on the basis of the affidavit evidence and written submissions; or
 - (b) convene a hearing to determine the matter.
- (2) The Court may [in chambers](#) or at a [directions hearing](#)—
 - (a) make any orders that may be made at a [directions hearing](#); or
 - (b) list the matter for hearing.

261.3—Strike off order by consent

- (1) An application under section 89(1b) of the Legal Practitioners Act for an order [by consent](#) that the name of a lawyer be struck off the Roll of Practitioners must be made by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#)—
 - (a) by the Legal Profession Conduct Commissioner and the lawyer jointly as applicants; or
 - (b) by the Legal Profession Conduct Commissioner or the lawyer as applicant, joining the other as respondent.
- (2) The supporting affidavit must—
 - (a) exhibit the recommendation by the Legal Practitioners Conduct Tribunal that a disciplinary proceeding be commenced or the advice by the Legal Profession Conduct Commissioner of intention to commence a disciplinary proceeding in the Court against the lawyer;

- (b) identify the reason for seeking the order; and
 - (c) if the application is by the Legal Conduct Profession Commissioner only—exhibit evidence of the consent by the lawyer to a striking off order.
- (3) If the application is not made jointly by the Commissioner and the lawyer and the Commissioner wishes to adduce evidence on the application, the Commissioner must file an affidavit in accordance with [rule 31.7](#) containing the evidence within 14 days after service of the application.
- (4) The Court may, if it thinks fit, make an order that the name of the lawyer be struck off the Roll of Practitioners—
- (a) [in chambers](#); or
 - (b) at the next convenient sitting of the Court.

Division 2—Application for interim orders

261.4—Application

- (1) An application under section 89A of the Legal Practitioners Act or in the inherent jurisdiction of the Court for interim suspension of, or imposition of conditions on, a lawyer’s practising certificate must be instituted—
- (a) if there is an existing application under [rule 261.1](#)—by filing an interlocutory affidavit and supporting affidavit in accordance with [rule 102.1](#); or
 - (b) in any other case—by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) Unless the Court otherwise orders, the application need not be served in the first instance on the respondent.

261.5—Hearing and determination

- (1) The Court may, if it thinks fit, determine an application under [rule 261.4](#), and make an order for interim suspension of or imposition of conditions on a lawyer’s practising certificate, [in chambers](#) on the basis of the documents filed in the proceeding.
- (2) The Court may, if it thinks fit, convene a hearing to determine the matter, in which case [the Registrar](#) will give notice of the hearing to the parties in the prescribed form.

Prescribed form—

Form 78E [Notice of Hearing](#)

- (3) If the Court makes an order for interim suspension of, or imposition of conditions on, a lawyer’s practising certificate, [the Registrar](#) must—
- (a) serve the [holder](#) with the order; and
 - (b) if the order is not made at a hearing in the presence of the [Law Society](#) or the Legal Profession Conduct Commissioner, serve them with the order.

Division 3—Proceedings ancillary to Commissioner or Tribunal powers

261.6—Application for order to attend

- (1) An application under section 84(5) of the Legal Practitioners Act for an order directing a person to attend, or to be sworn or to affirm, or to answer questions must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) supported by an affidavit in accordance with [rule 82.1\(2\)](#).

- (2) The application may be made [without notice](#).

261.7—Termination of suspension

- (1) An application under section 84C(3) of the Legal Practitioners Act to terminate an automatic suspension must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must join—
 - (a) the person who laid the charge in the Legal Practitioners Disciplinary Tribunal as a respondent; and
 - (b) the Legal Profession Conduct Commissioner, if not the person who laid the charge, as an interested party.

261.8—Suspension for failure to comply with requirement

- (1) An application under clause 5(7) of Schedule 4 to the Legal Practitioners Act to suspend a practitioner who fails to comply with a requirement under Part 2 of that Schedule must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must join—
 - (a) the practitioner as a respondent; and
 - (b) whichever of the Legal Profession Conduct Commissioner or the [Law Society](#) is not the applicant as an interested party.

Part 12—Legal proceedings between client and law firm

Division 1—Cost agreement proceedings

262.1—Application to determine if costs agreement exists or set aside costs agreement

A proceeding under clause 30 of Schedule 3 to the Legal Practitioners Act to determine if a costs agreement exists, or to set aside a costs agreement, must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

Division 2—Taxation process

262.2—Application for taxation of legal costs

- (1) An application under the following provisions of the Legal Practitioners Act must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#)—
 - (a) under clause 37, 38, 39 or 42 of Schedule 3 to the Legal Practitioners Act for the taxation of a bill for legal costs;
 - (b) under section 48 of the Legal Practitioners Act for the taxation of an account for remuneration, allowances or expenses of a supervisor or manager; or
 - (c) under section 33B of the *Commercial Arbitration Act 2011* or any other statute for the taxation of costs.

Prescribed form—

Form 2F [Originating Application – Tax Costs](#)

- (2) The supporting affidavit must, if the application relates to a bill of costs or account—
 - (a) exhibit the bill or account; and
 - (b) if the application is not made by a person seeking taxation of the person's own costs—identify the extent, if any, to which the applicant accepts that the costs shown in the bill or account are fair and reasonable.
- (3) The Court may [in chambers](#) or at a [directions hearing](#) make such orders for the hearing and determination of the taxation as it thinks fit, which may include adopting procedures that apply under Chapter 16 Part 5 to a taxation of costs in a proceeding in the Court.

262.3—Right of appeal

- (1) Upon entry of judgment following completion of a taxation, a party may appeal against the judgment, or any interim judgment or order made in the course of the taxation, by filing a notice of appeal in accordance with [rule 214.2](#) within 21 days after the relevant judgment.
- (2) A party may only appeal against an interim judgment or order made in the course of the taxation before completion of the taxation with leave of the taxing officer as defined in [rule 191.1](#).

Division 3—Account and delivery up

262.4—Application for account or delivery up

- (1) Subject to subrule (2), an application by a current or former client against a law firm for the following must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#)—
 - (a) an account of money or other property held, received or disbursed on behalf of the client;
 - (b) delivery up of property held on behalf of the client;
 - (c) payment into Court of money held on behalf of the client; or
 - (d) delivery up of documents held on behalf of the client or relating to work done or a proceeding taken for the client.
- (2) If there is an existing proceeding in the Court between the parties, the application may be made by by filing an interlocutory application and supporting affidavit in accordance with rule 102.1.
- (3) If the law firm claims a solicitor's lien over the property or documents the subject of the application relating to work done for the client, the Court may make such order as it thinks fit to secure payment of the law firm's fees.

Part 13—Legal Office: Senior and King's Counsel

263.1—Introduction

- (1) This Part deals with persons appointed as Senior or King's Counsel in South Australia.
- (2) In this Part, unless the contrary intention appears—

King's Counsel means a person appointed by the Governor as King's Counsel pursuant to the Prerogative or section 92 of the *Legal Practitioners Act 1981* regardless of whether the Sovereign is now a King or a Queen.

Senior Counsel means a person appointed by the Court as Senior Counsel pursuant to the former rules of the Supreme Court or section 91 of the *Legal Practitioners Act 1981*.

263.2—Criteria for appointment

- (1) A person admitted by the Court to the office of Senior Counsel in accordance with this Part is a person whom the Court regards as having proven themselves to be an advocate of high skill, integrity, professional judgment, and independence justifying an expectation on the part of the public and the judiciary generally that, as Senior Counsel, they will provide outstanding service in the course of the administration of justice.
- (2) Senior counsel should exhibit—
 - (a) eminence in the practice of the law, especially in advocacy, where eminence is to be understood as including—
 - (i) the possession of a high intellectual capacity, comprehensive and up to date knowledge of the law and procedures in his or her chosen field of practice, and of legal method, and a demonstrated commitment to the provision of the highest level of service and the pursuit of excellence;
 - (ii) the possession of proven skill and judgment in the presentation and testing of litigants' cases in adversarial proceedings, so as to enhance the likelihood of just outcomes and serve the public interest;
 - (iii) a perspective and knowledge of legal practice usually acquired over a considerable period derived from a practice that evidences: experience in contested matters, especially trials; experience in arguing cases on appeal; experience in conducting major cases in which the other party is represented by Senior Counsel; considerable practice in giving advice in specialist fields of law and a position of leadership, either generally or in a specialist jurisdiction;
 - (b) standing and leadership, evidenced by—
 - (i) contribution to the legal profession, its organisations and institutions and the administration of justice more generally;
 - (ii) the making of a significant contribution to legal education;
 - (iii) a practice of mentoring junior members of the profession;
 - (iv) the making of a significant contribution to the community as a legal practitioner;
 - (c) integrity evidenced by—
 - (i) a history of honesty, candour, discretion and plain dealing with the courts, professional colleagues and clients;
 - (ii) independence of mind and moral courage;
 - (iii) professional standing, namely having the respect of the judiciary and the profession with respect to observing duties to the courts and to the administration of justice, while preparing and presenting a client's case with dedication and skill, and having the trust and confidence of professional colleagues;
 - (iv) maturity of judgment and balance based on many years practice of the law;

- (d) independence including objectivity and detachment and the ability and courage to give advice and to make decisions that serve the best interests of the client and the administration of justice;
- (e) availability in that they have adopted a mode of practice that ensures that their services are available generally to prospective clients and are not unduly restricted by client or business relationships; where—
 - (i) this does not preclude the acceptance of a general or special retainer on behalf of a client.
 - (ii) Senior Counsel must honour the duty to accept briefs to appear within their area of practice and for which they are available, regardless of personal opinions about the parties or about the causes, and subject only to exceptions relating to appropriate fees and conflicting obligations.
 - (iii) the criterion of availability does not apply to counsel holding a statutory office or in the employment of the Crown or the Legal Services Commission;
- (f) a commitment to fairness and equity in the affairs of the legal profession evidenced by—
 - (i) a practice of advancing the provision of equal opportunities to all members of the legal profession;
 - (ii) a practice of providing legal assistance on a *pro bono* or similar basis or other legal related community service.

263.3—Timing and lodgement of application

- (1) An application for appointment to the office of Senior Counsel must, unless the Chief Justice otherwise determines, be filed by 30 June of the year in which the application is to be considered.
- (2) Applications are to be emailed to: chambers.chiefjustice@courts.sa.gov.au

263.4—Form and content of application

- (1) An application for appointment as Senior Counsel must be in the prescribed form.

Prescribed form—

Form 7C Originating Application Ex Parte – Appointment as Senior Counsel

- (2) The application must provide the following information—

Part A: Formal Particulars

- (i) title, given name, middle name or names and surname;
- (ii) date of birth;
- (iii) address (including postcode) and email address;
- (iv) academic qualifications;
- (v) date, month and year of admission in the first jurisdiction in which the applicant was admitted to practise and in South Australia;
- (vi) date of joining the independent bar (if applicable);
- (vii) year of first application for Senior Counsel and year(s) of previous applications

Part B: Areas of Practice

A narrative description of the applicant's practice including main areas of practice and the courts or tribunals in which she or he predominantly practices.

Part C: Details of Recent Cases

- (1) Details of the cases involving substantial disputes of fact or law in which the applicant was involved in the 18 month period immediately preceding the due date for the application and in relation to each case:
 - (a) the name of the parties and, if available, its citation;
 - (b) the name of the judicial officer, tribunal or arbitrator (or if applicable mediator) before whom the matter was conducted;
 - (c) the name of any counsel who led the applicant or whom the applicant led;
 - (d) the name of opposing counsel;
 - (e) the name of the applicant's instructing solicitor.
- (2) A brief precis of five cases (or if the applicant so chooses not more than 10 cases) in which the applicant was engaged in the last two years that the applicant considers evidence her or his attainment of the standard of Senior Counsel.

Part D: Supporting Submission

A statement of the reasons why the applicant considers that she or he is suitable for appointment to the office of Senior Counsel. Here the applicant should address all the criteria set out in rule 263.2.

In support of the application, an applicant may:

- (a) refer to cases falling outside the 18 month period referred to in Part C (1) and should state why the cases referred to in Part C (2) evidence attainment of the standard of Senior Counsel;
- (b) provide a confidential report from a community legal centre or the Legal Services Commission demonstrating the pro bono hours worked by the applicant.

Part E: Complaint History

Details of any disciplinary complaints made and upheld, unresolved complaints, convictions for serious offences and any finding of professional negligence against the applicant, any notification to the applicant's professional indemnity insurer, any costs order made against the applicant personally occasioned by the applicant's conduct and any bankruptcy (providing details).

Disclose details in relation to any inappropriate workplace conduct complaints made to the Commissioner for Equal Opportunity, a professional association, manager of a workplace, managing partner at a law firm, head of chambers or any other body or person with authority to inquire into or deal with complaints about workplace conduct.

If there is any other matter that may disqualify an applicant from appointment to the office of Senior Counsel, even if the applicant contends that it does not, it should be disclosed out of an abundance of caution.

Part F: Referees

- (1) The names of three judicial officers before whom the applicant has appeared in any of the matters subject of the cases set out in Part C above whom the advisory committee may consult.

Applicants should not approach the judges whom they propose to name before doing so.

The judges so named may be approached by the advisory committee and asked to give their opinion upon the question whether the applicant has displayed the qualities of Senior Counsel as set out in rule 263.2 and is worthy of consideration for appointment as Senior Counsel.

The advisory committee will explain to judges approached the circumstances and the purpose of the nomination.

Applicants are required to list the cases (with dates and citations) in which they appeared before their nominated judicial referees.

- (2) The name of an instructing solicitor / referee that has briefed the applicant.
- (3) The names of two non-judicial referees, who may be a barrister, solicitor, corporate counsel, arbitrator or mediator, who has direct, recent professional experience of the applicant's work.

This referee may be approached by the advisory committee and asked to comment on whether the applicant displayed the qualities of Senior Counsel as set out in rule 263.2 and is worthy of consideration for appointment as Senior Counsel.

- (4) Applicants should not submit the names of any additional referees or any written references with the application form.
- (5) The advisory committee may consult any of the referees identified in Part F or any of the judicial officers involved in the matters to which the applicant refers in the course of complying with Part C.

Part G. Certifications and acknowledgements

- (1) The following certifications and acknowledgements:

I certify that the information provided in this application is correct to the best of my knowledge and belief and that there are no other matters of which I am aware that may provide a reason why I should not be appointed Senior Counsel.

I acknowledge that the Chief Justice, the Court, the advisory committee and persons the advisory committee may consult may make enquiries of the persons referred to in the application and such other persons as it or they think fit in relation to my application. I authorise such enquiries to be made and acknowledge that it will be done on a confidential basis and that the information received from such enquiries and provided by such third parties is confidential as against me and I cannot require disclosure of it.

I agree to confidential enquiries being made of the Legal Profession Conduct Commissioner or any other regulatory body about any matter or circumstances, either past or anticipated, that may adversely affect my fitness or propriety to hold an appointment as Senior Counsel. I agree that the Legal Profession Conduct Commissioner and any such other regulatory body as may be consulted may provide to the advisory committee and the Chief Justice, on a confidential basis, all information necessary to answer such enquiries.

I undertake to notify the Chief Justice in the event that any new matter arises that would be required to be disclosed in this application.

- (2) No other documents may be included, and the application must not exceed 15 pages in length.

- (3) The content of an application, the information received during consultation and any report thereon will be treated as confidential by the Court and will only be disclosed to the extent necessary to enable the processes of consultation referred to in this Division to occur. The fact of making the application and the name of the applicant are not confidential.

263.5—Deleted by Uniform Civil (No 7) Amending Rules 2022

263.6—Procedure

- (1) As soon as practicable after 30 June in each year or such other date as the Chief Justice determines, the Chief Justice will—
 - (a) provide a list of the current year’s applicants and copies of the relevant applications, including revised applications, to—
 - (i) the Attorney-General;
 - (ii) Judges and Associate Justices of the Supreme Court;
 - (iii) the senior resident Judge of the Federal Court of Australia;
 - (iv) the senior resident Judge of the Family Court of Australia;
 - (v) the senior resident Judge of the Federal Circuit Court;
 - (vi) the Chief Judge of the District Court;
 - (vii) the President of the South Australian Employment Tribunal;
 - (viii) the Chief Magistrate of the Magistrates Court;
 - (ix) the Deputy President of the Administrative Appeals Tribunal;
 - (x) the National President, Australian Association of Women Judges;
 - (xi) the Solicitor-General;
 - (xii) the Director of Public Prosecutions;
 - (xiii) the Chief Counsel of the Legal Services Commission;
 - (xiv) the President of the South Australian Bar Association;
 - (xv) the President of the Law Society of South Australia;
 - (xvi) the President of the Women Lawyers’ Association of SA Inc;
 - (xvii) the Chair of the Women at the Bar Committee of the South Australian Bar Association;
 - (b) assemble an advisory committee (*the advisory committee*) constituted of three Justices of the Supreme Court appointed by the Chief Justice at least one of whom must be female;
 - (c) upon receiving the report referred to in rule 263.6(2) from the advisory committee convene a meeting of the Judges and Associate Justices of the Court to consider the report and determine which applicants shall be appointed to the office of Senior Counsel.
- (2) The advisory committee—
 - (a) may reject any applications not received by 5.00pm on 30 June, or such other date as the Chief Justice determines, in the year in which the application is to be considered;
 - (b) may reject any applications in respect of which any fee payable as referred to in rule 263.5 has not been paid by 5.00pm on 30 June, or such other date as the Chief Justice determines, in the year in which the application is to be considered;
 - (c) will consult with:
 - (i) the Attorney-General, the Solicitor-General, the Director of Public Prosecutions, the Chief Counsel of the Legal Services Commission, the

South Australian nominee of the National President, Australian Association of Women Judges, the President of the Women Lawyers' Association of SA Inc, the Chair of the Women at the Bar Committee of the South Australian Bar Association;

- (ii) the Chief Magistrate, the senior resident Judge of the Federal Circuit Court, the senior resident Judge of the Family Court of Australia, the President of the South Australian Employment Tribunal, the Deputy President of the Administrative Appeals Tribunal;
- (iii) the Judges and Associate Judges of the District Court;
- (iv) the resident Judges of the Federal Court of Australia;
- (v) any other judicial officer referred to by an applicant not included above or with whom, having regard to an applicant's application, the advisory committee considers it appropriate to consult;
- (vi) the President of the South Australian Bar Association and the President of the Law Society of South Australia;

together or separately as the advisory committee sees fit.

- (d) must report in writing to the Chief Justice by 30 September, or such other date as the Chief Justice determines, on the outcome of the consultation process and the suitability of all applicants for appointment to office of Senior Counsel;
 - (e) may seek further information from an applicant but only if it is necessary to an understanding of any part or parts of an application or it is considered necessary to provide the applicant with procedural fairness;
 - (f) may consult further with any of those referred to in (c) above if the advisory committee thinks it appropriate.
- (3) It is expected that the following persons will consult as specified in the following subparagraphs:
- (a) in the case of each of the Presidents of the South Australian Bar Association, the Law Society of South Australia and the Women Lawyers' Association of SA Inc, and the Chair of the Women at the Bar Committee of the South Australian Bar Association - his or her council or executive and such other members as he or she considers appropriate;
 - (b) in the case of each head of another jurisdiction with the exception of the Federal Court of Australia and the District Court — judicial officers of that jurisdiction before whom the applicant has appeared.
- (4) All consultations will be undertaken with discretion, respecting as far as possible the privacy of applicants, and will be made for the purpose of answering the question whether, having regard to the criteria set out in rule 263.2, the applicant is a suitable person for appointment to the office of Senior Counsel.

263.7—Appointment

- (1) Appointments of Senior Counsel will be decided by resolution of the Judges and Associate Justices of the Supreme Court convened to consider the applications for Senior Counsel.
- (2) Appointments will be executed by an instrument in writing bearing the seal of the Supreme Court by the Chief Justice on behalf of the Supreme Court under the hand of

the Chief Justice and will, if practicable, be executed no later than 31 October, or such other date as the Chief Justice determines, of each year.

- (3) The Chief Justice will inform each applicant in writing of the outcome of her or his application.
- (4) The appointment of Senior Counsel will be announced publicly, and will be published in the *South Australian Government Gazette*.

263.8—Applicants aggrieved

- (1) An unsuccessful applicant will not be provided with reasons.
- (2) A member of the advisory committee may, upon the request of an unsuccessful applicant, meet with the applicant to discuss the application and the reason for its refusal.

263.9—Seniority

- (1) Senior Counsel and King’s Counsel rank in seniority according to the date of their first appointment, and in the case of persons appointed on the same date, by the date of their admission and in the case of persons admitted on the same date, by alphabetical order of their surnames.
- (2) The reference in subrule (1) to date of appointment is a reference to the earlier of date of appointment as Senior Counsel or King’s Counsel.

263.10—Undertaking

A Senior Counsel and King’s Counsel is taken to undertake—

- (a) to confine the nature of their practice to the type of work usually performed by Senior Counsel and King’s Counsel and to do so to the standard expected of Senior Counsel and King’s Counsel;
- (b) to use the designation only while remaining a practising barrister in sole practice or retained under statute by the Crown, or during temporary appointments in a legal capacity to a court, tribunal or statutory body, or in retirement from legal practice;
- (c) that, if they practise in future as a solicitor or in partnership or association with a solicitor, they will not permit partners or associates to attribute to them, in connection with such legal practice, the title SC, Senior Counsel, QC or King’s Counsel or any other indicia of the office of Senior Counsel and King’s Counsel; and
- (d) to disclose in writing to the Chief Justice as soon as practicable—
 - (i) the bringing and result of any disciplinary proceeding or charge of a serious offence against them; or
 - (ii) any bankruptcy or entry into a debt agreement or personal insolvency agreement under or governed by the *Bankruptcy Act 1966* (Cth).

263.11—Attire

Subject to the requirements of particular courts or tribunals, Senior Counsel and King’s Counsel are to wear the court dress generally worn by Senior Counsel and King’s Counsel.

Note—

Refer to the Registrar and Principal Registrar information under the Uniform Civil Rules 2020 for further guidance as to attire.

263.12—Title and use of post nominals

- (1) A person appointed as Senior Counsel is entitled to the designation of Senior Counsel and to the use of the abbreviation “SC” after their name.
- (2) A person holding the office of King’s Counsel is entitled to the designation of Queen’s Counsel and to the use of the abbreviation “KC” after their name.
- (3) A person holding the office of King’s Counsel is entitled to adopt the designation of Senior Counsel and to be recognised as such upon giving notice of such adoption and resignation from the office of King’s Counsel to the Chief Justice for transmission to His Excellency the Governor.

263.13—Interstate Senior Counsel

- (1) Senior Counsel and King’s Counsel appointed elsewhere in Australia are to be accorded in the courts of this State the title under which they practise in the jurisdiction in which they were appointed and the status and privileges of Senior Counsel and King’s Counsel in this State.
- (2) Such persons rank in seniority according to their date of appointment as Senior Counsel or King’s Counsel in the first jurisdiction in which they were so appointed.

263.14—Resignation

A Senior Counsel or King’s Counsel may resign from their appointment by writing, signed by counsel and delivered to the Chief Justice.

263.15—Revocation

- (1) The Chief Justice may revoke an appointment as Senior Counsel or King’s Counsel if—
 - (a) in a disciplinary proceeding, the Supreme Court, the Legal Practitioners Disciplinary Tribunal or the Legal Profession Conduct Commissioner finds the person guilty of conduct that in the opinion of the Chief Justice is incompatible with the office of Senior Counsel or King’s Counsel;
 - (b) in the opinion of the Chief Justice the person has acted or practised in a manner incompatible with the office of Senior Counsel or King’s Counsel; or
 - (c) in the opinion of the Chief Justice the person is otherwise unfit to hold the office of Senior Counsel or King’s Counsel.
- (2) Before exercising the power conferred by this rule, the Chief Justice will give the person concerned an opportunity to show cause why their appointment or recognition should not be revoked.
- (3) A revocation or resignation of an appointment will be published in the *South Australian Government Gazette*.

Part 14—Legal Office: Notaries public

264.1—Application for admission

- (1) An application under section 5 of the *Notaries Public Act 2016* for admission as a notary public must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).

- (2) The applicant must join each of the Law Society and the Notaries' Society of South Australia Inc as an interested party.
- (3) The supporting affidavit must—
 - (a) provide the applicant's date of birth;
 - (b) identify and prove that the applicant is entitled to practise the profession of the law in South Australia and has been admitted and enrolled as a legal practitioner (in South Australia or any other State) for at least 5 years;
 - (c) identify and prove that the applicant's entitlement to practise the profession of the law is not, in South Australia or any other State, subject to any limitation, restriction or other condition inconsistent with carrying out the functions of a notary public;
 - (d) identify the applicant's knowledge and experience of commercial and legal affairs and of the functions and duties of public notaries;
 - (e) identify and prove the extent to which the applicant has complied with the rules relating to the qualifications for admission and enrolment of a person as a notary public made by [LPEAC](#) under section 4(1) of the *Notaries Public Act 2016* (*the Notary Public Rules*);
 - (f) to the extent to which the person has not complied with the Notary Public Rules— identify and prove why the applicant should be exempted from such compliance;
 - (g) identify why the applicant is a fit and proper person to discharge the office of a notary public;
 - (h) identify why the applicant seeks to be admitted as a notary public and the manner in which the applicant, if admitted, proposes to practise;
 - (i) address the publication of notice of the application in the public notices section of a newspaper circulating generally throughout the State; and
 - (j) address any other matter relevant to the Court's consideration of the application.

264.2—Hearing

- (1) An application under [rule 264.1](#) will usually be heard by an Associate Justice, but may be heard by a Judge.
- (2) An applicant must attend personally at the hearing, even if represented by a lawyer.

264.3—Signing Roll of Notaries

- (1) As soon as practicable after an order admitting an applicant as a notary public is made, the notary must—
 - (a) take the oath or affirmation of admission; and
 - (b) sign the Roll of Notaries,
 at a time arranged with [the Registrar](#).
- (2) The oath or affirmation of admission to be made by newly admitted public notaries is as follows—

“I [*full name*] swear on oath and promise that I will not make or attest any act, contract, or instrument in respect of which I know that there is violence or fraud; and in all things I will act

uprightly and justly in the business of a notary public according to the best of my skill and ability. So help me God. I swear.”

“I [*full name*] do truly and solemnly affirm and promise that I will not make or attest any act, contract, or instrument in respect of which I know that there is violence or fraud; and in all things I will act uprightly and justly in the business of a notary public according to the best of my skill and ability.”

Part 15—Mining Act proceedings

265.1—Objection to mining operations

- (1) An action under section 58A of the *Mining Act 1971* objecting to notified mining operations must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 3C Plaintiff Note - [Originating Application – Notice of Objection](#)

- (2) The applicant must join—
 - (a) the mining operator who gave the notice as a respondent; and
 - (b) any co-owner who is not an applicant as an interested party.
- (3) The applicant must serve the [Originating Application documents](#) as soon as practicable—
 - (a) on the respondent mining operator in discharge of the Court’s obligation under section 58A(10) of the *Mining Act 1971*; and
 - (b) on each other party.

Part 19—Trustees

269.1—Definitions

In this Part, unless the contrary intention appears—

Trustee Act means the *Trustee Act 1936*.

269.2—Directions, authorisations, variations or exonerations

- (1) This rule applies to applications—
 - (a) for authorisation of alterations or repairs to trust property under section 25B of the [Trustee Act](#);
 - (b) for removal or appointment of a trustee under section 36 of the [Trustee Act](#);
 - (c) for vesting, conveying or releasing property under sections 37 to 45 of the [Trustee Act](#);
 - (d) for payment into court under section 47 of the [Trustee Act](#);
 - (e) for authorisation of a sale of, or dealing with, property under section 48, 50 or 55 of the [Trustee Act](#);
 - (f) for authorisation of a purchase by a trustee of trust property under section 49 of the [Trustee Act](#);

- (g) for relieving a trustee from liability for breach of trust under section 56 of the [Trustee Act](#);
 - (h) for additional power to be conferred on a trustee under section 59B of the [Trustee Act](#);
 - (i) for revocation or variation of a trust under section 59C of the [Trustee Act](#);
 - (j) for approval of a trust variation scheme under section 69B of the [Trustee Act](#);
 - (k) for advice or directions under section 91 of the [Trustee Act](#); or
 - (l) for the allowance of commission or remuneration under section 91 of the [Trustee Act](#) or under section 96 of the Succession Act 2023.
- (2) An application to which this Part applies must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 7 [Originating Application Ex Parte](#)

- (3) The supporting affidavit must identify the persons whose interests might be adversely affected by any order made by the Court in the proceeding.
- (4) The Court may order that any person be joined as a respondent or interested party to the action and make orders relating to service by the applicant on any person.

269.3—Indemnification by a beneficiary

- (1) An application for an order that a beneficiary indemnify a trustee for a breach of trust under section 57 of the [Trustee Act](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must join the person against whom the order is sought as a respondent.

269.4—Orders concerning charitable trusts

- (1) An application for an order relating to a charitable trust under section 60 of the [Trustee Act](#) must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The applicant must—
 - (a) if the Attorney-General is not an applicant—join the Attorney-General as an interested party;
 - (b) if the trustee is not an applicant—join the trustee of the trust as an interested party; and
 - (c) if the application seeks orders against any other person for breach of trust—join the person against whom the order is sought as a respondent.
- (3) The Court may order that any person be joined as a respondent or interested party to the action and make orders relating to service by the applicant on any person.
- (4) If the Court determines under section 67 of the [Trustee Act](#) that the right to the relief sought should be determined in a claim brought for that purpose, the Court may make orders for the filing of a claim under Chapter 7 or make orders under [rule 51.4](#).

Chapter 21—Specific kinds of proceedings—District Court

Part 1—Introduction

281.1—Introduction

- (1) This Chapter contains rules relating to specific kinds of actions in the District Court.
- (2) Except to the extent that a rule in this Chapter excludes, modifies or is inconsistent with the other provisions of these Rules, the other provisions of these Rules applicable to a claim or originating application (as the case may be) apply to an action the subject of this Chapter.
- (3) If a rule in this Chapter requires an action to be instituted by filing a [Claim](#) in accordance with [rule 63.1](#), unless the rule otherwise provides, the prescribed form is Form 1 Claim.

Prescribed form—

Form 1 [Claim](#)

- (4) If a rule in this Chapter requires an action to be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#), unless the rule otherwise provides, the prescribed form is Form 2 Originating Application.

Prescribed form—

Form 2 [Originating Application](#)

Part 2—Aged and infirm persons’ property proceedings

282.1—Application

- (1) An application under section 8A of the *Aged and Infirm Persons’ Property Act 1940* for a protection order must be instituted by filing, in the personal injury proceeding, an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) accompanied by a draft order in the prescribed form as an editable Word document.

Prescribed form—

Form 79 [Draft Order](#)

- (2) Subrules (2) to (4) and (6) to (9) of [rule 253.1](#) apply to an application under this rule.

282.2—Protection order and subsequent steps

[Rules 253.3](#) to [253.6](#) apply in respect of a protection order made under this Part.

Part 3—Criminal injuries compensation

283.1—Definitions

In this Part, unless the contrary intention appears—

claimant means a person who makes an application for compensation under—

- (a) section 18(5) of the *Victims of Crime Act 2001*;
- (b) section 7 of the (repealed) *Criminal Injuries Compensation Act 1978*; or
- (b) section 4 or 7 of the (repealed) *Criminal Injuries Compensation Act 1969*;

criminal injuries compensation action means an action instituted under—

- (a) section 18(5) or 28(2)(b) of the *Victims of Crime Act 2001*;
- (b) section 7 of the (repealed) *Criminal Injuries Compensation Act 1978*; or
- (c) section 4 or 7 of the (repealed) *Criminal Injuries Compensation Act 1969*;

offender means—

- (a) a person alleged to be the offender within the meaning of the *Victims of Crime Act 2001* or the (repealed) *Criminal Injuries Compensation Act 1978*; or
- (b) the person alleged to have committed the offence referred to in the (repealed) *Criminal Injuries Compensation Act 1969*;

section 28(3) certificate means a certificate by the Attorney-General under section 28(3) of the *Victims of Crime Act 2001*;

section 28(5) certificate means a certificate by the Attorney-General under section 28(5) of the *Victims of Crime Act 2001*;

Victims of Crime Act means the *Victims of Crime Act 2001*.

283.2—Institution of proceeding

- (1) A [criminal injuries compensation action](#) by a [claimant](#) must be instituted by filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#).
- (2) The applicant must join—
 - (a) the State of South Australia as a respondent; and
 - (b) the [offender](#) as a respondent unless—
 - (i) the identity of the [offender](#) is not known and the applicant is not required to serve the alleged [offender](#) under section 19(3)(a) of the *Victims of Crime Act* or section 7(5) of the (repealed) *Criminal Injuries Compensation Act 1978*;
 - (ii) on the action being instituted, the applicant files an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) seeking exemption from the obligation to serve the [offender](#) under section 19(3)(b) of the *Victims of Crime Act* or section 7(6) of the (repealed) *Criminal Injuries Compensation Act 1978*;
 - (iii) section 18(4a) of the *Victims of Crime Act* precludes the joinder; or
 - (iv) the proceeding is brought under the (repealed) *Criminal Injuries Compensation Act 1969*.
- (3) A [criminal injuries compensation action](#) by the Attorney-General must be instituted by—
 - (a) filing a [Claim](#) and statement of claim in accordance with [rule 63.1](#); or
 - (b) if there is an extant [criminal injuries compensation action](#) by a [claimant](#)— filing a [Cross Claim](#) against the person against whom the Attorney-General is exercising subrogated rights and a statement of cross claim in accordance with [rule 65.3](#).

283.3—Service of documents

In addition to the methods of [original service](#) identified in [rule 42.11](#), a document in a [criminal injuries compensation action](#) is served by [original service](#) on a person who is in a

prison or a training centre in South Australia if it is sent by express post addressed to the prisoner, care of the Chief Executive of the Department for Correctional Services or the Department of Human Services, Youth Justice respectively.

283.4—Entry of judgment against offender in claimant’s proceeding

- (1) If the Attorney-General files an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#) together with a [section 28\(3\) certificate](#), [the Registrar](#) may administratively enter judgment for the amount specified in the certificate in favour of the State against the [offender](#).
- (2) On judgment being entered under subrule (1), the State must serve the judgment on the [offender](#) together with, if the judgment is entered under the [Victims of Crime Act](#), notice of the rights of the [offender](#) under section 28(4) of the [Victims of Crime Act](#) to apply to have the judgment set aside or varied.
- (3) An application under section 28(4) of the [Victims of Crime Act](#) by the [offender](#) to have the judgment set aside or varied must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (4) Unless the Court otherwise orders, the [claimant](#) is not required to be served with an application under subrule (1) or (3).

283.5—Application for judgment against offender in other proceeding

- (1) If the Attorney-General wishes to file a [section 28\(5\) certificate](#) in an existing action and the [offender](#) is not already a party, the [offender](#) must first be joined as a respondent before the certificate is lodged.
- (2) If the Attorney-General wishes to file a [section 28\(5\) certificate](#) and there is no existing action, an action must first be instituted by the State against the [offender](#) before the certificate is lodged.
- (3) If the Attorney-General files a [section 28\(5\) certificate](#), the application for summary judgment must be made by filing an interlocutory application in accordance with [rule 102.1](#) and need not be supported by an affidavit.
- (4) An application under section 28(6) of the [Victims of Crime Act](#) by the [offender](#) opposing the entry of judgment must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#).
- (5) Unless the Court otherwise orders, the [claimant](#) is not required to be served with an application under subrule (3) or (4).
- (6) On judgment being entered under subrule (3), the State must serve the certificate and interlocutory application, and the [Originating Application](#) if not already served, on the [offender](#) by [original service](#).

Chapter 22—Specific kinds of proceedings—Magistrates Court

Part 1—Introduction

291.1—Introduction

- (1) This Chapter contains rules relating to specific kinds of actions in the Magistrates Court.
- (2) Except to the extent that a rule in this Chapter excludes, modifies or is inconsistent with the other provisions of these Rules, the other provisions of these Rules applicable to a claim or originating application (as the case may be) apply to an action the subject of this Chapter.
- (3) If a rule in this Chapter requires an action to be instituted by filing a [Claim](#) in accordance with [rule 63.1](#), unless the rule otherwise provides, the prescribed form is Form 1 Claim.

Prescribed form—

Form 1 [Claim](#)

- (4) If a rule in this Chapter requires an action to be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#), unless the rule otherwise provides, the prescribed form is Form 2 Originating Application.

Prescribed form—

Form 2 [Originating Application](#)

Part 2—Building Work Contractors Act

292.1—Institution of proceeding

An action under Part 5 of the *Building Work Contractors Act 1995* must be instituted by filing a [Claim](#) in the prescribed form and statement of claim in the prescribed form in accordance with [rule 63.1](#).

Prescribed forms—

Form 1A [Claim – Building Work Contractors Act](#)

Form 1AS [Statement of Claim uploaded with Claim - Building Work Contractors Act](#)

Form 8A [Statement of Claim - Building Work Contractors Act - Standalone](#)

Filing instructions—

If a [Claim](#) is filed physically at Registry, a Form 1A is to be used.

If a [Claim](#) is filed using the Electronic System, a Form 1AS is to be uploaded (not required if electing to rely on a [short form statement of claim](#) in accordance with [rule 63.1\(5\)](#)).

If a Statement of Claim is filed after the commencement of an action (due to amendment, order of the Court or otherwise), a Form 8A is to be used.

Note—

Unless the action involves a [monetary claim](#) for more than \$12,000 or a claim for relief in the nature of an order to carry out work where the value of the work is more than \$12,000 and a party elects to exclude the action from the rules governing [minor civil actions](#), the action is a

[minor civil action](#) under section 3(1) of the *Magistrates Court Act 1991* and is governed by Chapter 24 of these Rules. That Chapter applies this Part to a [minor civil action](#).

Part 3—Fences Act

293.1—Institution of proceeding

- (1) An application under the *Fences Act 1975* must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form.

Prescribed form—

Form 2A [Originating Application – Fences Act](#)

- (2) The application may but need not be supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Note—

Unless the action involves a [monetary claim](#) for more than \$12,000 or a claim for relief in the nature of an order to carry out work where the value of the work is more than \$12,000 and a party elects to exclude the action from the rules governing [minor civil actions](#), the action is a [minor civil action](#) under section 3(1) of the *Magistrates Court Act 1991* and is governed by Chapter 24 of these Rules. That Chapter applies this Part to a [minor civil action](#).

Part 4—Fines Enforcement and Debt Recovery

294.1—Institution of proceeding

- (1) An application under section 50 of the *Fines Enforcement and Debt Recovery Act 2017* for revocation or variation of a civil debt determination must be instituted by filing an [Originating Application](#) and supporting affidavit in accordance with [rule 82.1](#).
- (2) The supporting affidavit must exhibit the civil debt determination sought to be revoked.
- (3) The applicant must join—
 - (a) the State of South Australia or other legal entity comprising the public authority to which the debt is owed under the civil debt determination as a respondent; and
 - (b) the Chief Recovery Officer as an interested party.
- (4) The respondent's response must provide the particulars of the underlying debt and its calculation that would be required in a [pleading](#) if the respondent were suing the applicant for the underlying debt.

Note—

If the amount claimed to be owed by the applicant is \$12,000 or less, the action is a [minor civil action](#) under section 50(5) of the *Fines Enforcement and Debt Recovery Act 2017* and is governed by Chapter 24 of these Rules. That Chapter applies this Part to a [minor civil action](#).

Part 5—Marriage authorisation or consent

295.1—Institution of proceeding

- (1) An application under section 12 or 16 of the *Marriage Act 1961* (Cth) for authorisation of or consent to a marriage of a person who is under 18 years old must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 2B [Originating Application – Authorisation of or Consent to Proposed Marriage](#)

- (2) An application must attach the documents and contain the details required by regulation 7 or 14 (as the case requires) of the *Marriage Regulations 2017* (Cth).
- (3) The applicant must join any parent or guardian as a respondent, unless the applicant seeks an order that the parent or guardian not be served with the action.
- (4) An order authorising or granting consent to a marriage of a person who is under 18 years old must be in the prescribed form.

Prescribed form—

Form 133 [Authorisation of or Consent to Proposed Marriage](#)

Part 6—Register of births

296.1—Application

- (1) An application under section 19 of the *Births, Deaths and Marriages Registration Act 1996* for an order for the registration of a birth or the inclusion or correction of registrable information about a birth or a child's parents in the Register must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form supported by an affidavit in accordance with [rule 82.1\(2\)](#).

Prescribed form—

Form 2C [Originating Application – Register birth or change registrable information](#)

- (2) The applicant must—
 - (a) if the child is at least 18 years old—join the child as a respondent if the child is not an applicant;
 - (b) join each living parent of the child (who is not an applicant) named in the registration of the child's birth under the *Births Deaths and Marriages Registration Act 1996* as a respondent;
 - (c) join each living parent of the child (who is not an applicant) to the extent known to the applicant as a respondent; and
 - (d) join the Registrar of Births, Deaths and Marriages as an interested party.
- (3) The supporting affidavit must—
 - (a) if the application relates to an existing registration—exhibit the existing registration;
 - (b) identify each parent of the child to the extent known to the applicant;
 - (c) identify the age of the child; and
 - (d) if the child is under 18 years old—state whether the child has a legal guardian and if so identify that person.
- (4) If the Court makes an order under this rule, the applicant must serve the order on each other party (including the Registrar of Births, Deaths and Marriages) as soon as practicable.
- (5) In this rule—

parent means—

- (a) the mother of the child;
- (b) the father of the child; or
- (c) a parent or co-parent of the child within the meaning of the *Family Relationships Act 1975* or the *Surrogacy Act 2019*.

Part 7—Retail and Commercial Leases Act

297.1—Institution of proceeding

An application under the *Retail and Commercial Leases Act 1995* must be instituted by filing a Claim in the prescribed form and a statement of claim in the prescribed form in accordance with rule 61.3.

Prescribed forms—

Form 1B [Claim - Retail and Commercial Leases Act](#)

Form 1BS [Statement of Claim uploaded with Claim – Retail and Commercial Leases Act](#)

Form 8B [Statement of Claim - Retail and Commercial Leases Act – Standalone](#)

Filing instructions—

If a Claim is filed physically at Registry, a Form 1B is to be used.

If a Claim is filed using the Electronic System, a Form 1BS is to be uploaded (not required if electing to rely on a [short form statement of claim](#) in accordance with [rule 63.1\(5\)](#)).

If a Statement of Claim is filed after the commencement of an action (due to amendment, order of the Court or otherwise), a Form 8B is to be used.

Note—

If the action involves a [monetary claim](#) for \$12,000 or less, the action is a [minor civil action](#) under section 3(1) of the *Magistrates Court Act 1991* and is governed by Chapter 24 of these Rules. That Chapter applies this Part to a [minor civil action](#).

Part 8—Second Hand Vehicle Dealers Act

298.1—Institution of proceeding

An application under the *Second Hand Vehicle Dealers Act 1995* must be instituted by filing a Claim in the prescribed form and a statement of claim in the prescribed form in accordance with rule 61.3.

Prescribed Forms—

Form 1C [Claim - Second Hand Vehicle Dealers Act](#)

Form 1CS [Statement of Claim uploaded with Claim - Second Hand Vehicle Dealers Act](#)

Form 8C [Statement of Claim - Second Hand Vehicle Dealers Act – Standalone](#)

Filing instructions—

If a Claim is filed physically at Registry, a Form 1C is to be used.

If a Claim is filed using the Electronic System, a Form 1CS is to be uploaded (not required if electing to rely on a [short form statement of claim](#) in accordance with [rule 63.1\(5\)](#)).

If a Statement of Claim is filed after the commencement of an action (due to amendment, order of the Court or otherwise), a Form 8C is to be used.

Note—

Unless the action involves a [monetary claim](#) for more than \$12,000 or a claim for relief in the nature of an order to carry out work where the value of the work is more than \$12,000 and a party elects to exclude the action from the rules governing [minor civil actions](#), the action is a [minor civil action](#) under section 3(1) of the *Magistrates Court Act 1991* and is governed by Chapter 24 of these Rules. That Chapter applies this Part to a [minor civil action](#).

Chapter 23—Lists

Part 1—General

311.1—Definitions

In this Chapter, unless the contrary intention appears—

managing Judge means a judicial officer with overall responsibility for the management and administration of a list.

311.2—Establishment of lists

- (1) This Chapter creates or continues certain lists, being defined categories of proceedings that are convenient to manage in distinct lists.
- (2) The [Chief Judicial Officer](#) may establish other lists for the management and hearing of defined categories of proceedings.

311.3—Management of proceedings

- (1) The [Chief Judicial Officer](#) may appoint a judicial officer of the Court as a [managing Judge](#) of a list.
- (2) The [Chief Judicial Officer](#) or the [managing Judge](#) may give directions about—
 - (a) assignment of proceedings to a list (including whether proceedings can be commenced in a list or only assigned to a list after commencement), removal or administration of proceedings in a list;
 - (b) assignment of judicial officers to manage or hear proceedings in a list; or
 - (c) proceedings in a list; or
 - (d) an individual proceeding in a list.
- (3) The Court may, in its discretion, order at any stage that a proceeding be managed, or cease to be managed, in a list.
- (4) The Court may, in its discretion, directly list for [trial](#) a proceeding in a list instead of its being entered for [trial](#).

311.4—Election of applicant

- (1) Subject to [rule 316.3](#) and to any directions by the [Chief Judicial Officer](#) or [managing Judge](#) of the Court under [rule 311.3](#), if an applicant reasonably believes that a proceeding is eligible for assignment to a List other than the Fast Track List, the applicant may elect at the same time as instituting the proceeding that it be assigned to that List by filing an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).
- (2) [The Registrar](#) may, on receipt of an application to [the Registrar](#) under subrule (1), assign the proceeding to the List in question.
- (3) An applicant who files an election under subrule (1) must serve a copy of the election with the [Claim documents](#) or [Originating Application documents](#) (as the case may be).

311.5—Application by party

- (1) Subject to any directions by the [Chief Judicial Officer](#) or [managing Judge](#) under [rule 311.3](#), if after the institution of a proceeding a party believes that a proceeding is eligible for assignment to a List other than the Fast Track List, the party may apply to [the Registrar](#) for assignment of the proceeding to that List by filing an application to [the Registrar](#) in accordance with [rule 13.2\(5\)](#).
- (2) Upon receipt of an application to [the Registrar](#) under subrule (1), [the Registrar](#) will refer the application to the [Chief Judicial Officer](#) or [managing Judge](#) in respect of that List to determine the application.

Part 2—Construction List—District Court

312.1—Establishment of Construction List

- (1) The Construction List is established.
- (2) A proceeding is eligible for assignment to the Construction List if it is, or includes, a [construction claim](#).

312.2—Management of proceedings

A proceeding in the Construction List may be case managed by an Associate Judge or Judge as directed by the [Chief Judge](#) or [managing Judge](#).

Part 3—Commercial List—District Court

313.1—Establishment of Commercial List

- (1) The Commercial List is established.
- (2) A proceeding is eligible for assignment to the Commercial List if it is, or includes, a claim—
 - (a) by a business against another business relating to commercial dealings or competition between them;
 - (b) by a business against a customer or client for payment of money for goods, land or services;
 - (c) by a customer or client against a business about the supply of goods, land or services; or
 - (d) the Court orders that it is eligible for assignment to the Commercial List.
- (3) An eligible proceeding may be assigned to the Commercial list by the Chief Judge or Managing Judge.

313.2—Management of proceedings

- (1) A proceeding in the Commercial List may be case managed by an Associate Judge or Judge as directed by the [Chief Judge](#) or [managing Judge](#).
- (2) A proceeding in the Commercial List will be governed generally by the following principles:
 - (a) The proceeding will be actively managed by the Court with the aim of getting the matter ready for and listed for trial at the earliest practical possibility. Matters may be listed for trial before interlocutory steps are finalised.

- (b) The parties, Associate Judges, Judges, and Registrars will seek to achieve the aim of facilitating the just, efficient, timely and cost-effective resolution of the real issues in dispute in a proceeding.
- (c) Trials will be allocated to an appropriate judicial officer.
- (d) The Court will take into account on any application for adjournment of a trial date that an aim of the Commercial List is the expeditious and cost-effective resolution of disputes.

Part 4—Corporations List—Supreme Court

314.1—Establishment of Corporations List

- (1) The Corporations List is established.
- (2) A proceeding must be assigned to the Corporations List if it is governed by the *Corporations Rules 2003*.
- (3) A proceeding that was, on the [commencement date](#), being managed under the *Corporations Rules 2003* is assigned to the Corporations List.
- (4) On the institution of a proceeding governed by the *Corporations Rules 2003*, [the Registrar](#) must assign it to the Corporations List.

314.2—Management of proceedings

- (1) Unless the Court otherwise orders, a proceeding in the Corporations List will be managed, heard and determined by an Associate Justice.
- (2) An Associate Justice may refer the management or hearing and determination of a proceeding in the Corporations List to a Judge.

Part 5—Dust Diseases List—District Court

315.1—Establishment of Dust Diseases List

- (1) The Dust Diseases List is established.
- (2) A proceeding is eligible for assignment to the Dust Diseases List if it is, or includes, a dust disease action within the meaning of the *Dust Diseases Act 2005*.
- (3) A proceeding that was, on the commencement date, being managed as a dust disease action under the *District Court Civil Rules 2006* is assigned to the Dust Diseases List.

315.2—Categories of actions

- (1) At the first [directions hearing](#), a category will be assigned to the action based on the state of health of the applicant and any other relevant consideration, being an—
 - (a) **ordinary case**—if the case is not urgent because the applicant is suffering from a non-life-threatening dust disease or a claim is made for compensation to relatives or for other reasons; or
 - (b) **urgent case**—if the applicant is seriously ill and an expedited hearing is needed or there are other circumstances giving rise to urgency.

Note—

[Rule 61.8\(1\)\(h\)](#) exempts dust disease actions that meet the criteria for an urgent case under this subrule from the requirements of [rule 61.7](#).

- (2) If a party seeks to have an action categorised as an urgent case, whether on institution or later, an interlocutory application in accordance with [rule 102.1](#) seeking an urgent [directions hearing](#) must be filed supported by an affidavit in accordance with [rule 102.1\(2\)](#) setting out as fully as circumstances permit—
- (a) the nature of the disease alleged;
 - (b) the condition of the applicant’s health and the degree of urgency;
 - (c) notification given to other parties;
 - (d) readiness for hearing;
 - (e) whether [expert 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 immediately—details and availability of witnesses and where it is proposed that the evidence be taken; and
 - (i) when possible, a medical report.

Part 6—Fast Track List—Supreme Court and District Court

Division 1—General

316.1—Definitions

In this Part, unless the contrary intention appears—

directions hearing means the directions hearing referred to in [subrule 316.8\(1\)](#);

Fast Track elevated scale means the scale of costs as defined in Part 5 of Schedule 6;

Fast Track ordinary scale means the scale of costs as defined in Part 5 of Schedule 6.

316.2—Establishment of Fast Track List

- (1) The Fast Track List is established in each Court.
- (2) A proceeding is eligible for assignment to the Fast Track List if—
 - (a) it is reasonably anticipated that—
 - (i) the combined quantum of the claim and of any counter claim will not exceed \$350,000; and
 - (ii) the [trial](#) of the proceeding will take no more than 3 days; or
 - (b) it is sufficiently straightforward to be suitable to proceed in the Fast Track List.
- (3) A proceeding that was, on the [commencement date](#), assigned to the Fast Track Stream under the [Previous Rules](#) is assigned to the Fast Track List.

Division 2—Transfer into or out of list

316.3—Election of party

Any party may, by the [close of pleadings](#), elect that a proceeding be transferred into the Fast Track List by filing a notice of election into the Fast Track List in the prescribed form.

Prescribed form—

Form 15A [Election – Fast Track](#)

316.4—Transfer by Court into list

- (1) The Court may order that a proceeding be transferred into the Fast Track List even if it does not meet the criteria in [rule 316.2](#).
- (2) Unless the Court otherwise orders, an application by a party for an order for transfer must be made at or before the [directions hearing](#).

316.5—Transfer by Court out of list

- (1) The Court may order that a proceeding be transferred out of the Fast Track List.
- (2) Unless the Court otherwise orders, an application by a party for an order for transfer of a proceeding that was transferred into the Fast Track List—
 - (a) by the election of a party—must be made at or before the [directions hearing](#); or
 - (b) by order of the Court—must be made as soon as practicable after the grounds for transfer arise or become known to the party applying for transfer.

316.6—Pleadings

- (1) [Pleadings](#) must be expressed simply and concisely and identify the issues in dispute.
- (2) A statement of claim must quantify all claims whether liquidated or unliquidated.
- (3) If a [pleading](#) filed before transfer into the Fast Track List does not comply with subrule (2), the filing party must, within 7 days after the transfer, file an amended [pleading](#) that complies with subrule (2).

316.7—Lists of issues

- (1) The parties must cooperate in preparing a list of issues.
- (2) The applicant must file the list of issues within 14 days after the defence is filed.

Division 3—Directions hearing**316.8—Directions hearing**

- (1) Ordinarily, there will only be one [directions hearing](#).
- (2) A party may, at any stage, request a further [directions hearing](#) to be convened before the date on which the proceeding is listed for [trial](#).
- (3) Ordinarily a Judge will preside over the [directions hearing](#) and this may be the trial Judge.
- (4) Counsel who are to appear at [trial](#) are expected to attend at the [directions hearing](#).
- (5) The principal matters to be considered at the [directions hearing](#) are—
 - (a) settlement;
 - (b) identification of the issues in dispute;
 - (c) determination of whether there should be split [trials](#);
 - (d) any application for a different scale of costs to apply to the proceeding instead of the otherwise applicable Fast Track costs scale;
 - (e) directions for interlocutory steps and evidence at [trial](#);
 - (f) hearing or fixing a date for hearing of any interlocutory application or other pre-trial matter;

- (g) estimated [trial](#) length; and
 - (h) listing the matter for [trial](#).
- (6) If a party seeks referral of the proceeding to mediation, ordinarily, an order will be made requiring the parties to mediate.
- (7) At the [directions hearing](#), the parties must produce to the Court—
- (a) tender documents;
 - (b) lists of witnesses;
 - (c) [written evidence](#) (if [written evidence](#) is to be adduced); and
 - (d) any [expert reports](#) not previously filed.

Division 4—Trial

316.9—Conduct of trial

- (1) The parties to a proceeding, and their lawyers, have a duty to the Court to take all reasonable steps to ensure that the [trial](#) proceeds as expeditiously and efficiently as possible.
- (2) The trial Judge may control the conduct of the [trial](#) to identify the issues in dispute and the parties' respective contentions and hear the evidence relevant to those issues.
- (3) The trial Judge may give directions—
 - (a) about the issues on which the Court requires evidence;
 - (b) about the nature of the evidence the Court requires to decide those issues;
 - (c) about the way in which the evidence is to be placed before the Court; or
 - (d) limiting the number of witnesses or the amount of evidence that a party may call or adduce on a particular issue.
- (4) For example, the trial Judge may—
 - (a) inquire into and determine the issues in dispute at [trial](#);
 - (b) give directions as to the order in which witnesses give evidence, regardless of the party by whom they are called;
 - (c) direct that witnesses give evidence on different topics at different times during the [trial](#);
 - (d) direct the concurrent hearing of evidence by experts in the same or related fields of expertise;
 - (e) direct the concurrent hearing of evidence by lay witnesses concerning similar or overlapping topics;
 - (f) direct that addresses be made on different topics at different times during the [trial](#) or otherwise depart from the usual order in which addresses are made;
 - (g) direct that evidence or addresses or both be heard on one issue before they are heard on another issue; or
 - (h) limit the time spent on the whole or any part of the evidence or addresses.

- (5) The trial Judge will exercise powers under the *Evidence Act 1929* to dispense with technicalities and control the [trial](#) to ensure that it proceeds expeditiously and efficiently.
- (6) The trial Judge may use the power under this rule to exclude evidence that would otherwise be admissible.

316.10—Reasons for judgment

Reasons for judgment will be concise and will ordinarily be confined to—

- (a) brief reference to significant background or uncontested matters;
- (b) credibility findings in respect of significant witnesses whose credit is challenged, with brief reasons;
- (c) findings on contested issues of fact, with brief reasons;
- (d) conclusions on contested issues of law; and
- (e) when relief is granted, the relief granted, with brief reasons.

Division 5—Costs

316.11—Application of Fast Track costs scale

- (1) Unless the Court otherwise orders, the Fast Track costs scale in Part 5 of Schedule 6 applies to a proceeding in the Fast Track List to the exclusion of the other costs scales referred to in Chapter 16 Part 2.
- (2) Unless the Court otherwise orders and subject to [rule 316.13](#), when costs are awarded in favour of a party in a proceeding in the Fast Track List, the costs are to be determined in accordance with the [Fast Track ordinary scale](#) in Part 5 of Schedule 6.

316.12—Scale levels

- (1) At any time before or at the [directions hearing](#), a party may elect that the Fast Track high scale of Part 5 of Schedule 6 apply to the proceeding by filing and serving a notice of election in the prescribed form. Otherwise the Fast Track low scale is applicable.

Prescribed form—

Form 15 [Election](#)

- (2) If a party so elects, the Fast Track high scale will apply in lieu of the Fast Track low scale (for the purposes of [rule 316.11](#) or [316.13](#) as applicable), unless the Court otherwise orders at the [directions hearing](#).
- (3) The criterion for determining whether the low or high scale is to apply is whether the work required before and at [trial](#) is likely to be in the low or high range for a fast track proceeding.

316.13—Fast Track elevated scale

Subrules (2) and (3) of [rule 132.10](#) are modified in their operation to a proceeding in the Fast Track List by substituting a reference to “the [Fast Track elevated scale](#) in Part 5 of Schedule 6” for a reference to “an indemnity basis”.

316.14—Relevant stages

The relevant stages of a proceeding for the purpose of costs are as follows:

- (a) *stage 1*—from institution of action to and including the [directions hearing](#);

- (b) *stage 2*—from completion of the [directions hearing](#) to commencement of [trial](#);
- (c) *stage 3*—[trial](#) and judgment incorporating—
 - (i) *stage 3A*—first day of [trial](#);
 - (ii) *stage 3B*—second day of [trial](#);
 - (iii) *stage 3C*—third day of [trial](#).

Part 8—Personal Injury List—District Court

318.1—Establishment of Personal Injury List

- (1) The Personal Injury List is established.
- (2) A proceeding is eligible for assignment to the Personal Injury List if it is, or includes—
 - (a) a [personal injury claim](#); or
 - (b) an application for criminal injuries compensation governed by Chapter 21 Part 3.

318.2—Management of proceedings

- (1) A proceeding in the Personal Injury List may be case managed by an Associate Judge or Judge as directed by the [Chief Judge](#) or [managing Judge](#).
- (2) Without limiting the generality of subrule (1), the [Chief Judge](#) or [managing Judge](#) may direct that a proceeding or class of proceedings assigned to the Personal Injuries List be listed initially for a [settlement conference](#) instead of a [directions hearing](#) or special directions hearing.
- (3) If a proceeding is listed for a [settlement conference](#) under subrule (2), a judicial officer presiding over the [settlement conference](#) or another judicial officer may make any order or exercise any power that could be made or exercised at a [directions hearing](#) or special directions hearing.

Part 9—Possession List—Supreme Court

319.1—Establishment of Possession List

- (1) The Possession List is established.
- (2) A proceeding must be assigned to the Possession List if it is governed by Chapter 19 Part 11.
- (3) A proceeding that was, on the [commencement date](#), being managed under Chapter 8 Part 5 of the *Supreme Court Civil Rules 2006* is assigned to the Possession List.
- (4) On institution of a proceeding governed by Chapter 19 Part 11, [the Registrar](#) may assign it to the Possession List.

319.2—Management of proceedings

- (1) Unless the Court otherwise orders, a proceeding in the Possession List will be managed, heard and determined by an Associate Justice.
- (2) An Associate Justice may refer the management or hearing and determination of a proceeding in the Possession List to a Judge.

Part 10—Special Classification List—Supreme Court

320.1—Establishment of Special Classification List

- (1) The Special Classification List is established.
- (2) A proceeding is eligible for assignment to the Special Classification List if its complexity or other circumstances warrant case management and [trial](#) listing by a special classification Judge.
- (3) A proceeding that was, on the [commencement date](#), assigned to special classification under the *Supreme Court Civil Rules 2006* is assigned to the Special Classification List.

320.2—Appointment of Judges to manage list

The [Chief Justice](#) may appoint—

- (a) a Judge to manage or hear proceedings in the Special Classification List on a continuing or ad hoc basis (*special classification Judge*); and
- (b) a Judge as [managing Judge](#) of the Special Classification List.

320.3—Management of proceedings

- (1) The [managing Judge](#), or otherwise the [Chief Justice](#), will assign the management of a case assigned to the Special Classification List to a special classification Judge.
- (2) Unless the Court otherwise orders, a proceeding in the Special Classification List will be case managed by a special classification Judge.
- (3) A special classification Judge may refer aspects of the management of a proceeding to an Associate Justice or another Judge of the Court.
- (4) A special classification Judge to whom management of a proceeding is assigned will, at an appropriate time, list the proceeding for [trial](#), which may be before that Judge or another Judge of the Court.

Chapter 24—Minor Civil Actions—Magistrates Court

Part 1—Introduction

331.1—Subject matter

This Chapter applies to minor civil actions in the Magistrates Court, which comprise—

- (a) small claims as defined in section 3 of the Act;
- (b) claims for relief in a neighbourhood dispute as defined in section 3 of the Act; and
- (c) minor statutory proceedings as defined in section 3 of the Act.

331.2—Objects of rules in Chapter

The objects of the rules in this Chapter are to—

- (a) encourage parties to resolve a dispute before commencing an action;
- (b) facilitate the just, efficient, timely and cost-effective resolution or determination of the issues in the proceeding; and
- (c) ensure that all appropriate parties have been joined in the proceeding.

331.3—Other rules that apply to minor civil actions

The following rules in other Chapters of these Rules apply in minor civil actions—

- (a) Chapter 1 (general rules);
- (b) Chapter 2 (rules about the Court);
- (c) Chapter 3 except Part 4 (rules as to parties);
- (d) Chapter 4 except Part 3 (rules as to documents);
- (e) Chapter 5 (rules as to service);
- (f) Chapter 6 (rules as to constitution of proceedings);
- (g) Rule 61.3, 63.3, 63.4, 65.5, 65.6, 82.3 and 82.4 (rules as to documents to be served and manner of service);
- (h) Rule 61.4 in Chapter 7 (rule as to confidentiality of pre-action communications)
- (i) Rule 62.2 in Chapter 7 (rule as to Enforceable Payment Agreements);
- (j) Chapter 7 Part 4 (rules as to time to serve a claim);
- (k) Chapter 7 Part 14 Divisions 1, 3 and 4 (rules as to experts);
- (l) Chapter 9 Part 3 (rules as to interlocutory orders);
- (m) Chapter 10 Part 1 and Part 2 Divisions 4 and 5 (rules as to injunctions and preservation of property and assets);
- (n) Chapter 11 Part 1, 3 and 4 (rules as to alternative dispute resolution);
- (o) Chapter 12 Part 1 and Part 2 (rules as to discontinuance and judgment in default of defence);
- (p) Chapter 12 Parts 3, 4, 5 and 6 (rules as to summary or default judgment or judgment for failure to disclose a basis for claim or defence);
- (q) Chapter 13 Part 6 (rules as to subpoenas);

- (r) Chapter 15 (rules as to judgment);
- (s) Chapter 16 insofar as it refers to costs in the minor civil jurisdiction;
- (t) Chapter 17 (rules as to enforcement of judgments);
- (u) Chapter 18 Part 2 Division 3 and Part 6 (rules as to reviews of Registrar's decisions);
- (v) Chapter 22 Parts 2, 3, 4, 7 and 8 (rules as to building work contractor disputes, fence disputes, fines enforcement and debt recovery, retail and commercial lease disputes and second-hand vehicle dealer disputes);
- (w) any rule that specifically applies to the Magistrates Court; and
- (x) any other rule, as may be modified to fit the circumstance, that a Magistrate or Judicial Registrar determines appropriate to apply.

331.4—Interpretation

- (1) In this Chapter, unless the contrary intention appears—

the *Act* means the *Magistrates Court Act 1991*;

action means an originating application or claim filed in or transferred to the Civil (Minor Claims) Division of the Court;

applicant means the party seeking final relief from the Court in an action;

Claim means a Claim as described in rule 333.1;

Court means the Magistrates Court of South Australia;

Cross Claim includes—

- (a) a counter claim against an existing party to the proceeding;
- (b) a contribution claim against an existing party to the proceeding;
- (c) a third party claim against a new party to the proceeding; and
- (d) a combined counter claim and third party claim;

discovery means the provision of a list to each other party of documents that are relevant to the issues in the proceeding;

interlocutory application means—

- (a) an application to the Court that is ancillary to an action;
- (b) an application for an order regarding the course of conduct of a proceeding; or
- (c) an application related to the enforcement of a judgment;

minor civil action has the same meaning as in section 3 of the Act;

minor statutory proceeding has the same meaning as in section 3 of the Act;

neighbourhood dispute has the same meaning as in section 3 of the Act;

order includes the granting of leave or the giving of a direction;

Originating Application means an Originating Application as described in rule 333.2 and includes a minor statutory proceeding as defined in section 3 of the Act except an action under the *Building Work Contractors Act 1995*, *Retail and Commercial Leases Act 1995* or *Second-hand Vehicle Dealers Act 1995*;

respondent means the party against whom final relief is sought from the Court in an action or cross claim;

set-off means a monetary sum that is claimed by a respondent in reduction of an applicant's monetary claim;

small claim has the same meaning as in section 3 of the Act.

- (2) In this Chapter, unless the contrary intention appears, a term defined by or referred to in [rule 2.1](#) that is not defined in subrule (1) has the meaning given by [rule 2.1](#).

Part 2—Pre-action steps

332.1—Notice required in minor civil action for damages for personal injuries

- (1) A person who intends to make a personal injury claim in a minor civil action must, within 6 months after the date of the incident for which the intended claim will be made, give to the person potentially liable or the person's insurer a written notice as required by [rule 61.6](#) of these Rules.
- (2) An applicant who makes a personal injury claim in a minor civil action must, in the statement of claim, confirm that the required notice of injury has been given under subrule (1), section 126A of the *Motor Vehicles Act 1959* or section 30 of the *Return to Work Act 2014* as applicable.

332.2—Pre-action notice of intention to commence action

- (1) Not less than 21 days before the institution of a minor civil action, the proposed applicant must have served on the proposed respondent a written notice of intention to commence the action including—
- (a) the full name and address for service of the applicant;
 - (b) identification of the proposed claim or application and the relief to be sought in sufficient detail to enable the respondent to decide whether to admit it and to respond to and to make an offer of settlement of it;
 - (c) provision of a copy of any expert report relevant to the proposed action; and
 - (d) if the proposed action is a personal injury claim—details that comply with [rule 61.7\(2\)](#) of these Rules.
- (2) In the alternative to subrule (1), for any matter other than a personal injury claim—
- (a) notice of an intended action may be given in accordance with the prescribed form of a final notice which must be filed and served on the proposed respondent;
 - (b) an applicant who intends to rely on an expert report in the action must serve with the final notice a copy of any expert report relevant to the proposed action; and
 - (c) an applicant who is successful in an action is entitled to recover from the respondent the filing fee for the final notice.

Prescribed form—

Form P1 [Final Notice](#)

- (3) An applicant is not required to serve a notice of intention to commence an action if—
- (a) the action is an application under—

- (i) section 8A of the *Fair Trading Act 1987*;
 - (ii) section 50 of the *Fines Enforcement and Debt Recovery Act 2017*;
 - (iii) the *Fences Act 1975*;
 - (iv) section 12H of the *Small Business Commissioner Act 2011*; or
 - (v) section 68A of the *Retail and Commercial Leases Act 1995*.
- (b) at the commencement of the [action](#), the [applicant](#) applies for an injunction or restraining order under section 25 or 26 of [the Act](#);
 - (c) the [applicant](#) genuinely fears that giving notice of the intended action will preclude or frustrate the grant of an injunction or any other [order](#) intended to be sought;
 - (d) the proceeding is to enforce a binding determination enforceable between the parties as such, including (without limitation) a monetary order by the South Australian Civil and Administrative Tribunal enforceable under section 89 of the *South Australian Civil and Administrative Tribunal Act 2013*;
 - (e) the proceeding is for payment of a claimed amount under section 15 or 16 of the *Building and Construction Industry Security of Payment Act 2009*; or
 - (f) there is a statutory time limit for instituting the proceeding of not more than 3 months.
- (4) Failure to serve a notice of intention to commence an [action](#) may affect an [applicant](#)'s entitlement to costs including recovering a filing fee.

332.3—Pre-action response

- (1) A [respondent](#) who receives a notice of intention to commence an [action](#) under [rule 332.2\(1\)](#) must, within 21 days, serve a response in writing on the [applicant](#) that must include—
 - (a) the full name and [address for service](#) of the [respondent](#);
 - (b) as far as reasonably practical, a response to each of the [applicant](#)'s proposed claims or applications indicating, if there is a dispute, the nature of the dispute;
 - (c) if the [respondent](#) intends to bring a counter claim or claim a [set-off](#)—information as to the nature of the counter claim or [set-off](#);
 - (d) a copy of any [expert report](#) relevant to the proposed action or any counter claim;
 - (e) an offer to settle the [action](#) and any counter claim in terms capable of giving rise to a legally binding agreement if accepted; and
 - (f) whether the [respondent](#) will agree to a meeting or mediation for negotiating settlement of the dispute.
- (2) Failure to comply with subrule (1) may be taken into account in determining any costs awarded in the [action](#).
- (3) A [respondent](#) who receives a final notice of an intended action under [rule 332.2\(2\)](#) is not required to serve a response in writing on the [applicant](#).

Part 3—Institution of minor civil actions

333.1—Claims

- (1) A [minor civil action](#) by way of, or that includes, a [monetary claim](#) must be instituted by filing a [Claim](#) in the prescribed form.

Prescribed form—

Form 1 [Claim](#)

- (2) A claim pursuant to—
- (a) Part 5 of the *Building Work Contractors Act 1995*;
 - (b) the *Retail and Commercial Leases Act 1995*; or
 - (c) Part 4 or section 33 of the *Second-hand Vehicle Dealers Act 1995*,
- must be instituted by filing a [Claim](#) in the prescribed form.

Prescribed forms—

Form 1A [Claim – Building Work Contractors Act](#)

Form 1B [Claim – Retail and Commercial Leases Act](#)

Form 1C [Claim – Second Hand Vehicle Dealers Act](#)

Note—

A claim under the *Retail and Commercial Leases Act 1995* which involves a [monetary claim](#) for more than \$12,000 is not a [minor statutory proceeding](#) under [the Act](#) other than a claim brought pursuant to section 68A of that Act.

- (3) A [Claim](#) must be accompanied by a statement of claim in the prescribed form. An [applicant](#) may either—
- (a) complete a [short form statement of claim](#); or
 - (b) file a longer form statement of claim that complies with Chapter 7 Part 7.

Prescribed forms—

Form 1 [Claim](#)

Form 1S [Statement of Claim uploaded with Claim](#)

Form 1AS [Statement of Claim uploaded with Claim – Building Work Contractors Act](#)

Form 1BS [Statement of Claim uploaded with Claim – Retail and Commercial Leases Act](#)

Form 1CS [Statement of Claim uploaded with Claim – Second Hand Vehicle Dealers Act](#)

Filing instructions—

If a [Claim](#) is filed physically at Registry, a Form 1 is to be used.

If a [Claim](#) is filed using the Electronic System, a Form 1S is to be uploaded (not required if electing to rely on a [short form statement of claim](#)).

- (4) The [Claim](#) must identify the total claim value as defined in [rule 67.5](#).
- (5) A claim under section 588FF of the *Corporations Act 2001* (Cth) must not attach an affidavit or a liquidator's report.

333.2—Minor statutory proceedings and neighbourhood disputes

- (1) An [action](#) founded on a [minor statutory proceeding](#) other than one referred to in [rule 333.1](#) must be instituted by filing an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form 2 [Originating Application](#)

Form 7 [Originating Application Ex Parte](#)

Form 12 [Affidavit](#)

- (2) An application under the *Fences Act 1975* must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 2A [Originating Application – Fences Act](#)

- (3) An application for relief in a [neighbourhood dispute](#) must be instituted by filing an [Originating Application](#) in the prescribed form, identifying what relief is claimed other than, or in addition to, a [monetary claim](#), supported by an affidavit in the prescribed form.

Prescribed forms—

Form 2 [Originating Application](#)

Form 12 [Affidavit](#)

- (4) If the application is a [minor statutory proceeding](#) for which no specific form is prescribed, the [applicant](#) must use a Form 2 Originating Application.

Prescribed form—

Form 2 [Originating Application](#)

Part 4—Defences, cross claims and amendments of pleadings

334.1—Defence

- (1) A defence in the prescribed form must be filed and served within 28 days after the service of a [Claim](#).

Prescribed forms—

Form 51 [Defence Shell](#)

Form 51S [Defence Details lodged or uploaded with Defence Shell](#)

Form 52 [Defence Standalone](#)

Filing instructions—

If a Defence is filed physically at Registry, a Form 51 with a Form 51S is to be used.

If a Defence is filed using the Electronic System, a Form 51S is to be uploaded.

If a revised (amended) Defence is filed, a Form 52 is to be used.

- (2) A defence must identify if any part of the [Claim](#) is agreed.
- (3) A defence to a longer form statement of claim must comply with Chapter 7 Part 7.
- (4) If a defence includes a [set-off](#), the defence must identify the facts on which the [set-off](#) is based and the amount of the [set-off](#) claimed by the [respondent](#).

334.2—Cross claims and defences to cross claims

- (1) A cross claim by way of counter claim may be brought against another party to a [minor civil action](#) that is a claim.
- (2) A [respondent](#) to a [minor civil action](#) that is a claim may claim indemnity by filing a [Cross Claim](#) by way of [third party claim](#) against any other person.

Note—

A cross application cannot be brought in a [minor civil action](#) that is an originating application. See [rule 335.3](#).

- (3) A [Cross Claim](#) must be in the prescribed form.

Prescribed form—

Form 61 [Cross Claim](#)

- (4) A [Cross Claim](#) must be accompanied by a statement of cross claim in the prescribed form. An [applicant](#) may either—
 - (a) complete a short form statement of cross claim; or
 - (b) file a longer form statement of cross claim that complies with Chapter 7 Part 7.

Prescribed forms—

Form 61 [Cross Claim](#)

Form 61S [Statement of Cross Claim uploaded with Cross Claim](#)

Form 62 [Statement of Cross Claim Standalone](#)

Filing instructions—

If a [Cross Claim](#) is filed physically at Registry, a Form 61 is to be used.

If a [Cross Claim](#) is filed using the Electronic System, a Form 61S is to be uploaded.

If a revised (amended) Statement of Cross Claim is filed, a Form 62 is to be used.

- (5) A [Cross Claim](#) must be filed and served within the time fixed for filing a defence, unless the [Court](#) extends the time for filing a [Cross Claim](#).
- (6) If, at the time of service of a [third party claim](#), the [Court](#) has already fixed a date for a [directions hearing](#), the party filing the [third party claim](#) must inform the [third party](#) in writing of the date and time of the [directions hearing](#).
- (7) A [respondent](#) to a cross claim will be taken to have filed a defence denying the allegations in the [Cross Claim](#) unless the [Court](#) orders a party to file such a defence.
- (8) A [respondent](#) or [third party](#) may file and serve on all parties to the [action](#) a defence to a [Cross Claim](#) in the prescribed form within 28 days after service of the [Cross Claim](#).

Prescribed forms—

Form 51 [Defence Shell](#)

Form 51S [Defence Details lodged or uploaded with Defence Shell](#)

Form 52 [Defence Standalone](#)

Filing instructions—

If a Defence is filed physically at Registry, a Form 51 with a Form 51S is to be used.

If a Defence is filed using the Electronic System, a Form 51S is to be uploaded.

If a revised (amended) Defence is filed, a Form 52 is to be used.

334.3—Contribution claims not required to be filed

- (1) When there is more than one [respondent](#) to a claim or cross claim, each [respondent](#) will be taken to claim contribution from each other [respondent](#).
- (2) In giving final judgment, the [Court](#) will fix contribution to be paid by each such [respondent](#).

334.4—Amendment of pleadings

- (1) Subject to subrule (2), a [pleading](#) may be amended on one occasion only without leave of the [Court](#).
- (2) An amended [pleading](#) filed in accordance with subrule (1) must be filed in accordance with [rule 33.2](#) and served not less than 7 days before the first [directions hearing](#).
- (3) A party may seek leave of the [Court](#) to amend a [pleading](#) at any time up to judgment.
- (4) A party cannot, without leave of the [Court](#), join a new party.
- (5) A party cannot, without leave of the [Court](#), amend the total claim value (as defined in [rule 67.5](#)) of a claim or cross claim to an amount that exceeds the [minor civil action](#) jurisdiction. If the [Court](#) grants leave, the proceeding will be transferred to the general jurisdiction of the [Court](#) unless all parties consent under section 10AB of [the Act](#).

Note—

Section 3(4a) of [the Act](#) provides that the [Court](#) may deal with a transferred proceeding within the meaning of Part 3A of the *South Australian Civil and Administrative Tribunal Act 2013* as a [minor statutory proceeding](#) despite the fact that the proceeding involves a claim that exceeds the monetary limit of \$12,000.

334.5—Limitation on pleadings

Unless the [Court](#) otherwise orders, no [pleading](#) beyond a defence (to a claim or cross claim) may be filed.

Part 5—Responses to originating applications

335.1—Response

- (1) If a [respondent](#) or interested party in an originating application wishes to oppose or make submissions about the application, they must within 14 days after service of the [Originating Application](#) file a Response in the prescribed form.

Prescribed form—

Form 56 [Response](#)

- (2) A [respondent](#) or interested party who files a Response must serve it as soon as practicable on each other party to the proceeding.

335.2—Affidavit

- (1) If a [respondent](#) or interested party wishes to rely on any facts in addition to or contrary to those relied on by the [applicant](#) (whether in the [Originating Application](#) or any supporting affidavit), they must within 14 days after service of the [Originating Application](#) file a responding affidavit in the prescribed form.

Prescribed form—

Form 12 [Affidavit](#)

- (2) A responding affidavit must—
 - (a) comprise evidence admissible at [trial](#); and
 - (b) set out the facts on which the [respondent](#) or interested party relies to oppose or otherwise in relation to the [orders](#) sought.
- (3) A [respondent](#) or interested party who files an affidavit must serve it as soon as practicable on each other party to the proceeding.

335.3—Reply Affidavit

- (1) If an applicant wishes to rely on any facts in response to a responding affidavit, they must within 14 days after service of the responding affidavit file a reply affidavit in the prescribed form.

Prescribed form—

Form 12 [Affidavit](#)

- (2) A reply affidavit must comply comprise evidence admissible at the final hearing of the originating application.
- (3) An applicant who files a reply affidavit must serve it as soon as practicable on each other party to the action.”

335.4—Cross applications

If a [respondent](#) to an originating application wishes to bring a cross application, the [respondent](#) must initiate a new proceeding by filing an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form 2 [Originating Application](#)

Form 12 [Affidavit](#)

Part 6—Pre-trial obligations

336.1—Discovery

- (1) A party to a [minor civil action](#) must file and serve on each other party a list of all relevant documents—
 - (a) in the case of a proceeding by way of claim—within 14 days of the filing of a defence or, if a [Cross Claim](#) is filed, the expiration of the time for filing a defence to the [Cross Claim](#); or
 - (b) in the case of a proceeding by way of originating application—within 14 days of the filing of a response or expiry of the time for filing a response.
- (2) The [Court](#) may, at a hearing or [directions hearing](#), require a party to file a list of documents in the prescribed form.

Prescribed form—

Form 73A [List of Documents – Physical Protocol](#)

- (3) The party providing [discovery](#) must, at the request of another party, provide a copy of the discovered documents.
- (4) A request for a copy of discovered documents must be in writing and must be complied with before the first [directions hearing](#), unless otherwise ordered by the [Court](#).

- (5) A party who comes into possession or custody of, or acquires power over, a discoverable document after the first [directions hearing](#), and before judgment, must notify each other party of the existence and location of the document.

336.2—Expert reports

- (1) A party who intends to rely on an [expert report](#) obtained at any time before the first [directions hearing](#) must file in the [Court](#) and serve on each other party not less than 2 [business days](#) before the date fixed for the first [directions hearing](#) an affidavit in the prescribed form exhibiting a copy of that [expert report](#).

Prescribed form—

Form 12 [Affidavit](#)

- (2) A party must obtain leave of the [Court](#) to obtain an [expert report](#) after the first [directions hearing](#) and, if leave is granted, a copy of the report must be provided to all parties and an affidavit exhibiting the report must be filed and served on each other party to the proceeding.
- (3) If a party obtains an opinion of an expert but has failed to obtain a report, or to provide a copy of the report to each other party, evidence of that expert opinion cannot be led at [trial](#) without leave of the [Court](#).
- (4) If a step in the proceeding, including a [trial](#), is delayed because of the failure to obtain or provide an [expert report](#) or file an affidavit exhibiting a copy of an [expert report](#), the [Court](#) may take the delay into account in any [order](#) for costs made at the completion of the proceeding.

336.3—Interrogatories

A party cannot administer interrogatories.

Part 7—Hearings

337.1—Determinations made in chambers

When a defence is filed to a [Claim](#) or on the filing of an [Originating Application](#), the [Registrar](#) will refer the file to a Magistrate or Judicial Registrar to determine [in chambers](#) whether—

- (a) to list the matter for a [directions hearing](#) before a Magistrate, Judicial Registrar or [a Registrar](#) or in the case of an originating application for a hearing before a Magistrate or Judicial Registrar;
- (b) to list the matter for mediation or expert appraisal; or
- (c) to make [orders](#) in relation to any other matter.

337.2—Directions hearings: claims

- (1) A [directions hearing](#) conducted following a determination under [rule 337.1](#) will be listed by [the Registrar](#) using the prescribed form.

Prescribed form—

Form 78A [Notice of Directions Hearing](#)

- (2) [The Registrar](#) will serve the notice on all existing parties unless a Magistrate or Judicial Registrar directs that the notice should not be served on a particular party.
- (3) A [directions hearing](#) conducted before a Magistrate, Judicial Registrar or [a Registrar](#) will be a pre-trial [directions hearing](#).

- (4) The purpose of a pre-trial [directions hearing](#) is to—
- (a) identify steps that may progress the matter to resolution, including mediation or reference to expert appraisal;
 - (b) ensure that all procedural and evidentiary issues have been addressed;
 - (c) identify and determine any other relevant matters required to expedite the resolution or determination of the proceeding;
 - (d) ensure the [pleadings](#) are adequate to identify matters of fact or law in issue;
 - (e) ensure all relevant parties are joined in the proceeding;
 - (f) identify and make [orders](#) as to [discovery](#) and filing of all relevant documents;
 - (g) identify and record any agreed facts;
 - (h) identify any specific matters relevant to conduct of the [trial](#); for example, the need for interpreters or requirements for audio-visual equipment or other technology;
 - (i) fix the location and date of [trial](#); and
 - (j) identify whether an on-site inspection by a Magistrate, Judicial Registrar, mediator or court expert would assist the resolution or determination of the dispute.
- (5) A pre-trial [directions hearing](#) may be adjourned from time to time.

337.3—Hearings: originating applications

- (1) On the [return date](#), the [Court](#) may exercise its discretion—
- (a) to hear and determine the originating application if the [applicant](#) appears and no other party appears or opposes the application; or
 - (b) to hear the application if all parties who appear are ready to proceed with the hearing.
- (2) If the [Court](#) determines that the proceeding is not to be heard on the [return date](#), the [Court](#) will determine whether—
- (a) it should be heard on an adjourned hearing date;
 - (b) it should be listed for [trial](#); or
 - (c) listing for hearing or [trial](#) should be deferred.
- (3) If the [Court](#) determines that the proceeding should be heard on an adjourned hearing date, the [Court](#)—
- (a) will adjourn the hearing to a subsequent date;
 - (b) may make [orders](#) for the taking of any interlocutory step that may be ordered at a [directions hearing](#) under [rule 337.2](#); and
 - (c) will proceed to hear the application on the adjourned date.
- (4) If the [Court](#) determines that the proceeding should be listed for [trial](#), the [Court](#)—
- (a) will list the proceeding for [trial](#); and
 - (b) may—
 - (i) give directions for the taking of interlocutory steps; or

- (ii) adjourn the matter to a subsequent date for a [directions hearing](#).
- (5) If the [Court](#) determines that listing for hearing or [trial](#) should be deferred, the [Court](#)—
 - (a) may make [orders](#) for the taking of any interlocutory step that may be ordered at a [directions hearing](#) under [rule 337.2](#); and
 - (b) will adjourn the hearing to a subsequent date for a [directions hearing](#).

337.4—Election

Before or at the first [directions hearing](#) or hearing of a proceeding, if the proceeding—

- (a) is a [neighbourhood dispute](#) or a [minor statutory proceeding](#) (other than a transferred proceeding within the meaning of Part 3A of the *South Australian Civil and Administrative Tribunal Act 2013*); and
- (b) involves a [monetary claim](#) for more than \$12,000 or a [claim](#) for relief in the nature of an [order](#) to carry out work where the value of the work is more than \$12,000,

a party may file a notice of election in the prescribed form to exclude the dispute from the Minor (Civil Claims) Division of the [Court](#).

Prescribed form—

Form 15 [Election](#)

Part 8—Other applications

338.1—Interlocutory applications

- (1) An [interlocutory application](#) must be filed in the prescribed form and the party filing the application must file an affidavit in the prescribed form in support of the application.

Prescribed forms—

Form 77 [Interlocutory Application](#)

Form 12 [Affidavit](#)

- (2) [The Registrar](#) will list the application for hearing before a Magistrate or Judicial Registrar.
- (3) Unless the [Court](#) otherwise orders, an [interlocutory application](#) and supporting affidavit must be filed and served at least 7 days before the scheduled hearing date.
- (4) Unless the [Court](#) otherwise orders, an affidavit to be tendered at the hearing of an [interlocutory application](#) must be served at least 2 [business days](#) before the scheduled hearing date.
- (5) The [Court](#) may adjourn an [interlocutory application](#) and make [orders](#) as to the further conduct of an application.
- (6) If a party fails to attend within 15 minutes of the time fixed for an [interlocutory application](#), the [Court](#) may make any [order](#) appropriate against the absent party including dismissal of the application.
- (7) If a party seeks (whether by written or oral interlocutory application) the same or substantially the same orders as were sought in a previous interlocutory application (whether written or oral), the party must seek leave to bring the application and the question of leave will be considered first when the application is to be heard or listed for hearing.

338.2—Oral applications

A Magistrate or Judicial Registrar may make an order on an oral application made without filing an interlocutory application if it is just or expedient.

Part 9—Appearances at hearings

339.1—Appearance by parties at hearings

- (1) Unless the Court otherwise orders, each party to the proceeding, or a representative of the party as permitted under section 38 of the Act, must attend in person at all hearings or directions hearings.
- (2) A Magistrate or Judicial Registrar may permit attendance at a hearing or directions hearing by telephone, audio visual or other electronic means.
- (3) If a party fails to attend within 15 minutes of the time fixed for a directions hearing or hearing, the Court may make such order as it thinks fit and may give judgment against an absent party who fails to attend the hearing.

Part 10—Trial

340.1—Trial procedure

- (1) The Registrar must give notice of trial in the prescribed form to each party to the proceeding.

Prescribed form—

Form 78D Notice of Trial

- (2) Unless the Court otherwise orders, each party must attend in person at the trial.
- (3) The parties must make arrangements for all witnesses to attend at the trial.
- (4) The Court may permit attendance by a party or a witness by telephone, audio visual or other electronic means.
- (5) If a party fails to attend within 15 minutes of the time fixed for the trial, the Court may enter judgment against that party.
- (6) A trial may be adjourned but only to a fixed date.

Part 11—Costs

341.1—Costs

- (1) A successful party in a minor civil action is ordinarily entitled to costs on the Minor Civil costs scale in Schedule 6 Part 4.
- (2) Subrule (1) is subject to the discretion of the Court under rule 193.2.
- (3) Subrule (1) is subject to the Court finding proper cause exists to make no order as to costs for failure to comply with Part 2 of this Chapter.

Chapter 25—Probate—Supreme Court

Part 1—General

Division 1—Preliminary

351.1—Introduction

- (1) This Chapter contains rules relating to the testamentary causes jurisdiction of the Supreme Court involving wills and deceased estates.
- (2) However, contentious actions relating to a [grant](#) or revocation of a [grant](#) or a claim under Part 6 of the Act or the administration of a deceased estate are not governed by this Chapter but by [Chapter 19 Part 2](#) or [Chapter 20 Part 4](#).
- (3) Subject to subrule (4), the other provisions of these Rules applicable to an originating application proceeding apply to a proceeding the subject of this Chapter.
- (4) If a provision in this Chapter is inconsistent with a provision in another Chapter of these Rules, the provision in this Chapter prevails to the extent of the inconsistency.
- (5) The [Court](#) may dispense with the observance of any rule in this Chapter.

351.2—Interpretation

- (1) In this Chapter, unless the contrary intention appears—

the Act means the *Succession Act 2023*;

authorised witness means

- (a) [the Registrar](#) of the Court;
- (b) a justice of the peace;
- (c) a notary public;
- (d) a Commissioner for taking affidavits;
- (e) a police officer, other than a police officer who is a probationary constable;
and
- (f) any other person authorised by law to take affidavits;

body corporate means a corporation or other body corporate recognised under South Australian law as a legal entity but excludes a [trust corporation](#);

caveator— see [rule 354.1\(1\)](#);

citee— see rule [354.8\(10\)](#);

citor— see rule [354.8\(3\)](#);

the *Court* means the Supreme Court exercising the testamentary causes jurisdiction governed by this Chapter and includes a Justice, Associate Justice and the [Registrar](#);

court sealed copy of the record of the Court means an exemplification being a hard copy of a grant certified by the Court;

a Deemed Grant means a grant taken to have been issued under section 73 of the Act

domestic partner means a domestic partner within the meaning of Part 3 of the *Family Relationships Act 1975*;

grant means a grant of probate or administration (with or without will annexed) or registration of an interstate grant or sealing of a foreign grant of probate or administration;

external litigation— see [rule 355.6\(1\)](#);

grant proceeding means a proceeding initiated by an applicant for a grant governed by Part 6;

oath means the oath required to be sworn or affirmed by an applicant for a grant;

online application means an application that initiates a proceeding that is entered directly on the Electronic System that is not initiated by an Originating Application and includes an application for probate or letters of administration under Part 6 Division 2, 3 or 4 and an application to amend or revoke a grant under Part 7 Division 2;

personal applicant means an applicant who seeks a grant, order, certificate or other document from the Court other than through a lawyer;

personal application means an application lodged by a personal applicant;

person under a disability— see [rule 355.2\(1\)](#);

Probate Action means a probate action within the meaning of [rule 254.2](#);

Public Trustee means the Public Trustee under the *Public Trustee Act 1995*;

Registrar means the Registrar of Probates, an acting Registrar of Probates or a deputy Registrar of Probates;

Registry means the Probate Registry of the Court;

Seal means the electronic Court seal affixed to an eCourt document or, where applicable, the physical Court seal affixed to a physical document;

single person means a person who has never married or had a domestic partner at date of death;

statutory guardian means a person who is a guardian of a child by virtue of an enactment or order of a court of competent jurisdiction;

testamentary document means a document being or purporting to be a formal or informal will or codicil or revocation or variation of such a will or codicil;

trust corporation means a body corporate authorised by the *Trustee Companies Act 1988* or other special Act to administer the estates of deceased persons;

warner— see [rule 354.4\(1\)](#).

- (2) In this Chapter, unless the contrary intention appears, an expression used in the [Act](#) that is not defined in this Chapter has the same meaning when used in this Chapter as it has in the [Act](#) (as in force from time to time).
- (3) In an application governed by this Chapter, the description “testator”, “executor” or “administrator” should be used whatever the person’s gender.
- (4) For the purposes of this Chapter, it is immaterial whether a relationship is of whole blood or half blood.

Division 2—The Court

Note—

The [Court](#) is addressed generally in Chapter 2.

351.3—Registrar may refer to Justice or Associate Justice

Note—

Under [rule 11.1\(3\)](#) the [Registrar](#) has power to exercise the jurisdiction of the [Court](#) governed by this Chapter. In most cases that jurisdiction will be exercised by the [Registrar](#) but on occasions it may be exercised by a [Justice](#) or [Associate Justice](#).

- (1) [The Registrar](#) may refer to a [Justice](#) or [Associate Justice](#) a proceeding or a question arising in the course of a proceeding (including whether and how any power or discretion should be exercised).
- (2) A [Justice](#) or [Associate Justice](#) may on such referral—
 - (a) give such directions as they think fit; or
 - (b) assume conduct of the matter.
- (3) If a rule in this Chapter refers to exercise of a power or discretion by the [Registrar](#), the power or discretion may be exercised by a [Justice](#) or [Associate Justice](#) if they think fit.

351.4—Practice Notes

The [Registrar](#) may publish Practice Notes for the guidance of lawyers and personal applicants.

Division 3—The Electronic System

Note—

The Electronic System is addressed generally in Chapter 2 Part 3 Division 2.

351.5—Requirement to use the Electronic System

- (1) Unless the [Court](#) otherwise orders or a rule in this Chapter otherwise provides, all probate applications or documents must be filed via the Electronic System.

Note—

Payment will be accepted by credit card only. Cheques or cash will not be accepted.

- (2) The [Court](#) may order that an application or a document be filed in any other manner that the [Court](#) considers appropriate.

351.6—Copy of a testamentary document uploaded to the Electronic System

- (1) A scanned copy of a [testamentary document](#) must be uploaded to the Electronic System in the following format and comply with the following requirements—
 - (a) it must be in PDF format;
 - (b) it must not include the front sheet or the back sheet of the [testamentary document](#);
 - (c) it must include all pages of the body of the [testamentary document](#) and no text or signatures may be omitted;
 - (d) all pages must be straight with no shadowing and all text must be readable;

- (e) there must be no leaching from a stamp on any part of the [testamentary document](#);
- (f) it must be a full and complete copy of the original [testamentary document](#);

Note—

If there is a seal, staple or ribbon, these should appear on the scan.

- (g) it should not include any marking by an executor or administrator;
- (h) if the [testamentary document](#) is a will kit will or an unusually sized [testamentary document](#)—the number of pages scanned must be a true and complete copy of the original [testamentary document](#);
- (i) if the [testamentary document](#) consists of a will and a codicil—the documents must be scanned and uploaded as one PDF document and not separate documents, and the codicil must follow the will and multiple codicils must be in chronological order;
- (j) if a document is incorporated—it must be scanned and uploaded with the [testamentary document](#) as one PDF document and not separate documents and the incorporated document must follow the will and any codicils;

Note—

See [rule 356.10](#) and [356.11](#) regarding the incorporation of trust deeds and other documents.

- (k) any other requirement the [Court](#) may order or require.

Note—

Do not remove any staples or clips from a [testamentary document](#). If staples or clips have already been removed, do not re-staple or re-clip the [testamentary document](#).

If the [testamentary document](#) was originally contained in a will kit booklet, the will kit booklet should be lodged in the [Registry](#). If the original will kit booklet cannot be provided, a letter should be uploaded to the application explaining what searches have been conducted and why the original will kit booklet cannot be produced.

Division 4—Parties and representation

Note—

Parties and representation are addressed generally in [Chapter 3](#).

351.7—Representation orders and procedure when no personal representative

The [Court](#) may appoint one or more persons in a proceeding to represent a person (including an unborn person) (whether presently or for any future, contingent or unascertained interest) who may have a relevant interest or who may be affected by the proceeding if—

- (a) the person, class or a member of the class cannot be ascertained or cannot readily be ascertained;
- (b) the person, class or a member of the class though ascertained cannot be found;
- (c) the person is a person under a legal incapacity being—
 - (i) under the age of 18 years;
 - (ii) not capable of managing their participation in the proceeding because of a mental or physical disability or illness; or

- (iii) a person whose affairs are administered (wholly or in part) under a law for the protection of persons suffering from mental or physical disability or illness; or
- (d) it appears to the [Court](#) expedient to exercise the power for the purpose of saving expense.

351.8—Applications commenced by a personal applicant

- (1) An [online application](#) or [originating application](#) commenced by a [personal applicant](#) must include a certificate of identity in the prescribed form that—
 - (a) is certified by an [authorised witness](#); and
 - (b) annexes identification documents that have been certified by the [authorised witness](#).

Note—

The certificate of identity may only be completed by an [authorised witness](#) upon that witness being satisfied of the identity of the personal applicant by completing the 100 Point Proof of Identification. Refer to the Certificates of Identity incorporated in Practice Note 4 of 2024.

- (2) If there is more than one [personal applicant](#), each personal applicant must lodge a separate certificate of identity completed by an [authorised witness](#).
- (3) If there is a [testamentary document](#), there must be compliance with [rule 356.5](#).

Note—

The original [testamentary document](#) needs to be marked before the [authorised witness](#) who is completing the certificate of identity at the same time.

- (4) If there is no [testamentary document](#)—
 - (a) there must be compliance with [rule 356.16](#)—Letters of administration without will; and
 - (b) the oath of administrator and the certificate of identity must be signed and completed before the same [authorised witness](#) at the same time.
- (5) The original [testamentary document](#), the certificate of identity that annexes the certified copies of identification, all sworn or affirmed documentation (including any oath or affidavits), and any letter must be deposited in an A4 envelope with a coversheet in person or by post to the Registry located at 1 Gouger Street Adelaide SA 5000.

Note—

The original [testamentary document](#) is retained by the [Court](#).

The Electronic System will generate the coversheet for the envelope – refer to the documents tab in the action number on the Electronic System.

- (6) Unless the [Court](#) otherwise orders, no personal application will be received through an agent nor may a [personal applicant](#) be accompanied by a person acting or appearing to act as the personal applicant’s adviser.
- (7) No personal application will be received or proceeded with if an application has already been made through a [lawyer](#) on behalf of the personal applicant and has not been withdrawn or rejected by the Court.
- (8) The Court may at any time, if it appears expedient in the circumstances of the case, direct that the institution of a proceeding (including an [online application](#),

renunciation, caveat, citation or originating application) must proceed through a [lawyer](#).

- (9) Legal advice will not be given to a [personal applicant](#) or to a [lawyer](#) by an officer of the [Registry](#) on any matter connected with the application but an officer may, when practicable, assist a [personal applicant](#) or a [lawyer](#) by providing procedural guidance.

Division 5—Documents

Note—

Documents are addressed generally in [Chapter 4](#).

351.9—Filed documents

- (1) Unless the [Court](#) otherwise orders, a document (including an affidavit) filed with the [Court](#) (including one uploaded to the Electronic System) must—
 - (a) be in the English language or translated into the English language;
 - (b) have any erasures or handwritten additions authenticated; and
 - (c) be typed or printed.
- (2) If a [testamentary document](#) or other document is translated from another language into English, the translation must be verified by an affidavit in the prescribed form.

Prescribed form—

Form PROB44 [Affidavit Verifying the Translation of a Will or other Document](#)

- (3) A [testamentary document](#) that has been deposited in the [Registry](#) will not be given out unless—
 - (a) special circumstances exist; and
 - (b) the Court's leave has been obtained.

351.10—Institution of proceeding

- (1) Unless a rule otherwise provides, a proceeding governed by this Chapter must be instituted by lodging an [Originating Application in the prescribed form supported by an affidavit in the prescribed form](#).

Prescribed forms—

Form PROB1 [Originating Application - Probate Ex Parte](#)

Form PROB2 [Originating Application - Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Note—

Some proceedings are instituted by completion of an [online application](#) (for example, an application for probate or letters of administration under Part 6 Division 2, 3 or 4; or an application to amend or revoke a grant under Part 7 Division 2).

Some proceedings are instituted by filing a will deposit online: see Part 2 Division 2.

Some proceedings are instituted by filing a renunciation online: see Part 3 Division 2.

Some proceedings are instituted by filing a caveat online: see Part 4 Division 1.

Some proceedings are instituted by filing a citation online: see Part 4 Division 2.

- (2) The [Court](#) may require—

- (a) an application made by [online application](#) to be brought by [Originating Application](#) under this Chapter; or
- (b) an application to be brought by [originating application](#) under [Chapter 19 Part 2](#) or [Chapter 20 Part 4](#).
- (3) The [Court](#) may refuse to accept an application or issue a [grant](#) until all enquiries that it sees fit to institute have been answered to the Court's satisfaction.
- (4) The [Court](#) may require proof of identity of the deceased, or of the applicant, beyond what is required in the [online application](#) or by these Rules.

351.11—Notice and service of an application

- (1) The [Court](#) may order that notice of an application be given to such persons interested as the [Court](#) thinks fit.
- (2) The [Court](#) may dispense with service of an application on all or any one or more of the persons beneficially interested.
- (3) The [Court](#) may order substituted service on any person beneficially interested.

351.12—Responses

- (1) A person served with an [Originating Application](#) who wishes to oppose or make submissions about it must, within 14 days after service of the [Originating Application documents](#), file a [Response](#) in the prescribed form and must serve it as soon as practicable on each other party to the action in accordance with [Chapter 5](#).

Prescribed form—

Form PROB3 [Response to Originating Application](#)

- (2) A person served with an [Originating Application](#) who wishes to consent to the orders sought in the originating application may consent via the Electronic System.
- (3) A person opposing the orders sought in the originating application must file a [Response](#) opposing the originating application on the Electronic System and must upload an affidavit stating with sufficient particularity the grounds of opposition.

Prescribed form—

Form PROB34 [Affidavit](#)

- (4) A person who has filed a [Response](#) is entitled to adduce evidence either for or against any application.

351.13—Affidavits

- (1) An affidavit must be in the prescribed form.

Prescribed forms—

Form PROB34 [Affidavit](#)

- (2) An affidavit may, with the leave of the [Court](#), be received for the purpose of any matter, despite any defect or irregularity or non-compliance.

351.14—Affidavits referring to testamentary documents

- (1) A [testamentary document](#) exhibited to an affidavit must be marked as follows—

An original [testamentary document](#) must be identified in the affidavit as follows—

“the document dated [*insert date*] now produced to me marked “XXX1””.

The back of the original document must be marked “XXX1” and it must be dated and signed by the person taking the affidavit, for example—

“XXX1”

This is the document marked “XXX1” referred to in the affidavit of [*name of person who has sworn/affirmed the affidavit*] sworn/affirmed before me on 20...

.....

A Commissioner for taking affidavits in the State of South Australia

- (2) An affidavit referred to in subrule (1) must be physically filed in the [Registry](#).
- (3) A copy of a [testamentary document](#) annexed to an affidavit must be marked as follows—

“A copy of the document dated [*insert date*] now annexed and marked “A”.

The annexed copy of the document must be marked “A”.

351.15—Evidence of foreign law

If evidence as to the law of any other country is required on an application governed by this Chapter, unless the [Court](#) otherwise orders, it may be proved by an affidavit from a person who, by virtue of their knowledge or experience given in the affidavit, is suitably qualified to give expert evidence of the law in question.

351.16—Sealed orders

To obtain a sealed Court order from the [Registry](#), a request must be sent by email to the [Registry](#) attaching the draft order in the prescribed form as a Word document to be settled by the [Registry](#).

Prescribed form—

Form PROB5 [Order](#)

Note—

This rule only relates to an order made by the [Court](#) in the testamentary causes jurisdiction. An order made by the Court in the civil jurisdiction must be sent to the civil registry.

351.17—Order for provision incorporated into grant

- (1) When a direction is made under section 119(4) of the [Act](#) in relation to a family provision order, a Court certified sealed copy of the order must be provided to the [Registry](#) for the order to be incorporated into the grant.

Note—

To obtain a Court certified sealed copy of the order for provision out of the estate, a request must be sent by email to the civil registry with payment of the prescribed fee.

- (2) The original Court certified sealed copy of the order that is produced by the Civil Registry must be delivered to the [Registry](#) for it to be incorporated into the grant.
- (3) If the grant issued before 26 November 2018, the original paper grant must be provided to the [Registry](#) with two original Court certified sealed copies of the orders.

Note—

The Court certified sealed copy of the order will be retained by the [Registry](#).

351.18—Inspection and copying of documents held by Registry

- (1) Unless the [Court](#) otherwise orders, no person is permitted to inspect or copy an electronic or physical court file or document filed with the [Registry](#) unless a valid interest is established to the [Registrar's](#) satisfaction.
- (2) No affidavit or record of the [Court](#) in its testamentary causes jurisdiction is to be taken out of court without an order of the [Court](#) and no subpoena for the production of any affidavit or record of the [Court](#) is to be issued.

Note—

A residual beneficiary of an estate or a person entitled to file a claim under section 115 of the [Act](#) may request a copy of the statement of assets and liabilities from the [Registry](#) if an executor or administrator of a deceased estate does not provide a copy to that person upon request. A request should also first be sent to the lawyer who obtained the grant on behalf of the executor or administrator of the estate, if any.

351.19—Issue of copies of original testamentary documents and other documents

- (1) Unless the [Court](#) otherwise orders, if a copy is required of the whole or any part of an original [testamentary document](#) or other document deposited under section 45 of the [Act](#) or of any [grant](#), the copy must be a photocopy made in the [Registry](#) and is to issue as a search (non-official) copy.
- (2) If the copy required is—
 - (a) an office copy (pursuant to section 129 of the [Act](#)), or
 - (b) a copy certified under the hand of the [Registrar](#) to be a true copy,
 the copy will be issued only if it is required that the seal of the [Court](#) be affixed to the document.

351.20—Request for court sealed copy of record

- (1) The [Registry](#) will only issue a [court sealed copy of the record of the Court](#) in limited circumstances.
- (2) A request for a [court sealed copy of the record of the Court](#) from the [Registry](#) should be made in accordance with the below Note.

Note—

An email is to be sent to the [Registry](#) attaching a letter addressed to the Registrar of Probates. The letter must identify why a [court sealed copy of the record of the Court](#) is required with supporting evidence. For example, if there is an asset in another jurisdiction that requires a [court sealed copy of the record of the Court](#) in order to administer that asset, that asset needs to have been disclosed to this Court and evidence needs to be provided from the other jurisdiction stating that they will not rely upon the Electronic System as proof of the grant that has issued from this Court.

Part 2—Proceedings inter vivos

Division 1—Statutory wills

352.1—Introduction

- (1) This Division contains rules relating to applications authorising the making, alteration or revocation of a will by a person lacking testamentary capacity.

- (2) The jurisdiction to hear and determine an application governed by this Division will be exercised by a [Justice](#) or [Associate Justice](#) but the [Registrar](#) may hear and determine interlocutory matters.

352.2—Wills of minors authorised by Court

- (1) An application for an order authorising the making, alteration or revocation of a will by a minor under section 6 of the [Act](#) may be instituted by a minor or a person acting on behalf of a minor by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form exhibiting the proposed draft will in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Form PROB9 [Will Authorised Under Section 6 or 7 of the Succession Act 2023](#)

Note—

A Will authorised by the [Court](#) under section 6 of the [Act](#) must be made and executed in accordance with the [Act](#) and must be deposited with the Registrar under Part 2 Division 6 of the [Act](#).

- (2) The supporting affidavit must set out all of the facts on which the applicant relies, including—
- (a) the full name, age and residential address of the minor;
 - (b) the full names and addresses of the persons having the guardianship and custody of the minor and, if a guardian has been appointed by a court or tribunal of competent jurisdiction, a sealed copy of the guardianship order must be exhibited to the affidavit;
 - (c) evidence that the minor understands the nature and effect of the proposed [testamentary document](#), alteration or revocation (as the case may be);
 - (d) evidence that the proposed [testamentary document](#), alteration or revocation (as the case may be) accurately reflects the intentions of the minor;
 - (e) the names and addresses of the persons who would be entitled to share in the minor's estate under an existing [testamentary document](#) of the minor or in the event of the minor dying intestate;
 - (f) the minor's assets, liabilities, income and living expenses and whether there may be a variation in them;
 - (g) a history of the circumstances of the minor and the reasons for the manner in which the minor is seeking to dispose of their estate reflected in the proposed draft [testamentary document](#).
- (3) The application must (in addition to the supporting affidavit required by subrule (1)) be accompanied by—
- (a) the written consent of the person acting on behalf of the minor to act as litigation guardian (which may be exhibited to the supporting affidavit);
 - (b) evidence in the prescribed form that the proposed executor consents to act;

Prescribed form—

Form PROB8 [Consent of Proposed \[Executor-Administrator\] to Act](#)

- (c) unless [Public Trustee](#) has consented in writing to act on behalf of the minor, an affidavit by a lawyer on the record stating that—
 - (i) the lawyer is aware that the person for whom the lawyer acts is a minor;
 - (ii) the person named as the person to act on behalf of the minor has no personal interest in the application; and
 - (iii) that to the best of the lawyer’s knowledge, information and belief there is no reason why that person is not a fit and proper person to act on behalf of the minor.

352.3—Will for person lacking testamentary capacity authorised by Court

- (1) In this rule, *proposed testator* means a person lacking testamentary capacity who is the subject of an application under section 7 of the [Act](#).
- (2) An application for an order authorising the making, alteration or revocation of a testamentary document on behalf of a proposed testator under section 7 of the [Act](#) must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form exhibiting the proposed draft [testamentary document](#) in the prescribed form.

Prescribed forms—

Form PROB2 [Originating Application - Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Form PROB9 [Will Authorised Under Section 6 or Section 7 of the Succession Act 2023](#)

Note—

A will authorised by the Court under section 7 of the [Act](#) must be made and executed in accordance with the Act and will be deposited with the Registrar under Part 2 Division 6 of the [Act](#) after compliance with [Rule 352.4\(9\)](#).

- (3) The application must include an application for leave to apply for the order.
- (4) The supporting affidavit must set out all of the facts on which the applicant relies, including—
 - (a) the full name, residential address and age of the proposed testator;
 - (b) evidence that the proposed testator lacks testamentary capacity;
 - (c) the full name and address, and details of the appointment, of the proposed testator’s—
 - (i) administrator, guardian or enduring guardian if one has been appointed under the *Guardianship and Administration Act 1993*;
 - (ii) manager if one has been appointed under the *Aged and Infirm Persons’ Property Act 1940*;
 - (iii) attorney if one has been appointed under an enduring power of attorney, and a sealed copy of the order or a certified copy of the enduring power of attorney must be exhibited to the affidavit;
 - (d) full details relating to all of the matters referred to in paragraphs (a) to (g) of section 7(5) of the [Act](#);

- (e) the terms of any proposed [testamentary document](#), codicil, draft testamentary document or codicil, written instructions for the same or any other document of a testamentary nature made by or under the direction of the proposed testator of which the applicant has knowledge, and—
 - (i) whether the applicant has or has not such documents in their possession;
 - (ii) if any such document is not in the applicant's possession— the name and address of the person in whose possession it is, or is believed to be, or if the applicant does not know that information so stating; and
 - (iii) every such document in the custody or control of the applicant must be exhibited to the affidavit;
 - (f) the reasons why in all of the circumstances the applicant considers that the order should be made.
- (5) The application must (in addition to the supporting affidavit required by subrule (2)) be accompanied by evidence in the prescribed form that the proposed executor consents to act.

Prescribed form—

Form PROB8 [Consent of Proposed \[Executor-Administrator\] to Act](#)

- (6) The applicant must join the proposed testator as a respondent.
- (7) If no response or notice of acting is filed on behalf of the proposed testator, the applicant must before proceeding with the application seek and obtain an order from the [Court](#) appointing a litigation guardian for the proposed testator.
- (8) If the proposed testator files a response or notice of acting, the [Court](#) may, if it is in the interest of the proposed testator to do so, appoint a litigation guardian for the proposed testator, and may remove or substitute any such guardian.
- (9) Notice of the application, including service of the originating documents, must be given by the applicant to—
 - (a) to the extent applicable—each person mentioned in section 7(8) of the [Act](#); and
 - (b) any other person who appears to have a proper interest as the [Court](#) may order.

352.4—Subsequent steps

- (1) The [Court](#) may order that notice of the application be served on any person who appears to the Court to be interested.
- (2) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (3) A person who has been served with notice or joined as a respondent or interested party may file a Response in the prescribed form—
 - (a) within 14 days or such other time as is specified in an order for notice or joinder; or
 - (b) afterwards by leave of the [Court](#).

Prescribed form—

Form PROB3 [Response to Originating Application](#)

- (4) Subject to subrule (5), the evidence of a qualified medical practitioner in an application governed by [rule 352.3](#) may be given by a report signed by the practitioner exhibited

to an affidavit sworn by the applicant or the applicant's lawyer, who must depose to the fact that they have received the report in relation to the proceeding.

- (5) The [Court](#), at the request of a party or on the Court's own initiative, may decline to receive the evidence of a medical practitioner adduced under subrule (4) and may require such evidence to be given in a manner that the [Court](#) directs.
- (6) Despite subrule [352.2\(2\)](#) or [352.3\(4\)](#), the [Court](#) may accept and act upon a statement of facts or such other evidence, whether oral or written, as the [Court](#) considers sufficient, although not given on oath or affirmation.
- (7) A statement of facts or other written evidence under subrule (6) must—
 - (a) be drawn up in numbered paragraphs and dated;
 - (b) set out the matters specified in subrule [352.2\(2\)](#) or [352.3\(4\)](#) as applicable;
 - (c) be signed by the person by whom it is made.
- (8) A [testamentary document](#) made on behalf of a minor under section 6 of the [Act](#) must be deposited in accordance with Division 6 of the [Act](#) and rule [352.5](#).
- (9) Upon the [Court](#) making an order under section 7 of the [Act](#)—
 - (a) the original [testamentary document](#) in the prescribed form must be provided to the [Registrar](#) to be signed and sealed as soon as practicable from the date of the order being made;
 - (b) a copy of the signed and sealed [testamentary document](#) will be returned to the applicant;
 - (c) the applicant must then lodge a will deposit application on the Electronic System in accordance with Division 6 of the [Act](#) and rule [352.5](#).

Prescribed form—

Form PROB9 [Will Authorised Under Section 6 or Section 7 of the Succession Act 2023](#)

Division 2—Deposited wills

352.5—Deposit of will

- (1) A duly executed will appointing an executor may at any time before the death of the testator be deposited for safe custody with the [Court](#) by the testator or on their behalf by the [Registrar](#), a lawyer, a notary public or a commissioner for taking affidavits in the Supreme Court.

Notes—

Section 8 of the [Act](#) sets out requirements as to writing and execution of a will.

- (2) Unless the will is made under section 6 or 7 of the [Act](#), a will deposited under this rule must have been executed by the testator as required by law and one of the attesting witnesses must have been the [Registrar](#), a lawyer, a notary public or commissioner for taking affidavits in the Supreme Court.

Note—

A will authorised by the [Court](#) under section 6 or 7 of the [Act](#) must be executed in accordance with the [Act](#).

- (3) Unless the will is made under section 6 or 7 of the [Act](#), if an attesting witness is a lawyer, a notary public or commissioner for taking affidavits in the Supreme Court,

that witness must verify the testator's execution of the will by a certificate in the prescribed form which is to accompany deposit of the will.

Prescribed form—

Form PROB50 [Certificate of Execution - Section 45 of the Succession Act 2023 and Rule 352.5\(3\)](#)

- (4) The deposited will is to be held in an envelope with a cover sheet generated by the Electronic System until withdrawn

Note—

The Electronic System will generate a certificate of the will deposit.

352.6—Withdrawal of will by testator

The testator who executed a deposited will may at any time apply in writing to the [Registrar](#) to be given the will or to have it given to a person authorised by the testator.

Note—

Sections 6(6) and 7(12) of the [Act](#) prohibit withdrawal of a will made under those sections unless the [Court](#) has made an order authorising revocation or the person by whom or on whose behalf the will is made acquires testamentary capacity.

352.7—Release of will after death of testator

- (1) After the testator has died, an executor named in a deposited will or a person entitled to letters of administration with will annexed may apply in writing to the [Registrar](#) to request that the will be released to them.
- (2) The written request must—
 - (a) be accompanied by a copy of the death certificate for the testator; and
 - (b) establish the entitlement of the person making the request for release of the will.
- (3) The [Registrar](#) may examine a will to enable compliance with a request for release and, if in doubt as to whom the will is to be given, may refer the matter to a Justice or Associate Justice for a direction.
- (4) The [Registrar](#) must ensure that an accurate copy of the deposited will is taken and retained in the [Registry](#) before the original will is given out.

Part 3—Pre-grant proceedings

Division 1—Preliminary

353.1—Introduction

- (1) This Part contains rules relating to applications made before the institution of a [grant proceeding](#) or the issue of a [grant](#) other than those governed by Part 5.
- (2) This Part also contains rules relating to applications that may be made either before or after the institution of a [grant proceeding](#) or the issue of a [grant](#).
- (3) Unless a rule in this Part provides otherwise, a proceeding governed by this Part must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application - Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (4) Applications under this Part will ordinarily be heard and determined by the [Registrar](#) but, if they are or become contentions, the [Registrar](#) ordinarily will refer them to a [Justice](#) or [Associate Justice](#) for hearing and determination and may require the action to be referred to the civil jurisdiction
- (5) The [Registrar](#) may refer a matter to a Court appointed mediation.
- (6) An application under [Chapter 19 Part 2](#) or [Chapter 20 Part 4](#) must be commenced in the civil jurisdiction.

Division 2—Renunciations

353.2—Renunciation of probate and/or administration

- (1) At any time after the death of the testator, an executor or, if there is no executor, the person who would be entitled under rule [356.3](#) to a grant of administration with will annexed or, if the deceased died intestate, the person who would be entitled to a grant of administration under rule [356.15](#), may renounce probate or administration (as the case may be) by filing a renunciation in the prescribed form on the Electronic System.

Prescribed forms—

Form PROB16 [Renunciation of Probate](#)

Form PROB17 [Renunciation of Letters of Administration With Will Annexed](#)

Form PROB18 [Renunciation of Letters of Administration](#)

Form PROB19 [Renunciation and Consent *Spes Successionis* Grant](#)

Form PROB20 [Renunciation of Letters of Administration to Body Corporate not being a Trust Corporation](#)

Form PROB21 [Renunciation of Probate by a Trust Corporation](#)

Note—

A renunciation can also be filed with an application for a grant (thereby avoiding an additional Court fee and process to withdraw the [testamentary document](#) from the Registry).

- (2) If the renunciation is of probate or administration with will annexed, the original [testamentary document](#) must be deposited in the [Registry](#) with the original renunciation.
- (3) A person who has not renounced probate or administration in respect of a [testamentary document](#) that has been deposited in the [Registry](#) under subrule (2) and who intends to make an application to the [Court](#) to prove the same may apply by affidavit in the prescribed form in the renunciation proceeding to withdraw the [testamentary document](#) from the [Registry](#).

Prescribed form—

Form PROB45 [Affidavit to Withdraw Will Deposited with Renunciation](#)

- (4) Renunciation of probate by an executor does not operate as a renunciation of any right that the executor may have to a grant of administration in another capacity unless the executor expressly renounces such right.
- (5) Unless the [Court](#) otherwise orders, no person who has renounced administration in one capacity may obtain a [grant](#) of administration in another capacity.

- (6) Subject to subrule (7), if an executor to whom leave has been reserved to apply for probate renounces probate after the issue of a paper grant to a co-executor, the original paper [grant](#) must be provided and an order granting leave to file the renunciation obtained.
- (7) If the original paper [grant](#) cannot be provided under subrule (6), a [court sealed copy of the record of the Court](#) may be produced in its stead.
- (8) Subject to subrule (9), an application for leave to retract a renunciation of probate or administration must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form showing that the retraction of the renunciation is for the benefit of the estate, or of the persons interested or both.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (9) The [Court](#) may dispense with the requirement of an originating application for the purpose of subrule (8).
- (10) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (11) Only in exceptional circumstances will leave be given to an executor to retract a renunciation of probate after a [grant](#) has been made to another person entitled in a lower degree.

Division 3—Subpoena

353.3—Application for order to bring in a testamentary document or attend for examination

- (1) An application under section 60 of the [Act](#) for a subpoena to attend for examination or section 61 of the [Act](#) for a subpoena requiring a person to produce a [testamentary document](#) in the possession of or under the control of a person must be made by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB2 [Originating Application - Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The applicant must join as a respondent the person on whom the subpoena is sought to be served.
- (3) The supporting affidavit must establish to the [Court](#)'s satisfaction the existence of the [testamentary document](#) or that the respondent has knowledge of such document that would assist the [Court](#).
- (4) If the subpoena is to be served on an organisation, the subpoena is to be addressed to its Proper Officer.
- (5) A person who is required to respond to a subpoena—
 - (a) must comply with the subpoena by attending at the [Court](#) for examination or producing the document sought (as required); or

- (b) if the subpoena is confined to the production of a document(s)—may file an affidavit on the Electronic System denying that the document is in their possession, custody or power.

Note—

Failure to comply with a subpoena is a contempt of Court and may be the subject of a contempt proceeding under [Chapter 17 Part 5](#).

Division 4—Leave to swear death

353.4—Application for leave to swear to death

- (1) An application for leave to swear to the death of a person in respect of whose estate a grant is to be sought must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (3) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (4) If the [Court](#) makes an order granting leave to swear to death under this Division, an application for a grant can then proceed under Part 6 or Chapter 20 Part 4 (as applicable), with a copy of the order uploaded to the application.

Note—

See *In the Estate of Chambers* [2023] SASC 34 and *In the Estate of Papps (deceased)* [2017] SASC 117

Division 5—Admission of a testamentary document

353.5—Admission of an informal testamentary document to proof

- (1) An application for an order admitting to proof, or finding against, a document purporting to express the testamentary intentions of a deceased person under section 11(2) of the [Act](#) must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Example of order sought admitting document to proof—

The document (being the exhibit marked “XXX1” referred to in the affidavit of ... sworn/affirmed on ... 20...) be admitted to probate as the last will of [name and last residential address for the deceased] deceased and that probate of the same be granted to [full name] the executor as described in the will (as the case may be).

- (2) The supporting affidavit must contain any evidence that the applicant can provide to assist the [Court](#).

Note

The affidavit evidence filed in support of the application may either support or cast doubt on whether the informal document should be admitted.

- (3) The original [testamentary document](#) the subject of the application must be exhibited to an affidavit in accordance with rule [351.14](#).
- (4) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (5) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (6) The [Registrar](#) may determine an application governed by this rule if the [Registrar](#) is satisfied that—
- (a) all persons who may be adversely affected by the orders sought are not under a disability and have provided their consent by affidavit evidence;

Prescribed forms—

Form PROB7 [Consent](#)

- (b) a person who is not under a disability who may be adversely affected by the order sought but fails to appear before the [Registrar](#) after such service on the person as the [Registrar](#) may order of the proceeding and all other persons who may be adversely affected are not under a disability and have consented; or
- (c) it is expedient having regard to all of the circumstances (including the amount at stake, the degree of difficulty of the point to be determined and the expense otherwise occasioned) for the [Registrar](#) to determine the application.
- (7) If it appears to the [Registrar](#) expedient having regard to all of the circumstances (including the amount at stake, the degree of difficulty of the point to be determined and the expense otherwise occasioned), the [Registrar](#) may dispense with the requirement of an originating application for the purpose of saving expense.
- (8) If subrule (6) or (7) do not apply, the [Registrar](#) will refer the application to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (9) If the [Court](#) makes an order admitting to proof an informal [testamentary document](#) under this rule, an application for a grant can then proceed under Part 6, with a copy of the order uploaded to the application.

Note-

If the application is for a grant of letters of administration with the will annexed a copy of the order must be annexed to the oath and uploaded to the application. If the application is for a grant of probate, the order must be uploaded to the application.

353.6—Informal revocation of a testamentary document

- (1) An application for a declaration that a document that has not been executed with the formalities required by the [Act](#) expresses an intention by a deceased person to revoke a document that might otherwise have been admitted to proof effective under

section 11(3) of the [Act](#) must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Note—

If a probate action has been commenced under Chapter 20 Part 4, an application under section 11(3) of the [Act](#) should be made in that action.

- (2) The original [testamentary document](#) the subject of the application must be exhibited to an affidavit in accordance with rule [351.14](#).
- (3) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (4) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (5) The [Registrar](#) may determine an application governed by this rule if the [Registrar](#) is satisfied that—
 - (a) all persons who may be adversely affected by the orders sought are not under a disability and have provided their consent by affidavit evidence;

Prescribed forms—

Form PROB7 [Consent](#)

- (b) a person who is not under a disability who may be adversely affected by the order sought but fails to appear before the [Registrar](#) after such service on the person as the [Registrar](#) may order of the proceeding and all other persons who may be adversely affected are not under a disability and have consented; or
 - (c) it is expedient having regard to all of the circumstances (including the amount at stake, the degree of difficulty of the point to be determined and the expense otherwise occasioned) for the [Registrar](#) to determine the application.
- (6) If subrule (5) does not apply, the [Registrar](#) will refer the application to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (7) If the [Court](#) makes an order under this rule, an application for a grant can then proceed under Part 6 with a copy of the order uploaded to the application.

Note-

If the application is for a [grant](#) of letters of administration with or without the will a copy of the order must be annexed to the oath and uploaded to the application. If the application is for a grant of probate, the order must be uploaded to the application.

- (8) If an application for a [grant](#) is made following an order under section 11(3) of the [Act](#)—
 - (a) if the application is for of letters of administration—the order must be recited in the administrator’s [oath](#); and

- (b) if the document revokes all former testamentary acts—the document and its revocatory effect must be recited on the [grant](#) of letters of administration; viz “(the deceased having made a document dated 20... revoking all former testamentary acts) pursuant to an order made on [date] by the Honourable [Justice/Associate Justice] [surname] in [Action/case] no. [number]”.

Division 6—Admission of copy of a testamentary document

353.7—Admission of copy a testamentary document to proof

- (1) An application for an order admitting to proof a [testamentary document](#) contained in a copy, a completed draft, a reconstruction or the subject of other evidence of its contents where the original [testamentary document](#) is not available must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The supporting affidavit must—
- (a) set out the facts upon which the applicant relies;
 - (b) contain evidence of the existence of the original document after the death of the deceased or alternatively evidence to rebut the presumption of revocation by the testator; and
 - (c) contain evidence of the accuracy of the copy or other evidence of the contents of the testamentary document.

Example of order sought—

Probate of the last will and testament dated the day of 20.. as contained in the copy [or completed draft or a reconstruction] (being the exhibit marked “XXX1” referred to in the affidavit of [insert name] sworn/affirmed on the day of 20..) of [name of deceased] late of [address and occupation] deceased who died on the day of 20.. be granted to [insert name of person] of [address and occupation] the executor as described in the testamentary document limited until the original testamentary document or a more authentic copy of it be brought into and left in the Registry of this Court.

- (3) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (4) A copy of the [testamentary document](#) sought to be admitted to proof must be exhibited to the supporting affidavit from the applicant in accordance with rule [351.14](#) and the original copy of the [testamentary document](#) must be deposited in the [Registry](#).

Note—

A further photocopy of the [testamentary document](#) will not be accepted. Only the original copy of the [testamentary document](#) that is sought to be proved is to be deposited.

- (5) An affidavit of due execution and knowledge and approval of content must be filed (see rules [356.6](#) and [356.7](#)).

- (6) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (7) The [Registrar](#) may determine an application governed by this rule if the [Registrar](#) is satisfied that—
 - (a) all persons who may be adversely affected by the orders sought are not under a disability and have provided their consent by affidavit evidence;

Prescribed forms—

Form PROB7 [Consent](#)

- (b) a person who is not under a disability who may be adversely affected by the order sought but fails to appear before the [Registrar](#) after such service on the person as the [Registrar](#) may order of the proceeding and all other persons who may be adversely affected are not under a disability and have consented; or
 - (c) it is expedient, having regard to all of the circumstances (including the amount at stake, the degree of difficulty of the point to be determined and the expense otherwise occasioned) for the [Registrar](#) to determine the application.
- (8) If subrule (7) does not apply, the [Registrar](#) will refer the application to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (9) If the [Court](#) makes an order admitting to proof a copy of a [testamentary document](#) under this Division, an application for a [grant](#) can then proceed under Part 6 with a copy of the order uploaded to the application.

Note—

See *In the Estate of Lisa Karen Hall (deceased)* [2011] SASC 117

The [grant](#) that issues is a limited [grant](#) until the original [testamentary document](#) or a more authentic copy of it be brought into the [Registry](#) of the [Court](#).

If the application is for a [grant](#) of letters of administration with the will annexed a copy of the order must be annexed to the oath and uploaded to the application. If the application is for a [grant](#) of probate, the order must be uploaded to the application.

Division 7—Grant to assignees

353.8—Grant to assignees

- (1) An application by the person or persons entitled to the whole of the estate (whether under a [testamentary document](#) or an intestacy) (the assignor) for an order that their interest in the estate be assigned to another person (the assignee) must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Note—

If the [Court](#) makes an order under this rule to assign the interest in the estate to the assignee, the assignee replaces in the order of priority for a [grant](#) of administration the assignor or, if there are two or more assignors, the assignor with the highest priority.

If there are two or more assignees, administration may be granted with the consent of the others to any one or more (not exceeding three) of them.

- (2) The supporting affidavit must—
 - (a) establish that the assignor is entitled to the whole interest in the estate;
 - (b) annex the renunciation in the prescribed form of the assignor;
 - (c) exhibit the original instrument of assignment (which completely assigns the whole interest in the estate to the assignee);
 - (d) provide consent from any other assignees who do not wish to obtain administration.
- (3) If a [testamentary document](#) is referred to in the affidavit, the original [testamentary document](#) must be exhibited to the supporting affidavit in accordance with rule [351.14](#).

Prescribed form—

Form PROB16 [Renunciation of Probate](#)

Form PROB17 [Renunciation of Letters of Administration With Will Annexed](#)

Form PROB18 [Renunciation of Letters of Administration](#)

Form PROB19 [Renunciation and Consent *Spes Successionis* Grant](#)

Form PROB20 [Renunciation of Letters of Administration to Body Corporate not being a Trust Corporation](#)

Form PROB21 [Renunciation of Probate by a Trust Corporation](#)

- (4) If the [Court](#) makes an order under this Division, an application for a grant can then proceed under Part 6 with a copy of the order uploaded to the application.

Note-

The instrument of assignment must bear an endorsement that it has been assessed by an officer of Revenue SA.

If the application is for a [grant](#) with or without the will a copy of the order must be annexed to the oath and uploaded to the application.

Division 8—Omission of words

353.9—Omission of offensive or libellous words from grant

- (1) An application for an order for the omission of words of an offensive or libellous nature from the version of a [testamentary document](#) to be admitted to proof must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) If an application is made for proof of a [testamentary document](#) that, in the [Registrar](#)'s opinion, contains words of an offensive or libelous nature, the grant will not issue until a determination has been made by the [Court](#) commenced by an [Originating Application](#) filed by the applicant.
- (3) The original [testamentary document](#) must be deposited with the [Registry](#).
- (4) The [Registrar](#) may determine an application governed by this rule if the [Registrar](#) is satisfied that—

- (a) all persons who may be adversely affected by the orders sought are not under a disability and have provided their consent by affidavit evidence;

Prescribed forms—

Form PROB7 [Consent](#)

- (b) a person who is not under a disability who may be adversely affected by the order sought but fails to appear before the [Registrar](#) after such service on the person as the [Registrar](#) may order of the proceeding and all other persons who may be adversely affected are not under a disability and have consented; or
- (c) it is expedient having regard to all of the circumstances (including the amount at stake, the degree of difficulty of the point to be determined and the expense otherwise occasioned) for the [Registrar](#) to determine the application.
- (5) If subrule (4) does not apply the [Registrar](#) will refer the application to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (6) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (7) If the [Court](#) makes an order under this Division, an application for a grant can then proceed under Part 6 with a copy of the order uploaded to the application.

Note—

If the application is for a [grant](#) of letters of administration with the will annexed a copy of the order must be annexed to the oath and uploaded to the application. If the application is for a [grant](#) of probate the order must be uploaded to the application.

Division 9—Rectification

Note—

Rectification may be sought before an application for a [grant](#) or after the issue of a [grant](#).

353.10—Rectification of a testamentary document

- (1) Subject to subrule (2), an application for an order for rectification under section 22 of the [Act](#) must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Example of order sought—

The will dated the date of ... 20.. (being the exhibit marked “XXX1” referred to in the affidavit of [insert name] sworn/affirmed on the day of 20..) of [*name of deceased*] late of [*address and occupation*] deceased who died on the day of 20 is hereby rectified by the deletion of the words ... before the word ... in clause 3 of the will and by the inclusion of the words ... immediately after the word ... where that word first appears in clause 3 thereof (or as the case may be).

Probate of the will as rectified by this order be granted to [*name*] the executor as described in the will.

- (2) If a [probate action](#) has been commenced under Chapter 20 Part 4 in respect of a [testamentary document](#), the application must be made in that proceeding.
- (3) The supporting affidavit must—

- (a) set out the facts upon which the applicant relies;
- (b) contain such evidence as can be adduced as to the testator's testamentary intentions with regard to the document sought to be rectified;
- (c) if the [testamentary document](#) has not been admitted, an engrossment of the proposed rectified [testamentary document](#) exhibited to the affidavit.

Note—

Any original will instructions for the preparation of the will should be made an exhibit to the supporting affidavit.

Regarding an engrossment of the [testamentary document](#), see rule [356.13](#).

- (4) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (5) Unless the [Court](#) otherwise orders, notice of the application must be given to every person whose interest might be adversely affected by the rectification applied for and any consent to the application of such a person must be exhibited to the affidavit in support of the application.
- (6) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (7) The [Registrar](#) may determine an application governed by this rule if the [Registrar](#) is satisfied that—
 - (a) all persons who may be adversely affected by the orders sought are not under a disability and have provided their consent by affidavit evidence;

Prescribed forms—

Form PROB7 [Consent](#)

- (b) a person who is not under a disability who may be adversely affected by the order sought but fails to appear before the [Registrar](#) after such service on the person as the [Registrar](#) may order of the proceeding and all other persons who may be adversely affected are not under a disability and have consented; or
- (c) it is expedient, having regard to all of the circumstances (including the amount at stake, the degree of difficulty of the point to be determined and the expense otherwise occasioned), for the [Registrar](#) to determine the application.
- (8) If subrule (7) does not apply the [Registrar](#) will refer the application to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (9) If the [Court](#) makes an order under this Division and a [grant](#) has not already been made, an application for a [grant](#) can then proceed under Part 6 with a copy of the order uploaded to the application.

Note-

If the application is for a [grant](#) of letters of administration with the will annexed a copy of the order must be annexed to the oath and uploaded to the application. If the application is for a [grant](#) of probate, the order must be uploaded to the application.

- (10) If an order for rectification is made—

- (a) if the will has not been admitted to proof—an engrossment of the will in the form in which it is to be proved must be uploaded with the [Originating Application](#); and

Note—

Regarding an engrossment of the [testamentary document](#), see rule [356.13](#).

- (b) if the will has been admitted to proof—unless the [Court](#) otherwise orders, a certified copy of the order for rectification must be incorporated into the grant.

Division 10—Other applications

353.11—Other applications

- (1) This rule applies to applications that may be made, or may be required to be made, before an application leading to the full [grant](#) may be made under Part 6.
- (2) An application for an order governed by this Part must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (3) If a [probate action](#) has been commenced under Chapter 20 Part 4 in respect a [testamentary document](#), the application must be made in that proceeding.
- (4) The [Registrar](#) may refer to a [Justice](#) or [Associate Justice](#) a proceeding or a question arising in the course of a proceeding governed by this Division.
- (5) The [Court](#) may require an application to be brought by [Originating Application](#) under [Chapter 20 Part 4](#).

Part 4—Pre-grant contentious matters

Division 1—Caveats

354.1—Entering caveat to prevent grant being issued

- (1) A person (the [caveator](#)) who wishes to ensure that no grant is issued without notice to them may enter a caveat by completing the online form on the Electronic System.
- (2) Subject to subrule (3), the [caveator](#) must provide a copy of the death certificate.
- (3) If the [caveator](#) cannot obtain a copy of the death certificate, the caveat may be entered upon the caveator satisfying the [Court](#) of the person's death.

Note—

If the [caveator](#) cannot obtain a copy of the death certificate, the [caveator](#) must upload a letter explaining the circumstances and must provide other evidence such as a death notice published in a newspaper or a memorial card from the funeral or a fact of death extract from the Registrar of Births Deaths and Marriages.

- (4) If the caveat is entered by a [lawyer](#) on the caveator's behalf, the name and address of the [caveator](#) must be included and will be recorded on the sealed caveat.

- (5) A caveat must bear the date on which it is sealed and remains in force for six months only from that date.
- (6) A caveat may be renewed from time to time for additional periods of six months by renewing the caveat on the Electronic System.
- (7) No caveat affects any [grant](#) made on the day on which the caveat is sealed.
- (8) The commencement of a [probate action](#), whether or not a caveat has been entered, operates to prevent the issuing of a [grant](#) (other than a limited [grant](#) for the purpose of preserving or protecting the estate or representing the estate in [external litigation](#)) until an application for a [grant](#) is made by the person shown to be entitled by a decision of the [Court](#) in the [probate action](#) and upon such application any caveat entered by a person who had notice of the proceedings ceases to have effect.

354.2—Registrar to give notice of caveat

If there is a caveat against the issuing of a [grant](#), the [Registrar](#) will cause notice to be given—

- (a) of the caveat to an applicant for a [grant](#); and
- (b) to the [caveator](#) of an application for a [grant](#).

354.3—Withdrawal of caveat

- (1) A [caveator](#) may withdraw a caveat at any time before an appearance to a warning is entered and the caveat thereupon ceases to have effect.
- (2) A caveat may be withdrawn by completing a withdrawal of caveat on the Electronic System.

354.4—Warning to caveat

- (1) A person (a [warner](#)) claiming to have an interest in the estate of the deceased may apply on the Electronic System for a warning of the caveat to be issued from the [Registry](#).

Note—

Refer to Practice Note 5 of 2024

A person who wishes to warn a caveat must first obtain case access as an interested party.

- (2) A [warner](#) must state their interest in the estate and, if they claim under a [testamentary document](#), identify the date of the [testamentary document](#).
- (3) A copy of any [testamentary document](#) referred to in the warning must be uploaded before the warning is issued.
- (4) A copy of the warning to caveat must be served on the [caveator](#) or their [lawyer](#) forthwith.

Note –

See [Chapter 5](#) regarding the methods of service

- (5) If the time limit for entering an appearance has expired and the [caveator](#) has not entered an appearance, the [warner](#) may file an affidavit in the prescribed form showing that—
 - (a) the warning was duly served;
 - (b) no appearance has been entered; and
 - (c) the [warner](#) has not received an [Originating Application](#) for directions under [subrule 354.5\(4\)](#).

Prescribed form—

Form PROB11 [Affidavit of Service of Warning and of Search and Non-appearance](#)

- (6) Upon the [Court](#) being satisfied of compliance with subrule (5), the [Court](#) may order that the caveat cease to have effect.

354.5—Appearance to warning to caveat

- (1) A [caveator](#) having an interest contrary to that of the [warner](#) may enter an appearance on the Electronic System at any time before an affidavit has been filed on the Electronic System under [rule 354.4\(5\)](#).
- (2) A copy of any [testamentary document](#) referred to in the appearance must be uploaded to the Electronic System before the appearance is issued.
- (3) A copy of the appearance must be served on the [warner](#) or their [lawyer](#) forthwith.

Note –

See Chapter 5 regarding the methods of service

- (4) A caveator having no interest contrary to that of the [warner](#) but wishing to show cause against the sealing of a [grant](#) to the [warner](#) may at any time before an affidavit is filed under [rule 354.4\(5\)](#) commence an [Originating Application](#) for directions before the Registrar.

354.6—Originating Application for discontinuance of caveat

- (1) If the [caveator](#) enters an appearance, the [warner](#) may apply for an order for discontinuance of the caveat by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

Example of order sought

That the contentious proceedings in this action arising from the caveat with an issue date of [date caveat was sealed] and the appearance to warning thereto entered on [date appearance entered] be discontinued and that probate of the testamentary document dated [date of the testamentary document] of [deceased's name] late of [address and occupation] deceased be granted to [insert name of person], if entitled thereto.

- (2) The applicant must join the [caveator](#) as a respondent.
- (3) If the application is contested and cannot be resolved, it will ordinarily be referred by the [Registrar](#) to a [Justice](#) or [Associate Justice](#) for hearing and determination.

Note—

If the matter is contentious, consideration will be given to whether a [probate action](#) should be commenced under [Chapter 20 Part 4](#).

354.7—Fresh caveat

Unless the [Court](#) otherwise orders, no further caveat may be entered by or on behalf of a [caveator](#) whose caveat is either in force or has ceased to have effect.

Division 2—Citation

354.8—Citation to apply for a grant

- (1) A citation requiring a person to apply for or renounce their entitlement to a [grant](#) may be issued at the instance of a person who would be entitled to a [grant](#) if the person cited had renounced their right to apply.
- (2) A citation requiring an executor to whom leave has been reserved to apply for probate may be issued at the instance of—
 - (a) all surviving executors who proved the [testamentary document](#) in the first instance; or
 - (b) all surviving executors of the last survivor of the deceased executors who proved the will.
- (3) The person requesting the citation (the [citor](#)) must enter a caveat before issuing a citation.
- (4) A caveat entered under subrule (3) will remain in force until an application for a grant is lodged by the person shown to be entitled or by order of the [Court](#), upon which the caveat ceases to have effect.
- (5) A citation must be filed by completing the online form on the Electronic System in the action in which the caveat was entered.
- (6) Subject to subrule (7), each averment in a citation must be verified by an affidavit in the prescribed form sworn by the [citor](#) or, if there are two or more [citors](#), by one of them.

Prescribed forms—

Form PROB12 [Affidavit to Lead to Citation to Accept or Refuse Probate](#)

Form PROB13 [Affidavit to Lead to Citation to Accept or Refuse Administration](#)

Form PROB14 [Affidavit – Citation - to Accept or Refuse Double Probate](#)

- (7) The [Court](#) may in special circumstances accept an affidavit sworn by the [citor](#)'s [lawyer](#) that includes additional depositions verifying the special circumstances.
- (8) Subject to subrule (9), the original [testamentary document](#) referred to in a citation must be deposited in the [Registry](#).
- (9) The [Court](#) may dispense with compliance with subrule (8) if satisfied that it is not reasonably practicable for the [citor](#) to produce the original [testamentary document](#).
- (10) Upon a citation being issued by the [Court](#), it must be served on the person or persons to whom it is addressed (the [citee](#)).

Note –

See [Chapter 5](#) regarding the methods of service

- (11) No citation to take a grant may issue while a proceeding as to the validity of a [testamentary document](#) is pending.

354.9—Appearance

- (1) A [citee](#) may enter an appearance by completing the online form on the Electronic System within 14 days of the citation being served on them or any time thereafter if no application has been made by the [citor](#) under rule [354.10](#).

- (2) The [citee](#) must specify in the appearance whether they elect to—
 - (a) comply with the citation and apply for a [grant](#) forthwith; or
 - (b) show cause why a [grant](#) in the estate of the deceased should not be granted to the [citor](#).
- (3) If a [citee](#) has entered an appearance but has not applied for a grant or prosecuted their application with reasonable diligence (as the case may be), the [citor](#) may apply by [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form for an order for a grant to the [citor](#).

Prescribed forms—

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

354.10—Non-appearance

- (1) If the time limited for an appearance to be filed has expired and no [citee](#) has entered an appearance on the Electronic System, the [citor](#) may—
 - (a) in the case of a citation under subrule [354.8\(1\)](#)—file an affidavit without notice to any other party applying for an order for a grant to issue to the [citor](#);

Note—

In a subsequent application leading to the [grant](#), the administrator’s oath should contain an additional recital of the citation process and the outcome. An endorsement will appear on the face of the electronic grant referable to the order referred to in (a) above.

- (b) in the case of a citation under subrule [354.8\(2\)](#)—file an affidavit without notice to any other party applying for an order that a note be made on the electronic grant that the executor in respect of whom leave was reserved has been cited and has not appeared and that all of the executor’s rights in respect of the executorship have wholly ceased.

Note—

See section 66 of the [Act](#).

- (2) The affidavit must be in the prescribed form and show that the citation was served and that no [citee](#) has filed an appearance or had any communication with the [citor](#) or their [lawyer](#).

Prescribed form—

Form PROB15 [Affidavit of Service of Citation and of Search and Non-appearance](#)

Division 3—Passing over

354.11—Application to pass over

- (1) An application seeking an order for passing over must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Note—

See section 67 of the [Act](#)

Prescribed forms—

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The applicant must join the person sought to be passed over as a respondent.
- (3) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose to the best of the applicant's ability the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (4) If the application is contested and cannot be resolved, it will ordinarily be referred by the [Registrar](#) to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (5) If the [Court](#) makes an order under this Division, an application for a [grant](#) can then proceed under Part 6, with a copy of the order uploaded to the application

Note-

If the application is for a [grant](#) of letters of administration with or without the will annexed a copy of the order must be annexed to the oath and uploaded to the application. If the application is for a [grant](#) of probate, the order must be uploaded to the application.

Division 4—Competition between persons entitled in equal priority

354.12—Application when two or more persons entitled in same order of priority

- (1) An application by a person in dispute with another person entitled to a [grant](#) in the same order of priority must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The applicant must join the other person entitled to a grant in the same order of priority as a respondent.
- (3) The applicant must enter a caveat before an [Originating Application](#) is filed.
- (4) A caveat entered under subrule (3) will remain in force until discontinued by an order of the [Court](#).
- (5) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (6) If the application is contested and cannot be resolved, it will ordinarily be referred by the [Registrar](#) to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (7) Unless the [Court](#) otherwise orders, administration will be granted—
 - (a) to a living person in preference to the personal representative of a deceased person who would, if living, be entitled in the same order of priority;
 - (b) to a person not under a disability in preference to a person under a disability in the same order of priority.

- (8) If the [Court](#) makes an order under this Division, an application for a [grant](#) can then proceed under Part 6, with a copy of the order uploaded to the application.

Note-

If the application is for a [grant](#) of letters of administration with or without the will annexed a copy of the order must be annexed to the oath and uploaded to the application. If the application is for a [grant](#) of probate the order must be uploaded to the application.

Part 5—Preliminary orders for an interim limited grant

Division 1—Preliminary

355.1—Introduction

- (1) This Part contains rules relating to applications for a limited [grant](#) before or pending an application leading to a grant in common form under Part 6 or a [grant](#) in solemn form under [Chapter 20 Part 4](#).
- (2) The jurisdiction to hear and determine an application governed by this Part may be exercised by the [Registrar](#) or may be referred to a [Justice](#) or [Associate Justice](#) for hearing and determination.
- (3) If an order is made by the [Court](#) under a rule in this Part, the applicant will need to apply for the limited [grant](#) under Part 6.

Division 2—Persons with legal incapacity

355.2—Mental or physical incapacity of person entitled to grant

- (1) An application for an order for administration for the use and benefit of a person entitled to a full [grant](#) who is by reason of mental or physical disability or illness incapable of managing their affairs (a [person under a disability](#)) must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The application may be made by—
 - (a) an administrator of the estate of the [person under a disability](#) appointed under section 35 of the *Guardianship and Administration Act 1993* (or if more than one administrator has been appointed jointly, by all of such administrators);
 - (b) a manager of the property of the [person under a disability](#) appointed under the *Aged and Infirm Persons' Property Act 1940*;
 - (c) if no such administrator or manager has been appointed—
 - (i) if the [person under a disability](#) is entitled to a full [grant](#) as executor and has no interest in the residuary estate of the deceased—the person entitled to the residuary estate and, if there is more than one such person, the person acting with consent from the others;
 - (ii) if the [person under a disability](#) is entitled to a full [grant](#) as executor and has an interest in the residuary estate of the deceased—the person who

would be entitled to a [grant](#) in respect of the estate of the [person under a disability](#) if the [person under a disability](#) had died intestate and, if more than one, consent from the others is required; or

- (d) such other person as the [Court](#) may order.
- (3) The supporting affidavit must—
 - (a) establish that the [person under a disability](#) would be entitled to a full [grant](#) but for the incapacity and clear off any person with a higher entitlement to apply for the [grant](#);
 - (b) establish the applicant's entitlement to apply under subrule (2);
 - (c) provide medical evidence regarding why the [person under a disability](#) is incapable of acting;
 - (d) provide evidence of consent from any other person with an equal entitlement to apply; and
 - (e) include any other relevant evidence.

Note—

In support of an application under this rule, medical evidence by affidavit from a qualified medical practitioner must be provided. The medical evidence should include the complete name and date of birth of the [person under a disability](#), and state how long the qualified medical practitioner has been treating the [person under a disability](#); and identify why the [person under a disability](#) cannot act as an executor or administrator.

- (4) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (5) If a [testamentary document](#) is referred to in the affidavit, the original [testamentary document](#) must be exhibited to the supporting affidavit in accordance with rule [351.14](#).
- (6) Unless the [Court](#) otherwise orders, an order for a [grant](#) of administration will not be made under this rule unless all persons entitled in the same order of priority as the [person under a disability](#) have been cleared off.
- (7) If after a [grant](#) has been made the sole executor or administrator, or the surviving executor or administrator, becomes a [person under a disability](#), upon the [grant](#) being impounded, an application for a [grant](#) of administration *de bonis non* for the use and benefit of that person, limited during their incapacity, may be made in accordance with this rule.
- (8) If a [grant](#) of probate has been made to the executor with leave reserved to one or more executors and the proving executor becomes a [person under a disability](#), upon the [grant](#) being impounded, an application for double probate may be made by one or more of the non-proving executors.

Notes—

If a paper [grant](#) issued before 26 November 2018, the original paper [grant](#) must be deposited and will be retained by the [Registry](#).

If the [grant](#) is an electronic grant that issued on the Electronic System, the process of impounding the [grant](#) will be done internally by the [Registry](#) and the electronic grant on the Electronic System will be noted accordingly.

- (9) If a [grant](#) of probate has been made to two or more executors and one becomes a [person under a disability](#), upon the [grant](#) being revoked, a [grant](#) of probate may be made to the executor or executors not under a disability, leave being reserved to the executor under a disability to apply for probate when they become capable of managing their affairs.
- (10) Unless the Court otherwise orders, in the case of physical disability or illness, the application for a [grant](#) under this rule must be supported by evidence of the consent of the person alleged to be a person under a disability.
- (11) The [Court](#) may order the joinder of a person as respondent or interested party.
- (12) Except when the [person under a disability](#) is a minor, an administrator appointed under section 35 of the *Guardianship and Administration Act 1993* or a manager appointed under the *Aged and Infirm Persons' Property Act 1940*, in respect of the [person under a disability](#) may, on the person's behalf, renounce probate or administration.
- (13) If an order is made under this rule, the appointed administrator must file an application leading to the limited [grant](#) in accordance with Part 6, with the order being annexed to an oath for a [grant](#) of letters of administration with the will annexed or for a [grant](#) of letters of administration.

355.3—Minor entitled to grant

- (1) An application for and order for administration for the use and benefit of a minor to whom a [grant](#) would otherwise be made until the minor attains the age of 18 years must be instituted by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) Subject to subrules (3) and (4), an order for administration may be made to—
 - (a) both parents of the minor jointly;
 - (b) one parent with the consent of the other;
 - (c) the [statutory guardian](#) of the minor;
 - (d) a guardian appointed by a court of competent jurisdiction; or
 - (e) if there is no such person able and willing to act and the minor has attained the age of 16 years—
 - (i) a relative of the minor within the meaning of section 101 of the [Act](#) nominated by the minor; or
 - (ii) if the minor is married—such a relative or the spouse of the minor if nominated by the minor.
- (3) A person nominated under subrule (2)(e) may represent another minor of whom they are the next of kin, being a minor below the age of 16 years and entitled in the same degree as the minor who made the nomination.

- (4) Despite anything in this rule, administration for the use and benefit of a minor until the minor attains the age of 18 years may be granted to a person assigned as guardian by order of the [Court](#) in default of, or jointly with, or to the exclusion of, a person mentioned in subrule (2).
- (5) An order may be made under subrule (4) on application by the intended guardian if the intended guardian files an affidavit in support of the application and, if required by the [Court](#), an affidavit of fitness sworn by a responsible person.
- (6) The supporting affidavit must—
 - (a) establish that the minor would be entitled to a full grant but for their minority and clear off any person with a higher entitlement to apply for the grant;
 - (b) explain why any person referred to in subrule (2) cannot or should not be appointed;
 - (c) exhibit a copy of the minor’s birth certificate;
 - (d) provide consent from any other person with an equal entitlement to apply; and
 - (e) include any other relevant evidence.
- (7) Unless a separate affidavit of disclosure in the prescribed form is filed, the supporting affidavit must disclose the assets and liabilities of the estate of the deceased in terms of the content of the statement annexed to the prescribed form.

Prescribed form—

Form PROB46 [Affidavit of Assets and Liabilities](#)

- (8) If a [testamentary document](#) is referred to in the affidavit, the original [testamentary document](#) must be exhibited to an affidavit in accordance with rule [351.14](#).
- (9) If a minor who is the executor has no interest in the residuary estate of the deceased, administration for the use and benefit of the minor until the minor attains the age of 18 years may be granted to the person entitled to the residuary estate of the deceased.
- (10) The [Court](#) may order the joinder of a person as respondent or interested party.
- (11) A minor’s right to administration may be renounced only by a person assigned as guardian under subrule (4) and authorised to renounce by the [Court](#).
- (12) If an order is made under this rule, the appointed administrator must lodge an application leading to the limited [grant](#) in accordance with Part 6, with the order being annexed to an oath for a [grant](#) of letters of administration with the will annexed or a [grant](#) of letters of administration.

Division 3—Protective limited grants

355.4—Grant *ad colligenda bona*

- (1) An application for a [grant](#) *ad colligenda bona* to preserve or protect a particular asset of the estate pending delay in obtaining a full [grant](#) must be made by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The supporting affidavit must—
 - (a) explain the reason for the delay in not being able to obtain a full [grant](#);
 - (b) explain why a limited [grant](#) is required and justify its urgency;
 - (c) if any exists—exhibit the original [testamentary document](#) or annex a copy and explain why the original [testamentary document](#) cannot be provided;
 - (d) identify the proposed administrator of the proposed [grant](#) and their relevant qualifications;
 - (e) to the best of the applicant’s ability, identify the assets and liabilities of the estate of the deceased; and
 - (f) exhibit a copy of the proposed administrator’s consent to the appointment.
- (3) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (4) If an order for a [grant](#) *ad colligenda bona* is made, the appointed administrator must lodge an application leading to the limited grant in accordance with Part 6, with a copy of the order annexed to the administrator’s oath for a [grant](#) of letters of administration.

Prescribed form—

PROB24 [Oath of Administrator Leading to a Grant Ad Colligenda Bona](#)

355.5—Grant *pendente lite*

- (1) An application for a [grant](#) *pendente lite* to recover, call in and preserve the assets of the estate pending determination of an application for a full [grant](#) in the testamentary causes jurisdiction must be made by filing in the [grant](#) proceeding an [Interlocutory Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB4 [Interlocutory Application](#)

Form PROB34 [Affidavit](#)

Note—

If a [probate action](#) under [Chapter 20 Part 4](#) has already commenced in the Civil Jurisdiction, an order for an administrator *pendente lite* must be sought in that proceeding.

See *Tomkinson v Hersey* (1983) 34 SASR 181

- (2) The supporting affidavit must —
 - (a) explain the reason for the delay in not being able to obtain a full [grant](#);
 - (b) explain why a limited [grant](#) is required and justify its urgency;
 - (c) to the best of the applicant’s ability, identify the assets and liabilities of the estate of the deceased; and
 - (d) exhibit a copy of the proposed administrator’s consent to the appointment.
- (3) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (4) If an order for a [grant](#) *pendente lite* is made, the appointed administrator must lodge an application leading to the limited [grant](#) in accordance with Part 6, with a copy of the order annexed to the administrator’s oath for a grant of letters of administration.

Prescribed form—

Form PROB23 [Oath of Administrator Pendente Lite](#)

Division 4—Limited grants for external litigation

355.6—Grant *ad litem*

- (1) An application for a [grant](#) *ad litem* for the purpose of representing the estate in existing or proposed litigation by or against an external party ([external litigation](#)) pending delay in obtaining a full [grant](#) must be made by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application – Probate Ex Parte](#)

Form PROB2 [Originating Application – Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The supporting affidavit must—
 - (a) explain the reason for the delay in not being able to obtain a full [grant](#);
 - (b) explain why a limited [grant](#) is required;
 - (c) if the [external litigation](#) has already been commenced—identify the proceeding by court, case number and parties;
 - (d) if the [external litigation](#) has not been commenced—identify the proposed proceeding;
 - (e) exhibit the original [testamentary document](#) in accordance with rule [351.14](#);
 - (f) identify the proposed administrator of the proposed [grant](#) and their relevant qualifications;
 - (g) to the best of the applicant’s ability, identify the assets and liabilities of the estate of the deceased; and
 - (h) exhibit a copy of the proposed administrator’s consent to the appointment.
- (3) The [Court](#) may order the joinder of a person as a respondent or interested party.
- (4) If an order for a [grant](#) *ad litem* is made, the appointed administrator must lodge an application leading to the limited [grant](#) in accordance with Part 6, with a copy of the order annexed to the administrator’s oath for a [grant](#) of letters of administration.

Prescribed form—

Form PROB25 [Oath of Administrator Ad Litem](#)

Part 6—Common Form Grants

Division 1—Preliminary

356.1—Introduction

- (1) This Part contains rules relating to common form grants when the application for a [grant](#) is non-contentious.
- (2) Applications under this Part will ordinarily be heard and determined by the [Registrar](#) but, in case of difficulty or doubt, the [Registrar](#) may refer them to a [Justice](#) or [Associate Justice](#) for hearing and determination or may require an [Originating Application](#) to be instituted under [Chapter 20 Part 4](#).

- (3) A person must not make or proceed with an application for a grant if they have knowledge or have in their possession an informal [testamentary document](#) that may be entitled to proof under section 11 of the Act.
- (4) If subrule (3) applies, before making an application for a grant, an [Originating Application](#) must be commenced under Part 3 Division 5 for the Court to make a finding for or against the informal [testamentary document](#).
- (5) If the deceased died domiciled outside the state of South Australia the order of priority contained within rule [356.2](#), rule [356.3](#) and rule [356.15](#) may not apply.

Note—

If the deceased died outside Australia see rule [356.21](#)

Division 2—Grants with a testamentary document

Subdivision A—Applications

356.2—Application for grant of probate to an executor

- (1) An application for a grant of probate of a [testamentary document](#) of a deceased person must be made by an executor named in the [testamentary document](#) (the *applicant*) by completing the electronic form on the Electronic System and providing such other documents as the [Registrar](#) may require.
- (2) The original [testamentary document](#) must be deposited in the [Registry](#) in accordance with [rule 356.5](#).
- (3) If there is more than one applicant applying for a [grant](#), the [testamentary document](#) must be marked as set out in rule [356.5](#) by each applicant.

Note—

The applicants do not need to sign in the presence of the same [authorised witness](#) or on the same date.

- (4) If the [testamentary document](#) nominates an executor of the same or a higher order of priority and such executor is not the applicant, they must be accounted for on the electronic form as not applying for a [grant](#).

Note—

The [Registry](#) must be made aware of any executor named in the [testamentary document](#) with the same or a higher priority. A higher priority means a person nominated in the [testamentary document](#) to take a [grant](#) before the applicant.

Example reasons why an executor may not apply for a [grant](#) - they have died, they are incapable of acting, they have renounced or leave is to be reserved to them.

- (5) Multiple executors must be listed in the electronic form in the order in which they appear in the [testamentary document](#).

356.3—Persons entitled to apply for a grant of letters of administration with will annexed

- (1) If an executor has not been appointed in the [testamentary document](#) or has been cleared off, the following persons, in descending order of priority, may apply for a [grant](#) of letters of administration with will annexed—
 - (a) a trustee of the residuary estate;
 - (b) a residuary beneficiary for life;

- (c) a residuary beneficiary;
 - (d) a person entitled to all or part of the residuary estate on intestacy or partial intestacy;
 - (e) a specific or pecuniary legatee;
 - (f) a creditor of the deceased estate;
 - (g) a person having no interest under the [testamentary document](#) of the deceased who would have been entitled to a [grant](#) if the deceased had died wholly intestate;
 - (h) anyone else the [Court](#) may appoint.
- (2) The [Court](#) may, if it thinks fit, grant letters of administration with will annexed to any person in priority to any person mentioned in subrule (1).
 - (3) If two or more persons have the same priority, the order of priority will be decided according to which of them has the greater beneficial interest in the estate.

Note—

Nothing in this rule operates to prevent a [grant](#) being made to a person to whom a [grant](#) may, or may be required to, be made under a statute.

- (4) Subject to rule [354.12\(7\)](#) a personal representative of a person mentioned in paragraph (c) or (d) of subrule (1) has the same priority as the person who would be entitled to the [grant](#).

356.4—Application for grant of letters of administration with will annexed

- (1) An application for a [grant](#) of letters of administration with will annexed must be made by the applicant by completing the electronic form on the Electronic System together with—
 - (a) an administrator's oath in the prescribed form amended with the relevant modification when necessary; and
 - (b) such other documents as the [Registrar](#) may require.

Prescribed form—

Form PPROB27 [Oath of Administrator With Will Annexed](#)

- (2) The original [testamentary document](#) must be deposited in the [Registry](#) in accordance with rule [356.5](#).
- (3) If there is more than one applicant applying for a [grant](#), each applicant must provide an administrator's oath and mark the [testamentary document](#) as required by rule [356.5](#).

Notes—

The applicants do not need to sign in the presence of the same [authorised witness](#) or on the same date.

Two or more applicants may provide a joint oath.

- (4) If the [testamentary document](#) nominates an executor, they must be accounted for on the electronic form as not applying for the [grant](#).

Note—

The [Registry](#) must be made aware of any executor named in the [testamentary document](#) with a higher priority. A higher priority means a person nominated in the [testamentary document](#) to take a [grant](#) before the applicant.

Example reasons why an executor may not apply for a [grant](#) - they have died or they have renounced.

356.5—Marking and depositing of a testamentary document

- (1) This rule applies to applications for probate, double probate and applications for a [grant](#) of letters of administration with will annexed.
- (2) The marking of the [testamentary document](#) must include—
 - (a) the name and signature of the applicant;
 - (b) the name and signature of the [authorised witness](#) in the physical presence of whom the applicant signed the [testamentary document](#);
 - (c) the position or authority of the [authorised witness](#) to administer oaths in the place where the marking is made;
 - (d) the suburb and postcode where the marking is made;
 - (e) the date when the marking is made.
- (3) The marking referred to in subrule (2), must appear on the original [testamentary document](#)—
 - (a) on the back sheet of the [testamentary document](#), if applicable;
 - (b) if there is no back sheet—on the reverse of the front page of the [testamentary document](#), if blank; or
 - (c) if there is no back sheet and the reverse of the front page of the [testamentary document](#) is not blank—in the margin of the original [testamentary document](#) where no text appears.
- (4) If a testamentary document consists of two or more unattached pages, each page must be marked as set out in subrules (2) and (3).
- (5) If a [testamentary document](#) has been executed in duplicate, both copies must be provided to the [Registry](#) and marked in accordance with subrules (2) and (3).
- (6) If the [Registrar](#) is satisfied that compliance with this rule might result in the loss or damage of the original [testamentary document](#), the [Registrar](#) may allow a certified copy of the [testamentary document](#) to be marked or exhibited instead of the original [testamentary document](#) in which case the oath or affidavit (as the case may be) must describe the document so marked or exhibited as a copy.

Note—

If an applicant seeks to mark a certified copy of the [testamentary document](#), permission must be sought prior to the grant application being lodged on the Electronic System. Permission must be sought by an email being sent to the [Registry](#) attaching a letter addressed to the Registrar of Probates. The letter must explain why the original [testamentary document](#) cannot be marked by the applicant.

- (7) The original [testamentary document](#) must be deposited with the [Registry](#) in a sealed A4 envelope with the Grant Coversheet as generated by the Electronic System affixed to the front of the envelope.

Subdivision B—Further evidence

356.6—Due execution

- (1) This rule applies if—

- (a) a will contains no attestation clause;
 - (b) the attestation clause is insufficient; or
 - (c) it appears to the [Registrar](#) that there is some doubt about due execution of the [testamentary document](#).
- (2) If this rule applies, an affidavit of due execution and knowledge of contents in the prescribed form from one or more of the attesting witnesses or, if no attesting witness is conveniently available, from any other person who was present when the [testamentary document](#) was executed must be filed with the application.

Prescribed form—

Form PROB35 [Affidavit of Due Execution](#)

- (3) The affidavit must establish the testator's knowledge and approval of the contents of the [testamentary document](#) or explain to the satisfaction of the [Court](#) why that fact cannot be established.
- (4) If no affidavit can be obtained in accordance with subrule (2), the [Court](#) may, if it thinks fit, accept evidence on affidavit to show that the signatures on the [testamentary document](#) are in the handwriting of the deceased and of the attesting witnesses or of any other matter that may raise a presumption in favour of the due execution of the [testamentary document](#).
- (5) If no affidavit can be obtained in accordance with subrules (2) and (4), the [Court](#) may require evidence that the distribution of the estate would be the same if the [testamentary document](#) were not admitted.
- (6) If any order has been made restricting the ability of the testator to make a testamentary disposition, a copy of such order must be filed with the application and the applicant must by prescribed form establish to the satisfaction of the [Registrar](#) that they are entitled to the grant notwithstanding the restriction.

Prescribed form—

Form PROB38 [Court or Other Order In Place When Will was Executed – Affidavit from Public Trustee Officer](#)

- (7) The [Court](#) may admit a [testamentary document](#) without evidence as required by this rule if satisfied that it is proper to do so.

356.7—Evidence as to knowledge and approval of contents

If for any reason the [Court](#) has a doubt as to whether the testator knew and approved the contents of the [testamentary document](#) at the time of its execution, the [Court](#) may require affidavit evidence that the testator had such knowledge.

356.8—Alterations in a testamentary document

- (1) This rule applies if there appears in a [testamentary document](#) an obliteration, interlineation or other alteration (collectively an *alteration*) that is not authenticated—
 - (a) in the manner prescribed in section 16(2) of the [Act](#);
 - (b) by the re-execution of the will; or
 - (c) by the execution of a codicil.
- (2) If this rule applies, evidence must be provided to show whether the alteration was present at the time the [testamentary document](#) was executed.

Note—

The supporting affidavit must include a deposition as to due execution and knowledge of contents.

- (3) If an alteration was made after the [testamentary document](#) was executed and is of practical importance, the Court may direct that an [Originating Application](#) be lodged under Part 3 Division 5 or 10.
- (4) If the [Court](#) determines that the alteration is of no practical importance, it may dispense with compliance with subrule (3).

356.9—Condition of a testamentary document

- (1) If from any mark on or hole in the [testamentary document](#) it appears that a paper, memorandum or other document may have been annexed or attached to a [testamentary document](#), it must be accounted for and the paper, memorandum or other document must be produced or, if not produced, its non-production must be accounted for to the Court's satisfaction.
- (2) If this rule applies, an affidavit of plight and condition and finding in the prescribed form must be filed with the application explaining the condition of the [testamentary document](#) with the original [testamentary document](#) being made an exhibit to the affidavit.

Prescribed form—

Form PROB39 [Affidavit of Plight and Condition and Finding](#)

Note—

The original [testamentary document](#) must be made an exhibit to the affidavit in the prescribed form to enable the mark or hole to be identified.

The affidavit must be physically filed in the [Registry](#) – refer to rule [351.14\(2\)](#)

- (3) If the condition of the [testamentary document](#) cannot be accounted for, evidence of unsuccessful searches for any other [testamentary document](#) must be provided. Affidavit evidence must be filed with the application stating that further unsuccessful searches have been undertaken and no other [testamentary document](#) has been located.

356.10—Trust deed referred to in a testamentary document

- (1) If a [testamentary document](#) contains a reference to a trust deed, a copy certified by a lawyer of the trust deed and any amending deed made to the date of the [testamentary document](#) must be provided to the [Registry](#).
- (2) If such a trust deed cannot be produced, its non-production must be accounted for by affidavit evidence of searches conducted for and all the unsuccessful attempts made to locate them.
- (3) If the trust deed is incorporated into a [testamentary document](#) by reference—
 - (a) the original of the trust deed must be provided to the [Registry](#); and
 - (b) a copy certified by a lawyer of the trust deed must be marked in accordance with [rule 356.5](#).

Notes—

A trust deed may be incorporated into a [testamentary document](#) by reference if it:

- (a) is expressly identifiable by name and date;

- (b) was in existence at the date of execution of the [testamentary document](#) and is not expressed to be a future document in the [testamentary document](#); and
- (c) is referred to in the [testamentary document](#) as being in existence at the date of execution of the [testamentary document](#).

The trust deed may not be published with the grant. However, the grant may be issued with an endorsement stating that a duly certified copy of the trust deed and any relevant amendments to the trust deed has been filed in the [Court](#).

If the trust deed is not considered to be incorporated into the [testamentary document](#) by reference, the grant may be issued with an endorsement referable to it.

The original trust deed provided to the [Registry](#) will be available for collection once the grant has issued.

- (4) If the trust deed is considered by the [Registrar](#) to be testamentary in nature, then the [Court](#) may direct that an [Originating Application](#) under Part 3 Division 10 be commenced.

356.11—Other documents referred to in a testamentary document

- (1) This rule applies if a [testamentary document](#) contains a reference to a paper, memorandum, list or other document (other than a trust deed) (a *referenced document*).
- (2) If the original referenced document can be provided, it must be exhibited to an affidavit from the applicant and deposited in the [Registry](#) as part of the application. Evidence of the searches conducted for it and the circumstances of its finding should be provided to ascertain whether it is incorporated into the [testamentary document](#) by reference or whether it is testamentary in nature.
- (3) If the referenced document cannot be provided, its non-production must be accounted for by affidavit evidence of searches conducted for it and all unsuccessful attempts made to locate it.
- (4) If the referenced document is incorporated into the [testamentary document](#) by reference, the original of the referenced document must be marked in accordance with [rule 356.5](#).

Notes—

The referenced document may be incorporated into the [testamentary document](#) by reference if it:

- (a) is expressly identifiable by name and date;
- (b) was in existence at the date of execution of the [testamentary document](#) and is not expressed to be a future document in the [testamentary document](#); and
- (c) is referred to in the [testamentary document](#) as being in existence at the date of execution of the [testamentary document](#).

If the referenced document is incorporated into the [testamentary document](#) by reference, a copy of the referable document shall ordinarily be published as part of the grant.

If the referenced document is not considered to be incorporated into the [testamentary document](#) by reference, the grant may be issued with an endorsement referable to it.

- (5) If the referenced document may be testamentary in nature, the [Court](#) may order that an originating application under Part 3 Division 10 be commenced.

Note-

See *Estate of Kathleen Torr* [2005] SASC 49

356.12—Date of execution of testamentary document

- (1) If the [Court](#) has doubt as to the date of when a [testamentary document](#) was executed, an affidavit from one of the attesting witnesses in proof of the actual date must be filed.

Note—

The affidavit should be supported with evidence to substantiate the date (for example, reference to a calendar entry, event, circumstance or occurrence).

The supporting affidavit must include a deposition as to due execution and knowledge of contents.

- (2) If neither attesting witnesses nor any other person can make such an affidavit, evidence must be given showing that the [testamentary document](#) is the latest or only [testamentary document](#) of the testator.
- (3) If there is evidence to support that the [testamentary document](#) was executed on a day other than the date recorded on the [testamentary document](#) or if the [testamentary document](#) is undated or imperfectly dated, the [grant](#) will reflect a date or period of time established by evidence.

356.13—Engrossment of testamentary document required for Court record

- (1) If the [Court](#) considers that a [testamentary document](#) or other document required to be published is not suitable for the purpose of being annexed as a copy to the [grant](#), the [Court](#) may require an engrossment of the [testamentary document](#) to be lodged.
- (2) If subrule (1) applies, the engrossment of the [testamentary document](#) will be annexed to the electronic [grant](#).
- (3) If a [testamentary document](#) contains alterations of no practical importance that are not admissible to proof, an engrossment of the [testamentary document](#) must be lodged in a form approved by the [Registrar](#).
- (4) An engrossment must reproduce the form and content of the [testamentary document](#) or other document (including signatures and dates) to be admitted to proof in typed form, word by word, line by line, and page by page.

Note—

The engrossment must be an exact replicate of the original document – subject to any modification in the circumstances of the case. For example, if an order for rectification has been made, the engrossment would include the rectification.

Division 3—Grants in solemn form

356.14—Application for grant to issue in solemn form

If a Court order has been made under [Chapter 20 Part 4](#) declaring for the force and validity of a [testamentary document](#) in solemn form, an application leading to the [grant](#) must be lodged on the Electronic System under this Part with an oath in the prescribed form.

Prescribed form—

Form PROB22 [Executor's Oath after Pronouncing for a Will in Solemn Form](#)

Note—

Form PROB22 must be uploaded in support of the [grant](#) application and the [testamentary document](#) must be marked in accordance with the requirements of the Form.

Unless directed otherwise by the [Registrar](#), the [testamentary document](#) is not to be uplifted from the [Registry](#).

The intended applicant will need to contact the Probate Registry to arrange a time to attend at the [Registry](#) to mark the original [testamentary document](#) as required by the oath.

Division 4—Grants without a testamentary document

356.15—Persons entitled to apply for a grant of letters of administration

- (1) Subject to the following subrules, the persons entitled in distribution under Part 5 of the [Act](#), may, in the following descending order of priority, apply for a [grant](#) of letters of administration providing they survived the deceased by at least 30 days—
 - (a) a surviving spouse or domestic partner of the deceased;
 - (b) a child of the deceased or the issue of a child who died before the deceased;
 - (c) a parent of the deceased;
 - (d) a sibling of the deceased or the issue of a deceased sibling who died before the deceased;
 - (e) a grandparent of the deceased;
 - (f) a sibling of a parent of the deceased or the issue of a deceased sibling of a parent of the deceased who died before the deceased; or
 - (g) any other person the Court may appoint.
- (2) Subject to subrule (3), a personal representative of a person mentioned in a subrule (1) has the same priority as the person represented.
- (3) A child of the deceased will generally be preferred to the personal representative of a spouse or domestic partner who has died without taking a beneficial interest in the whole estate of the deceased as ascertained at the time of the application for the [grant](#).
- (4) If all persons entitled to apply for a [grant](#) under subrule (1)(a) to (g) have been cleared off, a [grant](#) may be made to—
 - (a) a creditor of the deceased; or
 - (b) a person who, notwithstanding that they have no immediate beneficial interest in the estate, may have a beneficial interest in the event of an accretion thereto.
- (5) The [Court](#) may, if it thinks fit, grant letters of administration to any person (whether or not mentioned in subrule (1)) in priority to any person mentioned in subrule (1).
- (6) If two or more persons have the same priority, the [Court](#) may make a [grant](#) to one or more of them.
- (7) In default of any person having a beneficial interest in the estate, administration will be granted to the Attorney-General if the Attorney General claims *bona vacantia* on behalf of the Crown in right of the State of South Australia.

Note—

Nothing in this rule operates to prevent a [grant](#) being made to any person to whom a [grant](#) may, or may be required to, be made under a statute.

356.16—Application for grant of letters of administration

- (1) An application for a [grant](#) of letters of administration must be lodged by completing the electronic form on the Electronic System, together with an administrator's oath in the prescribed form amended with the relevant modification(s).

Prescribed form—

Form PROB28 [Oath of Administrator Without Will](#)

- (2) If there is more than one administrator applying for a grant, each administrator must provide an administrator's oath.

Note—

Two or more applicants may provide a joint oath.

- (3) Unless the [Court](#) otherwise orders, no [grant](#) of administration will be made to more than three persons jointly.

Division 5—Evidence in support of application for a grant

356.17—Statement of assets and liabilities

- (1) An application on the Electronic System for a [grant](#) must disclose an asset of the deceased held in South Australia.

Note—

If an application does not disclose an asset held in South Australia, the application will be rejected.

- (2) Subject to subrule (3) and (4), an applicant for a [grant](#) must, for the purposes of section 71 of the [Act](#), complete the online form disclosing all of the deceased's assets and liabilities known to the applicant at the time of making the application wherever situated.
- (3) If the deceased was not at the time of death domiciled in Australia, disclosure under subrule (2) is only required in respect of assets situated in Australia and liabilities that are charged on those assets or arose in Australia.
- (4) If an applicant seeks to register an interstate [grant](#) under Division 10, only the deceased's assets located within South Australia and liabilities that are charged on those assets or arose in South Australia need to be disclosed.

Note—

See section 71(4) of the [Act](#).

- (5) The value of an asset to be disclosed is the value as at the date of death of the deceased which is known to the applicant at the time of making the application or further disclosure in accordance with subrule (6).
- (6) After a [grant](#) has issued an executor, administrator or trustee of the estate of a deceased person must disclose any further or previously undisclosed assets or liabilities and correct any inaccurate disclosure previously made on the Electronic System.

Note—

For a [grant](#) that issued electronically on the Electronic System, if a further asset or liability is required to be disclosed or corrected, it is done on the Electronic System in the same [grant](#) application.

If a paper [grant](#) issued before the commencement of the Electronic System (26 November 2018) and a further asset or liability is required to be disclosed or corrected, an affidavit in accordance with the prescribed form is to be filed on the Electronic System and the draft Registrar's Certificate is to be provided by email to the email address nominated by the [Registry](#) on the CAA website or as otherwise directed by the [Registrar](#).

Prescribed forms—

Form PROB47 [Affidavit of Assets and Liabilities Supplementary Affidavit](#)

Form PROB48 [Registrar's Certificate of Disclosure](#)

- (7) A Registrar's Certificate for disclosure of an asset will issue in the same terms as the disclosure that has been made under this rule and on the Electronic System.

Note—

The [Court](#) makes no representations express or implied as to the descriptions and values ascribed to any asset or as to the mathematical accuracy of the disclosure.

356.18—Evidence required to prove death

- (1) If the death occurred in Australia, a copy of the death certificate issued by the Registrar of Births Deaths and Marriages or an equivalent certificate issued by another State or Territory satisfactory to the [Registrar](#) must accompany the application for a [grant](#).

Note—

An interim death certificate may be relied upon for the purposes of applying for a [grant](#).

- (2) If there is an error in the death certificate, the applicant must notify the [Court](#) of that error by letter uploaded to the Electronic System.
- (3) Where the death occurred outside Australia—
- (a) if the death has been registered under the *Registration of Deaths Abroad Act 1984* (Cth) or section 33(4) of the *Births, Deaths and Marriages Registration Act 1996*, a death certificate issued under such Act may be lodged in lieu of a death certificate issued from the country of the place of death;
 - (b) if the death occurred in a country that is a member of the Commonwealth of Nations, the original death certificate as issued by the competent authority satisfactory to the Registrar must accompany the application for a [grant](#);
 - (c) if the death occurred in a country that is not a member of the Commonwealth of Nations and the country is a signatory to and has ratified the *Hague Convention Abolishing the Requirements of Legalisation for Foreign Public Documents*, the original death certificate issued from the country or an equivalent certificate given or issued by a competent authority must be authenticated in the manner prescribed by the *Foreign Evidence Act 1994* (Cth) and must accompany the application for a [grant](#);
 - (d) if the death occurred in a country that is not a member of the Commonwealth of Nations and the country is not a signatory to, or has not ratified, the *Hague Convention Abolishing the Requirements of Legalisation for Foreign Public Documents*, the original death certificate issued from the country or an equivalent certificate given or issued by a competent authority must accompany the application for a grant together with affidavit evidence—
 - (i) identifying the deceased person and how that identification was established; and
 - (ii) establishing that the dead body was that of the deceased person.

Prescribed form—

Form PROB44 [Affidavit Verifying the Translation of a Testamentary Document or Other Document](#)

- (4) If the fact of death is certain but the exact date of death is unknown, the [Court](#) may publish the date of death as recorded on the death certificate of the deceased.

Note—

If the death certificate states that the death was on or about a date or between certain dates, the exact wording recorded on the death certificate will be published on the [grant](#).

If the date as published on the [grant](#) causes uncertainty with the administration of the estate, the executor or administrator should apply to the [Court](#) for advice or directions (see [rule 357.7](#)). If further evidence is obtained and a more specific date of death can be established, an application should be made seeking an order for the [grant](#) to be amended to reflect that date.

- (5) The [Court](#) may request any further evidence that it deems necessary to establish the date of death to be published on the [grant](#).
- (6) If the fact of death is uncertain but there is evidence from which death may be presumed to have occurred, an application must be made under Part 3 Division 4 for an order giving leave to swear to the death.

356.19—Inoperative testamentary document

- (1) If the last [testamentary document](#) of the testator is wholly inoperative, an applicant may proceed to apply for a [grant](#) of letters of administration.
- (2) The original [testamentary document](#) must be exhibited to the oath of the administrator and the oath must include the following evidence:
 - (a) that all persons with a prior entitlement to take a grant and participate in the distribution of the estate under the [testamentary document](#) died during the lifetime of the testator, or otherwise establish why the [testamentary document](#) is inoperative;
 - (b) that searches have been conducted and no later [testamentary documents](#) have been located; and
 - (c) that the deceased died intestate.

Prescribed form—

Form PROB28 [Oath of administrator](#)

Note—

If the [testamentary document](#) is inoperative then the practice of this Court in such matters is not to prove the [testamentary document](#) but the oath for administration must recite the failed [testamentary document](#). The failed [testamentary document](#) is then recorded on the grant and the [testamentary document](#) remains in the [Court](#).

The affidavit must be physically filed in the [Registry](#) – refer to rule [351.14\(2\)](#)

Division 6—Issue of a grant**356.20—Issue of grant**

- (1) Except with leave of the [Court](#), a [grant](#) is not to issue within 28 days from—
 - (a) the date of death of the deceased; or
 - (b) if the exact date of death is unknown—the last date of the period recorded on the death certificate as being the date of death.
- (2) If leave is sought under subrule (1), the request must be made by letter and supporting affidavit accompanying the [grant](#) application and notification of the request and the filed application must be sent to the [Registry](#) by email.
- (3) The supporting affidavit must set out the facts on which the applicant relies, including—

- (a) that, to the best of the applicant's knowledge and belief, no-one is likely to be adversely affected by the issue of the [grant](#);
 - (b) that the applicant has made due inquiries and is satisfied that the [testamentary document](#) tendered for proof is the last [testamentary document](#) of the deceased;
 - (c) if the deceased died intestate—that the applicant has made due inquiries and identifying the searches undertaken to be satisfied that the deceased died intestate;
 - (d) that the applicant has no notice of any opposition to the [grant](#);
 - (e) an undertaking not to distribute the estate within 28 days from the exact date of death or from the last date of the period recorded in the death certificate as being the date of death.
- (4) A [grant](#) will not issue until all inquiries that the [Court](#) sees fit to institute have been answered to the [Court](#)'s satisfaction.
 - (5) A [grant](#) may be made to a person entitled to a grant without notice to other persons entitled in the same order of priority.

356.21—Grants when deceased died domiciled outside Australia

- (1) If the deceased died domiciled outside Australia, the [Court](#) may order (except when the deceased has appointed executors in South Australia to administer the estate in this State) that a [grant](#) issue—
 - (a) to the person entrusted with the administration of the estate by the [Court](#) having jurisdiction at the place where the deceased died domiciled;
 - (b) to the person entitled to administer the estate by the law of the place where the deceased died domiciled; or
 - (c) if there is no such person as is mentioned in paragraph (a) or (b) or if the circumstances so require—to such person as the [Court](#) may order.
- (2) An application for an order under subrule (1) may be made by affidavit in an application under this Part.
- (3) An order under subrule (1) is not required—
 - (a) if the [testamentary document](#) is in the English language, in which case probate may be granted to the executor as described in the [testamentary document](#);
 - (b) if the [testamentary document](#) describes the duties of a named person in terms sufficient to constitute the person as executor according to the tenor of the [testamentary document](#), in which case probate may be granted to that person; or
 - (c) if the whole of the estate in South Australia consists of immovable property, a grant limited to such property may be made in accordance with the law that would have been applicable if the deceased had died domiciled in South Australia.

Division 7—Grants to a particular persons

356.22—Grants to attorneys

- (1) If a person entitled to a [grant](#) resides outside South Australia, administration may be granted to the person's constituted attorney in the prescribed form for the use and benefit of the person, and until the person applies for and obtains a grant.

Prescribed Form—

Form PROB49 [General and Enduring Power of Attorney](#)

Note—

See *Re Estate of Dudley (deceased)* (2013) 115 SASR 328

- (2) Unless the [Court](#) otherwise orders, when the person so entitled is an executor, administration will not be granted to the person's attorney without notice to the other executors, if any.
- (3) If the [Court](#) is satisfied that it is desirable for a [grant](#) to be made to the constituted attorney of a person entitled to a [grant](#) of administration in the prescribed form and is a resident in South Australia, the [Court](#) may order that administration be granted to the attorney for the use and benefit of the person, limited until the person obtains a [grant](#) or in such other way as the [Court](#) may order.

Prescribed Forms—

Form PROB27 [Oath of Administrator With Will Annexed](#)

Form PROB28 [Oath of Administrator Without Will](#)

Form PROB49 [General and Enduring Power of Attorney](#)

Note—

The oath will need to include the necessary depositions to establish the desirability for the [grant](#) to be made to the attorney.

- (4) Subject to subrule (5), an enduring power of attorney for the purpose of obtaining a [grant](#) must be executed as a deed and the original must be deposited in the [Registry](#) with the application for the [grant](#).
- (5) If an enduring power of attorney contains, in addition to the specific powers required for obtaining administration, general powers required for other purposes, it may be given out after the [grant](#) has issued on a copy certified by a lawyer being deposited with the [Registry](#).

356.23—Grants to trust corporations

If a [trust corporation](#) applies for a [grant](#) through one of its officers, the officer must upload with the application on the Electronic System supporting evidence of—

- (a) his or her authority to make the application on behalf of the [trust corporation](#); and

Note—

For example, such authority may include a certified copy of a resolution of the board of directors, a power of attorney, or a list of authorised officers of the corporation authorising the officer to make the application which may also include specimen signatures.

- (b) any change of name of the [trust corporation](#) compared to the name described in the [testamentary document](#), which must be reconciled by a formal change of name or transfer of business creating a successor in law.

356.24—Grants to corporate bodies

- (1) If a [body corporate](#) would, if an individual, be entitled to a grant, a grant for its use and benefit may be granted to its syndic or lawfully constituted attorney.

Note—

A [grant](#) of probate will not be made jointly to a syndic or attorney of a [body corporate](#) and to one or more individuals because an individual's right to probate has priority.

- (2) If a [body corporate](#) applies for a [grant](#) (by syndic or attorney), the application for the [grant](#) on the Electronic System must be supported by a copy of—
- (a) the rules or constitution of the [body corporate](#) to establish that it has power to take a [grant](#) through its nominee; and
 - (b) a resolution of its directors (or equivalent) appointing the syndic or attorney as its nominee to take the [grant](#) on its behalf.

Notes—

The copies of the rules or constitution of the [body corporate](#) and the resolution of appointment must be duly authenticated to the Court's satisfaction.

The [grant](#) of administration to the nominee of the [body corporate](#) is limited for the use and benefit of the [body corporate](#) and until further representation is granted.

As the [grant](#) is of administration, an oath is required from the nominee of the [body corporate](#) in the prescribed form suitably amended to the circumstances and including additional depositions—

- (a) confirming that the deponent is duly authorised by the [body corporate](#) to make the oath;
- (b) confirming that the [body corporate](#) is not a [trust corporation](#) and has the power to appoint the applicant as its nominee;
- (c) confirming that the resolution of appointment was properly made and passed in accordance with the rules or constitution; and
- (d) annexing a duly authenticated copy of the rules or constitution and the resolution of the applicant's appointment.

If the appointment of the syndic or attorney has been executed as a deed, a copy of the deed must be annexed to the oath.

Each application under this rule will be examined on its own merit.

Prescribed Form

Form PROB28 [Oath of Administrator Without Will](#) - see note above for additional depositions

- (3) If a [body corporate](#) is highest in priority to take a [grant](#) but elects to renounce that right, [rule 353.2](#) applies and a renunciation in the prescribed form must accompany the application

Prescribed Form

Form PROB20 [Renunciation of Letters of Administration to Body Corporate not being a Trust Corporation](#)

356.25—Grants to persons having *spes successionis*

- (1) If the beneficial interest in the whole estate of the deceased is vested absolutely in a sole person who has renounced in the prescribed form their right to a [grant](#) and has consented to administration being granted to the person or persons who would be entitled to the estate of the renunciant if they had died intestate, administration may be granted to such other person or one or more of such other persons.

Prescribed Form

Form PROB19 [Renunciation and Consent Spes Successionis Grant](#)

- (2) For the purposes of subrule (1), a surviving spouse is not regarded as a person in whom the estate has vested absolutely unless they would be entitled to the whole of the estate regardless of its value.

356.26—Grants when a minor is a co-executor

- (1) If one of two or more executors is a minor—
 - (a) probate may be granted to the other executor or executors not under disability, with leave reserved to the minor to apply for probate on the minor attaining the age of 18 years; and
 - (b) administration for the use and benefit of the minor until the minor attains the age of 18 years may be granted under [rule 355.3](#) if, and only if, the executors who are not under a disability—
 - (i) renounce; or,
 - (ii) on being cited to accept or refuse a [grant](#), fail to make an effective application.
- (2) A minor executor's right to probate on attaining the age of 18 years may not be renounced by any person on the minor's behalf other than in accordance with [rule 355.3](#).

Division 8—Description of deceased and executor or administrator

356.27—Description of deceased with a testamentary document

- (1) If the deceased died with a [testamentary document](#), the [grant](#) will issue in the name of the testator as described in the heading of the [testamentary document](#) lodged with the application.

Note—

If the deceased is incorrectly named in the application filed on the Electronic System, the application will be rejected. The application will not be amended by the [Registry](#).

If the testator is described in the heading of the [testamentary document](#) with more than one name, the [grant](#) will only issue in one name. Any otherwise name (alias) must be justified by affidavit evidence.

Any name of the testator appearing in the attestation clause to the [testamentary document](#) is irrelevant for an application for a grant.

- (2) If the name of the testator as described in the heading of a [testamentary document](#) is misspelt, imperfect or incomplete, the grant may issue with the name of the testator as described in the heading of the [testamentary document](#) followed by the true and correct name of the testator.

Note—

The true and correct name must be supported by affidavit evidence.

The death certificate uploaded for the purposes of the application is not sufficient standalone evidence to justify an otherwise name.

Prescribed form—

Form PROB40 [Affidavit as To Alias - Will](#)

- (3) If an otherwise name is required to administer the estate of the deceased, the [grant](#) may issue with the name of the testator as described in the heading of the [testamentary document](#) followed by the name required to administer the estate as justified.

Note—

An affidavit must be filed in support identifying the asset held in the otherwise name.

Prescribed form—

Form PROB40 [Affidavit as To Alias - Will](#)

- (4) The deceased's last residential address and the suburb of their place of death will be published on the [grant](#).

Note—

In the first instance the [Registry](#) relies upon the last residential address recorded on the death certificate. If that is incorrect, then refer to [rule 356.27\(5\)](#).

- (5) If there are any inconsistencies between the evidence recorded on the death certificate of the deceased and the evidence submitted on the Electronic System, the applicant must notify the [Court](#) by letter uploaded to the Electronic System explaining the discrepancy.
- (6) The [Court](#) retains discretion regarding any name or address that is published on the [grant](#) and may request any evidence that it deems necessary.

356.28—Description of deceased without a testamentary document

- (1) If the deceased died without a [testamentary document](#), the [grant](#) will issue in the name of the deceased as described in the oath filed in support of the application.

Note—

If the deceased is incorrectly named in the application filed on the Electronic System, the application will be rejected. The application will not be amended by the [Registry](#).

- (2) If an otherwise name is required to administer the estate of the deceased, the [grant](#) may issue with the primary name of the testator as described in the oath followed by the name required to administer the estate as justified.

Note—

An affidavit must be filed in support identifying the asset held in the otherwise name.

Prescribed form—

Form PROB41 [Affidavit as To Alias - Intestacy](#)

- (3) The deceased's last residential address and the suburb of their place of death will be published on the [grant](#).

Note—

The addresses as stated in the oath will be relied upon for the purposes of the grant.

- (4) If there are any inconsistencies between the evidence recorded on the death certificate of the deceased and the evidence submitted on the Electronic System, the applicant must notify the [Court](#) by letter uploaded to the Electronic System explaining the discrepancy.
- (5) The [Court](#) retains discretion regarding any name or address that is published on the grant of representation and may request any evidence that it deems necessary.

356.29—Description of executor or administrator

- (1) The online form on the Electronic System form must disclose the full and correct name of the executor or administrator.
- (2) If name of the executor or administrator has legally changed since the date of the [testamentary document](#), the words “formerly called ... (*as described in the testamentary document*)” must be added to the applicant's name in the [grant](#) and, for

that purpose, the applicant must provide evidence of the change by affidavit in the prescribed form.

Prescribed form—

Form PROB42 [Affidavit of Identity – Name Changed Since Will](#)

- (3) If the name of the executor or administrator is misspelled or is imperfectly or incompletely given in the [testamentary document](#), the words “in the will called ... (*as described in the testamentary document*)” must be added to the applicant’s name in the [grant](#) and, for that purpose, the applicant must provide evidence of their correct full name by affidavit in the prescribed form.

Prescribed form—

Form PROB43 [Affidavit of Identity – Name in Will Incorrect](#)

- (4) If the name of the executor or administrator is recorded incorrectly or is incomplete in the deceased’s death certificate, the applicant must notify the [Registrar](#) by letter accompanying the application file identifying the error and stating the correct name.
- (5) The executor or administrator’s residential address will be published on the [grant](#).
- (6) An executor or administrator may seek leave of the [Court](#) for an alternative address to be published on the [grant](#) by letter and supporting affidavit uploaded with the [grant](#) application.

Note—

The affidavit in support must be by the proposed executor or administrator justifying why the [grant](#) should issue with an alternative address.

The application for the [grant](#) completed on the Electronic System, should include the alternate address. If the Court concludes that the request is not justified, the applicant’s residential address will be required for the publication on the grant.

Division 9—Deemed grants

Notes—

Section 73(2) of the [Act](#) empowers [Public Trustee](#) in defined circumstances to give notice in the Gazette of intention to administer an estate under section 73 in accordance with these Rules.

Section 73(4) of the [Act](#) provides that 14 days after publication of the notice [Public Trustee](#) will be taken to have been granted probate of the [testamentary document](#), if there is one, or otherwise administration.

Section 73(3) of the [Act](#) requires [Public Trustee](#) to file any [testamentary document](#) with the Registrar.

356.30—Deemed grant to Public Trustee

- (1) Upon publication of a notice under section 73(2) of the [Act](#), [Public Trustee](#) must—
 - (a) commence an [online application](#) on the Electronic System;
 - (b) upload a copy of the [testamentary document](#) and of the published notice to the [online application](#); and
 - (c) deposit the original [testamentary document](#) with the [Registry](#).
- (2) Upon the expiry of 14 days after publication of the notice, the [Registrar](#) will cause to be recorded in the proceeding the fact of the [deemed grant](#).
- (3) Upon the expiry of 14 days after publication of the notice, the [testamentary document](#) is deemed to be a public document.

Division 10—Interstate and overseas grants

356.31—Registration of an interstate grant

- (1) An application for the registration of an interstate [grant](#) under section 57 of the [Act](#) must be made on the Electronic System.
- (2) Registration of an interstate [grant](#) will only be made if the [grant](#) sought to be registered accords with this Part and is a form of [grant](#) that would issue from this Court.
- (3) Unless the [Court](#) otherwise orders, a special or limited or temporary [grant](#) will not be registered.
- (4) If the deceased was not at the date of death domiciled within the jurisdiction of the [Court](#) from which the original [grant](#) issued, the [Court](#) may require further evidence as to domicile and the [grant](#) will not be registered except by order of the [Court](#).
- (5) The [grant](#) application must include—
 - (a) either—
 - (i) the original paper [grant](#) that issued from the original jurisdiction; or

Note—

If an original [grant](#) is provided to be registered, the original [grant](#) will be returned to the applicant following the registration of the [grant](#).

An original paper [grant](#) does not need to be marked in accordance with [rule 356.5](#).

- (ii) the original certified copy of the electronic [grant](#) that issued from the original jurisdiction; or

Note—

If an electronic [grant](#) is sought to be registered—

- (a) the electronic [grant](#) needs to be printed and marked as a certified copy by an authorised witness;
- (b) the applicant is required to mark the certified copy of the electronic grant in accordance with [rule 356.5](#);
- (c) the original certified electronic [grant](#) that has been marked by the authorised witness and the applicant must be deposited with and shall be retained by the [Court](#) following registration of the grant;
- (d) each separate page of the original certified copy of the electronic grant containing the original wet-ink markings and certification must be marked in accordance with the above requirements.
- (iii) a duly authenticated copy of the [grant](#) to the satisfaction of the [Court](#);

Note—

A duly authenticated copy includes an exemplification, and the exemplification must include all pages of the [testamentary document](#) that was admitted in the original jurisdiction.

The duly authenticated copy of the [grant](#) sought to be registered is not required to be marked in accordance with [rule 356.5](#).

The duly authenticated copy of the [grant](#) (including all [testamentary documents](#)) will be retained by the [Court](#) following the registration of the [grant](#).

- (b) an oath in the prescribed form;

Prescribed form—

Form PROB29 [Oath to Lead Registration of Interstate Grant](#)

- (c) the death certificate in accordance with [rule 356.18](#); and
- (d) disclosure of all the assets located within South Australia and any liabilities that are charged on those assets or arose within South Australia known to the applicant at the time that the grant is filed on the Electronic System for registration.

Note –

The assets and liabilities disclosed on the Electronic System at the time of the application and subsequently must comply with section 71 of the [Act](#) and [rule 356.17\(4\)](#).

- (6) If it appears that a page of a [grant](#) lodged (in whatever form) for registration (including any annexure) may have been detached from the [grant](#) after it was made, the [Court](#) may refuse to register the [grant](#).

Note –

Refer above [rule 356.5\(4\)](#) as to forms of [grant](#) entitled to be registered.

- (7) Notice of the registration of a [grant](#) in South Australia will be sent by the [Registrar](#) to the [Court](#) which issued the original [grant](#).
- (8) If the [Registry](#) receives notification that a grant that has issued from the Supreme Court of South Australia has been registered or re-sealed in another Court or jurisdiction, notification will be sent by the [Registrar](#) to the Court or jurisdiction that has registered or re-sealed the original South Australian grant if that original grant is amended or revoked.

356.32—Re-seal of an overseas grant

- (1) An application for the re-sealing of an overseas [grant](#) under section 57 of the [Act](#) must be made on the Electronic System.
- (2) Re-sealing of an overseas [grant](#) will only be made if the [grant](#) sought to be re-sealed accords with this Part and is a form of [grant](#) that would issue from this Court.
- (3) Unless the [Court](#) otherwise orders, a special or limited or temporary [grant](#) will not be re-sealed.
- (4) If the deceased was not at the date of death domiciled within the jurisdiction of the [Court](#) from which the original grant issued, the [Court](#) may require further evidence as to domicile and the [grant](#) will not be re-sealed except by order of the [Court](#).
- (5) The [grant](#) application must include—
 - (a) either
 - (i) the original paper [grant](#) that issued from the original jurisdiction; or

Note—

If an original [grant](#) is provided to be re-sealed, the original grant will be returned to the applicant following the re-sealing of the [grant](#).

An original paper [grant](#) does not need to be marked in accordance with [rule 356.5](#).

- (ii) the original certified copy of the electronic [grant](#) that issued from the original jurisdiction; or

Note—

If an electronic [grant](#) is sought to be re-sealed—

- (a) the electronic [grant](#) needs to be printed and marked as a certified copy by an authorised witness;
- (b) the applicant is required to mark the certified copy of the electronic [grant](#) in accordance with [rule 356.5](#);
- (c) the original certified electronic [grant](#) that has been marked by the authorised witness and the applicant must be deposited with and shall be retained by the [Court](#) following re-sealing of the [grant](#);
- (d) each separate page of the original certified copy of the electronic [grant](#) containing the original wet-ink markings and certification must be marked in accordance with the above requirements.

(iii) a duly authenticated copy of the [grant](#) to the satisfaction of the [Court](#); and

Note—

A duly authenticated copy includes an exemplification, and the exemplification must include all pages of the [testamentary document](#) that was admitted in the original jurisdiction.

The duly authenticated copy of the [grant](#) sought to be registered is not required to be marked in accordance with [rule 356.5](#).

The duly authenticated copy of the [grant](#) (including all [testamentary documents](#)) will be retained by the [Court](#) following the re-sealing of the [grant](#).

- (b) an oath in the prescribed form;

Prescribed form—

Form PROB30 [Oath](#) to Lead Re-seal of Overseas Grant

- (c) the death certificate in accordance with [rule 356.18\(3\)](#); and
- (d) disclosure of all the assets and liabilities of the deceased person known to the applicant at the time that the [grant](#) is filed on the Electronic System for re-sealing.

Note –

The assets and liabilities disclosed on the Electronic System at the time of the application and subsequently must comply with section 71 of the [Act](#) and [rule 356.17\(4\)](#).

If the deceased person was not at the date of death domiciled within Australia then disclosure is only required of all the assets of the deceased held within Australia and any liabilities that are charged on those assets or arose in Australia - see section 71(5) and (6) of the [Act](#).

- (6) If it appears that a page of a [grant](#) lodged (in whatever form) for re-sealing (including any annexure) may have been detached from the [grant](#) after it was made, the [Court](#) may refuse to re-seal the [grant](#).

Note –

Refer to subrule (5)(a) as to forms of [grant](#) entitled to be re-sealed.

- (7) Notice of the re-seal of a grant in South Australia will be sent by the [Registrar](#) to the Court which issued the original [grant](#).
- (8) If the [Registry](#) receives notification that a [grant](#) that has issued from the Supreme Court of South Australia has been registered or re-sealed in another Court or jurisdiction, notification will be sent by the [Registrar](#) to the Court or jurisdiction that has registered or re-sealed the original South Australian [grant](#) if that original [grant](#) is amended or revoked.

Part 7—Post Grant Applications

Division 1—Introduction

357.1—Introduction

- (1) This Part contains rules relating to applications after a [grant](#) has issued other than those governed by [Chapter 20 Part 4](#).
- (2) Applications under this Part will usually be heard and determined by the [Registrar](#) but, if they are or become contentious, the [Registrar](#) ordinarily will refer them to a [Justice](#) or [Associate Justice](#) for hearing and determination.

Division 2—Amendment or revocation of grant

357.2—Amendment of grant

- (1) An application for an order to amend a [grant](#) must be made on the Electronic System.
- (2) The application must be supported by an affidavit in the prescribed form setting out and evidencing the grounds of the application.

Prescribed form –

Form PROB34 [Affidavit](#)

- (3) Unless the Court grants leave in special circumstances, an application to amend a [grant](#) must be made by or with the consent of the person to whom the [grant](#) was made.
- (4) If the [Court](#) is satisfied that a [grant](#) should be amended, the [Court](#) may make an order accordingly.
- (5) The [Court](#) may at any time amend a [grant](#) to correct a clerical error or for any other reason that the [Court](#) deems appropriate.

357.3—Non-contentious application to revoke grant

Note—

An application may be made under this rule in respect of a [grant](#) under Part 6 Division 2, 3 or 4 or a [deemed grant](#) under Division 9 (see section 73(5) of the [Act](#)).

- (1) An uncontentious application for an order to revoke a [grant](#) must be made on the Electronic System.
- (2) The application must be supported by affidavit evidence in the prescribed form setting out the grounds of the application.

Prescribed form-

Form PROB34 [Affidavit](#)

- (3) Unless the [Court](#) grants leave in special circumstances, an application to revoke a [grant](#) must be made by or with the consent of the person to whom the [grant](#) was made.
- (4) If the [Court](#) is satisfied that a [grant](#) should be revoked, the [Court](#) may make an order accordingly.

Notes—

This rule is intended to be used when the [grant](#) has been issued under [rule 355.2\(9\)](#) or a subsequent later dated [testamentary document](#) is found or by mistake or clerical error.

An application to revoke a [grant](#) that is contentious or opposed must be made by a [probate action](#) under [Chapter 20 Part 4](#).

- (5) The [Court](#) may revoke a [grant](#) on its own initiative at any time it deems necessary.

Division 3—Grants of double probate

357.4—Grants of double probate

- (1) This rule applies where executors have been appointed in a [testamentary document](#) and probate has been granted by the Court to one or some, but not all of them with leave reserved to others who have not renounced probate.
- (2) On application for probate by an executor to whom leave has been reserved a [grant](#) of double probate may issue and it runs concurrently with the initial [grant](#) of any of the original grantees still living.

Note—

If the only proving executor in the initial grant subsequently lacks capacity to manage their affairs then refer [rule 355.2\(8\)](#).

The oath for the [grant](#) of double probate must clear off other persons having a prior entitlement to a [grant](#).

The [testamentary document](#) to be marked when the oath is sworn is that:

- contained in the original paper [grant](#) that issued by the Court (if held by the applicant); or
- contained in a [court sealed copy of the record of the Court](#) obtained from the Probate Registry of the Court following a request for same on payment of the prescribed fee; or
- the original testamentary paper held in the Probate Registry of the Court and for that purpose, an appointment must be made for production of the will in the Registry of the Court.

Refer [rule 356.5](#) for the requirements for the marking of the will.

For the purpose of an application for a Double Probate [grant](#) only the unadministered assets and liabilities need to be disclosed.

- (3) The executor's oath must be in the prescribed form.

Prescribed form—

Form PROB31 Executor's [Oath for Double Probate](#)

Division 4—Grants de bonis non

357.5—Grant when grantee dies

- (1) This rule applies if—
 - (a) the person to whom a [grant](#) has been made dies leaving part of the estate unadministered;
 - (b) there is no personal representative of the deceased by chain of executorship; and
 - (c) there is no power reserved to one or more executors able to obtain a [grant](#) of double probate.
- (2) If this rule applies, an application may be made on the Electronic System for a [grant](#) of administration *de bonis non* in respect of the unadministered estate in favour of a new personal representative to enable the administration of the estate to be completed.
- (3) The applicable rules of priority in relation to original grants apply equally in the case of a second or subsequent *de bonis non* [grant](#) in the same estate, subject to a living person being preferred to the personal representative of a deceased person on the same level of priority unless the [Court](#) otherwise orders.

Notes—

If the deceased died leaving a [testamentary document](#), the rules of priority are contained in [rule 356.3](#).

If the deceased died without leaving a [testamentary document](#), the rules of priority are contained in [rule 356.15](#).

- (4) The administrator's oath must be in the prescribed form.

Prescribed form—

Form PROB32 [Oath of Administrator With Will Annexed *De Bonis Non*](#)

Form PROB33 [Oath of Administrator \(Without Will\) *De Bonis Non*](#)

Notes—

For the purpose of an application for a *de bonis non* grant, only the unadministered assets and liabilities need to be disclosed.

If a person entitled to a [grant](#) is by reason of mental or physical disability or illness incapable of managing their affairs before a [grant](#) is taken, [rule 355.2](#) applies.

357.6—Grant when grantee becomes under a disability

- (1) This rule applies if—
- (a) the person to whom a [grant](#) has been made becomes a [person under a disability](#) leaving part of the estate unadministered;
 - (b) there is no personal representative of the deceased by chain of executorship; and
 - (c) there is no power reserved to one or more executors able to obtain a [grant](#) of double probate.
- (2) If this rule applies, upon the [grant](#) being impounded an application for a [grant *de bonis non*](#) for the use and benefit of the person, limited during their period of disability may be made in accordance with [rule 355.2\(1\)](#).

Notes—

For the purpose of an application for a *de bonis non* grant, only the unadministered assets and liabilities need to be disclosed.

If the paper [grant](#) issued before 26 November 2018, for the purpose of being impounded, that paper [grant](#) must be deposited in the [Registry](#).

If the [grant](#) is an electronic grant that issued on the Electronic System, the process of impounding the grant will be done in the [Registry](#) and the electronic [grant](#) on the Electronic System noted accordingly.

Division 5—Applications by executors, administrators and trustees**357.7—Application for advice or direction**

- (1) An application for advice or direction under section 95 of the [Act](#) or section 91 of the *Trustee Act 1936* must be instituted by an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form setting out the facts upon which the applicant relies.

Prescribed forms—

Form PROB1 [Originating Application - Probate Ex Parte](#)

Form PROB2 [Originating Application Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The [Registrar](#) may refer an application governed by this rule to a [Justice](#) or [Associate Justice](#).
- (3) The [Court](#) may if it thinks fit require the applicant to institute an *inter partes* substantive proceeding in the civil jurisdiction of the [Court](#) seeking declaratory or other relief.

357.8—Indicator on the allowance of remuneration

- (1) The [Chief Judicial Officer](#), on the recommendation of the [Associate Justices](#), may produce and amend from time to time an indicator to the exercise of the discretion in respect of commission or other remuneration under section 96 of the [Act](#) (a **Remuneration Indicator**).
- (2) A Remuneration Indicator is a guide only and does not fetter the exercise of the discretion of the [Court](#) in a particular case.
- (3) [The Registrar](#) must cause to be published the current version of any Remuneration Indicator on the [CAA website](#).

357.9—Application for remuneration

- (1) An application for commission or other remuneration under section 96 of the [Act](#) (a **Remuneration Application**) must be made by lodging an [Originating Application](#) in the prescribed form supported by the affidavit in the prescribed form and the accounts of the applicant, verified on oath, with respect to the estate or the trust property and its administration.

Prescribed forms—

Form PROB2 [Originating Application - Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The applicant must join as a respondent the beneficiary out of whose interest in the estate or trust commission or other remuneration would be payable.
- (3) If an order for payment of commission or other remuneration has been made previously in respect of the same applicant and the same estate or trust property, unless the [Court](#) otherwise orders—
 - (a) the action remains on foot and is available to be used for future applications for commission or other remuneration by the applicant by way of interlocutory application;
 - (b) the applicant may elect to file an interlocutory application in the prescribed form instead of an [Originating Application](#);

Prescribed form—

Form PROB4 [Interlocutory Application](#)

- (c) if the applicant files an interlocutory application under paragraph (b)—this rule and [rule 357.10](#) apply in respect of any subsequent application for remuneration as if a further originating application had made by the applicant.
- (4) An application governed by this rule (whether originating or interlocutory) must state whether any previous application having the same or a similar object has been made to the [Court](#) with respect to the same estate or trust property.
- (5) The accounts supporting the application must—

- (a) contain separate items of capital and income giving particulars and the date of each receipt and payment;
- (b) show with respect to each item of receipt whether the getting in or realisation was effected by the applicant personally or with the paid assistance of agents or lawyers, and in the latter case the amount of the expense incurred;
- (c) if estate or trust funds have been retained in the hands of the applicant—contain a statement showing the present state of investment, distinguishing from re-investments those assets that are still in the same state of investment as they were when they vested in the applicant;
- (d) contain a summary of the assets and income got in, realised, specifically appropriated in specie or distributed, showing—
 - (i) what portion of the assets or income were got in or realised with the paid assistance of agents or [lawyers](#);
 - (ii) if any estate or trust funds have been retained in the hands of the applicant—a plan for the distribution of the funds.
- (6) The [Court](#) may make such orders as to joinder of or service upon any party interested, or as to advertisement of the application, as it thinks appropriate.
- (7) If an applicant is one of several executors, administrators or trustees, notice of the application must be served on the other or others of them.
- (8) Unless the [Court](#) orders otherwise, if the applicant is administrator of an intestate estate, notice of the application must be served on [Public Trustee](#).
- (9) No order will be made on the application unless an affidavit is filed proving service of notice required to be given under subrules (7) and (8).

357.10—Application for commission subsequent steps

- (1) A person wishing to object, consent or make submissions as to the allowance of commission or other remuneration must file a Response in the prescribed form.

Prescribed form—

Form PROB3 [Response to Originating Application](#) or Form PROB6 [Written Submissions](#)

- (2) A person served with an [Originating Application](#) who wishes to consent to the orders sought in the application may consent via the Electronic System.
- (3) A person opposing the orders sought in the originating application must file a Response opposing the originating application on the Electronic System and must upload an affidavit stating with sufficient particularity the grounds of opposition.

Prescribed form—

Form PROB34 - [Affidavit](#)

- (4) A copy of the Response must be served on the applicant or the applicant's [lawyer](#).
- (5) A person filing a Response must be served with notice of all applications and is entitled to attend all hearings on the Remuneration Application.
- (6) If the [Court](#) is of the opinion that any costs occasioned to the applicant by a person who filed a Response should not be borne by the estate or the trust fund or the applicant, the [Court](#) may order that such costs be taxed, or a gross sum in lieu thereof be fixed, and paid by that person.

- (7) The [Court](#) may of its own motion refer a Remuneration Application to an [Associate Justice](#) or the [Registrar](#) for an inquiry and report.
- (8) The Remuneration Indicator may be taken into consideration.
- (9) Unless a Response has been filed under subrule (1), the [Court](#) may of its own motion without requiring the attendance of the parties make an order on an application governed by this rule based on a report of an [Associate Justice](#) or the [Registrar](#).
- (10) No person is permitted to attend before an [Associate Justice](#) or the [Registrar](#) on an inquiry or upon an application to consider and report by an [Associate Justice](#) or the [Registrar](#) until the person has filed a Response.

357.11—Application for approval to act in multiple capacities

An application by [Public Trustee](#) under section 5(3) of the *Public Trustee Act 1995* for approval to act in the same matter or transaction in different capacities or in the same capacity but as representative of different persons or interests must be made by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application - Probate Ex Parte](#)

Form PROB34 [Affidavit](#)

357.12—Application to dispense with requirement to pay funds to Public Trustee

- (1) An application by an administrator for approval not to be bound to pay or transfer funds to the [Public Trustee](#) in compliance with section 91 of the [Act](#) must be made by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB2 [Originating Application - Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The supporting affidavit must—
 - (a) identify why compliance with the [Act](#) should be dispensed with;
 - (b) provide a summary of the assets held for the benefit of the person with a legal incapacity; and
 - (c) identify the proposed person or entity who will manage the funds on behalf of the person with the legal incapacity and their qualifications to do so and their consent.
- (3) The applicant must join [Public Trustee](#) as a respondent.
- (4) The [Court](#) may order the joinder of any respondent or interested party.

Division 6—Other applications

357.13—Other applications

- (1) An application not governed by Part 7 Division 1 to 5 must be made by lodging an [Originating Application](#) in the prescribed form supported by an affidavit in the prescribed form.

Prescribed forms—

Form PROB1 [Originating Application - Probate Ex Parte](#)

Form PROB2 [Originating Application - Probate Inter Partes](#)

Form PROB34 [Affidavit](#)

- (2) The [Court](#) may if it thinks fit require the applicant to institute an *inter partes* substantive proceeding in the civil jurisdiction of the [Court](#) seeking declaratory or other relief.

357.14 – Statutory matters in common form dealt with by the Registrar

- (1) Every application to the [Court](#) under:
 - (a) section 9 of the [Public Trustee Act 1995](#); and
 - (b) sections 4(3) and 4(4) of the [Trustee Companies Act 1988](#)
 is to be brought by [Originating Application](#).
- (2) The [Registrar](#) may determine an application governed by this rule if the [Registrar](#) is satisfied that it is expedient, having regard to all of the circumstances (including the amount at stake, the degree of difficulty of the point to be determined and the expense otherwise occasioned)

Part 8—Reviews and appeals

358.1—Review of decision of Deputy Registrar

- (1) A person aggrieved by a judgment, order, direction or other decision of a Deputy Registrar may apply to the [Registrar](#) or acting Registrar for a review of the decision.
- (2) The application for review must be made within 14 days after communication of the decision of the Deputy Registrar.
- (3) The [Registrar](#) or acting Registrar may determine the review in such manner as the [Registrar](#) or acting Registrar thinks fit.
- (4) The [Registrar](#) or acting Registrar may affirm, revoke or vary the original decision and may substitute the [Registrar](#)'s or acting Registrar's own decision.

358.2—Appeal to a Justice

- (1) An appeal lies to a [Justice](#) from any judgment, order, direction or decision made by the [Registrar](#) or acting Registrar whether at first instance or on review under [rule 358.1](#).
- (2) An appeal is governed by [Chapter 18](#) in like manner to appeals to a [Justice](#) against a decision of an [Associate Justice](#).

Chapter 26—Specific kinds of proceedings—ERD Court

Part 1—General

Division 1—General

361.1—Introduction

- (1) This Chapter contains rules relating to specific kinds of proceedings in the ERD Court.
- (2) Except to the extent that a rule in this Chapter excludes, modifies or is inconsistent with the other provisions of these Rules, the other provisions of these Rules applicable to an originating application apply to a proceeding the subject of this Chapter.

Notes—

Proceedings in the ERD Court’s mining jurisdiction (other than involving native title) are addressed in Chapter 20.

Proceedings in the ERD Court’s native title jurisdiction are addressed in Chapter 27.

361.2—Interpretation

- (1) In this Chapter, unless the contrary intention appears—

the **Act** means the *Environment, Resources and Development Court Act 1993*;

appeal against an administrative decision means an appeal to the Court against, or application to the Court for review of, an administrative decision instituted pursuant to—

 - (a) any of the following provisions of the *Planning, Development and Infrastructure Act 2016*, namely—
 - (i) section 142(5);
 - (ii) section 155(11);
 - (iii) section 157(10);
 - (iv) section 202(1)(a), (b), (c), (d), (e), (f) or (g);
 - (v) section 213(8);
 - (vi) section 231(5);
 - (b) section 106(1) of the *Environment Protection Act 1993*;
 - (c) section 20(1), 20(1a) or 39A(7) of the *Heritage Places Act 1993*;
 - (d) sections 79(9), 112(15), 113(10), 115(6), 124(4), 131(4), 136(5), 137(1)(h), 138(2), 143(4), 144(h), 145(2), 151(4), 155(6), 157(4), 174(4), 216(1) or 216(2) of the *Landscape South Australia Act 2019*;
 - (e) subsections 55(1) or 57(1) of the *Irrigation Act 2009*;
 - (f) section 48(1) of the *South Eastern Water Conservation and Drainage Act 1992*;
 - (g) sections 38(1), 38(2) or 65(1) of the *Ground Water (Qualco-Sunlands) Control Act 2000*;
 - (h) section 32(1) of the *Local Nuisance and Litter Control Act 2016*;
 - (i) any other statutory provision that confers a right of appeal or review to the Court in respect of an administrative decision,

but excluding an appeal or review governed by the Warden’s Court Reinstated Rules 2024 or Chapter 27;

application means an application to the Court instituted pursuant to—

- (a) any of the following provisions of the *Planning, Development and Infrastructure Act 2016*:
 - (i) section 125(6);
 - (ii) section 125(8);
 - (iii) section 139(2)(e);
 - (iv) section 140(4);
 - (v) section 141(1);
 - (vi) section 223(5);
 - (vii) section 225(1);
 - (viii) section 230(4);
- (b) sections 42(1), 49(8) or 89(4) of the *Environment Protection Act 1993*;
- (c) section 30(3) or 35 of the *Heritage Places Act 1993*;
- (d) the power of the Court to make a declaration of right pursuant to section 28 of the Act;
- (e) section 31F(4) or 31F(5) of the *Native Vegetation Act 1991*;
- (f) the *Landscape South Australia Act 2019*;
- (g) any other statutory provision that confers a right of application to the Court,

but excluding an appeal against an administrative decision, an enforcement application, an interlocutory application or an application governed by the Warden’s Court Reinstated Rules 2024 or Chapter 27;

Authority includes—

- (a) a relevant authority under Part 6 of the *Planning, Development and Infrastructure Act 2016*;
- (b) a designated authority under section 212(1) of the *Planning, Development and Infrastructure Act 2016*;
- (c) a designated entity under sections 225(17) or 230(14) of the *Planning, Development and Infrastructure Act 2016*;
- (d) a Council;
- (e) the Environment Protection Authority;
- (f) the South Australian Heritage Council;
- (g) the Native Vegetation Council;
- (h) an irrigation trust constituted under the *Irrigation Act 2009*;
- (i) a relevant authority under the *Landscape South Australia Act 2019*;
- (j) a Minister of the Crown or a public authority against whose decision an appeal or review to the Court may be instituted;

building referee and **building referees** mean a Commissioner or Commissioners to whom a building reference is referred for determination as a building referee or building referees;

building reference means an appeal —

- (a) under sections 152(10), 152(11) and 202(1)(e) against a refusal under section 152 of the *Planning, Development and Infrastructure Act 2016*;
- (b) under sections 153(3), 153(4) and 202(1)(e) against a refusal under section 153 of the *Planning, Development and Infrastructure Act 2016*;
- (c) under section 202(1)(f) of the *Planning, Development and Infrastructure Act 2016* in respect of a building dispute of a type specified therein;

certificate of title means a certificate of title issued pursuant to the *Real Property Act 1886* or a memorandum of lease issued pursuant to the *Crown Land Management Act 1929*, the *Pastoral Land Management and Conservation Act 1989* or the *Irrigation Act 2009*;

conference means a conference conducted pursuant to section 16 of the Act;

Council means a municipal or district council constituted under the *Local Government Act 1999*;

the **Court** means the ERD Court and includes a Judge, Commissioner, Associate Judge or Magistrate of the Court;

decision means a decision, assessment, request, declaration, direction, restriction, order or other act against which an appeal or review may be instituted or which may be the subject of a building reference;

development appeal means an appeal to the Court against, or application to the Court for review of, an administrative decision instituted pursuant to section 202(1)(b), (c) or (d) of the *Planning, Development and Infrastructure Act 2016*;

District Registry means a Registry of the Court other than the Principal Registry of the Court;

enforcement application means an application to the Court for an order pursuant to—

- (a) section 214 of the *Planning, Development and Infrastructure Act 2016*;
- (b) section 104 of the *Environment Protection Act 1993*;
- (c) section 215 of the *Landscape South Australia Act 2019*;
- (d) section 31A of the *Native Vegetation Act 1991*;
- (e) section 33 of the *Local Nuisance and Litter Control Act 2016*;
- (f) any other statutory provision that confers a right of application to the Court to enforce a direction or decision by an administrative body or person or to remedy or restrain a breach of the statute;

final hearing means the ultimate substantive hearing of an originating application as opposed to a directions hearing, conference or other interlocutory hearing;

interim injunction means an injunction or other order of the Court issued pursuant to section 34 of the Act;

interlocutory application means an application for an interlocutory order of the Court;

interlocutory order means an injunction, interim injunction, interlocutory order or other order made by the Court which does not finally dispose of the rights of parties, pursuant to or as contemplated by—

- (a) sections 17(1), 28, 34 or 35 of the Act;
- (b) sections 155(12), 157(11), 213(9) or 214(10) of the *Planning, Development and Infrastructure Act 2016*;
- (c) sections 106(4) or 107(2) of the *Environment Protection Act 1993*;
- (d) Part 4 of this Chapter; or
- (e) sections 31C, 31E(7) or 31F(1), (4) or (5) of the *Native Vegetation Act 1991*;
- (f) any other statutory provision that confers a right of application to the Court for an order does not finally dispose of the rights of parties;

Registrar means the Registrar of the Court and includes a Deputy Registrar;

registry means the Principal Registry and any District Registry of the Court;

related decision means a decision made or issued by the same Authority and relating to the same development, land, watercourse or other subject.

- (2) The rules applicable to a proceeding in the Court must be construed, interpreted and applied in a manner that will best ensure the attainment of the following objects—
 - (a) the simplification of practice and procedure;
 - (b) the identification and clarification of material issues between the parties;
 - (c) the saving of expense;
 - (d) the fair and expeditious disposal of the business of the Court.
- (3) It is acknowledged that the business of the Court will include proceedings involving parties who will not be represented by counsel, solicitor or other qualified representative familiar with these Rules. These Rules are not intended to frustrate the presentation of a case in good faith by a party not so represented, and the Rules are to be construed and applied accordingly, having regard to the duty of the Court, expressed in section 21(1)(c) of the Act.

361.3—Non-compliance with Rules or court order

If a party fails to comply with—

- (a) these Rules in relation to the production of a statement or other material which the party intends to produce or rely on at the [final hearing](#); or
- (b) an order pursuant to [rule 368.2](#) of these Rules,

the Court may order that any statement (including oral testimony of an expert witness whose statement should have been produced) or document not be admitted into evidence at the [final hearing](#).

Division 2—Administration

361.4—Registries of the Court

- (1) The [Principal Registry](#) of the Court shall be at the same place as the Principal Registry of the District Court.

- (2) The [District Registries](#) of the Court shall be at the same places as the District Registries of the District Court, namely at Berri, Mount Gambier, Port Lincoln, Port Pirie and Whyalla.

Division 3—Service

361.5—Service on particular parties

- (1) This rule applies subject to the provisions of the *Electronic Transactions Act 2000* and the other provisions of these Rules permitting service in other manners.
- (2) A document required to be served or notice given by the [Act](#) or these Rules may be served upon or given to the State Planning Commission, the Environment Protection Authority, the South Australian Heritage Council, the Native Vegetation Council, a Minister of the Crown, an instrumentality of the Crown, or a State public authority against whose decision an appeal to the [Court](#) may be instituted by—
 - (a) delivering it to the office of the Crown Solicitor;
 - (b) posting it in an envelope addressed to the Crown Solicitor at its office; or
 - (c) sending it to the email address identified by the Crown Solicitor for that purpose.
- (3) A document required to be served or notice given by the [Act](#) or these Rules may be served upon or given to an assessment panel or assessment manager constituting a relevant authority under section 82 of the *Planning, Development & Infrastructure Act 2016* by—
 - (a) delivering it to the office of the chief executive officer of the designated authority who appointed the relevant authority;
 - (b) posting it in an envelope addressed to the office of the chief executive officer of the relevant designated authority who appointed the relevant authority; or
 - (c) sending it to the email address identified by the relevant designated authority who appointed the relevant authority for that purpose.
- (4) A document required to be served or notice given by the [Act](#) or these Rules may be served upon or given to a Council by—
 - (a) delivering it to the office of the chief executive officer of the Council;
 - (b) posting it in an envelope addressed to the chief executive officer at their office; or
 - (c) sending it to the email address identified by the Council for that purpose.

Note—

Service on parties not mentioned in this rule (such as accredited professionals constituting a relevant authority) is governed by [Chapter 5](#).

Division 4—Practice Directions

361.6—Practice directions

- (1) The [Registrar](#) may issue practice directions, not inconsistent with these Rules, with respect to the business of the [Court](#), for the information and guidance of parties and their representatives.
- (2) If the [Registrar](#) issues practice directions, the [Registrar](#) must cause them to be published on the CAA website.

Part 2—Appeals against administrative decisions

Note—

[Building references](#) fall within the definition of an appeal against an administrative decision and are governed by this Part except to the extent that a provision in this Part is inconsistent with Part 3, which specifically governs building references.

Division 1—Institution

362.1—Institution

- (1) A [development appeal](#) must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed forms—

Form 5G [Originating Application – Appeal Against Administrative Decision - Development](#)

- (2) An application under section 202(1)(g) of the *Planning, Development and Infrastructure Act 2016* for review of a matter with respect to a decision as to the nature of a development under Part 7 Division 2 Subdivision 1, Subdivision 2 or Subdivision 3 of the *Planning, Development and Infrastructure Act 2016* must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 5G [Originating Application – Appeal Against Administrative Decision - Development](#)

- (3) In any other case, if the statute calls the proceeding an “appeal”, an appeal against an administrative decision must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 5 [Originating Application – Appeal Against Administrative Decision](#)

- (4) In any other case, if the statute calls the proceeding a “review”, an [appeal against an administrative decision](#) must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 4 [Originating Application for Review](#)

- (5) If the proceeding is not in the nature of a “review” or an “appeal” and is not otherwise governed by this rule, the proceeding must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form [2AD Originating Application](#)

- (6) A proceeding governed by this rule must—
 - (a) identify the land, watercourse, building or other subject matter to which the appeal or review relates;
 - (b) if the appeal or review relates to the issue or refusal of a development authorisation, specify whether the applicant—
 - (i) was the applicant for the development authorisation; or

- (ii) is a person who made a representation and to whom notice was given pursuant to section 110(6) of the *Planning, Development and Infrastructure Act 2016*.
- (7) A proceeding governed by this rule must have affixed to the originating application or exhibited to a supporting affidavit (if filed)—
 - (a) a copy of any notice or document constituting or evidencing the decision, order or notice of the Authority which is the subject of the appeal or review; and
 - (b) in the case of a [development appeal](#)—a copy of written notice or other evidence of the decision provided to the applicant or otherwise a copy of the minutes of the meeting or similar document prepared by the Authority which identifies the date upon which the Authority made its decision.

362.2—Amendment to proposed development

- (1) This rule applies in respect of a [development appeal](#).
- (2) If, following the closure of the [conference](#) in accordance with [rule 366.6](#), the applicant for development authorisation intends to amend the proposed development in any respect, they must file and serve on the other parties details of the proposed amendment)—
 - (a) in accordance with a timetable ordered by the [Court](#); or
 - (b) if a timetable has not been set, at least 21 days before the [final hearing](#).

Division 2—Parties

362.3—Joint parties

An [Originating Application](#) may be brought by or on behalf of one or more applicants if—

- (a) the appeal or review relates to one decision, order or notice or to related decisions, orders or notices; and
- (b) the [Originating Application](#) specifies one address for service at or to which documents or notices may be served or delivered upon all applicants or may be deemed to have been so served.

362.4—Appeals by representors—joinder of applicant for development authorisation

- (1) When an appeal is instituted pursuant to section 202(1)(d) of the *Planning, Development and Infrastructure Act 2016* or section 113, 137 or 144 of the *Landscape South Australia Act 2019* by a person who is or was entitled to be given notice of a decision under the relevant Act, the person must join the applicant for development authorisation as a respondent.

Note—

Section 110(8) of the *Planning, Development and Infrastructure Act 2016* provides that the applicant for the relevant development authorisation is a party to the appeal. It also requires the Registrar to notify the applicant for the relevant development authorisation of the appeal.

- (2) When a review is instituted pursuant to section 202(1)(g) of the *Planning, Development and Infrastructure Act 2016* by a person other than the applicant for the development authorisation, the applicant for the development authorisation may apply to be joined as a respondent.

362.5—Appeals by applicants for development authorisation —joinder of persons who made a representation

- (1) When an appeal is instituted pursuant to section 202(1)(b) or (c) of the *Planning, Development and Infrastructure Act 2016* by an applicant for development authorisation, the [Registrar](#) must give notice to each person who made a representation to the relevant [Authority](#) and whose name and address has been given to the [Court](#) pursuant to section 110(6)(b)(iii) of the *Planning, Development and Infrastructure Act 2016*, of the fact that an appeal has been instituted and that a person who made a representation in respect of the application for development authorisation may apply, in accordance with the provisions of this rule, to be joined as a party to the appeal.
- (2) When an appeal is instituted pursuant to section 216 of the *Landscape South Australia Act 2019* by an applicant for a permit or approval, the [Registrar](#) must give notice to each person who made a representation to the relevant [Authority](#) and whose name and address has been given to the [Court](#) pursuant to section 113, 137 or 144 of the *Landscape South Australia Act 2019*, of the fact that an appeal has been instituted and that a person who made a representation in respect of the application for a permit or approval may apply, in accordance with the provisions of this rule, to be joined as a party to the appeal.
- (3) When a representation was made by two or more persons, notice need only be given to the person nominated as the person making the representation, or (when no such nomination has been made), to the first person named in the representation, who shall be deemed to be the person who made the representation.
- (4) Any person to whom the [Registrar](#) has given notice pursuant to subrules (1) or (2) may, within seven days of the giving of such notice, apply to the [Court](#) in the prescribed form under rule 22.1 to be joined as a party to the appeal to which such notice relates.

Prescribed form—

Form 77I [Interlocutory Application to be Joined](#)

- (5) The [Court](#) may, after hearing such application, join the person to whom such notice has been given.
- (6) If all parties consent to an application by a representor under subrule (4), the [Court](#) or the [Registrar](#) may order the joinder of the applicant administratively without a hearing.
- (7) In any other case, a person who wishes to make an application to the Court to be joined as a party to any proceeding may apply to the Court in the prescribed form under rule 22.1.

Prescribed form—

Form 77I [Interlocutory Application to be Joined](#)

Division 3—Statement of facts issues and contentions

362.6—Statement of facts issues and contentions

- (1) The [Court](#) may of its own motion or on application by a party order that the applicant file and serve a statement of facts issues and contentions in the prescribed form.

Prescribed form—

Form 11 [Statement of Facts Issues and Contentions Standalone](#)

- (2) If the [Court](#) makes an order under subrule (1), the respondent and any interested party who wishes to be heard on the appeal or review must file a response to the statement of facts issues and contentions in the prescribed form—
- (a) in accordance with a timetable ordered by the [Court](#); or
 - (b) if a timetable has not been set, within 28 days after service of the statement of facts issues and contentions.

Prescribed form—

Form 57 [Response to Statement of Facts Issues and Contentions](#)

Part 3—Building References

363.1—Building referees

A [building referee](#) determining a [building reference](#) must be a Commissioner with practical knowledge of, and experience in, architecture, civil engineering, building, building safety or building regulation.

Note—

Section 202(2) of the *Planning, Development and Infrastructure Act 2016* requires building references to be referred to a commissioner or commissioners of the Court acting as a building referee or building referees under section 206.

363.2—Institution

- (1) A [building reference](#) must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 4 [Originating Application for Review](#)

- (2) The [Originating Application](#) must—
- (a) identify the building work (current or proposed) to which the reference relates;
 - (b) specify the decision, direction or dispute the subject of the reference;
 - (c) briefly set out the order, direction or modification which the party seeking the reference is requesting the [Court](#) to make or give.
- (3) The supporting affidavit must exhibit any plans, specifications or other documents (including any order or notice of refusal) either the subject of or relating to the reference.
- (4) The applicant must join the [Authority](#) or other person who made the order or direction or is the other party to the dispute as a respondent.

363.3—Additional powers of building referees

For the purpose of expediting the hearing and determination of any [building reference](#) and without limiting any other power of the [Court](#), a [building referee](#) may—

- (a) waive the filing of a document or payment of the prescribed fees until the commencement of the [final hearing](#) of the [building reference](#);
- (b) conduct a hearing at any place (including upon the land or within the building the subject of the reference), at any time and in such form or manner as the referee thinks will be conducive to the expeditious determination of the issues between the parties;

- (c) keep or cause to be kept such transcript or other record of the hearings of the reference as the referee thinks fit.

Part 4—Enforcement Applications

364.1—Institution of application

- (1) An [enforcement application](#) must be instituted by filing the following documents—
 - (a) an [Originating Application](#) in the prescribed form seeking leave to serve a summons (and where the applicant requires leave to bring the application, seeking leave to bring the application);
 - (b) a summons in the prescribed form in respect of which leave is sought;
 - (c) a supporting affidavit made in accordance with subrule (2);
 - (d) when the applicant brings the application in a representative capacity, a memorandum exhibited to the supporting affidavit and in accordance with subrule (3).

Prescribed forms—

Form 2AD [Originating Application](#)

Form 84D [Draft Summons](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit to Affidavit](#)

- (2) The supporting affidavit must set out—
 - (a) the facts and circumstances upon which the applicant relies; and
 - (b) the name (and, as far as is known, the address, email address and telephone number) of any person who, in the opinion of the deponent, either has or might reasonably be expected to have a legal or equitable interest in the land or other subject of the application.
- (3) A memorandum must specify all the people or organisations on whose behalf the proceeding is brought and be signed by all the people or organisations in such manner as shows that all the people or organisations consent to the proceeding being brought on their behalf.

364.2—Leave to serve summons

- (1) The [Court](#), on the hearing of an application for leave to serve a summons, may refuse to grant the application or may amend or strike out part of the proposed summons when, on the evidence before the [Court](#), there is no reasonable prospect that the [Court](#) would make any order of the nature sought.
- (2) A summons in respect of which leave has been granted by the [Court](#):
 - (a) shall not be issued by the [Court](#) after one month of such leave being granted;
 - (b) remains in force for three months only after the date of such issue, unless the [Court](#) extends such period.
- (3) As soon as is reasonably practicable after a summons and accompanying affidavits have been served upon a person (including an [Authority](#), where such service is required), the applicant must file an affidavit of proof of service.

Prescribed form—Form 42 [Affidavit of Proof of Service](#)**364.3—Notice of Acting**

- (1) A person served with a summons who wishes to be heard by the [Court](#) in response must file a Notice of Acting in the prescribed form within 14 days of the date of service.
- (2) The Notice of Acting must specifically acknowledge service of the summons, set out the name of the person who desires to be heard in response to the summons and specify an address for service.

Prescribed form—Form 23 [Notice of Acting](#)**364.4—Affidavit of merits**

A person (other than an [Authority](#)) who has filed a Notice of Acting must, at least 14 days prior to the [final hearing](#), file and serve on all other parties to the summons an affidavit setting out such facts and circumstances as they may ask the [Court](#) to take into account upon the [final hearing](#) of the summons.

364.5—Persons with legal or equitable interest

- (1) When an affidavit filed pursuant to subrule 364.1(c) sets out the name of a person who, in the opinion of the deponent, either has or might reasonably be expected to have a legal or equitable interest in the land or other subject of the application, the [Court](#) may order that notice of the summons in the prescribed form be given by the applicant to that person.
- (2) When, in the opinion of the [Court](#), a person has a legal or equitable interest in the land or other subject of the application, the [Court](#) may order that notice of the summons in the prescribed form be given by the applicant to that person.

Prescribed form—Form 47 [Notice of Summons](#)

- (3) A notice given to a person in consequence of an order made pursuant to subrule (1) or (2) must have attached to it a copy of the summons.
- (4) When an order is made that notice be given to a person in consequence of an order pursuant to subrule (1) or (2), an affidavit in the prescribed form verifying that notice has been given must be filed by the applicant as soon as is reasonably practicable after the notice has been given.

Prescribed form—Form 42 [Affidavit of Proof of Service](#)

- (5) A person to whom notice is given pursuant to this rule who desires to be heard by the [Court](#) upon the hearing of the summons must file a Notice of Interest in the prescribed form, within 14 days of being served with such notice.

Prescribed form—Form 59 [Notice of Interest](#)

- (6) A Notice of Interest filed pursuant to subrule (5) must give an address for service and must contain a brief statement of the person's interest in the land or other subject of the proceeding.

364.6—Setting down for hearing

- (1) The summons will be set down for a conference as soon as is practicable after the time for filing of a Notice of Acting has expired.
- (2) The [Registrar](#) must give notice of the time appointed for the conference to—
 - (a) the applicant;
 - (b) any respondent who has filed a Notice of Acting;
 - (c) any person who has filed a Notice of Interest pursuant to and meeting the requirements of subrule 364.5(5) and (6); and
 - (d) any [Authority](#) which has been served.

Part 5—Other applications

365.1—Institution

- (1) Subject to subrule (5), an application to the [Court](#) other than an [appeal against an administrative decision](#), building reference, enforcement application or interlocutory application must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 2AD [Originating Application](#)

- (2) An application governed by this rule must—
 - (a) briefly state the facts, circumstances and other relevant matters upon which the application is based; and
 - (b) identify the land, building, watercourse or other subject to which the application relates.
- (3) The applicant must join the [Authority](#) or person against whom the declaration or orders are sought as a respondent.
- (4) When an application seeks an order pursuant to section 141 of the *Planning, Development and Infrastructure Act 2016*—
 - (a) the applicant must join the owner and (if different) occupier of the land to which the application relates as a respondent;
 - (b) the [Originating Application](#) must also set out the name, address and interest of any other person who (as far as is known by the applicant) has a material interest in the application;
 - (c) the [Originating Application](#) must have affixed to it a copy of the certificate of title of the land to which the application relates.
- (5) When an order is sought pursuant to section 30(3) of the *Heritage Places Act 1993*, the [Originating Application](#) must be accompanied by an affidavit in the prescribed form setting out the facts in support thereof.

Prescribed forms—

Form 12 [Affidavit](#)

Form 14 [Exhibit to Affidavit](#)

- (6) In the case of urgency, or in any other circumstances in which the [Court](#) considers it appropriate, the [Court](#) may—
- (a) hear an oral application; or
 - (b) hear an application and make an order by audio visual link, telephone or email.

Part 6—Conferences and post-conference steps

366.1—Matters to be referred to a conference

Note—

Sections 204(2) and 214(5) of the *Planning, Development and Infrastructure Act 2016*; sections 104(12) and 106(5) of the *Environment Protection Act 1993*; section 38 (4) of the *Ground Water (Qualco-Sunlands) Control Act 2000* and section 31A(5) of the *Native Vegetation Act 1991* require proceedings referred to therein to be referred to a conference governed by section 16 of the Act.

In addition to the matters that must be referred to a conference pursuant to legislation, the following proceedings must at first instance be referred to a conference—

- (a) an [appeal against an administrative decision](#) pursuant to section 231(5) of the *Planning, Development and Infrastructure Act 2016*;
- (b) an [appeal against an administrative decision](#) pursuant to section 48 of the *South Eastern Water Conservation and Drainage Act 1992*;
- (c) an [appeal against an administrative decision](#) pursuant to section 20 of the *Heritage Places Act 1993*;
- (d) an [appeal against an administrative decision](#) pursuant to section 55(1) or section 57(1) of the *Irrigation Act 2009*;
- (e) an [appeal against an administrative decision](#) pursuant to section 32(3) of the *Local Nuisance and Litter Control Act 2016*;
- (f) an [application](#) pursuant to section 141(1) or section 139(2)(e) of the *Planning, Development and Infrastructure Act 2016*;
- (g) an [application](#) pursuant to section 35 of the *Heritage Places Act 1993*;
- (h) an [application](#) pursuant to sections 29(1) or section 31A of the *Native Vegetation Act 1991*;
- (i) an [application](#) pursuant to section 33 of *Local Nuisance and Litter Control Act 2016*;
- (j) an [application](#) pursuant to section 215(10) of the *Landscape South Australia Act 2019*.

366.2—Presiding member

A Judge, Commissioner, Associate Judge or Magistrate of the [Court](#) may preside at any conference.

366.3—Preparation for conference

- (1) When the decision of an [Authority](#) is the subject of a proceeding to be referred to a conference, the [Authority](#) must, at least 7 days before the scheduled conference date, provide to the [Court](#) and to each party to the proceeding a book of documents comprising a copy of—

- (a) each of the application documents, together with any additional information provided subsequently to the [Authority](#) by the applicant, whether in response to a request by the [Authority](#), in response to representations, or otherwise;
 - (b) any representation, submission or report with respect to the application (including a report by staff of, and any consultant engaged by, the [Authority](#)), submitted to the [Authority](#) or any person or committee acting under delegation from the [Authority](#) prior to its decision;
 - (c) where the proceeding is a [development appeal](#), any response of a prescribed body pursuant to s 122(1)(b) of the *Planning, Development and Infrastructure Act 2016* and any additional documents or information provided to a prescribed body by the applicant pursuant to s 122(3)(a);
 - (d) any report by an [Authority](#) or an officer, delegate or employee of the [Authority](#);
 - (e) where the proceeding is a development appeal, a copy of the Planning Rules relevant to the application;
 - (f) any advice or report provided prior to the decision of the [Authority](#) by a consultant engaged to advise upon the application or aspects of the application;
 - (g) the minutes of any meeting of the [Authority](#) at which the application was considered;
 - (h) the notification of the decision of the [Authority](#);
 - (i) the reasons for the [Authority's](#) decision.
- (2) It is not necessary to include more than one copy of a document in a book of documents produced pursuant to this rule.

Example

Where a document which is included in the book of documents was also an attachment, for example, to an agenda for a meeting of the authority or a committee, or to the report of an officer, it will be sufficient to insert a note following the reproduced agenda, report or other document, identifying the document and indicating the numbers of the pages of the book of documents where the document has been reproduced.

- (3) A book of documents produced pursuant to this rule must—
 - (a) be in chronological order for each category of documents;
 - (b) have pages that are sequentially numbered;
 - (c) have an index at the front.
- (4) Nothing in this rule derogates from the duty of an [Authority](#) to provide notice to the [Court](#) of persons who made representations pursuant to subsection 110(6)(b)(iii) of the *Planning, Development and Infrastructure Act 2016*.
- (5) The parties must be prepared in advance of the conference to be able to—
 - (a) identify and discuss the issues or matters in dispute at the conference;
 - (b) attend with such persons who are able to negotiate with authority;
 - (c) participate and comply with rules 366.4 and 366.6.

366.4—The conference

- (1) The purpose of a conference is to enable the presiding member at the conference to assist the parties to explore any possible resolution of the matters in dispute without resorting to a formal hearing.
- (2) To that end, it is expected that—
 - (a) the issues or matters in dispute, from the perspective of each party, will be aired and discussed openly at the conference, with a view to a fair and reasonable exchange of views in good faith;
 - (b) each party or their representative(s) attending the conference will attend in good faith, and that the representative(s) will have obtained the authority to discuss, negotiate and authorise a settlement of the proceeding, or agree on such issues or part of the proceeding as may be agreed;
 - (c) each party or their representative(s) will be prepared at the conference to discuss its case, identify the issues it proposes to argue, and the grounds therefor and respond as best it then can to the case of each other party.
- (3) Summaries of expert reports may be produced at a conference provided that—
 - (a) the reports are not summarised in such a way that they may be inaccurate or misleading;
 - (b) a copy of the summary is provided to the [Court](#) and to each other party at least 24 hours before the commencement of the conference.

366.5—Adjournment of conference

- (1) If, during the course of a conference, the presiding member concludes that the parties have reached or may reach a settlement which may materially prejudice any person not represented at the conference but who has a direct or material interest in the proceeding to which the conference relates, the presiding member may adjourn the conference and direct the [Registrar](#) to give notice of the conference and of the proposed or probable settlement to such person and the [Registrar](#) must give notice accordingly.
- (2) Any person to whom a notice has been given pursuant to subrule (1) may—
 - (a) attend at the adjourned conference and participate in it;
 - (b) apply to be joined as a party to the proceeding the subject of the conference.

366.6—Closure of conference

- (1) At the request of a party the presiding member may close the conference and list the matter for directions.
- (2) Upon the closure of the conference, the parties may be asked to—
 - (a) express their views concerning the composition of the bench to hear and determine the matter;
 - (b) identify the issues and inform the presiding member whether there is a legal issue to be determined, and if so, the nature of the legal issue.
- (3) When the presiding member considers it appropriate, the presiding member may list the matter for a directions hearing.

366.7—Order for costs

When the presiding member at a conference makes an order for costs pursuant to section 16(7)(h) of the [Act](#), the amount of costs so ordered will be determined by reference to Part 9.

366.8—Directions hearing

- (1) This rule applies to the directions hearing convened after the close of the conference and any adjourned directions hearing.
- (2) At the directions hearing, the parties will be expected to inform the [Court](#) with respect to—
 - (a) the issues for determination including whether there is a legal issue to be determined, and if so, the nature of the legal issue;
 - (b) if not already determined, the composition of the bench to hear and determine the matter;
 - (c) any proposed amendments to the development proposal;
 - (d) the exchange of expert reports and meetings of experts;
 - (e) the availability of witnesses and counsel;
 - (f) the estimated duration of the final hearing; and
 - (g) any other matters relevant to the listing of the appeal.
- (3) At the directions hearing, to the extent that a timetable has not already been set, the [Court](#) may set a timetable for—
 - (a) the provision of particulars of a party's case;
 - (b) the filing and service of any amended development proposal when applicable;
 - (c) the exchange of expert reports;
 - (d) any meeting of proposed expert witnesses having similar expertise, for the purpose of identifying differences in opinion between them.
- (4) Following consultation with the Listings Co-ordinator, the [Court](#) will inform the parties of the date or dates for the final hearing of the appeal.

366.9—Re-opening of conference or referral to Mediation

The parties, by agreement, may request the [Court](#)—

- (a) at any time before the scheduled hearing date, to reconvene the conference of the parties;
- (b) at any time, to appoint a mediator to endeavour to achieve a negotiated settlement of the matter.

Part 7—Mediation

367.1—Mediation

‘Mediation’ is a process voluntarily entered into by the parties whereby a neutral third party assists and encourages the parties in dispute as to one or more matters in a proceeding, to achieve their own negotiated settlement of the matter or matters in dispute.

367.2—Mediation pursuant to section 28B of the Act

- (1) Mediation may be conducted at any stage of proceedings.
- (2) The [Court](#) may appoint a mediator with the consent of the parties.

367.3—Settlement resulting from mediation

- (1) In the event that a mediation results in the settlement of any of the matters in dispute between the parties, the outcome shall be reduced to writing, signed by the mediator and the parties (the *mediation report*) and filed in a registry of the [Court](#).
- (2) Following receipt of a mediation report, the [Court](#) may record a settlement and make any decision or order it considers appropriate.

Part 8—Subsequent steps before final hearing

Division 1—Restraining orders

368.1—Restraining orders

Where an interlocutory application is for a restraining order pursuant to section 28A of the [Act](#), and the [Court](#) considers it appropriate to exercise its powers under section 28A(5) of the [Act](#), the [Court](#) may—

- (a) direct the [Registrar](#) to issue and cause to be served a summons directing the respondent to appear before the [Court](#) at a specified time and place to be examined concerning the identification of property the subject of the proposed restraining order; or
- (b) issue a warrant for the arrest of the respondent, under the hand of a Judge, directed to the Sheriff, ordering the Sheriff to take the person into custody and to hold them in custody until they can be brought before the [Court](#) to be examined concerning the identification of property the subject of the proposed restraining order.

Division 2—Particulars and discovery

368.2—Particulars and discovery

The [Court](#) may, at any time prior to or in the course of the hearing of a proceeding, order a party to produce to the [Court](#) and to each other party—

- (a) further particulars of that party's case;
- (b) full particulars of the reasons for decision of the relevant authority;
- (c) a list of documents which are in the possession of that party and are directly relevant to the proceeding;
- (d) a specified document in the possession of that party, which is directly relevant to the proceeding.

Division 3—Section 21(2) Documents

368.3—Documents requested under section 21(2)

- (1) The [Court](#) may make a request for documents pursuant to section 21(2) of the [Act](#) on application by a party or of its own motion.
- (2) When any documents have been delivered or sent to the [Court](#) as a consequence of a request made pursuant to section 21(2) of the [Act](#), the [Registrar](#) must make them available for inspection by the parties or their representatives at a registry of the [Court](#).

- (3) Subject to any statutory provision, the [Registrar](#) may provide a copy of such documents as may reasonably be copied in the [Registry](#) to any party or their representative upon their paying the relevant fee or, where there is no fee, an amount sufficient to cover the cost of producing the copy.

Division 4—Amendment to proposed development

368.4—Amendment to proposed development

- (1) This rule applies in respect of a [development appeal](#).
- (2) If, for the purpose of the [final hearing](#), the applicant intends to amend the proposed development in any respect, they must file and serve on the other parties details of the proposed amendment—
 - (a) in accordance with a timetable ordered by the [Court](#); or
 - (b) if a timetable has not been set, at least 21 days before the [final hearing](#).

Division 5—Expert evidence

368.5—Expert evidence

- (1) Subject to subrule (2), the provisions of Chapter 7 Part 14 apply to a proceeding governed by this Chapter.
- (2) Rules [74.2](#), [74.3](#) and [74.8](#) do not apply to a proceeding governed by this Chapter.
- (3) A party who requests an expert to provide an [expert report](#) must, within 7 days of arranging for the expert to provide an [expert report](#), send to the expert a copy of Divisions 3 and 4 of Chapter 7 Part 14.
- (4) If a party intends to adduce expert evidence at the [final hearing](#), the party must, at least 7 days before the [final hearing](#), obtain an [expert report](#) complying with [rule 74.10](#) from each intended expert.
- (5) Unless the [Court](#) otherwise orders, an expert's evidence in chief at the [final hearing](#) must be given only by tendering the report from the expert and the expert giving evidence that the report is correct.
- (6) If a party wishes to adduce expert evidence of which notice should have been, but was not, given by an [expert report](#) from the witness (including evidence outside the scope of an [expert report](#) served under this rule)—
 - (a) the party must first obtain leave of the [Court](#); and
 - (b) if a party fails to comply with this [rule 368.5](#), the [Court](#) may order that the party pay the incremental costs of each other party caused by the failure to comply with this rule.

Division 6—Book of documents for final hearing

368.6—Enforcement applications

- (1) This rule applies to [enforcement applications](#).
- (2) The applicant must provide to the [Court](#) and each other party any proposed interim or other order of the [Court](#) relevant to the final hearing in sufficient numbers, having regard to whether the matter is to be heard by a full bench or Judge or Commissioner sitting alone, subject to any order of the [Court](#), to each party, at least 7 days before the commencement of the [final hearing](#).

368.7—Appeals against administrative decisions

- (1) This rule applies to [appeals against administrative decisions](#).
- (2) Subject to subrule (3), the [Authority](#) whose decision is the subject of an appeal to the [Court](#) must produce a book of documents in accordance [rule 366.3](#) (whether or not [rule 366.3](#) applies to the proceeding).
- (3) If a book of documents has already been prepared pursuant to [rule 366.3](#)—
 - (a) if no further documents would be included in a book of documents prepared in accordance with the timing required by subrule (6), the [Authority](#) need not prepare a further book of documents;
 - (b) if further documents would be included in a book of documents prepared in accordance with the timing required by subrule (6), the [Authority](#) must prepare (at its option) either a supplementary book of documents containing the further documents or a fresh book of documents.
- (4) The applicant for development authorisation under the *Planning, Development and Infrastructure Act 2016*, whether the applicant or respondent, must produce a full set of the plans or drawings, with dimensions, and drawn to an identified scale, which relate to the development as proposed at the time of the [final hearing](#).
- (5) A party who plans to use, in the course of the [final hearing](#), a diagram, specification, photograph, or other documentary material, which is reasonably capable of being copied without undue expense, must produce a book containing a copy of the material in preparation for the [final hearing](#).
- (6) A party required by this rule to produce copy documents must provide to each other party and the [Court](#) the copy documents in sufficient numbers having regard to whether the matter is to be heard by a full bench or Judge or Commissioner sitting alone and allowing for one copy to be available to any person giving evidence at the [final hearing](#), at least 7 days before the commencement of the [final hearing](#) subject to any order of the [Court](#).
- (7) If the decision the subject of an appeal is in the nature of an appeal against a statutory notice that has been issued by an [Authority](#), a book of documents shall be prepared which book is only required to contain those documents listed in [rule 366.3](#) which are relevant to the issue of the statutory notice (noting that it may be the case that no such documents exist, in which case, a book of documents shall not be required).

Part 9—Costs

369.1—Scale of costs

- (1) The Scale of Costs prescribed by the [Court](#) for the purposes of sections 29 and 44 of the [Act](#) is the Higher Courts costs scale.
- (2) Subrule (1) is subject to the rules contained in [Chapter 16](#).

369.2—Witness fees

- (1) When a witness has attended the [Court](#) for the purpose of giving evidence, the [Court](#) may allow fees payable to such witness upon any of the following bases—
 - (a) when the witness was accepted by the [Court](#) as an expert witness in a recognised profession or trade, or would have been likely to have been accepted if called, a

fee will be allowed of such amount per hour necessarily attended at [Court](#), as is reasonable having regard to the profession or trade;

- (b) when a witness was accepted by the [Court](#) as an expert witness in a recognised profession or trade, or would have been likely to have been so accepted if called, the [Court](#) may allow any reasonable costs properly incurred by a party in obtaining from such witness any report on matters relevant to the proceeding before the [Court](#);
- (c) when a witness is not an expert witness but attends the [Court](#) for the purpose of giving evidence relevant to the proceeding before the [Court](#), the witness shall be allowed a fee of \$30.00 per hour necessarily attended or such greater amount as is reasonable;
- (d) when a witness incurs travelling expenses for the purpose of attending [Court](#), the fee payable to such witness may include such amount as the [Court](#) thinks reasonable to reimburse to the witness such expenses.

369.3—Costs of subpoenaed witness

- (1) When the [Court](#), on the application of a party to the proceeding, issues a subpoena requiring a person to appear before the [Court](#), the [Court](#) may, either at the time of the issue of the subpoena or at any time before the conclusion of the action, order the party who applied for the issue of the subpoena to pay to the person required to appear the cost of that person attending before the [Court](#).
- (2) When determining the amount to be paid pursuant to subrule (1), the [Court](#) will have regard to—
 - (a) the principles applicable to witness fees in [rule 369.2](#);
 - (b) any travelling, accommodation or other costs actually incurred or likely to be incurred by the person in attending the [Court](#).
- (3) The [Court](#) may make an order pursuant to this rule either upon an application by the person required to appear or a party to the proceeding, or of its own motion.
- (4) When an order is made pursuant to this rule, the amount ordered to be paid shall be a debt payable to the person required to attend by the party against whom the order is made.

Chapter 27—Specific kinds of proceedings—Native Title— Supreme and ERD Courts

Part 1—Preliminary

371.1—Introduction

- (1) This Chapter contains rules relating to actions involving native title.
- (2) Except to the extent that a rule in this Chapter excludes, modifies or is inconsistent with the other provisions of these Rules, the other provisions of these Rules applicable to an originating application apply to an action the subject of this Chapter.

371.2—Interpretation

- (1) In this Chapter, unless the contrary intention appears—
Acquisition Act means the *Land Acquisition Act 1969*;
the *Act* means the *Native Title (South Australia) Act 1994*;
Mining Act means the *Mining Act 1971*;
Opal Mining Act means the *Opal Mining Act 1995*;
register means the State Native Title Register;
Registrar means the Registrar of the ERD Court;
Regulations means the *Native Title (South Australia) Regulations 1996*.
- (2) In this Chapter, unless the contrary intention appears, words defined in the Acquisition Act, Mining Act, Opal Mining Act or the Act, when used in the context of an application under that Act, have the same meaning as in that Act.

371.3—Cultural or customary concerns

- (1) At any time in a proceeding, the Court may make an order that it considers appropriate to take account of the cultural or customary concerns of a party to the proceeding or another person.

Example

The Court might make a ruling on the naming of recently deceased people.

- (2) In considering orders to be made, the Court may seek any information it considers appropriate from a party to the proceeding.

371.4—Transfer of proceedings between courts

- (1) An application to the Supreme Court under section 6(4) of the Act or section 20(2) of the *Environment, Resources and Development Court Act 1993* to remove a proceeding into the Supreme Court must be made or be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed form—

Form 2 [Originating Application](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) An application to the ERD Court under section 6(3) of the [Act](#) or section 20(1) of the *Environment, Resources and Development Court Act 1993* to refer a proceeding to the Supreme Court must be made or be instituted by filing an [Interlocutory Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 102.1](#) or, with leave of the Court, by oral application at a hearing.

Prescribed form—

Form 77 [Interlocutory Application](#)

Form 12 [Affidavit](#)

- (3) An application to the Supreme Court under section 6(1) of the [Act](#) to refer a proceeding to the ERD Court must be made or be instituted by filing an [Interlocutory Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 102.1](#) or, with leave of the Court, by oral application at a hearing.

Prescribed form—

Form 77 [Interlocutory Application](#)

Form 12 [Affidavit](#)

- (4) If a proceeding is transferred to the Court under section 6 of the [Act](#) or section 20 of the *Environment, Resources and Development Court Act 1993* before the pleadings are completed, the parties must, unless the Court otherwise orders, complete the pleadings in accordance with the rules applicable to the court in which the proceeding originated.
- (5) The Court may exercise interlocutory powers that could have been exercised by the court in which the proceeding originated.

371.5—Serving documents and giving notice

- (1) If a document is required by these rules to be served on the holders of or claimants to native title, it must be served—
- (a) in accordance with [Chapter 5](#); or
 - (b) to the extent applicable, section 28 or 29 of the [Act](#).

Note—

Sections 28 and 29 of the [Act](#) provide that, if native title, or a claim to native title, is registered under the law of the Commonwealth or the State, a notice or other document is validly served on the holders or claimants if it is given personally or by post to their registered representative and the relevant representative Aboriginal body for the land.

- (2) If notice is required by these rules or an order of the Court to be served on the holders of, or claimants to, native title, the notice must be—
- (a) in writing; or
 - (b) in any other form that the Court considers appropriate; and
- it must be given—
- (c) by ordinary pre-paid post; or
 - (d) in any other way that the Court considers appropriate.
- (3) The Court may direct an applicant or the [Registrar](#) to give public notice of any hearing before the Court, or any order of the Court, in the manner and at the time the Court considers appropriate.

Part 2—Native Title Act

Note—

The Supreme Court and ERD Court are vested by section 5 of the Act with concurrent jurisdiction to hear and determine native title questions under the [Act](#).

Division 1—State Native Title Register

372.1—Title of register

The [register](#) kept by the [Registrar](#) under section 17 of the [Act](#) will be called the “State Native Title Register”.

372.2—Matters to be recorded

Note—

Section 17 of the [Act](#) and regulation 6 of the [Regulations](#) specify the information that must be recorded in the [register](#). That includes all decisions by competent authorities under the law of the Commonwealth about the existence of native title in land in the State or the nature of rights conferred over land in the State by native title.

The [Registrar](#) may accept a certified extract of the National Native Title Register kept under the *Native Title Act 1993* (Cth) as a basis for entering decisions of competent authorities under the law of the Commonwealth about the existence of native title in land in the State or the nature of rights conferred over land in the State by native title.

372.3—Inspection of register

Note—

Section 17(3) of the [Act](#) requires the register to be kept available for inspection during normal business hours on payment of the fee fixed by the [regulations](#).

- (1) The [register](#) will be available for inspection at the principal registry of the Court at the Sir Samuel Way Building, Victoria Square, Adelaide.
- (2) The [Registrar](#) may make the [register](#), or part of the [register](#), available for inspection at district registries of the Court on terms and conditions determined by the [Registrar](#).

372.4—Confidential part of register

Note—

Section 17(4) of the [Act](#) requires a part of the [register](#) to be set aside for the inclusion of information and materials of a nature that cannot be publicly disclosed without contravening Aboriginal tradition. The confidential part is to include information and materials determined by the Court or the [Registrar](#). The confidential part is only to be inspected as authorised by the Court or the [Registrar](#).

- (1) The part of the [register](#) set aside for the inclusion of information and materials of a nature that cannot be publicly disclosed without contravening Aboriginal tradition (the ***confidential part of the register***) must be kept as directed by a Judge.
- (2) The Court or the [Registrar](#) may specify conditions on which a person is authorised to have access to the confidential part of the [register](#), including conditions restricting the information or materials to which the person is to have access.
- (3) The [Registrar](#) must keep a written record of each decision of the Court or the [Registrar](#) authorising a person to have access to the confidential part of the [register](#), including details of the name and address of the person and the information or materials to

which the person was authorised to have access (but that record is not to be made available for inspection by members of the public).

Division 2—Applications for native title declarations and/or compensation

372.5—Scope of Division

This Division applies to applications for a native title declaration under Part 4 and for compensation for acts adversely affecting native title under Part 4A of the [Act](#).

372.6—Application for native title declaration or revocation or variation

- (1) A claimant application under section 18 of the [Act](#) for a declaration that native title exists in land made on behalf of an Aboriginal group must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form.

Prescribed form—

Form 2P [Originating Application – Native Title Declaration Claimant Application](#)

- (2) An application under subrule (1) must be supported by a statutory declaration in the prescribed form in accordance with section 18A(2)(k) of the [Act](#).

Prescribed form—

Form 13 [Statutory Declaration](#)

- (3) A non-claimant application under section 18 of the [Act](#) for a native title declaration must be instituted by filing an [Originating Application](#) in accordance with [rule 82.1](#) in the prescribed form.

Prescribed form—

Form 2Q [Originating application – Native Title Declaration Non-Claimant Application](#)

- (4) An application under subrule (3) must be supported by a statutory declaration in the prescribed form in accordance with section 18A(4)(e) of the [Act](#).

Prescribed form—

Form 13 [Statutory Declaration](#)

- (5) An application under section 25 of the [Act](#) for variation or revocation of a native title declaration must be made by filing an [interlocutory application](#) in accordance with [rule 102.1](#) in the prescribed form supported by an affidavit in accordance with [rule 102.1\(2\)](#).

Prescribed forms—

Form 77B [Interlocutory Application – Native Title](#) and Form 77C [Schedule to Interlocutory Application – Native Title](#)

Note—

The above prescribed forms reflect the forms prescribed by the [Regulations](#) for applications under Part 4 of the [Act](#).

372.7—Claim for compensation

A claim under section 27A of the [Act](#) for compensation for an act extinguishing or otherwise affecting native title must be instituted by filing a [Claim](#) in the prescribed form in accordance with [rule 63.1](#).

Prescribed form—

Form 1D [Claim – Native Title Compensation](#)

372.8—Supporting affidavit or statutory declaration

- (1) If the applicant is an individual, the application or claim must be signed, and the accompanying statutory declaration or affidavit sworn or affirmed, by the applicant.
- (2) If the applicant is a body corporate, the application or claim must be signed, and the accompanying statutory declaration or affidavit sworn or affirmed, by a director, secretary or other principal officer of the body corporate, or by a person employed by the body corporate who is authorised to sign the application or claim and make the statutory declaration or affidavit.

372.9—Amendment of application

- (1) A person applying under regulation 8 of the [Regulations](#) to amend an application made under Part 4 or Part 4A of the [Act](#) must file the application and each map and other accompanying document with the Court.

Note—

An application may be amended under Parts 4 and 4A of the State Native Title Act and the [Regulations](#) or in any other way as ordered by the Court.

- (2) If the application is a claimant application and the [Registrar](#) has not yet decided whether it is to be registered, the [Registrar](#) may if the [Registrar](#) thinks fit join an additional party.
- (3) Subject to subrule (2), the application will be determined by the Court.
- (4) The Court may give the directions and make the orders it considers appropriate, including (but without limiting the generality of this power) an order that claimant applications be combined.

372.10—Review of decision not to accept claim

- (1) An application under section 19B of the Act for review of a decision by the [Registrar](#) in relation to registration or de-registration of a claim must be made by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 4 [Originating Application for Review](#)

- (2) The application must be filed within 42 days from the date of notification of the decision under section 19A(7) of the [Act](#).
- (3) On a review, the Judge may give directions to the [Registrar](#) or the applicant.

372.11—Joinder of additional parties

- (1) A person who seeks to be joined as a party to an application governed by this Division must file an application in the prescribed form setting out the nature of the person's interests in the proceeding.

Prescribed form—

Form 77I [Interlocutory Application to be Joined](#)

- (2) The applicant for joinder must serve the joinder application on the applicant and any other party to the proceeding.
- (3) If the application is a claimant application and the [Registrar](#) has not yet decided whether it is to be registered, the [Registrar](#) may if the [Registrar](#) thinks fit join an additional party.
- (4) Subject to subrule (3), the application will be determined by the Court.

- (5) If the Court make an order for joinder, notice of the decision must be given to the applicant and to any other party to the proceedings.

Division 3—Other applications

372.12—Scope of Division

This Division applies to applications under the [Act](#) other than those governed by Division 3.

372.13—Institution

- (1) An application governed by this Division must be instituted by filing an [Originating Application](#) in the prescribed form.

Prescribed form—

Form 2 [Originating Application](#)

- (2) The application must be accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).
- (3) If the applicant is an individual, the supporting affidavit must be sworn or affirmed, by the applicant.
- (4) If the applicant is a body corporate, the supporting affidavit must be sworn or affirmed by a director, secretary or other principal officer of the body corporate, or by a person employed by the body corporate who is authorised to make the application and the affidavit.
- (5) Unless the Court otherwise orders, the applicant must join as a respondent—
- (a) the Minister responsible for administration of the [Act](#); and
 - (b) if the application relates to native title the subject of a claim under the [Act](#)—the registered holder of the native title or otherwise the claimant or person registered as representative of the claimants.

372.14—Joinder of additional parties

- (1) If a respondent believes that another person has an interest in the application, the applicant, or the State Minister may, within 14 days of being served with the application, notify the Court of the name and address of the person believed to have an interest.
- (2) The Court may order that any person that the Court is satisfied has an interest in the application be joined as an additional respondent or interested party.
- (3) Nothing in this rule affects any right a person may otherwise have to be joined as a party to a proceeding, or the power of the Court, on its own initiative or at the request of a party, to order that a person be joined as a party to a proceeding.
- (4) In this Rule, *person* includes a group of persons or an organisation.

Part 3— Acquisition Act, Mining Act and Opal Mining Act

Note—

Jurisdiction in relation to native title under the Acquisition Act, Mining Act and Opal Mining Act is prima facie vested in the ERD Court.

However, section 5(1) of the [Act](#) vests jurisdiction in the Supreme Court and ERD Court to determine native title questions and section 20A of the *Environment Resources and Development Court Act 1993* vests jurisdiction in the Supreme Court if the Supreme Court

removes a proceeding into the Supreme Court or the ERD Court transfers a proceeding to the Supreme Court.

Division 1—Mediation

Note—

Sections 19(3) and 23(3) of the Acquisition Act, section 63P(3) of the Mining Act and section 58(3) of the Opal Mining Act provide for the ERD Court to mediate between the parties to assist in obtaining their agreement.

373.1—Request for mediation

- (1) An application requesting the Court to mediate between parties to assist in obtaining their agreement about a native title question must be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 2 [Originating Application](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) The application or affidavit must—
 - (a) include an outline of the circumstances of the case and the matters in dispute; and
 - (b) be accompanied by a copy of the notice initiating negotiations between the parties.
- (3) The applicant must join as a respondent each other party to the proposed agreement.
- (4) If mediation has been requested, it may continue even after an application for a native title declaration has been made to the Court seeking a resolution of the matters in dispute.

Division 2—Determination in absence of agreement

Note—

Section 20 of the Acquisition Act, section 63S of the Mining Act and section 61 of the Opal Mining Act provide for the ERD Court to make determinations if agreement cannot be reached.

373.2—Application for determination

- (1) An application for a native title determination following the failure of negotiating parties to reach agreement must, subject to subrule (4), be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 2AK [Originating Application – Native Title Determination](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) The application or affidavit must—
 - (a) identify the land subject to the negotiations;
 - (b) identify the other parties with whom negotiations have taken place;

- (c) identify the representative Aboriginal body for the area in which the land is situated;
 - (d) identify any person who holds an interest in the land (including an authority or tenement authorising mining or other operations on the land) but has not been a party to the negotiations and give details of the nature of the interest;
 - (e) include a statement of the effect of the proposed acquisition or operations on—
 - (i) the enjoyment of native title rights and interests by the native title parties;
 - (ii) the way of life, culture and traditions of the native title parties;
 - (iii) the development of the social, cultural and economic interests of the native title parties;
 - (iv) the freedom of access by any of the native title parties to the land and their freedom to carry out rites, ceremonies or other activities of cultural significance on the land in accordance with their traditions;
 - (v) any area or site on the land of particular significance to the native title parties in accordance with their traditions;
 - (vi) the natural environment of the land;
 - (f) set out the terms of the determination sought;
 - (g) if it is made by a person other than a native title party—
 - (i) describe the interest (including any authority or tenement authorising proposed operations on the land) that the applicant holds or has applied to hold in the land;
 - (ii) describe the general nature of the operations proposed to be carried out on the land or the purpose for which the land is to be acquired;
 - (iii) exhibit a copy of the notice initiating the negotiations;
 - (iv) set out to whom, when and how that notice was given;
 - (h) if it is made by a native title party—
 - (i) give details of the nature of the rights conferred by the native title in the land held or claimed by the applicant and the basis on which native title is held or claimed;
 - (ii) give details of any request for non-monetary compensation.
- (3) The applicant must join as a respondent—
- (a) each other party to the negotiations;
 - (b) the representative Aboriginal body for the area in which the land is situated;
 - (c) the Minister responsible for administration of the Act under which the determination is sought.
- (4) However, if the Court has mediated between the parties to assist in obtaining their agreement, a party to the mediation may apply for a native title determination in the proceeding in which the mediation occurred by filing an [interlocutory application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 77 [Interlocutory Application](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (5) If a party proceeds under subrule (4), the application or affidavit must address the matters and exhibit the documents referred to in subrule (2).

Division 3—Summary determination

373.3—Application where no registered native title parties

Note—

Section 63N of the Mining Act provides for the ERD Court to make determinations if, four months after notice is given, there are no native title parties in relation to the land to which the notice relates.

Section 56 of the Opal Mining Act provides for the ERD Court to make determinations if, two months after notice is given, there are no native title parties in relation to the land to which the notice relates.

- (1) An application for a determination authorising entry to and mining operations on land where there are no native title parties must be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 7D [Originating Application Ex Parte— Summary Determination Authorising Operations on Native Title Land](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) The application or affidavit must—
- (a) identify and describe the land on which the proposed operations are to be carried out;
 - (b) describe the interest (including any authority or tenement authorising the proposed operations) that the applicant holds or has applied to hold in the land;
 - (c) describe the general nature of the proposed operations that are to be carried out on the land;
 - (d) set out the terms of the determination sought;
 - (e) exhibit a copy of the notice initiating negotiations with native title parties in relation to the proposed operations given by the applicant;
 - (f) identify to whom, when and how that notice was given.

373.4—Application for expedited procedure

Note—

Section 63O of the Mining Act and section 57 of the Opal Mining Act provide for the ERD Court to make summary determinations if operations are of a kind attracting the expedited procedure.

- (1) An application for a determination authorising entry to and mining operations on land where the applicant is relying on the expedited procedure must be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 7D [Originating Application Ex Parte– Summary Determination Authorising Operations on Native Title Land](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) The application or affidavit must—
 - (a) identify and describe the land on which the proposed operations are to be carried out;
 - (b) describe the interest (including any authority or tenement authorising the proposed operations) that the applicant holds or has applied to hold in the land;
 - (c) describe the general nature of the proposed operations that are to be carried out on the land;
 - (d) set out the terms of the determination sought;
 - (e) set out the grounds on which the applicant alleges that the expedited procedure applies to the proposed operations;
 - (f) exhibit a copy of the notice initiating negotiations with native title parties in relation to the proposed operations given by the applicant;
 - (g) identify to whom, when and how that notice was given;
 - (h) exhibit a copy of any objections to reliance on the expedited procedure received by the applicant.
- (3) The applicant must give a copy of the application and supporting affidavit, together with notice of the effect of section 63O(4) of the Mining Act or section 57(4) of the Opal Mining Act as applicable, to any person who has objected to reliance on the summary procedure.

Division 4—Review of determination for compensation

Note—

Section 63ZB of the Mining Act and section 70 of the Opal Mining Act provide for the ERD Court to review a determination insofar as it fixed compensation payable in the event that a native title declaration is later made establishing who are the holders of native title in the land.

373.5—Application for review

- (1) An application for review of the provisions of a native title determination providing for the payment of compensation following a native title declaration must, subject to subrule (4), be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 2 [Originating Application](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) The application or affidavit must identify—
 - (a) the date and case number of the original declaration by the Court;

- (b) the land to which the declaration relates;
 - (c) if native title is declared to exist in the land—
 - (i) the persons declared to be the common law holders of native title;
 - (ii) the body declared to be the registered representative of the common law holders of native title;
 - (iii) the nature and extent of the rights and interests conferred by the native title;
 - (iv) the nature and extent of other interests in the land that may affect the native title rights and interests deriving from the native title;
 - (d) the operations authorised by the determination and the authorities or tenements under which the operations authorised by the determination may be carried out;
 - (e) if the applicant is a person who is liable to pay compensation under the determination, the operations that have been carried out under the determination;
 - (f) any person who holds an interest in the land but who was not a party to the negotiations leading to the determination and give details of the nature of the interest;
 - (g) the proposed changes to the provisions of the determination for payment of compensation;
 - (h) the reasons for changing the provisions of the determination for payment of compensation.
- (3) The applicant must join as a respondent—
- (a) each other party bound by the determination;
 - (b) the representative Aboriginal body for the area in which the land is situated;
 - (c) the Minister responsible for administration of the [Act](#) under which the determination is sought.
- (4) However, a party to the determination may apply for a native title determination in the proceeding in which the mediation occurred by filing an [interlocutory application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 77 [Interlocutory Application](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (5) If a party proceeds under subrule (4), the application or affidavit must address the matters referred to in subrule (2).

Division 5—Fixing basis for compensation

Note—

Section 63Q(2) of the Mining Act and section 59(2) of the Opal Mining Act provide for the ERD Court to fix compensation payable when an agreement provides for payment based on profits or income derived from mining operations on the land or the quantity of minerals produced on a basis to be fixed by the Court.

373.6—Application for determination

- (1) An application requesting the Court to determine the basis of payment to native title parties under a native title agreement (as required by the agreement) must be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 2 [Originating Application](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) The supporting affidavit must exhibit a copy of the native title agreement.
- (3) The applicant must join as a respondent—
 - (a) each other party to the agreement;
 - (b) the Minister responsible for administration of the [Act](#) under which the determination is sought.

Division 6—Appeal against prohibition of registration—ERD Court

Note—

Section 63Q(5) of the Mining Act and section 59(5) of the Opal Mining Act empower the Minister, if there is reason to believe that a native title agreement may not have been negotiated in good faith, to prohibit registration of the agreement.

Section 63Q(6) of the Mining Act and section 59(6) of the Opal Mining Act provide that a prohibition decision is subject to appeal to the ERD Court.

373.7—Application by way of appeal

- (1) An application by way of appeal against a decision of a Minister prohibiting registration of a native title agreement must be instituted by filing an [Originating Application](#) in the prescribed form accompanied by a supporting affidavit in the prescribed form in accordance with [rule 82.1](#).

Prescribed forms—

Form 5 [Originating Application – Appeal against Administrative Decision](#)

Form 12 [Affidavit](#)

Form 14 [Exhibit front sheet to Affidavit or Statutory Declaration](#)

- (2) The application or affidavit must—
 - (a) give an outline of the circumstances of the case;
 - (b) give details of the decision appealed against;
 - (c) set out the grounds of appeal;
 - (d) set out the terms of the order sought;
 - (e) exhibit a copy of the native title agreement;
 - (f) exhibit a copy of the order of the Minister prohibiting registration of the agreement and any separate reasons given for the decision.
- (3) The applicant must join—
 - (a) each other party to the agreement as a respondent; and

- (b) the Minister as an interested party.

Part 4—Directions hearings

Note—

Directions hearings generally are governed by Chapter 9.

374.1—Conduct of directions hearing

- (1) A directions hearing will ordinarily be convened before a Judge of the Court.
- (2) A particular matter raised at a directions hearing may be referred to an Associate Judge for direction or decision.
- (3) A directions hearing may be convened, if a Judge so directs, before an Associate Judge or Commissioner.

374.2—Additional directions

Without affecting the directions that may be given under Chapter 9, directions may be given to the parties or the Registrar—

- (a) to define and clarify the issues between the parties;
- (b) to facilitate the efficient and expeditious hearing and determination of the issues raised by the proceeding;
- (c) about the giving of notice of the proceedings (see section 16(1) of the [Act](#));
- (d) inviting or requiring a person (or representative of a group) to be joined as a party to the proceedings or to introduce evidence, or make submissions, relevant to the proceeding;
- (e) about service of a notice or other document;
- (f) about whether the proceeding should be heard in the ERD Court or the Supreme Court;
- (g) about whether the proceeding should be heard together with another proceeding before the Court relating to the same land (see section 26 of the [Act](#));
- (h) if the proceeding has been referred or removed to the Court from another court—
 - (i) giving interested persons a specified time within which to apply for registration of a claim to native title in land or for a native title declaration;
 - (ii) about the procedure for the completion of pleadings, if not completed;
- (i) requiring a party to undertake investigations, make inquiries or ascertain facts that may be relevant to the proceeding;
- (j) requiring a party to provide (to the Court or another party) reports, maps, records or any other documents that may be relevant to the proceeding;
- (k) requiring a party to provide particulars of their case, including a written summary of the evidence intended to be introduced;
- (l) about the convening of a conference of the parties, including—
 - (i) the selection of a mediator;
 - (ii) the procedure, places, timing and other arrangements for the conference.

374.3—Overlapping applications

- (1) If a party has knowledge of the existence of another proceeding before the Court that relates to a native title question that covers (in whole or in part) the same area as that application, the party must immediately give notice to the Court identifying the other proceeding.
- (2) If the Court receives notice under subrule (1), the Court will convene a directions hearing in both proceedings together to consider the future conduct of the proceedings.
- (3) The Court may make the orders pursuant to section 26(2) of the [Act](#) that it considers proper for the future conduct of the proceedings.

374.4—Adjournment for negotiation

- (1) The Court may, at any time in a proceedings (including after commencement of the final hearing), on its own initiative or at the request of a party, order an adjournment to allow the parties time for negotiation.
- (2) Negotiations for which an adjournment may be allowed may relate to an agreement about matters other than native title.
- (3) This rule does not limit the general power of the Court in relation to mediation or adjournments.

Part 5—Native title conferences

Note 1—

Section 8 of the Act requires the Court to call a conference of the parties to contested proceedings involving a native title question, unless the Court is of the opinion that no useful purpose would be served by a conference between the parties before the hearing of the matter or there is some other adequate reason for dispensing with a conference.

Note 2—

Mediations generally are governed by Chapter 11 Part 1.

375.1—Appointment of mediator and assistant

Note—

Section 9 of the [Act](#) requires the Court to select a mediator from among the Judges and the native title commissioners to preside at the conference in accordance with the rules.

- (1) The mediator to preside at a conference under section 8 of the [Act](#) is to be selected by the Judge having responsibility for the management of the proceeding or another Judge of the Court and will ordinarily be a native title commissioner but may, if the Court thinks fit, be a Judge of the Court
- (2) The Court may appoint a native title commissioner to assist the mediator if considered appropriate for reasons of Aboriginal tradition or for other reasons.
- (3) A person appointed to assist a mediator—
 - (a) must do so in the manner requested by the mediator;
 - (b) is, unless all parties agree to the contrary, disqualified from taking further part in the proceeding (as is the mediator under section 12 of the [Act](#)).

375.2—Purpose of conference and conduct of parties

- (1) The purpose of a conference is to enable the mediator to assist the parties to explore the possibility of resolving the matters in dispute by agreement and without resorting to a formal hearing (see section 8(1) of the [Act](#)).
- (2) It is expected that as far as possible the issues or matters in dispute, from the perspective of each party, will be aired and discussed openly at the conference, with a view to a fair and reasonable exchange of views in good faith.
- (3) A party or the representative of a party attending the conference should attend in good faith.
- (4) A party or the representative of a party should have the authority to discuss, negotiate and authorise a settlement of the proceedings, or if a settlement cannot be achieved to agree on issues or parts of the proceeding.
- (5) A party or the representative of a party should be prepared at the conference to discuss the party's case and its grounds, identify the issues proposed to be argued and respond to the case of each other party to the best of their ability.

375.3—Powers of mediator

Note—

Section 9(4) of the [Act](#) allows the mediator to exercise powers of the Court delegated by the rules.

The mediator may, at any time in the course of the conference—

- (a) exercise the delegated powers of the Court to make orders—
 - (i) requiring a party to undertake investigations, make inquiries or ascertain facts or matters;
 - (ii) requiring a party to provide (to the Court or another party) reports, maps, records or other documents that may be relevant to the proceeding;
 - (iii) requiring a party to provide particulars of their case, including a written summary of the evidence intended to be introduced;
 - (iv) about the procedure, places, timing and other arrangements for the conference;
- (b) with the consent of all parties to the proceeding, take and record evidence which may be admissible in proceedings before the Court (see section 11 of the [Act](#)).

375.4—Conclusion of conference

Note—

Section 10 of the [Act](#) provides that if a settlement is reached at a conference, the Court may make orders to give effect to the terms of agreement.

Section 10 also provides that if it appears that there is no reasonable prospect of reaching a negotiated settlement within a reasonable time, the mediator must close the conference and report the failure to reach agreement to the Court.

- (1) If a settlement is reached at a conference, the mediator must, as soon as reasonably practicable, close the conference and give a written report of the terms of agreement (including the terms of any proposed orders of the Court) to the presiding member of the Court.

- (2) If it is proposed that the Court make an order to give effect to the terms of agreement, the Court—
 - (a) will have regard to the views of the mediator who presided at the conference;
 - (b) will, if the order is a final order in the proceeding, give the parties an opportunity to make submissions about the terms of the order.

Part 6—Final Hearing and evidence

Note—

Trials generally are governed by [Chapter 14](#).

Division 1—Evidence

376.1—Directions concerning evidence

- (1) Without affecting the general powers of the Court, the Court may, at any time in a proceeding, make any order it considers appropriate relating to evidentiary matters.
- (2) Without affecting the generality of subrule (1), the Court may make orders—
 - (a) relating to the manner in which evidence may be presented to the Court;
 - (b) relating to the time when and the place where certain evidence is to be taken;
 - (c) relating to the presentation of evidence about a cultural or customary subject.

376.2—Evidence not in the ordinary course

- (1) If evidence of a cultural or customary subject is to be given by way of singing, dancing, storytelling or in any other way other than in the normal course of giving evidence, the party intending to adduce the evidence must inform the Court, within a reasonable time before the evidence is proposed to be given—
 - (a) of the evidence intended to be so adduced;
 - (b) where, when and in what form it is proposed to adduce the evidence;
 - (c) of any issues of secrecy or confidentiality relating to the evidence or part of the evidence.
- (2) If the Court considers that a person's evidence should be given at a time other than when such evidence would normally be given, the Court may give directions as to how, when and in what form the evidence is to be given.
- (3) Subrule (2) applies even if the proceeding has been referred to mediation.

376.3—Evidence given in consultation with others

- (1) The Court may, if it considers that it is in the interests of justice to do so, receive into evidence a statement from a group of witnesses, or a statement from a witness after that witness has consulted with other persons.
- (2) If a statement is made by a witness after consultation with other persons, the identity of the persons may, at the direction of the Court, be recorded in the transcript.

376.4—Secrecy and confidentiality

- (1) Without affecting the generality of [rule 376.1](#), the Court may make orders—

- (a) restricting access to the content of any pleading or any other document on the Court file;
 - (b) relating to the manner of identifying and referring to evidence about specified subject matters;
 - (c) restricting access to the transcript of a hearing.
- (2) If a party claims that a document to be used in a proceeding refers to a cultural or customary subject that is of a confidential or secret nature—
- (a) the party must give written notice of the claim on the front page of the document including a short description of the material and the reason for its confidential or secret nature;
 - (b) place the material in a sealed envelope attached to the document marked “not be opened except by leave of the Court”;
 - (c) the sealed envelope must not be opened except by leave of the Court;
 - (d) leave to inspect the document may be conditional on an undertaking of non-disclosure of the material or part of the material.

376.5—Notice of intention to adduce evidence or inspect document

- (1) This rule applies if the adducing of evidence or inspection of a document in a proceeding might disclose evidence or information relating to the culture, genealogy, customs or traditions of Aboriginal peoples or Torres Strait Islanders contrary to a direction or order of a court or tribunal.
- (2) A person who wishes to adduce evidence or inspect a document referred to in subrule (1) must give reasonable notice to—
 - (a) the court or tribunal that gave the direction or made the order;
 - (b) the person, or the representative of the person, who gave the evidence or produced the information; and
 - (c) any other person as the Court may direct.
- (3) Notice may be given under subrule 2(a) by giving notice to the [Registrar](#) of the court or tribunal, or a person performing the duties of a [Registrar](#) or holding a similar office.
- (4) In this rule, a **court or tribunal** includes the Aboriginal Land Commissioner and any other body or entity with jurisdiction under a law of the Commonwealth or a State or Territory to hear and determine, or make findings and recommendations, or mediate or otherwise act in relation to, indigenous land proceedings.

Division 2—Hearing

376.6—Inspection of a place

- (1) To enable the proper determination of any matter in question in a proceeding, the Court may make orders for the inspection of any place, including about the method, manner and means of inspection.
- (2) Without affecting the generality of subrule (1), the Court may make orders, including orders relating to—
 - (a) the provision of maps;
 - (b) the obtaining of permission of owners and occupiers of land;

- (c) the giving of notice;
- (d) travel and accommodation details;
- (e) arrival and departure times;
- (f) the type, number and description of motor vehicles;
- (g) route description (for example the physical features of the route including condition of road surfaces);
- (h) distances to be travelled and estimated times of travel and inspection;
- (i) details of any third party controlling the inspection and any related costs.

376.7—Practical outcomes of native title determination

Before the Court makes a final declaration as to native title, the Court may, at the request of a party or on its own initiative, direct the parties to confer, with the aim of reaching agreement about the practical management of any aspect of the rights and interests to be the subject of the final declaration.

Schedule 1—Service

Part 1—Service overseas

Note—

This Part contains harmonised rules.

Division 1—Introduction

1—Part does not apply to certain service in New Zealand

This Part (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 for which an originating process may be served in New Zealand under Division 2 of Part 2 of the *Trans-Tasman Proceedings Act 2010* (Cth).

Division 2—When process may be served

Subdivision 1—Originating process

2—When allowed without leave

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;
 - (ii) was made by or through an agent trading or residing within Australia;
 - (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;
 - (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*); or

- (iii) is for a [freezing order](#) or ancillary order under Chapter 10 Part 2 Division 5 or Chapter 19 Part 13 of the Rules 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 the Rules; or
 - (ii) a respondent to a claim for contribution or indemnity in respect of a liability enforceable by a proceeding in the Court;
- (i) when the claim is for the administration of the estate of any deceased person who at the time of their death was domiciled in Australia or is for any relief or remedy which might be obtained in any such proceeding;
- (j) when the claim arises under an Australian statute and—
 - (i) any act or omission to which the claim relates was done or occurred in Australia;
 - (ii) any loss or damage to which the claim relates was sustained in Australia;
 - (iii) the statute applies expressly or by implication to an act or omission that was done or occurred outside Australia in the circumstances alleged; or
 - (iv) the statute expressly or by implication confers jurisdiction on the Court over persons outside Australia (in which case any requirements of the statute 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) when it is sought to recognise or enforce any judgment;
- (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 their 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 statute;
- (q) when the claim—
 - (i) relates to an arbitration held in Australia or governed by Australian law;
 - (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) when the claim is for relief relating to the custody, guardianship, protection or welfare of a minor present in Australia or who is domiciled or ordinarily or habitually resident in Australia (whether present in Australia or not);
- (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.

Notes—

[Originating process](#) includes a document that initiates a civil proceeding as well as a cross claim.

If a proceeding is instituted in the Court and an [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.

3—When allowed with leave

- (1) In any proceeding when service is not allowed under rule 2, 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;
 - (b) Australia is an appropriate forum for the [trial](#); and
 - (c) in all the circumstances the Court should assume jurisdiction.

4—Court’s discretion whether to assume jurisdiction

- (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 the Rules,
 - (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.

5—Notice to person served outside Australia

If a person is to be served out of Australia with an [originating process](#), the person must also be served with a notice in the prescribed 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;
- (b) the grounds alleged by the applicant to found jurisdiction; and
- (c) the person's right to challenge service of the [originating process](#) or the jurisdiction of the Court and to file a defence challenging the Court's jurisdiction.

Prescribed form—

Form 36 [Notice to Party Served – Outside Australia](#)

6—Time for filing defence

Except when the Court otherwise orders, a person who has been served out of Australia must file a defence within 30 [business days](#) from the date of service.

7—Leave to proceed when no defence by person

- (1) If an [originating process](#) is served on a person outside Australia and the person does not file a 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](#).

Subdivision 2—Other documents

8—Service of other documents outside Australia

- (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.

Notes—

The law of a foreign country may permit service through the diplomatic channel or service by a private agent—see Division 3 Subdivision 2.

Division 3 Subdivision 3 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) must 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) 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 leave 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;
 - (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 leave.

Division 3—Mode of service

Subdivision 1—General

9—Mode of service

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.

10—Application of other rules

The other provisions of the Rules 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.

11—Proof of service

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

Note—

Subdivision 3 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 proof of service.

12—Deemed service

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 2.1](#) of the Rules.

13—Substituted service

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;
- (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—

without notice is defined in [rule 2.1](#) of the Rules.

Subdivision 2—Service through diplomatic channel or by transmission to foreign government

14—Documents to be lodged with the Court

If a party has been given leave 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 must lodge in the Registry—

- (c) a request for service in the prescribed form;
- (d) a request for transmission in the prescribed 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); and
 - (ii) each document to be served.

Prescribed forms—

Form 39 [Request for Service in a Foreign Country](#)

Form 40 [Request for Transmission of Documents to a Foreign Government](#)

Note—

This rule does not apply if a person has been given leave 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 Subdivision 3.

15—Order for payment of expenses

If a party, or a party's lawyer, gives an undertaking under [rule 14\(e\)](#) and does not, within 14 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 2.1](#) of the Rules.

Subdivision 3—Service under the Hague Convention

Notes—

This Subdivision 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).

This Division provides (in Subdivision 3) for service in overseas Convention countries of local judicial documents (documents that relate to proceedings in the Court) and (in Subdivision 4) for default judgment in proceedings in the Court after service overseas of such a document. Part 2, 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.

Information about the Hague Convention, including a copy of the Hague Convention, a list of all Contracting States, details of declarations and reservations made under the Hague Convention by each of those States and the names and addresses of the central and other authorities of each of those States, can be found at the website of the Hague Conference on Private International Law.

16—Definitions

In this Division and in Parts 2 and 3—

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

- (a) 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
- (b) 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 the 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 proceeding means any judicial proceeding 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 (being a respondent);

foreign judicial document means a judicial document that originates in a Convention country and that relates to a civil proceeding 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;

initiating process means any document by which a proceeding (including a proceeding on any cross claim) is commenced;

local judicial document means a judicial document that relates to a civil proceeding 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 19\(1\)](#);

request for service in this jurisdiction means a request for service in this jurisdiction of a foreign judicial document, as referred to in [rule 29\(1\)](#);

this jurisdiction means South Australia.

17—Provisions of this Subdivision to prevail

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

18—Application of Subdivision

- (1) Subject to subrule (2), this Subdivision applies to service in a [Convention country](#) of a [local judicial document](#).
- (2) This Subdivision 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.

19—Application for request for service abroad

- (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 prescribed form;
- (b) the document to be served;
- (c) a summary of the document to be served, which must be in the prescribed 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.

Prescribed forms—

Form 38 [Request and Certificate of Service Hague Convention](#)

Form 37 [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 proceeding to which the local judicial document relates or, if there is no lawyer on the record for the [applicant](#) in that proceeding, 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;
 - (b) to pay the amount of those costs to [the Registrar](#) within 28 days after receipt from [the Registrar](#) of a notice specifying the amount of those costs under [rule 21\(3\)](#); 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](#);
 - (b) must state whether (if the time fixed for entering a defence in the proceeding 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;
 - (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 their qualifications for making the translation.

20—How application to be dealt with

- (1) If satisfied that the application and its accompanying documents comply with [rule 19, 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 19\(2\)\(d\)](#), 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 19, the Registrar](#) must inform the [applicant](#) of the respects in which the application or document fails to comply.

21—Procedure on receipt of certificate of service

- (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 proceeding 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 that proceeding; or
 - (ii) if there is no lawyer on the record for the [applicant](#) in that proceeding—the [applicant](#).
- (2) For the purposes of subrule (1), a [certificate of service](#) is in due form if—
 - (a) it is in the prescribed form;
 - (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 19\(3\)](#) 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 19\(3\)\(a\)](#); 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 19\(3\)\(c\)](#); 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](#).

22—Payment of costs

- (1) On receipt of a notice under [rule 21\(3\)](#) 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 days after receiving the notice—
 - (a) except by leave of the Court, the [applicant](#) may not take any further step in the proceeding 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.

23—Evidence of service

A [certificate of service](#) in relation to a [local judicial document](#) (being a certificate in due form within the meaning of [rule 21\(2\)](#)) 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.

Subdivision 4—Default judgment following service abroad of initiating process

24—Application of Subdivision

This Subdivision 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](#).

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

- (1) This rule applies if—
 - (a) a [certificate of service](#) of [initiating process](#) has been filed in the proceeding (being a certificate in due form within the meaning of [rule 21\(2\)](#)) that states that service has been duly effected; and
 - (b) the [defendant](#) has not filed a defence.

- (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;
 - (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 their 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 file a defence in the proceeding.
- (3) In subrule (2)(b), *sufficient time* means—
- (a) 30 [business 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 file a defence in the proceeding.

26—Restriction on power to enter default judgment if certificate of service not filed

- (1) This rule applies if—
- (a) a [certificate of service](#) of [initiating process](#) has not been filed in the proceeding; or
 - (b) a [certificate of service](#) of [initiating process](#) has been filed in the proceeding (being a certificate in due form within the meaning of [rule 21\(2\)](#)) that states that service has not been effected, and the [defendant](#) has not filed a notice of acting or defence.
- (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;
 - (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.

27—Setting aside judgment in default of defence

- (1) This rule applies if default judgment has been entered against the [defendant](#) in a proceeding 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 proceeding; and
 - (b) has a prima facie defence to the proceeding 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
 - (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.

Note—

[Rule 142.11](#) and [rule 142.12](#) of the Rules provide other bases on which a default judgment may be set aside.

Part 2—Service in New Zealand

28—Application for stay

- (1) An application under section 17 of the *Trans-Tasman Proceedings Act 2010* (Cth) for a stay of the proceeding on the ground that a New Zealand court is the more appropriate court to determine the matters in issue must be made by filing an interlocutory application and supporting affidavit in accordance with [rule 102.1](#) of the Rules.
- (2) A request under section 18(2) of the *Trans-Tasman Proceedings Act 2010* (Cth) for a hearing of an application for a stay must be made by an Application to Registrar in the prescribed form.

Prescribed form—

Form 76C [Application to Registrar – Request Hearing](#)

- (3) A request under section 18(4) of the *Trans-Tasman Proceedings Act 2010* (Cth) to appear remotely on the hearing of an application for a stay must be made by an Application to Registrar in the prescribed form.

Prescribed form—

Form 76D [Application to Registrar – Request Remote Appearance](#)

Part 3—Local service of foreign judicial documents

Division 1—Service under the Hague Convention

Note—

This Division contains harmonised rules.

29—Application of Division

- (1) This Division applies to service in [this jurisdiction](#) of a [foreign judicial document](#) in relation to which a due form of [request for service in this jurisdiction](#) has been forwarded to the Court—
 - (a) by the Attorney-General’s Department of the Commonwealth, whether in the first instance or following a referral under [rule 30](#); or
 - (b) by a [forwarding authority](#).
- (2) Subject to subrule (3), a [request for service in this jurisdiction](#) is in due form if it is in the prescribed form and is accompanied by the following documents—
 - (a) the document to be served;
 - (b) a summary of the document to be served, which must be in the prescribed form;
 - (c) a copy of the request and of each of the documents referred to in paragraphs (a) and (b);
 - (d) if either of the documents mentioned in paragraphs (a) or (b) is not in the English language, an English translation of the document.

Prescribed forms—

Form 38 [Request and Certificate of Service Hague Convention](#)

Form 37 [Summary of the Document to be Served](#)

- (3) Any translation required under subrule (2)(d) must bear a certificate (in English) signed by the translator stating—
 - (a) that the translation is an accurate translation of the document; and
 - (b) the translator’s full name and address and their qualifications for making the translation.

30—Certain documents to be referred back to the Attorney-General’s Department of the Commonwealth

If, after receiving a [request for service in this jurisdiction](#), [the Registrar](#) is of the opinion—

- (a) that the request does not comply with [rule 29](#);
- (b) that the document to which the request relates is not a [foreign judicial document](#);
- (c) that compliance with the request may infringe Australia’s sovereignty or security; or
- (d) that the request seeks service of a document in some other State or Territory of the Commonwealth,

[the Registrar](#) must refer the request to the Attorney-General’s Department of the Commonwealth together with a statement of that opinion.

Note—

The Attorney General’s Department of the Commonwealth will deal with misdirected and non-compliant requests, make arrangements for the service of extrajudicial documents and assess and decide questions concerning Australia’s sovereignty and security.

31—Service

- (1) Subject to [rule 30](#), on receipt of a [request for service in this jurisdiction](#), the Court must arrange for the service of the relevant documents in accordance with the request.

- (2) The relevant documents referred to in subrule (1) are the following—
 - (a) the document to be served;
 - (b) a summary of the document to be served;
 - (c) a copy of the [request for service in this jurisdiction](#);
 - (d) if either of the documents mentioned in paragraphs (a) or (b) is not in the English language, an English translation of the document.
- (3) Service of the relevant documents may be effected by any of the following methods of service—
 - (a) by a method of service prescribed by the law in force in [this jurisdiction](#)—
 - (i) for the service of a document of a kind corresponding to the document to be served; or
 - (ii) if there is no such corresponding kind of document, for the service of [initiating process](#) in proceedings in the Court;
 - (b) if the applicant has requested a particular method of service and that method is compatible with the law in force in [this jurisdiction](#), by that method; or
 - (c) if the applicant has not requested a particular method of service and the person requested to be served accepts the document voluntarily, by delivery of the document to the person requested to be served.

32—Affidavit as to service

- (1) If service of a document has been effected pursuant to a [request for service in this jurisdiction](#), the person by whom service has been effected must lodge with the Court an affidavit specifying—
 - (a) the time, day of the week and date on which the document was served;
 - (b) the place where the document was served;
 - (c) the method of service;
 - (d) the person on whom the document was served; and
 - (e) the way in which that person was identified.
- (2) If attempts to serve a document under a [request for service in this jurisdiction](#) have failed, the person by whom service has been attempted must lodge with the Court an affidavit specifying—
 - (a) details of the attempts made to serve the document; and
 - (b) the reasons that have prevented service.
- (3) When an affidavit as to service of a document has been lodged in accordance with this rule, [the Registrar](#)—
 - (a) must complete a [certificate of service](#), sealed with the seal of the Court, on the reverse side of, or attached to, the [request for service in this jurisdiction](#); and
 - (b) must forward the [certificate of service](#), together with a statement as to the costs incurred in relation to the service or attempted service of the document, directly to the [forwarding authority](#) from which the request was received.
- (4) A [certificate of service](#) must be—

- (a) in the prescribed form;
- (b) if a form of [certificate of service](#) that substantially corresponds to the prescribed form accompanies the request for service, in that accompanying form.

Prescribed form—

Form 38 [Request and Certificate of Service Hague Convention](#)

Division 2—Service other than under the Hague Convention

33—Order for service

- (1) The Court may, on application in the prescribed form by a party to a proceeding in a foreign court or foreign tribunal, the Attorney-General or the Crown Solicitor, make orders for the service in South Australia of—
 - (a) civil process of the foreign court or foreign tribunal; or
 - (b) any other document that is to be served for the purposes of a civil proceeding in the foreign court or foreign tribunal.
- (2) The application must be supported by an affidavit in the prescribed form.

Prescribed forms—

Form 7 [Originating Application Ex Parte](#)

Form 12 [Affidavit](#)

34—Certificate as to service

- (1) If service is proved to the satisfaction of the Court, [the Registrar](#) will issue a certificate in the prescribed form certifying service of the document and when and how service was effected.
- (2) If attempts to serve the document prove to be unsuccessful, [the Registrar](#) will issue a certificate in the prescribed form to that effect.

Prescribed form—

Form 87 [Certificate \(generic\)](#)

Schedule 2—Search order protocol

Part 1—Introduction

1—Introduction

- (1) This Schedule addresses (among other things) the Court’s usual practice relating to the making of a search order under Chapter 10 Part 2 Division 1 or Chapter 19 Part 13 of the Rules and the usual terms of such an order.
- (2) While a standard practice has benefits, this Part and Form 82A do not, and cannot, limit the judicial discretion to make such orders as appropriate in the circumstances of the particular case.
- (3) A [search order](#) compels the respondent to permit persons specified in the order (the *search party*) to enter premises and to search for, inspect, copy and remove the things described in the order.
- (4) The purpose of a [search order](#) is to preserve important evidence pending the hearing and determination of the applicant’s claim in an action brought or to be brought by the applicant against the respondent or against another person.
- (5) A [search order](#) is an extraordinary remedy in that it is intrusive, potentially disruptive, made before judgment and ordinarily made [without notice](#).

Part 2—Application

2—Application

An application for a [search order](#) must be made—

- (a) under Chapter 10 Part 2 Division 1 of the Rules by filing an interlocutory application in accordance with [rule 102.1](#) of the Rules in the prescribed form supported by an affidavit in accordance with [rule 102.1\(2\)](#) of the Rules in the proceeding in which the [search order](#) is being sought; or
- (b) under Chapter 19 Part 13 of the Rules by filing an [Originating Application](#) in accordance with [rule 82.1](#) of the Rules in the prescribed form and supported by an affidavit in accordance with [rule 82.1\(2\)](#) of the Rules in a new proceeding.

Prescribed forms—

Form 77 [Interlocutory Application](#) or Form 7 [Originating Application Ex Parte](#)

Form 12 [Affidavit](#)

Form 79 [Draft Order](#)

Note—

Chapter 19 Part 13 of the Rules does not apply to the Magistrates Court.

Form 79 Draft Order is to be lodged as an editable Word document.

3—Supporting affidavit

The supporting affidavit must include the following information—

- (a) a description of the things or categories of things in relation to which the order is sought;

- (b) the address or location of the premises in relation to which the order is sought and whether they are private or business premises;
- (c) why the order is sought, including why there is a real possibility that the things to be searched for will be destroyed or otherwise made unavailable for use in evidence before the Court unless the order is made;
- (d) the prejudice, loss or damage likely to be suffered by the applicant if the order is not made;
- (e) the name, address, firm, and commercial litigation experience of an independent lawyer who consents to being appointed to serve the order, supervise its execution and do such other things as the Court considers appropriate; and
- (f) if the premises to be searched are or include residential premises—whether to the best of the applicant’s belief it is reasonably likely that the only occupants of the premises will be children under the age of 18 or other persons in a position of vulnerability because of age, mental capacity, infirmity, English language ability or otherwise (*vulnerable persons*).

4—Undertakings

- (1) Appropriate undertakings to the Court will be required of the applicant, the applicant’s lawyer and the independent lawyer as conditions of making a [search order](#).
- (2) The undertakings required of the applicant will normally include the usual undertaking as to damages.
- (3) If the applicant has or may have insufficient assets within the jurisdiction to provide substance for the usual undertaking as to damages, the applicant may be required to support the undertaking by providing security.

Note—

There is provision for such security in Form 82A.

- (4) Security may take the form of a bank’s irrevocable undertaking to pay or a payment into Court, which is to be in wording contained within Form 82A subject to such modifications as are necessary.
- (5) The applicant’s lawyer must undertake to the Court to pay the reasonable costs and disbursements of the independent lawyer and of any independent computer expert.
- (6) The applicant’s lawyer must undertake not to disclose to the applicant any information that the lawyer has acquired during or as a result of execution of the [search order](#) without leave of the Court.

Note—

Release from this undertaking in whole or in part may be sought on the [return date](#).

Part 3—Search party and independent lawyer

5—Search party

- (1) The search party must include an independent lawyer who will supervise the search and a lawyer representing the applicant.
- (2) If it is envisaged that specialised computer expertise may be required to search the respondent’s computers for documents, or if the respondent’s computers are to be

imaged, an independent computer specialist will need to be appointed who will be required to give undertakings to the Court.

Example—

If storage devices are to be copied wholesale, thereby reproducing documents referred to in the order and other documents indiscriminately, an independent computer specialist will ordinarily need to be appointed.

- (3) It may be necessary that the search party include other persons, such as a person able to identify things being searched for if identification difficulties arise.
- (4) Ordinarily, the search party should not include the applicant or the applicant's directors, officers, employees or partners or any other person associated with the applicant (other than the applicant's lawyer).

6—Identity of independent lawyer

- (1) The independent lawyer is an important safeguard against abuse of the order.
- (2) The independent lawyer must not be a member or employee of the law firm engaged by the applicant.
- (3) The independent lawyer should be a lawyer experienced in commercial litigation, preferably in the execution of search orders.

Note—

The Law Society maintains a list of lawyers willing to be appointed as an independent lawyer for the execution of [search orders](#), but it is not only persons on that list who may be appointed.

7—Responsibilities of independent lawyer

- (1) The responsibilities of the independent lawyer ordinarily include the following—
 - (a) serve the order, the application, the affidavits relied on in support of the application and the [originating process](#) on the respondent;
 - (b) explain to the respondent the terms of the order;
 - (c) explain to the respondent that the respondent has the right to obtain legal advice;
 - (d) supervise the carrying out of the order;
 - (e) before removing things from the premises, make a list of them, allow the respondent a reasonable opportunity to check the correctness of the list, sign the list, and provide the parties with a copy of the list;
 - (f) take custody of all things removed from the premises until further order of the Court;
 - (g) if the independent lawyer considers it necessary to remove a computer from the premises for safekeeping or for copying its contents electronically or printing out information in physical form—remove the computer from the premises for that purpose and return the computer to the premises within the time prescribed by the order together with a list of any documents that have been copied or printed out;
 - (h) submit a written report to the Court within the time prescribed by the order as to the execution of the order; and
 - (i) attend the hearing on the [return date](#) of the application, and have available to be brought to the Court all things removed from the premises.

- (2) On the [return date](#), the independent lawyer may—
 - (a) be required to release material in their custody that has been removed from the respondent’s premises or to provide information to the Court; and
 - (b) may raise any issue before the Court as to execution of the order.

Part 4—Hearing, order and execution

8—Hearing of application

- (1) An applicant for a [search order](#) made [without notice](#) to the respondent is under a duty to the Court to make full and frank disclosure of all material facts to the Court.
- (2) Without affecting the generality of subrule (1), possible defences known to the applicant and any financial information that may indicate that the applicant is unable to meet the usual undertaking as to damages from assets within Australia must be disclosed.

9—Terms of order

- (1) A [search order](#) must be modelled on Form 82A, adapted to meet the circumstances of the particular case.

Note—

Form 82A contains provisions aimed at achieving the permissible objectives of the order while minimising the potential for disruption or damage to the respondent and for abuse of the Court’s process.

- (2) The order must be clear about the identity of persons in the search party (see [rule 5](#)) and the maximum number of persons permitted to be in the search party.
- (3) The number of persons in the search party must be as small as is reasonably practicable.
- (4) Subject to subrule (5), the persons in the search party must be named in the order.
- (5) If it is not possible to name all of the persons in the search party, the order must describe the class of persons who will be in the search party.

Example—

“one lawyer employed by AB Solicitors”.

- (6) If it is reasonably likely that the only occupants of the premises when service of the order is effected will be vulnerable persons, the applicant must give consideration to whether the search party should include a person capable of addressing the relevant vulnerability.
- (7) Any period during which the respondent is to be restrained from informing any other person (other than for the purpose of obtaining legal advice) of the existence of the search order should be as short as possible and not extend beyond 4.30 pm on the [return date](#).
- (8) The order to be served must be endorsed with a warning that meets the requirements of [rule 103.5](#) of the Rules.

10—Execution of search order

- (1) Ordinarily, a [search order](#) should be served between 9.00 am and 2.00 pm on a [business day](#) to permit the respondent more readily to obtain and act on legal advice.

Note—

There may be circumstances in which such a restriction is not appropriate.

- (2) A [search order](#) should not be executed at the same time as the execution of a search or other warrant by the police or another regulatory authority.
- (3) Unless the Court otherwise orders, the applicant must not, without leave of the Court, inspect things removed from the premises or copies of them, or be given any information about them by members of the search party.

11—Subsequent hearing

- (1) At the hearing of the application on the [return date](#), the Court will consider the following issues—
 - (a) what is to happen to any things removed from the premises or to any copies that may be made;
 - (b) how any commercial confidentiality of the respondent is to be maintained;
 - (c) any claim of privilege;
 - (d) any application by a party; and
 - (e) any issue raised by the independent lawyer or any independent computer expert.
- (2) A [search order](#) is subject to the Court’s adjudication of any claim of privilege against self-incrimination.

Notes—

The privilege against self-incrimination is available to individuals but not to corporations.

The Court will not make an order reducing or limiting the privilege against self-incrimination in circumstances in which the legislature has not indicated that it may do so.

Schedule 3—Freezing order protocol

Part 1—Introduction

1—Introduction

- (1) This Schedule addresses the Court’s usual practice relating to the making of a [freezing order](#) under Chapter 10 Part 2 Division 5 or Chapter 19 Part 13 of the Rules and the usual terms of such an order.
- (2) While a standard practice has benefits, this Schedule and Form 82B do not, and cannot, limit the judicial discretion to make such order as is appropriate in the circumstances of the particular case.
- (3) A [freezing order](#) restrains a respondent from removing assets located in or outside Australia or from disposing of, dealing with, or diminishing the value of those assets.
- (4) A [freezing order](#) is designed to prevent the frustration or abuse of the process of the Court, not to provide security in respect of a judgment.
- (5) A [freezing order](#) is an extraordinary interim remedy in that it can restrict the right to deal with assets even before judgment and is commonly granted [without notice](#).
- (6) A [freezing order](#) or [ancillary order](#) may be sought against a person other than the person said to be liable on a substantive [cause of action](#) of the applicant who has possession, custody, control or ownership of assets that the person may be obliged ultimately to disgorge to help satisfy a judgment against the person said to be liable, in which case the person against whom the order is sought must be joined as a respondent to the application for the [freezing](#) or [ancillary order](#).
- (7) When a [freezing order](#) against a person seeks only to freeze the assets of the person said to be liable on a substantive [cause of action](#) in the person’s possession, custody or control (but not ownership), Form 82B will require adaptation.

Note—

In particular, the references to “your assets” and “in your name” should be changed to refer to the other person’s assets or name (eg “John Smith’s assets”, “in John Smith’s name”).

- (8) A [freezing order](#) or [ancillary order](#) may—
 - (a) be limited to assets in Australia or in a defined part of Australia or may extend to assets anywhere in the world;
 - (b) cover all assets without limitation, assets of a particular class or specific assets (such as the amount standing to the credit of an identified bank account).
- (9) [Rule 112.14](#) of the Rules has the effect that certain restrictions expressed in *The Siskina* [1979] AC 210 do not apply in this jurisdiction, namely—
 - (a) the Court may make a [freezing order](#) before a [cause of action](#) has accrued (a “prospective” [cause of action](#));
 - (b) the Court may make a free-standing [freezing order](#) in aid of a foreign proceeding in prescribed circumstances; and
 - (c) when there are assets in Australia, service outside Australia is permitted under Schedule 1 Part 1.

Note—

By reason of Chapter 19 Part 13 of the Rules, paragraphs (a) and (b) do not apply to the Magistrates Court.

Part 2—Application

2—Application

An application for a [freezing order](#) must made by either—

- (a) under Chapter 10 Part 2 Division 5 of the Rules by filing an interlocutory application in accordance with [rule 102.1](#) of the Rules in the prescribed form supported by an affidavit in accordance with [rule 102.1\(2\)](#) of the Rules in the proceeding in which the [freezing order](#) is being sought; or
- (b) under Chapter 19 Part 13 of the Rules by filing an [Originating Application](#) in accordance with [rule 82.1](#) of the Rules in the prescribed form and supported by an affidavit in accordance with [rule 82.1\(2\)](#) of the Rules in a new proceeding.

Prescribed forms—

Form 77 [Interlocutory Application](#) or Form 7 [Originating Application Ex Parte](#)

Form 12 [Affidavit](#)

Form 79 [Draft Order](#)

Note—

Chapter 19 Part 13 of the Rules does not apply to the Magistrates Court.

Form 79 Draft Order is to be lodged as an editable Word document.

3—Affidavit in support

The supporting affidavit must address the following information—

- (a) any judgment that has been obtained;
- (b) if no judgment has been obtained, the following information about the [cause of action](#)—
 - (i) the basis of the claim for substantive relief;
 - (ii) the amount of the claim; and
 - (iii) if the application is made [without notice](#)—the applicant’s knowledge of any possible defence;
- (c) the nature and value of the respondent’s assets, so far as known to the applicant, within and outside Australia;
- (d) the matters referred to in [rule 112.17](#) of the Rules; and
- (e) the identity of any person, other than the respondent, who, to the best of the applicant’s belief, may be affected by the order and how that person may be affected by it.

4—Undertakings

- (1) Appropriate undertakings will normally be required of the applicant as a condition of making a [freezing order](#).
- (2) The undertakings required of the applicant will normally include the usual undertaking as to damages.

- (3) If the applicant has or may have insufficient assets within the jurisdiction of the Court to provide substance for the undertaking as to damages, the applicant may be required to support the undertaking by providing security.

Note—

There is provision for such security in Form 82B.

Part 3—Hearing and order

5—Hearing of application

An applicant for a [freezing order](#) or [ancillary order](#) made [without notice](#) to the respondent is under a duty to the Court to make full and frank disclosure of all material facts to the Court.

Example—

Possible defences known to the applicant and any financial information that may cast doubt on the applicant's ability to meet the usual undertaking as to damages from assets within Australia must be disclosed.

6—Terms of order

- (1) A [freezing order](#) must be modelled on Form 82B, adapted to meet the circumstances of the particular case.

Note—

Form 82B contains provisions aimed at achieving the permissible objectives of the order while minimising the potential for disruption or damage to the respondent and third parties. It may be adapted for a [freezing order](#) made on notice to the respondent as indicated in the footnotes to the form.

- (2) The duration of a [freezing order](#) made [without notice](#) must be limited to a period terminating on the [return date](#) of the application, which should be as early as practicable (usually no more than 1 or 2 days) after the order is made, when the respondent will have the opportunity to be heard.
- (3) On the [return date](#), the applicant will bear the onus of satisfying the Court that the order should be continued or renewed.
- (4) A [freezing order](#) should reserve liberty for the respondent to apply on short notice.

Note—

An application by the respondent to discharge or vary a [freezing order](#) will normally be treated by the Court as urgent.

- (5) The value of the assets covered by a [freezing order](#) should not exceed the likely maximum amount of the applicant's claim, including interest and costs.

Note—

Sometimes it may not be possible to satisfy this principle (for example, an employer may know that an employee has been making fraudulent misappropriations but not know how much has been misappropriated at the time of the application to the Court).

- (6) The order should exclude dealings by the respondent with assets for legitimate purposes, in particular—
- (a) payment of ordinary living expenses;
 - (b) payment of reasonable legal expenses incurred in the action in which the [freezing order](#) is made;

- (c) dealings and dispositions in the ordinary and proper course of the respondent's business, including paying business expenses bona fide and properly incurred; and
 - (d) dealings and dispositions in the discharge of bona fide obligations properly incurred under a contract entered into before the order was made.
- (7) When a [freezing order](#) extends to assets outside Australia, the order should provide for the protection of persons outside Australia and non-parties.

Note—

Such provisions are included in Form 82B.

- (8) The Court may make [ancillary orders](#).

Example—

The most common example of an [ancillary order](#) is an order for disclosure of assets. Form 82B provides for such an order and for the privilege against self-incrimination.

- (9) The order to be served must be endorsed with a warning in compliance with [rule 103.5](#) of the Rules.

Schedule 4—Discovery electronic protocols

Part 1—General

1—Introduction

- (1) Electronic discovery, being the use of imaged documents, has the advantage of increased functionality available with electronic images compared to paper copies and the relatively high cost of copying documents multiple times compared to the cost of converting them to images once.
- (2) The primary purpose of electronic discovery is to minimise document management and technology costs and ensure that each party and the Court can use the same software to view all parties' documents.
- (3) The Court expects the parties and their lawyers to consider and discuss, as early as possible in the preparation or conduct of a proceeding, how the use of technology may lead to increased efficiency and cost effectiveness.
- (4) The Court recognises that each case will differ in its technological requirements and, as such, parties are encouraged, whenever it is appropriate and proportionate to do so, to develop a proposed customised protocol varying the simple or complex protocol to ensure the most effective and efficient use of technology in the proceeding.

2—Data security and virus responsibility

- (1) A party producing data to another party must take reasonable steps to ensure that the data is useable and is not infected by malicious software.
- (2) It is the responsibility of the recipient of electronic data to test for viruses.
- (3) If data is found to be corrupted, infected or otherwise unusable, the producing party must, within 2 [business days](#) after receipt of a written request from a receiving party, provide to the receiving party a copy of the data that is not corrupted, infected or otherwise unusable (as the case may be).

3—Inspection of original documents

Despite the requirements of this Schedule, each party to an action retains the right to view and copy physical documents in their original physical state discovered by another party to the proceeding.

4—Format of discovered documents

- (1) Each discovered hard copy document must be scanned into an electronic form as follows:
 - (a) subject to paragraph (c), the image format must be Portable Document Format (PDF) and text searchable (using Optical Character Recognition (**OCR**));
 - (b) when a document contains colour, the document is required to be imaged as a colour document only if it will be of evidential significance to see colour in the document or if colour is required to make the document legible;
 - (c) when a document is not amenable to being saved as a PDF file, alternative appropriate files are JPEG or Tagged Image File Format (TIFF) files.
- (2) Each discovered electronic file (including an email) must be saved in electronic form as follows:

- (a) subject to paragraph (b), the image format must be PDF and (if practicable) text searchable by being rendered directly to PDF from its native format;
- (b) when the file type is Microsoft Excel, Microsoft Access, Microsoft PowerPoint, JPEG, TIFF or a file type not amenable to conversion to PDF, the file must remain in its native format.

5—Structure and quality of discovered documents

- (1) The entirety of each document must be contained within a single PDF file.
- (2) An individual PDF file must not be excessive in size, and if it is greater than 10 MB, all attempts must be made to reduce the file size of the PDF file without consequential loss of image quality.
- (3) A PDF document must be scanned at a minimum of 300 dots per inch (*dpi*).
- (4) All documents must be rotated to the most practical reading view.
- (5) Portrait documents must be stamped with the Document ID in the bottom right hand side of the page.
- (6) Landscape documents must be stamped with the Document ID in the bottom right hand side of the page to ensure that, if the image is rotated 90 degrees anti-clockwise, the stamp will appear along the leading edge of the top right hand side of the page.

6—Technical format of documents to be provided to other parties

- (1) Discovered documents must be provided to each other party by encrypted portable media or secure file sharing.
- (2) The portable media or secure file sharing must include the name and number of the proceeding, party name, production number, date, description of data and whether it is additional or replacement data.

7—Updating or adding additional documents or pages

- (1) If a page of a document needs to be inserted, deleted or replaced due to mistake, error or otherwise, the responsible party must reissue an updated copy of the discovered documents (including the inserted, deleted or replaced page).
- (2) If errors are found in more than 25% of the exchanged documents, the producing party must, if requested by the receiving party, provide to the receiving party a corrected updated copy of all documents.
- (3) An updated copy provided under this clause must be accompanied by a covering letter outlining the Document IDs and identifying the information and data that has changed.
- (4) Updated copies of documents must be provided in the same applicable format as set out in Part 2 or Part 3.

Part 2—Simple electronic protocol

Division 1—Introduction

8—Introduction

This Part provides rules for a simple form of electronic discovery (the simple electronic protocol) when—

- (a) it is desirable for each party to have an electronic database identifying each discovered document; and
- (b) use of the complex electronic protocol is not needed or justified.

Division 2—Discovered documents

9—Document numbering and description

- (1) Each discovered document must be identified and numbered by a unique document identification number (***Document ID***) which, unless the parties agree or the Court otherwise orders, must be in the format **ABC.DDDD**, where—
 - (a) **ABC** is the party code (***Party Code***) comprising 3 alphabetical characters identifying either a party to the proceeding or a non-party where the non-party has produced documents to the Court; the parties must notify each other of the Party Code proposed to be used before commencing the discovery process to ensure that each code is unique;

Examples—

Where Abra Ca Dabra Pty Ltd (a third party) produces documents to the Court pursuant to a subpoena, those documents would be discovered using the party code “ACD”;

Where John Fred Smith (a third party) produces documents to the Court pursuant to an order for non-party discovery, those documents would be discovered using the party code “JFS”;

- (b) **DDDD** is the document number comprising a unique numeric sequence assigned to each document (not each page within each document) (***Document Number***), the digits of which must be consecutive, and leading zeroes must be used to result in a 4-digit structure from 0001 to 9999.

Notes—

The parties may choose to adopt some or all aspects of the document numbering identification from the complex protocol set out in [rule 13](#).

A Document ID must be unique because it is the sole means by which each document will be referenced.

- (2) Each document must be characterised as one of the following document types (***Document Types***)—
 - (a) email;
 - (b) letter;
 - (c) invoice; or
 - (d) other.
- (3) Each document must have a document title (***Document Title***), determined as follows:
 - (a) for emails—the subject line of the email must be used unless the subject line is not descriptive, in which case the title must be objectively coded from the face of the document;
 - (b) for native electronic documents (such as MS Word or MS Excel documents)—the name of the electronic file must be used unless the file name is not descriptive, in which case the title must be objectively coded from the face of the document;

- (c) for all other documents—the title must be objectively coded from the face of the document (the title or subject line and/or description).
- (4) Attachments or enclosures to other documents (such as letters or emails) should be separately listed as individual documents (rather than included as part of, and included in, the description of the primary document in the Document Title).

10—Image directory and file structure

The following provisions apply in relation to image files:

- (a) each image file must be in the format of the Document ID, that is ABC.DDDD.pdf, and must use leading zeroes (where appropriate);
- (b) if the image file is not in PDF format, the same file structure must be used but the file extension “.pdf” will be different (for example “.jpeg”);
- (c) all image files for each party must be saved in an electronic folder with the name “ABC” where ABC is the Party Code.

Division 3—List of documents

11—List of documents

- (1) A list of documents—
 - (a) under [rule 73.3\(6\)](#) of the Rules must be in Form 73B; or
 - (b) under [rule 73.11\(2\)](#) of the Rules must be in Form 74B.
- (2) The documents must be listed in order of Document ID.
- (3) The list of documents must include the following fields for each document—
 - (a) Document ID (in accordance with subrule 9(1));
 - (b) Document Date in the format DD-MMM-YYYY where DD=day, MMM=month and YYYY=year;

Example—

11 January 2000 is rendered as “11-Jan-2000”.

- (c) Document Type (in accordance with [subrule 9\(2\)](#));
- (d) Document Title (in accordance with [subrule 9\(3\)](#));
- (e) Author when applicable (includes people and organisations);
- (f) Recipient when applicable (includes people and organisations); and
- (g) Host/Attachment(s) Document ID.
- (4) The list of documents must be filed in hard copy form and served on each other party in electronic PDF format and text searchable format (using OCR).
- (5) A revised list of documents must be provided in the same format as set out in this rule.

Part 3—Complex electronic protocol

Division 1—Introduction

12—Introduction

This Part provides for an advanced form of electronic discovery when it is desirable for each party to have an electronic database identifying each discovered document and—

- (a) there will be a relatively large number of discovered documents; or
- (b) it is anticipated that there will be an electronic [trial](#).

Division 2—Discovered documents

13—Document numbering

- (1) Each page of each document must be identified by a unique document identification number (***Document ID***), which unless the parties agree or the Court otherwise orders, must be in the format **ABC.BBB.FFF.PPPP**.

Note—

A Document ID must be unique because it is the sole means by which each document will be referenced.

- (2) The following provisions apply in relation to image files:
 - (a) A Document ID must be placed on each page of each document.
 - (b) The page number assigned to the first page of the document must also be assigned as the Document ID for that document.
 - (c) Native electronic documents must be assigned a single Document ID and individual page number labels are not required.
- (3) Each page of each document must be numbered in the format **ABC.BBB.FFF.PPPP** (or **ABC.BBB.FFF.PPPP_NNN** as required) where—
 - (a) **ABC** is the party code (***Party Code***) comprising 3 alphabetical characters identifying either a party to the proceeding or a non-party where the non-party has produced documents to the Court; the parties must notify each other of the Party Code proposed to be used before commencing the discovery process to ensure that each code is unique;
 - (c) **BBB** is a 3-digit sequential box number (***Box Number***) which identifies a specific physical archive box or email mailbox or any other container or physical or virtual classification that is appropriate for the party to use where—
 - (i) leading zeros must be used to result in a 3-digit structure from 001 to 999;
 - (ii) if the documents are not physically stored in boxes, a virtual box number must be used;
 - (c) **FFF** is a 3-digit sequential folder number (***Folder Number***) which identifies a unique folder number allocated by each party in its own document collection where—
 - (i) leading zeros must be used to result in a 3-digit structure from 001 to 999;
 - (ii) for each box, the Folder Number must start from 001;

- (iii) loose or unsorted documents, either hard copy or electronic, may be allocated to one or more folders, provided that the originals of such documents are able to be promptly sourced for inspection if required;
- (iv) a Folder Number may identify an electronic folder (as part of a directory structure) or a folder within an email mailbox;
- (v) a Folder Number may, when appropriate, correspond to the Box Number of any container in which the document is contained;
- (d) **PPPP** is a 4-digit sequential page number (**Page Number**) which refers to each individual page within each folder where—
 - (i) leading zeroes must be used to result in a 4-digit structure from 0001 to 9999;
 - (ii) for native electronic documents, the Page Number applies to the whole document irrespective of the number of pages within it, in which case it operates as a Document Number rather than a Page Number because individual pages are not numbered.
- (e) **NNN** is a 3-digit sequential number for inserted pages (**Inserted Pages**) to be used if a page is missed in the numbering process and needs to be inserted where—
 - (i) leading zeroes must be used to result in a 3-digit structure from 001 to 999;
 - (ii) a 3-digit sequential number must be used.

Example—

If a page has to be inserted between pages 10 and 11 in folder 1 in box 1 for party PPP, the Inserted Page will be “PPP.001.001.0010.001”.

Notes—

This scheme assumes a minimal number of insertions will be made with a maximum of 999 pages being inserted between 2 pages.

Inserting pages between inserted pages is not accommodated in this scheme to keep the document number to a reasonable length.

If a page is not inserted, this field will not be used, so most page numbers will only be 16 characters in length; for example “PPP.001.001.0010”.

- (4) Depending on the volume, format and structure of the material to be discovered, the parties may agree to use a different Document ID format.

Examples—

For small document collections, parties may wish to omit the Box Number level.

For larger collections, the Folder Number may be increased in length to 4 digits (FFFF). The Page Number may be increased to 5 (PPPPP) or 6 (PPPPPP) digits.

Parties may agree to use different Party Codes for specific material that has been prepared for the proceeding; for example statements, expert reports, subpoenaed documents and submissions.

14—Document delimiting and host/attachment determinations

- (1) Documents must be delimited; that is, hosts and attachments must be identified so that documents are a host, attachment or unattached.
- (2) A document that has attachments or documents embedded within it is called a **Host Document**.

- (3) A document that is attached to or embedded within another document is called an ***Attached Document***.
- (4) Host Documents and Attached Documents are jointly referred to as a ***Document Group***.
- (5) In a Document Group, the Host Document must be immediately followed by each Attached Document in the order in which the Attached Documents are numbered in their Document ID.
- (6) For Attached Documents, the Document ID of the Host Document is called the ***Host Reference***.
- (7) A document that is not a Host or Attached Document is considered an ***Unattached Document***. If there is doubt whether 2 documents form a host and attachment, they must be delimited as Unattached.
- (8) If a Document is located within a container (for example, a single ZIP file) attached to an email, the email must be treated as the Host Document and the document in the container must be treated as an Attached Document to that Host Document (that is, the Host Document will be the email and not the container within which the document is contained).
- (9) If the Document Group consists of several paper documents fastened together, the first document must be treated as the Host Document and the remaining documents must be treated as the Attached Documents within the Document Group unless those documents are not related, in which case each Document must be treated as a separate document without a Host Document.
- (10) If the Document Group includes a document subject to a claim for privilege—
 - (a) in whole—the document need not be wholly redacted and produced, but must be included in Schedule 2 of the list of documents;
 - (b) in part—the privileged part must be redacted and the document included in Schedule 1 of the list of documents and exchanged accordingly.
- (11) Subject to subrule (12), all hard copy documents must be delimited as Host, Attached or Unattached as determined and, if there is doubt whether a group of consecutive pages forms one document or several individual documents, the pages must be coded as individual documents.
- (12) Annexures, attachments and schedules that form part of—
 - (a) an agreement—may be delimited and coded as separate host and attachment documents but will be treated as part of the agreement;
 - (b) a report, financial report or annual report—must not be coded as separate documents but must be treated as part of the report; and
 - (c) annexures or exhibits to affidavits—may be delimited and coded as separate documents but will be treated as part of the affidavit.
- (13) There must only be one level of attachments.
- (14) All attachments to a Host (including attachments or embedded objects within other attachments) must be listed as being attached to the Host Document.

Example—

A host email (the parent) is sent attaching several emails (the children). One of these attached emails contains an attachment (a grandchild)—an MS Word document. All children and grandchildren would have the parent listed as the Host Document.

15—De-duplication

- (1) Subject to subrule (2), each party must take reasonable steps to remove duplicated documents from the served material unless and to the extent that the parties agree otherwise.
- (2) If duplicates need to be identified, retained and served for evidential purposes, they should not be removed.
- (3) De-duplication will be considered at a Document Group level—
 - (a) Host Documents and their Attached Documents must be treated as duplicates if the entire Document Group to which they belong is duplicated elsewhere within the set of documents being discovered;
 - (b) an Attached Document in a Document Group must not be treated as a duplicate merely because it is duplicated elsewhere as an individual standalone document that is not associated with another document group.
- (4) The parties may agree to conduct de-duplication by an alternative method such as custodian level where all electronic data referable to a particular entity is compared with each other document in the data set referable to that entity or individual.
- (5) The parties must ensure that any associated data regarding the original file path and file name of any duplicates identified and removed before discovery are kept and available for inspection on request.

16—Format of indexed data to be served

- (1) The indexed data must contain the information set out in rules 17 to 20.
- (2) Each party must produce indices of the discovered documents in the described export format.
- (3) The indexed data must be served in an Access mdb file named export.mdb that contains the 4 tables that make up the export format—
 - (a) export table (main document information);
 - (b) export extras table (additional data fields for each document);
 - (c) parties table (people and organisation information for each document); and
 - (d) pages table (listing of electronic image file names for each document).

17—Export table

- (1) The export table contains the core field information for each document (*Export Table*).
- (2) All other tables must be linked to the Export Table by the Document ID field.
- (3) The Export Table must contain—
 - (a) Document ID—the page number on the first page of the document ABC.BBB.FFF.PPPP;
 - (b) Host Reference—if the document is an Attached Document, the Document ID ABC.BBB.FFF.PPPP of the Host Document must be entered here;

- (c) Document Date—the date of the document as it appears on the document in the format DD-MMM-YYYY where DD=day, MMM=month and YYYY=year where—
- (i) for electronic material—
 - (A) the Document Date must be the last date from the document’s metadata;
 - (B) for electronic emails, the Document Date must be the local time zone of the server from which the document is extracted;
 - (C) for electronic attachments, the Document Date must be either the last modified date or last saved date obtained from the metadata;
 - (ii) for hard copy material—
 - (A) the Document Date must be the date appearing on the face of the document;
 - (B) if the document has no date, does not have a year and cannot be estimated, this field must be left blank;
 - (C) if the date can be estimated, the date must be entered in the Document Date field and the Estimated Date field must be marked “Yes”;
 - (iii) date ranges must not be used; if a document covers a period of time, the earliest date must be entered in the Document Date field and the Estimated Date field must be marked “Yes”;
 - (iv) if the date is a partial date without a day or month, for example “1995” or “September 1997”, the missing day or month must be assumed to be the first day of the month or year in question and the Estimated Date field must be marked “Yes”; and

Examples—

If a page has to be inserted between pages 10 and 11 in folder 1 in box 1 for party PPP, the Inserted Page will be “PPP.001.001.0010.001”.

If the date is 1995, the Document Date must be shown as “01-Jan-1995”.

If the date is September 1997, the Document Date must be shown as “01-Sep-1997”.

- (v) if a document contains what may be an original date as well as a subsequent date (possibly as a result of edits being made to the document), the later date must be taken as the document date and the Estimated Date field must be marked “Yes”;
- (d) Document Type—documents must be categorised into one of the document types defined by the parties (***Document Type***), agreed in accordance with the particular needs of the case;

Examples—

Agenda, Agreement, Annual Report, ASX Document, Board Papers, Court Document, Diary, Drawing, E-File, E-File Attachment, Email, Email Attachment, Fax, File Note, Financial Papers, Form, Graph, Invoice, Letter, Memorandum, Minutes, Newspaper Clipping, Receipt, Report, Transcript, Other.

- (e) Document Title (***Document Title***) where—

- (i) for all emails, the subject line must be used except when the document is a court exhibit or MFI, in which case the court reference and title must be used;
 - (ii) for all email attachments, e-files and e-file attachments, the original file name must be used; and
 - (iii) for all hard copy documents, the title must be objectively coded from the face of the document (the title or subject line and/or description); and
- (f) Levels—the level structure of the Document ID.

18—Export extras table

- (1) The export extras table contains additional fields to the core fields for each document (*Export Extras Table*).
- (2) The Export Extras Table must be linked to the Export Table via the Document ID field.
- (3) The Export Extras Table must contain—
 - (a) Document ID—the page number on the first page of the document **ABC.BBB.FFF.PPPP**, which must match the Document ID entry in the Export Table;
 - (b) Category—the permissible options identifying the data type being—text, memo, bool, numb, date, pick, utext or umemo;
 - (c) Label—the name of the field;
 - (d) Value—the actual data as a text string; and
 - (e) memoValue—if data contained within the field is longer than 255 characters.
- (4) The Export Extras Table must contain—
 - (a) Privileged—whether a claim of privilege is made over the document, the permissible values being Blank, Yes, No or Part;
 - (b) Privileged Basis— if a document is marked as privileged or part privileged (Privileged = Yes or Part), showing the basis of privilege for each Privileged Document, the permissible values being LPP (legal professional privilege); WPP (without prejudice (or settlement) privilege); or OP (other privilege);

Notes—

This is a pick category.

This field may contain multiple entries for a single document.

- (c) Redacted—denotes that a document contains redaction of text or other material;
- (d) Reason for Redaction—denotes the general reason for redaction, the permissible values being Irrelevant and Privilege, and the specific reason for redacting a particular section of a document on the image;

Note—

This field may contain multiple entries for a single document.

Example—

Stamping the redacted section “redacted for legal professional privilege”.

- (e) IsPlaceholder—where a native file is included in addition to a placeholder document, this field must be marked “Yes”;

- (f) MD5—records the MD5 Hash Algorithm for an electronic file (for electronic files only, including emails);
- (g) Source Path—records the original file path of the native electronic document (without the file name) (for electronic files only, including emails);
- (h) File Name—records the file name of the native electronic document including the file extension (for electronic files only, including emails);
- (i) Sent Date—records the sent date/time of emails as extracted from the application metadata (for electronic emails only);
- (j) Created Date—records the created date/time of all native electronic documents as extracted from the metadata of those files if available (for electronic files only, including emails);
- (k) Last Saved Date—records the last either saved or modified date/time from the application metadata if available (for electronic files only, including emails); and
- (l) Last Modified Date—records the last modified date/time of all native electronic documents as extracted from the metadata of those files if available (for electronic files only, including emails).

19—Parties table

- (1) The parties table contains people and organisation information for each document, including “to” (addressees), “from” (authors), “cc” (copied to), “bcc” (blind copied to), “between” (parties) and “attendees” (present at meetings) (*Parties Table*).
- (2) The Parties Table must be linked to the Export Table via the Document ID field.
- (3) The Parties Table must contain—
 - (a) Document ID—the page number on the first page of the document ABC.BBB.FFF.PPPP, which must match the Document ID entry in the Export Table;
 - (b) Correspondence Type—one of the following 6 options identifying the type of person to be used, where each option must be used to the extent available from the metadata of electronic documents—
 - (i) “Author”—for authors;
 - (ii) “Recipient”—for addressees;
 - (iii) “CC”—for addressees to whom the document was copied;
 - (iv) “BCC”—for addressees to whom the document was blind copied;
 - (v) “Between”—for parties to an agreement or other legal document (not correspondence); and
 - (vi) “Attendees”—for persons or organisations who attended the meeting;
 - (c) People—the person to whom the document relates in the format Last name and First initial only (for example “Jones L”), where—
 - (i) if the person is identified by title and not by name, the title must be entered in this field (for example “General Manager”); and
 - (ii) if there is an organisation but no person, this field must be left blank; and
 - (d) Organisations—the organisation to which the document relates, where—

- (i) the abbreviation for proprietary limited companies must be “Pty Ltd”;
 - (ii) the abbreviation for limited companies must be “Ltd”; and
 - (iii) if the organisation is unknown, this field must be left blank.
- (4) For electronic material, this information must be sourced solely from the metadata of the file.
 - (5) For hard copy material, this information must be objectively coded from the face of the document.
 - (6) If there are multiple parties for a single document, there must be multiple entries in this table for that document.

20—Pages table

- (1) The pages table is used to describe the location of the PDFs (including placeholders) and native files (***Pages Table***). It is linked to the Export Table via the Document ID field. Where native electronic documents only are exchanged (no TIFF, PDF files or placeholder pages), there will only be one entry in the pages table corresponding to each native electronic document. The Pages Table must contain the following—
 - (a) Document ID—the page number on the first page of the document ABC.BBB.FFF.PPPP. This is to match the Document ID entry in the Export Table.
 - (b) Image File Name—all documents must have a multi-page PDF file named ABC.BBB.FFF.PPPP.pdf. If a page is inserted, the file name will be ABC.BBB.FFF.PPPP_NNN.pdf. If a native file has been included, there will be 2 files—a placeholder PDF document (for example, ABC.BBB.FFF.PPPP.pdf) and the native document (for example, ABC.BBB.FFF.PPPP.xls).
 - (c) Page Label—this is the file name minus the file extension (ABC.BBB.FFF.PPPP). If a page is inserted, the page label must have a 3-digit suffix (ABC.BBB.FFF.PPPP_NNN). For native files, the page label is to be “Native”.
 - (d) Page Num—this is used to sequence pages. For an entry when a placeholder document has been included, this must be set as 1, and for the accompanying native file this must be set as 2. For all other multi-page text searchable PDF documents, this must be set as 1.
 - (e) Num Pages—total number of pages of a multi-page text searchable PDF document. For native files, the Num Pages must be set as 1.
- (2) Each image, native file or PDF must have an entry in the Pages Table. If there is insufficient space for a page number label on an image, the electronic image of the page must, if possible, be reduced in size to make room for the Page Number Label. Page Number Labels may also include machine readable barcodes.
- (3) The parties may apply Page Number Labels to paper documents when they contain relevant content, for example, folder covers, spines, separator sheets and dividers.
- (4) Adhesive notes are not normally to be labelled but must be scanned in place on the page to which they were attached. If this cannot be done without obscuring text, the adhesive note must be numbered as the page after the page to which it was attached and the page must be scanned twice—first with and then without the adhesive note.

21—Image directory and file structure

- (1) The following media must be in the described format—
 - (a) Data File Type and Format—MS Access mdb file;
 - (b) File Composition—if a native file has been included, in addition a placeholder image must be inserted stating that the user is to refer to the native file provided, where—
 - (i) the placeholder document must be in the form of a multi-page text searchable PDF document;
 - (ii) both the placeholder and the native file must be allocated the same Document ID; and
 - (iii) the placeholder and the native file will be referenced in the Pages Table;
 - (c) Image Type and Resolution—hard copy and electronic material converted to PDF documents must be a minimum of 300 dpi;
 - (d) Directory Structure and Naming Conventions—the directory structure and filename for each image file must be in the format *ABC\BBB\FFF\PPPP_NNN.pdf*, where—
 - (i) ABC is the directory which is the 3-digit Party Code;
 - (ii) BBB is a sub-directory which is the Box Number and leading zeroes must be used to result in a 3-digit structure;
 - (iii) FFF is a sub-directory which is the Folder Number and leading zeroes must be used to result in a 3-digit structure;
 - (iv) ABC.BBB.FFF.PPPP.pdf is the filename, where—
 - (A) leading zeroes must be used;
 - (B) if a page is inserted, the filename will be ABC.BBB.FFF.PPPP_NNN.pdf; and
 - (C) if a native file (for example an excel file) is inserted, the filename will be, for example, ABC.BBB.FFF.PPPP.xls.

Division 3—List of documents

22—List of documents

- (1) A list of documents—
 - (a) under [rule 73.3\(6\)](#) of the Rules must be in Form 73C; or
 - (b) under [rule 73.11\(2\)](#) of the Rules must be in Form 74C.
- (2) The indexed data must be converted into the Schedule to the list of documents.
- (3) The documents must be listed in order of Document ID.
- (4) The list of documents must include the following fields for each document—
 - (a) Document ID (in accordance with [rule 13](#));
 - (b) Document Date in the format DD-MMM-YYYY where DD=Day, MMM=month, YYYY=Year;

Example—

11 January 2000 is rendered as “11-Jan-2000”.

- (c) Host Reference (in accordance with [rule 14](#));
 - (d) Document Type (in accordance with [rule 17\(1\)\(d\)](#));
 - (e) Document Title (in accordance with [rule 17\(1\)\(e\)](#));
 - (f) Author (when applicable, includes people and organisations);
 - (g) Recipient (when applicable, includes people and organisations);
 - (h) Host Document ID; and
 - (i) Attachment(s) Document ID.
- (4) The list of documents must be filed in hard copy form and served on each other party in an electronic, text searchable, PDF format.
 - (5) A revised list of documents must be provided in the same format as set out in this rule.
 - (6) In addition to the mandatory information outlined above, the parties may agree to include further descriptive information in the list of documents.

Examples—

Redacted, privileged, privilege reason, discovery category.

Schedule 5—Arbitration-related proceedings

Notes—

This Schedule contains harmonised rules.

Section 3(1) of the *International Arbitration Act 1974* (Cth) defines “court” to include a court of a State.

Sections 2(1) and 6(2) of the *Commercial Arbitration Act 2011* define “court” prima facie to mean the Supreme Court but, if the arbitration agreement provides to that effect, to mean the District Court or Magistrates Court.

Part 1—General

1—Interpretation

- (1) In this Schedule, unless a contrary intention appears—

arbitration means an arbitration to which the *International Arbitration Act 1974* (Cth) or the *Commercial Arbitration Act 2011* applies as the case requires;

Commercial Arbitration Act means the *Commercial Arbitration Act 2011* (SA);

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 1974* (Cth).

- (2) Unless the contrary intention appears—

- (a) expressions used in this Schedule have the same meaning as in the [International Arbitration Act](#) or the [Commercial Arbitration Act](#), as the case requires;
- (b) expressions used in Part 2 have the same meaning as in the [International Arbitration Act](#); and
- (c) expressions used in Part 3 have the same meaning as in the [Commercial Arbitration Act](#).

2—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 must 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.

Part 2—International commercial arbitration

3—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](#) must be in the prescribed form.

Prescribed form—

Form 77A [Interlocutory Application – Referral to Arbitration](#)

- (2) The application must 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.

4—Application to enforce foreign award

- (1) An application under section 8(2) of the [International Arbitration Act](#) to enforce a foreign award must be in the prescribed form.

Prescribed form—

Form 2H [Originating Application – Arbitration Enforce Award](#)

- (2) The application must 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.

5—Application for referral to arbitration—Model Law

- (1) An application under article 8 of the [Model Law](#) to refer parties to [arbitration](#) must be in the prescribed form.

Prescribed form—

Form 77A [Interlocutory Application – Referral to Arbitration](#)

- (2) The application must 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.

6—Subpoenas

- (1) An application under section 23(3) of the [International Arbitration Act](#) for the issue of a subpoena must be in the prescribed form.

Prescribed form—

Form 2L [Originating Application – Arbitration Issue of a Subpoena](#)

- (2) The application must be accompanied by—

- (a) a draft subpoena in accordance with subrule (3); and
- (b) an affidavit stating the following—
 - (i) the names of the parties to the arbitration;
 - (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.
- (3) For the purposes of subrule (2)(a), the draft subpoena must be—
 - (a) for a subpoena to attend for examination before an arbitral tribunal—in the prescribed form;
 - (b) for a subpoena to produce to the arbitral tribunal the documents mentioned in the subpoena—in the prescribed form; or
 - (c) for a subpoena to attend for examination and produce documents—in the prescribed form.

Prescribed forms—

Form 105C [Subpoena to Attend to Give Evidence \(Arb\)](#)

Form 106C [Subpoena to Produce Documents \(Arb\)](#)

Form 107C [Subpoena to Attend and Produce \(Arb\)](#)

- (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.
- (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).
- (6) A person served with a subpoena must comply with the subpoena in accordance with its terms.
- (7) Chapter 13 Part 6 of the Rules applies so far as is practicable to a subpoena referred to in this rule.

8—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 must be in the prescribed form.

Prescribed form—

Form 2J [Originating Application – Arbitration Order to Give Evidence or Produce](#)

- (2) An application under subrule (1) must be accompanied by an affidavit stating—

- (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
- (e) the material facts relied on.

9—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 must be in the prescribed form.

Prescribed form—

Form 2K [Originating Application – Arbitration Prohibit or Allow Disclosure](#)

- (2) An application under subrule (1) must be accompanied by an affidavit stating—
 - (a) the name of the person against whom the order is sought;
 - (b) the order sought;
 - (c) the material facts relied on;
 - (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
 - (ii) the date and terms of—
 - (A) the request made to the arbitral tribunal for disclosure of the confidential information; and
 - (B) the arbitral tribunal’s refusal to make the order.

10—Application for relief under miscellaneous provisions of the Model Law

- (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](#) must be in the prescribed form.

Prescribed form—

Form 2G [Originating Application – Arbitration Generic](#)

- (2) The application must be accompanied by an affidavit stating the material facts on which the application for relief is based.

11—Application to set aside award—Model Law

- (1) An application under article 34 of the [Model Law](#) to set aside an award must be in the prescribed form.

Prescribed form—

Form 2I [Originating Application – Arbitration Set Aside Award](#)

- (2) The application must identify—

- (a) if the applicant relies on article 34(2)(a) of the [Model Law](#)—which subparagraph of article 34(2)(a) is relied upon;
 - (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.
- (3) The application must 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.
- (4) The application and supporting affidavit must be served on any person whose interest might be affected by the setting aside of the award.
- (5) An application by a party to the arbitration under article 34(4) of the [Model Law](#) must be made by interlocutory application in the proceeding commenced under subrule (1).

12—Enforcement of award—Model Law

- (1) An application under article 35 of the [Model Law](#) to enforce an award must be in the prescribed form.

Prescribed form—

Form 2H [Originating Application – Arbitration Enforce Award](#)

- (2) The application must be accompanied by an affidavit—
- (a) exhibiting the documents referred to in article 35(2) of the [Model Law](#); and
 - (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.

13—Enforcement of Investment Convention award

- (1) An application under section 35(2) of the [International Arbitration Act](#) for leave to enforce an award must be in the prescribed form.

Prescribed form—

Form 2H [Originating Application – Arbitration Enforce Award](#)

Note—

award is defined in section 31(1) of the [International Arbitration Act](#).

- (2) The application must 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](#).

Part 3—Domestic commercial arbitration

14—Application for referral to arbitration

- (1) An application under section 8 of the [Commercial Arbitration Act](#) to refer the parties to [arbitration](#) must be in the prescribed form.

Prescribed form—

Form 77A [Interlocutory Application – Referral to Arbitration](#)

- (2) The application must 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.

15—Subpoenas

- (1) An application under section 27A of the [Commercial Arbitration Act](#) for the issue of a subpoena must be in the prescribed form.

Prescribed form—

Form 2L [Originating Application – Arbitration Issue of a Subpoena](#)

- (2) The application must be accompanied by—
 - (a) a draft subpoena in accordance with subrule (3); and
 - (b) an affidavit stating the following—
 - (i) the names of parties to the [arbitration](#);
 - (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.
- (3) For the purposes of subrule (2)(a), the draft subpoena must be—
 - (a) for a subpoena to attend for examination before an arbitral tribunal—in the prescribed form;

- (b) for a subpoena to produce to the arbitral tribunal the documents mentioned in the subpoena—in the prescribed form; or
- (c) for a subpoena to attend for examination and produce documents—in the prescribed form.

Prescribed forms—

Form 105C [Subpoena to Attend to Give Evidence \(Arb\)](#)

Form 106C [Subpoena to Produce Documents \(Arb\)](#)

Form 107C [Subpoena to Attend and Produce \(Arb\)](#)

- (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.
- (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).
- (6) A person served with a subpoena must comply with the subpoena in accordance with its terms.
- (7) Chapter 13 Part 6 of the Rules applies so far as is practicable to a subpoena referred to in this rule.

16—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](#) must be in the prescribed form.

Prescribed form—

Form 2J [Originating Application – Arbitration Order to Give Evidence or Produce](#)

- (2) An application under subrule (1) must be accompanied by an affidavit stating—
 - (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
 - (e) the material facts relied on.

17—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 must be in the prescribed form.

Prescribed form—

Form 2K [Originating Application – Arbitration Prohibit or Allow Disclosure](#)

- (2) An application under subrule (1) must be accompanied by an affidavit stating—
 - (a) the name of the person against whom the order is sought;

- (b) the order sought;
- (c) the material facts relied on;
- (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
 - (ii) the date and terms of—
 - (A) the request made to the arbitral tribunal for disclosure of the confidential information; and
 - (B) the arbitral tribunal’s refusal to make the order.

18—Application for relief under miscellaneous provisions of Commercial Arbitration Act

- (1) An application for relief under section 11(2), 11(3), 13(4), 14, 16(9), 17H, 17I, 17J, 19(6) or 27 of the [Commercial Arbitration Act](#) must be in the prescribed form.

Prescribed form—

Form 2G [Originating Application – Arbitration Generic](#)

- (2) The application must be accompanied by an affidavit stating the material facts on which the application for relief is based.

19—Preliminary point of law

- (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, must be in the prescribed form.

Prescribed form—

Form 2M [Originating Application – Arbitration Determine Question of Law](#)

- (2) The application must 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 must 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 must be served on any person whose interest might be affected by determination of the question of law.
- (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.

20—Application to set aside award

- (1) An application under section 34 of the [Commercial Arbitration Act](#) to set aside an award must be in the prescribed form.

Prescribed form—

Form 2I [Originating Application – Arbitration Set Aside Award](#)

- (2) The application must identify—
 - (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;
 - (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.
- (3) The application must 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.
- (4) The application and supporting affidavit must be served on any person whose interest might be affected by the setting aside of the award.
- (5) Any application by a party to the [arbitration](#) under section 34(4) of the [Commercial Arbitration Act](#) must be made by interlocutory application in the proceeding commenced under subrule (1).

21—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 must be in the prescribed form.

Prescribed form—

Form 2N [Originating Application – Arbitration Leave to Appeal Against Award](#)

- (2) The application must 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.
- (3) The application must 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.
- (4) The affidavit must 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.
- (5) The application must 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.
- (6) The application and the supporting material must be served on any person whose interest might be affected by the proposed appeal.
- (7) Within 14 days after service upon it, a party may file and serve any answering material, including a succinct written outline of the argument in opposition to the application for leave and the appeal if leave is granted.
- (8) If it appears to the Court that an oral hearing is required, the Court may if it thinks fit hear the appeal on the question of law at the same time as it hears the application for leave to appeal.

- (9) If the Court first grants the application for leave before hearing the appeal on the merits, it may make such orders as it thinks fit for the hearing and determination of the appeal.
- (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.

22—Application to enforce award

- (1) An application under section 35 of the [Commercial Arbitration Act](#) to enforce an award must be in the prescribed form.

Prescribed form—

Form 2H [Originating Application – Arbitration Enforce Award](#)

- (2) The application must be accompanied by an affidavit—
 - (a) exhibiting the documents referred to in section 35 of the [Commercial Arbitration Act](#); and
 - (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 domestic award or, if the person is a company, the last known registered office of the company.

Schedule 6—Costs scales

Part 1—General

1—Meaning of quantum

- (1) Subject to the following subrules and rule 2, for the purposes of the costs scales in Parts 3, 4 and 5 of this Schedule (the *variable costs scales*)—

quantum in respect of a proceeding means—

- (a) in a context in which costs are awarded or payable in favour of a successful applicant against a respondent in an action—
 - (i) if the action is a claim—the total claim value as defined in rule 67.5(4) of the Rules applied to the principal relief (excluding interest or costs) granted in favour of the applicant against that respondent (regardless of whether a total claim value is shown or required to be shown in the Claim or Cross Claim or whether the proceeding is in the Magistrates, District or Supreme Court); or
 - (ii) if the action is an originating application—the total application value as defined in rule 82.1(7) of the Rules applied to the principal relief (excluding interest or costs) granted in favour of the applicant against that respondent (regardless of whether a total application value is shown or required to be shown in the Originating Application or whether the proceeding is in the Magistrates, District or Supreme Court); or

Note—

Paragraph (a) applies whenever costs are payable in favour of a successful applicant. This includes when the Court awards judgment after a trial or hearing, when the Court awards summary judgment or default judgment or otherwise the action is terminated early under Chapter 12 of the Rules, provided that costs are either awarded in favour of the applicant or are payable to the applicant by force of a provision of the Rules.

- (b) in a context in which costs are awarded or payable in favour of a successful respondent against an applicant in an action—
 - (i) if the action is a claim—the total claim value as defined in rule 67.5(4) of the Rules applied to the principal relief (excluding interest or costs) sought by the applicant against that respondent (regardless of whether a total claim value is shown or required to be shown in the Claim or Cross Claim or whether the proceeding is in the Magistrates, District or Supreme Court); or
 - (ii) if the action is an originating application—the total application value as defined in rule 82.1(7) of the Rules applied to the principal relief (excluding interest or costs) sought by the applicant against that respondent (regardless of whether a total application value is shown or required to be shown in the Originating Application or whether the proceeding is in the Magistrates, District or Supreme Court); or

Note—

Paragraph (b) applies whenever costs are payable in favour of a successful respondent. This includes when the Court awards judgment after a trial or hearing, when the Court awards summary judgment or default judgment or otherwise the action is terminated early under Chapter 12 of the Rules or when an applicant abandons an action, provided that costs are either

awarded in favour of the respondent or are payable to the respondent by force of a provision of the Rules.

- (c) in a context in which costs are awarded in favour of a successful party on both a claim and cross claim against an unsuccessful opposite party on the claim and cross claim (for example judgment for X against Y for \$50,000 on a claim and dismissal of a cross claim for \$30,000 by Y against X), the total of—
 - (i) the quantum worked out by applying paragraph (a)(i) to the claim or cross claim (as applicable) prosecuted by the successful party; and
 - (ii) the quantum worked out by applying paragraph (b)(i) to the cross claim or claim (as applicable) defended by the successful party.
- (2) The Court when making an order for costs, or the taxing officer when taxing costs, may determine the figure for quantum that is to be used for the purpose of the applicable [variable costs scale](#).

Note—

This power might be used if the Court considers that subrule (1) would operate in a manner that is unjust or if a party is entitled to costs of action but subrule (1) does not apply. For example, if the parties resolved an action without resolving costs and the Court considered that one party should pay the costs of action of another party, the Court might specify the quantum for the purpose of the applicable [variable costs scale](#).

- (3) If the relief sought or granted (as the case may be) is incapable of being assessed or valued in monetary terms, the amount of quantum in respect of an action is to be regarded as—

Supreme Court

- (a) the amount referred to in [rule 194.5\(8\)](#) or [rule 194.5\(9\)](#) of the Rules, below which costs are not ordinarily recoverable;

District Court

- (b) the amount referred to in [rule 194.5\(10\)](#) or [rule 194.5\(11\)](#) of the Rules, below which costs are not ordinarily recoverable;

Magistrates Court—non-minor civil

- (c) \$12,001;

Magistrates Court—minor civil

- (d) \$1,000.

Magistrates Court—non-minor civil

- (4) If the quantum in respect of a proceeding worked out by applying the preceding subrules would be more than \$100,000, the quantum is to be \$100,000.

Example—

If the parties in an action agree to waive the Court's \$100,000 jurisdictional limit and the successful party is awarded \$200,000, the quantum will be worked out as if the successful party was awarded \$100,000.

Magistrates Court—minor civil

- (5) If the quantum in respect of a proceeding worked out by applying the preceding subrules would be more than \$12,000, the quantum is to be \$12,000.

Example—

If a matter proceeds in the minor civil jurisdiction and the successful party is awarded \$25,000, the quantum will be worked out as if the successful party was awarded \$12,000.

2—Power of the Court and rounding

- (1) The Court when making an order for costs may for the purpose of a [variable costs scale](#) fix a figure for [quantum](#) that is different to that obtained by applying rule 1 or make some other order that varies the application of the preceding subrules.
- (2) If application of a percentage to [quantum](#) in a [variable costs scale](#) would result in other than a whole dollar amount, the amount must be rounded to the nearest whole dollar.

Part 2—Higher Courts costs scale

Note—

The amounts allowable under this Scale may be increased under [rule 192.5](#) of the Rules.

3 – Higher Courts cost scale

- (1) Subject to subrule (7), the Higher Courts costs scale in respect of work done from the commencement date to 31 December 2020 is set out in the following table.

Higher Courts costs scale		
Item	Description	Amount
Documents		
1	Drawing any document of importance, other than documents mentioned under item 2, 10 or 11 (including original and the lawyer's file copy).	\$36.76—for each ¼ page.
2	Drawing proofs, indices, formal lists, extracts from other documents, lists of authorities, or other formal documents (including original and the lawyer's file copy).	\$18.38—for each ¼ page.
3	Engrossing documents, when copying or scanning is not appropriate (including original and the lawyer's file copy).	\$5.25—for each ¼ page.
4	Perusing documents (including electronic documents).	a range between \$2.63 and \$10.50—for each ¼ page.
5	Examining documents (including electronic documents), when a perusal is not justified.	\$0.66—for each ¼ page.
6	Documents produced by copying or scanning, or receiving emails, faxes or any other electronic transmissions.	\$0.39—for each page.
Attendances and Communications		
7	Attendances and oral communications, whether personal or by electronic communication, including attendances to swear or take affidavits.	Either: (a) for each 6 minute unit by a lawyer involving skill—\$39.38; (b) for each 6 minute unit by a lawyer not involving skill—\$23.63; (c) for each 6 minute unit by a non-lawyer employed or engaged by a lawyer—\$18.38; or (d) for arranging appointments, including all work involved—\$26.25 per person.
8	Attending hearings, including preparation, and when not attending as instructing lawyer for counsel.	Either: (a) for an ordinary hearing—\$196.90; or (b) if protracted (beyond 5 units), for each 6 minute unit of hearing time—\$39.38.
9	Filing or delivery of documents other than <u>personal service</u> , when no other attendance is properly allowable.	\$26.25.

Higher Courts costs scale		
Item	Description	Amount
Correspondence		
10	Correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission expenses—whether sent by letter, email, SMS or fax.	\$26.25—for each ¼ page.
11	Circular correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission, expenses—after the first.	\$13.13—for each letter, including copying for subsequent pages (regardless of the number of pages).
Miscellaneous		
12	Paying disbursements by whatever means and including all work and associated expenses.	\$26.25.
13	Preparation of Pleadings Books, Tender Books, Application Books, Appeal Books and Briefs, including indices, pagination and binding.	\$1.97—for each page.
14	Lump sum on a default judgment.	\$2,677.91.

- (2) Subject to subrule (7), the Higher Courts costs scale in respect of work done between 1 January 2021 and 31 December 2021 is set out in the following table.

Higher Courts costs scale		
Item	Description	Amount
Documents		
1	Drawing any document of importance, other than documents mentioned under item 2, 10 or 11 (including original and the lawyer's file copy).	\$37.50—for each ¼ page.
2	Drawing proofs, indices, formal lists, extracts from other documents, lists of authorities, or other formal documents (including original and the lawyer's file copy).	\$19.00—for each ¼ page.
3	Engrossing documents, when copying or scanning is not appropriate (including original and the lawyer's file copy).	\$5.50—for each ¼ page.
4	Perusing documents (including electronic documents).	a range between \$2.75 and \$10.75—for each ¼ page.
5	Examining documents (including electronic documents), when a perusal is not justified.	\$0.70—for each ¼ page.
6	Documents produced by copying or scanning, or receiving emails, faxes or any other electronic transmissions.	\$0.40—for each page.
Attendances and Communications		
7	Attendances and oral communications, whether personal or by electronic communication, including attendances to swear or take affidavits.	Either: (a) for each 6 minute unit by a lawyer involving skill—\$40.00;

Higher Courts costs scale		
Item	Description	Amount
		(b) for each 6 minute unit by a lawyer not involving skill—\$24.00; (c) for each 6 minute unit by a non-lawyer employed or engaged by a lawyer—\$19.00; or (d) for arranging appointments, including all work involved—\$27.00 per person.
8	Attending hearings, including preparation, and when not attending as instructing lawyer for counsel.	Either: (a) for an ordinary hearing—\$200.00; or (b) if protracted (beyond 5 units), for each 6 minute unit of hearing time—\$40.00.
9	Filing or delivery of documents other than <u>personal service</u> , when no other attendance is properly allowable.	\$27.00.
Correspondence		
10	Correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission expenses—whether sent by letter, email, SMS or fax.	\$27.00—for each ¼ page.
11	Circular correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission, expenses—after the first.	\$13.50—for each letter, including copying for subsequent pages (regardless of the number of pages).
Miscellaneous		
12	Paying disbursements by whatever means and including all work and associated expenses.	\$27.00.
13	Preparation of Pleadings Books, Tender Books, Application Books, Appeal Books and Briefs, including indices, pagination and binding.	\$2.00—for each page.
14	Lump sum on a default judgment.	\$2,731.00.

- (3) Subject to subrule (7), the Higher Courts costs scale in respect of work done between 1 January 2022 and 31 December 2022 is set out in the following table.

Higher Courts costs scale		
Item	Description	Amount
Documents		
1	Drawing any document of importance, other than documents mentioned under item 2, 10 or 11 (including original and the lawyer's file copy).	\$59.00—for each ¼ page.
2	Drawing proofs, indices, formal lists, extracts from other documents, lists of authorities, or other formal documents (including original and the lawyer's file copy).	\$19.38—for each ¼ page.

Higher Courts costs scale		
Item	Description	Amount
3	Engrossing documents, when copying or scanning is not appropriate (including original and the lawyer's file copy).	\$5.61—for each ¼ page.
4	Perusing documents (including electronic documents).	a range between \$2.81 and \$10.97—for each ¼ page.
5	Examining documents (including electronic documents), when a perusal is not justified.	\$0.71—for each ¼ page.
6	Documents produced by copying or scanning, or receiving emails, faxes or any other electronic transmissions.	\$0.41—for each page.
Attendances and Communications		
7	Attendances and oral communications, whether personal or by electronic communication, including attendances to swear or take affidavits.	Either: (a) for each 6 minute unit by a lawyer involving skill—\$40.80; (b) for each 6 minute unit by a lawyer not involving skill—\$24.48; (c) for each 6 minute unit by a non-lawyer employed or engaged by a lawyer—\$19.38; or (d) for arranging appointments, including all work involved—\$27.54 per person.
8	Attending hearings, including preparation, and when not attending as instructing lawyer for counsel.	Either: (a) for an ordinary hearing—\$204.00; or (b) if protracted (beyond 5 units), for each 6 minute unit of hearing time—\$40.80.
9	Filing or delivery of documents other than <u>personal service</u> , when no other attendance is properly allowable.	\$27.54.
Correspondence		
10	Correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission expenses—whether sent by letter, email, SMS or fax.	\$27.54—for each ¼ page.
11	Circular correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission, expenses—after the first.	\$13.77—for each letter, including copying for subsequent pages (regardless of the number of pages).
Miscellaneous		
12	Paying disbursements by whatever means and including all work and associated expenses.	\$27.54.
13	Preparation of Pleadings Books, Tender Books, Application Books, Appeal Books and Briefs, including indices, pagination and binding.	\$2.04—for each page.
14	Lump sum on a default judgment.	\$2785.62.

- (4) Subject to subrule (7), the Higher Courts costs scale in respect of work done between 1 January 2023 and 31 December 2023 is set out in the following table.

Higher Courts costs scale		
Item	Description	Amount
Documents		
1	Drawing any document of importance, other than documents mentioned under item 2, 10 or 11 (including original and the lawyer's file copy).	\$61.85—for each ¼ page.
2	Drawing proofs, indices, formal lists, extracts from other documents, lists of authorities, or other formal documents (including original and the lawyer's file copy).	\$20.32—for each ¼ page.
3	Engrossing documents, when copying or scanning is not appropriate (including original and the lawyer's file copy).	\$5.88—for each ¼ page.
4	Perusing documents (including electronic documents).	a range between \$2.95 and \$11.50—for each ¼ page.
5	Examining documents (including electronic documents), when a perusal is not justified.	\$0.74—for each ¼ page.
6	Documents produced by copying or scanning, or receiving emails, faxes or any other electronic transmissions.	\$0.43—for each sheet.
Attendances and Communications		
7	Attendances and oral communications, whether personal or by electronic communication, including attendances to swear or take affidavits.	Either: (a) for each 6 minute unit by a lawyer involving skill—\$42.77; (b) for each 6 minute unit by a lawyer not involving skill—\$25.66; (c) for each 6 minute unit by a non-lawyer employed or engaged by a lawyer—\$20.32; or (d) for arranging appointments, including all work involved—\$28.87 per person.
8	Attending hearings, including preparation, and when not attending as instructing lawyer for counsel.	Either: (a) for an ordinary hearing—\$213.85; or (b) if protracted (beyond 5 units), for each 6 minute unit of hearing time—\$42.77.
9	Filing or delivery of documents other than <u>personal service</u> , when no other attendance is properly allowable.	\$28.87.

Higher Courts costs scale		
Item	Description	Amount
Correspondence		
10	Correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission expenses—whether sent by letter, email, SMS or fax.	\$28.87—for each ¼ page.
11	Circular correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission, expenses—after the first.	\$14.44—for each letter, including copying for subsequent pages (regardless of the number of pages).
Miscellaneous		
12	Paying disbursements by whatever means and including all work and associated expenses.	\$28.87.
13	Preparation of Pleadings Books, Tender Books, Application Books, Appeal Books and Briefs, including indices, pagination and binding.	\$2.14 —for each page.
14	Lump sum on a default judgment.	\$2920.17.

(5) Subject to subrule (7), the Higher Courts costs scale in respect of work done between 1 January 2024 and 31 December 2024 is set out in the following table.

Higher Courts costs scale		
Item	Description	Amount
Documents		
1	Drawing any document of importance, other than documents mentioned under item 2, 10 or 11 (including original and the lawyer's file copy).	\$64.63 —for each ¼ page.
2	Drawing proofs, indices, formal lists, extracts from other documents, lists of authorities, or other formal documents (including original and the lawyer's file copy).	\$21.23—for each ¼ page.
3	Engrossing documents, when copying or scanning is not appropriate (including original and the lawyer's file copy).	\$6.14—for each ¼ page.
4	Perusing documents (including electronic documents).	a range between \$3.08 and \$12.02—for each ¼ page.
5	Examining documents (including electronic documents), when a perusal is not justified.	\$0.77—for each ¼ page.
6	Documents produced by copying or scanning, or receiving emails, faxes or any other electronic transmissions.	\$0.45—for each sheet.
Attendances and Communications		
7	Attendances and oral communications, whether personal or by electronic communication, including attendances to swear or take affidavits.	Either: (a) for each 6 minute unit by a lawyer involving skill—\$44.69;

Higher Courts costs scale		
Item	Description	Amount
		(b) for each 6 minute unit by a lawyer not involving skill—\$26.81; (c) for each 6 minute unit by a non-lawyer employed or engaged by a lawyer—\$21.23; or (d) for arranging appointments, including all work involved—\$30.17 per person.
8	Attending hearings, including preparation, and when not attending as instructing lawyer for counsel.	Either: (a) for an ordinary hearing—\$223.47; or (b) if protracted (beyond 5 units), for each 6 minute unit of hearing time—\$44.69.
9	Filing or delivery of documents other than <u>personal service</u> , when no other attendance is properly allowable.	\$30.17.
Correspondence		
10	Correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission expenses—whether sent by letter, email, SMS or fax.	\$30.17—for each ¼ page.
11	Circular correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission, expenses—after the first.	\$15.09—for each letter, including copying for subsequent pages (regardless of the number of pages).
Miscellaneous		
12	Paying disbursements by whatever means and including all work and associated expenses.	\$30.17.
13	Preparation of Pleadings Books, Tender Books, Application Books, Appeal Books and Briefs, including indices, pagination and binding.	\$2.24—for each page.
14	Lump sum on a default judgment.	\$3051.58.

(6) Subject to subrule (7), the Higher Courts costs scale in respect of work done from on or after 1 January 2025 is set out in the following table.

Higher Courts costs scale		
Item	Description	Amount
Documents		
1	Drawing any document of importance, other than documents mentioned under item 2, 10 or 11 (including original and the lawyer's file copy).	\$67.27 —for each ¼ page.
2	Drawing proofs, indices, formal lists, extracts from other documents, lists of authorities, or other formal documents (including original and the lawyer's file copy).	\$22.10—for each ¼ page.

Higher Courts costs scale		
Item	Description	Amount
3	Engrossing documents, when copying or scanning is not appropriate (including original and the lawyer's file copy).	\$6.39—for each ¼ page.
4	Perusing documents (including electronic documents).	a range between \$3.21 and \$12.51—for each ¼ page.
5	Examining documents (including electronic documents), when a perusal is not justified.	\$0.80—for each ¼ page.
6	Documents produced by copying or scanning, or receiving emails, faxes or any other electronic transmissions.	\$0.47—for each sheet.
Attendances and Communications		
7	Attendances and oral communications, whether personal or by electronic communication, including attendances to swear or take affidavits.	Either: (a) for each 6 minute unit by a lawyer involving skill—\$46.51; (b) for each 6 minute unit by a lawyer not involving skill—\$27.90; (c) for each 6 minute unit by a non-lawyer employed or engaged by a lawyer—\$22.10; or (d) for arranging appointments, including all work involved—\$31.40 per person.
8	Attending hearings, including preparation, and when not attending as instructing lawyer for counsel.	Either: (a) for an ordinary hearing—\$232.59; or (b) if protracted (beyond 5 units), for each 6 minute unit of hearing time—\$46.51.
9	Filing or delivery of documents other than <u>personal service</u> , when no other attendance is properly allowable.	\$31.40.
Correspondence		
10	Correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission expenses—whether sent by letter, email, SMS or fax.	\$31.40—for each ¼ page.
11	Circular correspondence, including original to send and the lawyer's file copy, and the ordinary postal or transmission, expenses—after the first.	\$15.71—for each letter, including copying for subsequent pages (regardless of the number of pages).
Miscellaneous		
12	Paying disbursements by whatever means and including all work and associated expenses.	\$31.40.
13	Preparation of Pleadings Books, Tender Books, Application Books, Appeal Books and Briefs, including indices, pagination and binding.	\$2.33—for each page.

Higher Courts costs scale		
Item	Description	Amount
14	Lump sum on a default judgment.	\$3176.09.

(7) The tables in subrules (1), (2), (3), (4), (5) and (6) are subject to the notes in rule 4.

4—Notes

General

- (1) The amount allowed for each of the items in the tables in subrules 3(1) and 3(2) are to be at the discretion of the taxing 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.

Example—

The taxing officer may allow a greater amount where the matter is of importance or difficulty.

- (2) The costs allowed in the scale do not include Goods and Services Tax (**GST**), which is to be added except in the following circumstances—
- (a) GST must not be included in a claim for costs if the receiving party is able to recover GST as an input tax credit;
 - (b) 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 can be claimed;
 - (c) if there is a dispute as to whether GST is properly claimed, 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

- (3) A 6 minute unit comprises 6 minutes or part thereof, but no part will be allowed as a full unit if it is unreasonable to do so.
- (4) 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

- (5) Unless the taxing officer considers that there is good reason to depart from it, pages for items in the tables in subrules 3(1) and 3(2) must be measured by compliance with the prescribed formats under [rule 31.2](#) of the Rules and on the basis that a full page contains 44 lines and a quarter page contains 11 lines, where—
- (a) a part of a quarter page is to be treated as a full quarter page; and
 - (b) each page of a claim for costs may be allowed as a standard page.
- (6) If a document is prepared in a size other than A4, the amounts to be allowed may be increased or decreased in the discretion of the taxing officer.
- (7) In relation to perusals—

- (a) a rate towards the maximum rate for perusal is appropriate for documents such as [pleadings](#), particulars, advices and opinions and for more complicated medical and expert reports;
- (b) a middle range figure is appropriate for standard [expert reports](#), lists of documents and medical reports;
- (c) a rate towards the lower rate is appropriate for notices of acting, notices of change of [address for service](#), ordinary correspondence, special damages vouchers and the like; and
- (d) in cases in which a large volume of documents must be perused, an hourly rate may be allowed by the taxing officer instead of a perusal fee.

Copying, scanning and emailing

- (8) When a substantial number of pages 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 page after the first.
- (8A) For the purposes of items 6 and 13 in the tables in rule 3(1), rule 3(2) and rule 3(3) and subrule (8) of this rule, a page means an entire single side of one page, regardless of how much of that side is occupied and its size (be it A4 or otherwise). Accordingly, if any document is copied, printed, scanned or collated on both sides, that will count as two pages.
- (9) 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 [business days](#) will be treated as one.

Disbursements

- (10) Allowable disbursements must whenever possible be included in the same item as the corresponding claim for lawyer's costs, but within the disbursements column.
- (11) Only the amount of a disbursement actually paid or payable must be shown in the claim for costs as a disbursement; and, if a disbursement is yet to be paid, this must be specially stated.
- (12) Such allowance for kilometrage by motor vehicle or other conveyance will be made as the taxing officer considers reasonable.

Schedule of Costs

- (13) A claim for costs must show—
 - (a) the time spent on attendance (when applicable);
 - (b) the number of A4 pages (or the equivalent) contained in any document for which a charge is made;
 - (c) the name of a lawyer and the status of a clerk in respect of whom an attendance is charged;
 - (d) a separate identifying number for each item and the date of the item;
 - (e) the items of work and disbursements in chronological order with a total of disbursements and counsel fees after the total of the solicitor's charges; and
 - (f) succinctly the nature of the work done and, where possible, use recognised abbreviations;

Examples—

att of sol X on cl, tel call by sol Y on cnsl, ltr to witnss, att of sol Z at dir hrng

where ‘sol’ denotes solicitor, ‘cl’ denotes client, ‘cnsl’ denotes counsel, ‘ltr’ denotes letter and ‘att’ denotes attendance.

- (14) Copies of accounts for counsel fees and other external disbursements must be attached to the claim for costs.
- (15) When the Court is required to tax costs both as between party and party and lawyer and client, the appropriate form must be modified by the applicant so as to provide for the inclusion of both party and party and lawyer and client costs and the respondents’ respective responses.
- (16) For the purposes of items 6 and 13 in the tables in rule 3(1), rule 3(2) and rule 3(3) and subrule (8) of this rule, a page means an entire single side of one page, regardless of how much of that side is occupied and its size (be it A4 or otherwise). Accordingly, if any document is copied, printed, scanned or collated on both sides, that will count as two pages.

Part 3—Magistrates Court costs scale

5—Magistrates Court costs scale

- (1) Subject to subrule (4), the Magistrates Court costs scale in respect of work done from the commencement date to 28 August 2022 is set out in the following table.

Magistrates Court costs scale		
Item	Description	Amount
1	Pre-litigation notice of action (solicitor and counsel).	Either: (a) in an action other than for personal injury—1% of quantum ; or (b) in an action for personal injury—2% of quantum .
2	Filing a claim, originating application, defence or response (solicitor and counsel), including: (a) a supporting affidavit or opposing affidavit; and (b) attending the first directions hearing or hearing (as applicable).	5% of quantum .
3	Any and all activity after the first directions hearing or hearing (solicitor and counsel) until: (a) if the action is to proceed to trial —the last hearing before trial , whether a directions hearing , hearing or pre-trial conference; or (b) the final determination of an originating application: (i) when determined at a hearing; and (ii) when the action is not listed for trial .	14% of quantum .
4	All aspects not otherwise specified of, and incidental to, preparing for trial (solicitor and counsel), including: (a) proofing witnesses; (b) advice on evidence and law; and (c) delivering brief to counsel.	8% of quantum .
5	Preparing and filing a trial plan (solicitor and counsel).	2.5% of quantum .
6	Advice on compromise or settlement when Court approval is required (solicitor and counsel).	Either: (a) when only the amount is in dispute—the greater of the following: (i) \$1,270; or (ii) 2% of quantum ; or (b) when liability and amount are in dispute—the greater of the following: (i) \$1,900; or (ii) 3% of quantum .

Magistrates Court costs scale		
Item	Description	Amount
7	Attendance as counsel at trial, including fee on brief.	The following applies: (a) the first day—the greater of the following: (i) \$1,410; or (ii) 4% of quantum ; or (b) subsequent days—the greater of the following: (i) \$1,060; or (ii) 3% of quantum .
8	Arranging attendance of a witness at trial, including issuing a subpoena, if applicable.	\$110.
9	Any other attendance when the costs are not within any other item (solicitor and counsel).	\$160.
10	Notice of demand and registration of a lien under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$270; or (b) for claims above \$10,000—\$480.
11	Notice of withdrawal, or satisfaction, of a lien, and registration under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
12	Filing a request for judgment.	\$110.
13	Preparing a bill for taxation, including attendance.	\$370.
Enforcement		
14	Attendance on an application to set aside a warrant.	\$160.
15	Request for an enforcement process .	Either: (a) for a warrant of sale or warrant of possession—\$55; or (b) for any other process (including attending at the hearing)—\$120.
16	Preparing and registering a warrant of sale against real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$150; or (b) for claims above \$10,000—\$190.
17	Discharging a warrant of sale.	Either: (a) for claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.

Magistrates Court costs scale		
Item	Description	Amount
18	Applying for and obtaining a charging order over real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$230; or (b) for claims above \$10,000—\$480.
19	Discharging a charging order at the Lands Titles Office.	Either: (a) For claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
Disbursements		
20	Service of originating process .	Either: (a) personal service on an individual — \$110; or (b) other—\$55.
21	Professional or other expert witness fee per day (includes waiting).	\$1,050 or such other amount ordered by the Court.
22	Other adult witness per day (includes waiting).	\$380 or such other amount ordered by the Court.
23	Juvenile witness (includes waiting).	\$160 or such other amount ordered by the Court.
24	Travel expenses for witness when witness normally resident more than 50 km from the <u>trial</u> court.	90 cents per km or the least expensive return air fare, whichever is the lesser, or the cheapest combination of both.
25	Accommodation for witness when witness required to be absent from normal place of residence overnight.	\$310 per night for accommodation and sustenance.
26	<u>Expert reports</u> .	\$1,050 or such other amount ordered by the Court.
27	Other.	All Court fees, search fees, and other fees and payments to the extent to which they have been properly and reasonably incurred and paid; but excluding the usual and incidental expenses and overheads of a legal practice and in particular excluding postage, photocopying, telephone charges and courier expenses.

- (2) Subject to subrule (4), the Magistrates Court costs scale in respect of work done from on or after 29 August 2022 is set out in the following table.

Magistrates Court costs scale		
Item	Description	Amount
1	Pre-litigation notice of action (solicitor and counsel).	Either: (a) in an action other than for personal injury—1% of <u>quantum</u> ; or (b) in an action for personal injury—2% of <u>quantum</u> .
2	Filing a claim, originating application, defence or response (solicitor and counsel), including: (c) a supporting affidavit or opposing affidavit; and (d) attending the first <u>directions hearing</u> or hearing (as applicable).	5% of <u>quantum</u> .
3	Any and all activity after the first <u>directions hearing</u> or hearing (solicitor and counsel) until: (c) if the action is to proceed to <u>trial</u> —the last hearing before <u>trial</u> , whether a <u>directions hearing</u> , hearing or pre-trial conference; or (d) the final determination of an originating application: (iii) when determined at a hearing; and (iv) when the action is not listed for <u>trial</u> .	14% of <u>quantum</u> .
4	All aspects not otherwise specified of, and incidental to, preparing for trial (solicitor and counsel), including: (d) proofing witnesses; (e) advice on evidence and law; and (f) delivering brief to counsel.	8% of <u>quantum</u> .
5	Preparing and filing a trial plan (solicitor and counsel).	2.5% of <u>quantum</u> .
6	Advice on compromise or settlement when Court approval is required (solicitor and counsel).	Either: (a) when only the amount is in dispute—the greater of the following: (iii) \$1,270; or (iv) 2% of <u>quantum</u> ; or (b) when liability and amount are in dispute—the greater of the following: (iii) \$1,900; or (iv) 3% of <u>quantum</u> .
7	Attendance as counsel at trial, including fee on brief.	The following applies: (a) the first day—the greater of the following: (i) \$1,410; or (ii) 4% of <u>quantum</u> ; or (b) subsequent days—the greater of the following: (iii) \$1,060; or (iv) 3% of <u>quantum</u> .
8	Arranging attendance of a witness at trial, including issuing a subpoena, if applicable.	\$110.

Magistrates Court costs scale		
Item	Description	Amount
9	Any other attendance when the costs are not within any other item (solicitor and counsel).	\$160.
10	Notice of demand and registration of a lien under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$270; or (b) for claims above \$10,000—\$480.
11	Notice of withdrawal, or satisfaction, of a lien, and registration under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
12	Filing a request for judgment.	\$110.
13	Preparing a bill for taxation, including attendance.	\$370.
Enforcement		
14	Attendance on an application to set aside a warrant.	\$160.
15	Request for an <u>enforcement process</u> .	Either: (a) for a warrant of sale or warrant of possession—\$55; or (b) for any other process (including attending at the hearing)—\$120.
16	Preparing and registering a warrant of sale against real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$150; or (b) for claims above \$10,000—\$190.
17	Discharging a warrant of sale.	Either: (a) for claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
18	Applying for and obtaining a charging order over real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$230; or (b) for claims above \$10,000—\$480.
19	Discharging a charging order at the Lands Titles Office.	Either: (a) For claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
Disbursements		
20	Service of <u>originating process</u> .	Either: (a) <u>personal service</u> on an individual—\$110; or

Magistrates Court costs scale		
Item	Description	Amount
		(b) other—\$55.
21	Professional or other expert witness fee per day (includes waiting).	\$1,050 or such other amount ordered by the Court.
22	Other adult witness per day (includes waiting).	\$380 or such other amount ordered by the Court.
23	Juvenile witness (includes waiting).	\$160 or such other amount ordered by the Court.
24	Travel expenses for witness when witness normally resident more than 50 km from the <u>trial</u> court.	90 cents per km or the least expensive return air fare, whichever is the lesser, or the cheapest combination of both.
25	Accommodation for witness when witness required to be absent from normal place of residence overnight.	\$310 per night or such larger amount ordered by the Court prior to judgment for accommodation and sustenance.
26	<u>Expert reports</u> .	\$1,050 or such other amount ordered by the Court.
27	Documents produced by photocopying.	\$0.68—for each page.
28	Other.	All Court fees, search fees, and other fees and payments to the extent to which they have been properly and reasonably incurred and paid; but excluding the usual and incidental expenses and overheads of a legal practice and in particular excluding postage, telephone charges (other than those charged by time) and courier expenses.”

- (3) Subject to subrule (4), the Magistrates Court costs scale in respect of work done from on or after 1 January 2023 is set out in the following table.

Magistrates Court costs scale		
Item	Description	Amount
1	Pre-litigation notice of action (solicitor and counsel).	Either: (a) in an action other than for personal injury—1% of <u>quantum</u> ; or (b) in an action for personal injury—2% of <u>quantum</u> .
2	Filing a claim, originating application, defence or response (solicitor and counsel), including: (a) a supporting affidavit or opposing affidavit; and (b) attending the first <u>directions hearing</u> or hearing (as applicable).	5% of <u>quantum</u> .

Magistrates Court costs scale		
Item	Description	Amount
3	Any and all activity after the first <u>directions hearing</u> or hearing (solicitor and counsel) until: (a) if the action is to proceed to <u>trial</u> —the last hearing before <u>trial</u> , whether a <u>directions hearing</u> , hearing or pre-trial conference; or (b) the final determination of an originating application: (i) when determined at a hearing; and (ii) when the action is not listed for <u>trial</u> .	14% of <u>quantum</u> .
4	All aspects not otherwise specified of, and incidental to, preparing for trial (solicitor and counsel), including: (a) proofing witnesses; (b) advice on evidence and law; and (c) delivering brief to counsel.	8% of <u>quantum</u> .
5	Preparing and filing a trial plan (solicitor and counsel).	2.5% of <u>quantum</u> .
6	Advice on compromise or settlement when Court approval is required (solicitor and counsel).	Either: (a) when only the amount is in dispute—the greater of the following: (i) \$1,330; or (ii) 2% of <u>quantum</u> ; or (b) when liability and amount are in dispute—the greater of the following: (i) \$2,000; or (ii) 3% of <u>quantum</u> .
7	Attendance as counsel at trial, including fee on brief.	The following applies: (a) the first day—the greater of the following: (i) \$1,480; or (ii) 4% of <u>quantum</u> ; or (b) subsequent days—the greater of the following: (i) \$1,110; or (ii) 3% of <u>quantum</u> .
8	Arranging attendance of a witness at trial, including issuing a subpoena, if applicable.	\$110.
9	Any other attendance when the costs are not within any other item (solicitor and counsel).	\$170.
10	Notice of demand and registration of a lien under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$290; or (b) for claims above \$10,000—\$500.
11	Notice of withdrawal, or satisfaction, of a lien, and registration under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
12	Filing a request for judgment.	\$110.

Magistrates Court costs scale		
Item	Description	Amount
13	Preparing a bill for taxation, including attendance.	\$390.
Enforcement		
14	Attendance on an application to set aside a warrant.	\$170.
15	Request for an <u>enforcement process</u> .	Either: (a) for a warrant of sale or warrant of possession—\$55; or (b) for any other process (including attending at the hearing)—\$120.
16	Preparing and registering a warrant of sale against real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$160; or (b) for claims above \$10,000—\$190.
17	Discharging a warrant of sale.	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
18	Applying for and obtaining a charging order over real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$240; or (b) for claims above \$10,000—\$500.
19	Discharging a charging order at the Lands Titles Office.	Either: (a) For claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
Disbursements		
20	Service of <u>originating process</u> .	Either: (a) <u>personal service</u> on an individual—\$110; or (b) <u>other</u> —\$55.
21	Professional or other expert witness fee per day (includes waiting).	\$1,110 or such other amount ordered by the Court.
22	Other adult witness per day (includes waiting).	\$400 or such other amount ordered by the Court.
23	Juvenile witness (includes waiting).	\$170 or such other amount ordered by the Court.
24	Travel expenses for witness when witness normally resident more than 50 km from the <u>trial</u> court.	95 cents per km or the least expensive return air fare, whichever is the lesser, or the cheapest combination of both.
25	Accommodation for witness when witness required to be absent from normal place of residence overnight.	\$320 per night or such larger amount ordered by the Court prior to judgment for accommodation and sustenance.

Magistrates Court costs scale		
Item	Description	Amount
26	<u>Expert reports.</u>	\$1,100 or such other amount ordered by the Court.
27	Documents produced by photocopying.	\$0.72—for each page.
28	Other.	All Court fees, search fees, and other fees and payments to the extent to which they have been properly and reasonably incurred and paid; but excluding the usual and incidental expenses and overheads of a legal practice and in particular excluding postage, telephone charges (non STD) and courier expenses.”

- (4) The tables in subrules (1), (2) and (3) are subject to the notes in rule 6.

6—Notes

- (1) All the items in the table in rule 5(1) are inclusive of all costs (including solicitor and counsel) for all incidental and necessary activity and advice for each item to the intent that no costs will be allowed in addition to the costs set for each item nor for anything not itemised.
- (2) Counsel fees, when shown, include juniors and all other assistants.
- (3) For the definition of [quantum](#), see rule 1.
- (4) For the purpose of determining the sum to which the scale is applicable, any cents must be rounded to the nearest dollar.
- (5) The costs in the scale do not include GST and, if that is applicable, the amount of GST may be added.
- (6) Subject to any order of the Court, costs for only one of a workers lien (items 10 and 11), a warrant of sale against real property (items 16 and 17) and charging order (items 18 and 19) will be allowed in any action and no costs for a charging order will be allowed if the judgment creditor has a mortgage over the subject property.

Part 4—Minor Civil costs scale

7—Minor civil costs scale

- (1) Subject to subrule (5), the Minor Civil costs scale in respect of work done from the commencement date to 28 August 2022.

Minor Civil costs scale		
Item	Description	Amount
1	Filing an action if prepared and filed by a lawyer.	\$20 plus 5% of quantum (up to a maximum of \$500).
2	Having a lawyer prepare and file personal injury particulars.	2% of quantum .
3	Where a matter is defended and a Magistrate orders that the complexity of the action justifies legal advice in the pre-trial processes.	5% of quantum .
4	Any attendance at Court by party or lawyer (when lawyer is entitled to attend).	0.5% of quantum .
5	Filing and serving a subpoena.	\$50.
6	Preparation of a trial plan when the Court permits it due to special circumstances (<i>Magistrates Court Act 1991</i> section 38(5)).	3% of quantum .
7	To advise on compromise or settlement when court approval required.	Either: (a) when only the amount is in dispute—\$1,000; or (b) when liability and amount are in dispute—\$1,500.
8	Notice of Demand and registration of Lien under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$250; or (b) for claims above \$10,000—\$450.
9	Notice of withdrawal or satisfaction of Lien and registration.	Either: (a) for claims of \$1 up to and including \$10,000—\$95; or (b) for claims above \$10,000—\$140.
Enforcement		
10	Request for Investigation or Examination summons including attendance at the hearing.	\$50.
11	Any other request for enforcement of judgment.	\$50.
12	Preparing and registering a warrant of sale against real property.	Either: (a) for claims of \$1 up to and including \$10,000—\$140; or (b) for claims above \$10,000—\$175.

Minor Civil costs scale		
Item	Description	Amount
13	Discharging a warrant of sale.	Either: (a) for claims of \$1 up to and including \$10,000—\$95; or (b) for claims above \$10,000—\$140.
14	Applying for and obtaining a charging order over real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$220; or (b) for claims above \$10,000—\$450.
15	Discharging a charging order at the Lands Titles Office.	Either: (a) for claims of \$1 up to and including \$10,000—\$95; or (b) for claims above \$10,000—\$140.
Disbursements		
16	Service of originating process .	Either: (a) personal service on an individual—\$100; or (b) other—\$50.
17	Witness fees generally.	\$80—per day or such other amount ordered by the Court.
18	Professional witness.	\$500—per day or such other amount ordered by the Court.
19	All other Court fees.	As allowed by the Court.
20	Other disbursements.	As allowed by the Court.

- (2) Subject to subrule (5), the Minor Civil costs scale in respect of work done from between 29 August 2022 and 31 December 2022 is set out in the following table.

Minor Civil costs scale		
Item	Description	Amount
1	Filing an action if prepared and filed by a lawyer.	\$20 plus 5% of <u>quantum</u> (up to a maximum of \$500).
2	Having a lawyer prepare and file personal injury particulars.	2% of <u>quantum</u> .
3	Where a matter is defended and a Magistrate orders that the complexity of the action justifies legal advice in the pre-trial processes.	5% of <u>quantum</u> .
4	Any attendance at Court by party or lawyer (when lawyer is entitled to attend).	0.5% of <u>quantum</u> .
5	Filing and serving a subpoena.	\$55.

Minor Civil costs scale		
Item	Description	Amount
6	Preparation of a <u>trial</u> plan when the Court permits it due to special circumstances (<i>Magistrates Court Act 1991</i> section 38(5)).	3% of <u>quantum</u> .
7	To advise on compromise or settlement when court approval required.	Either: (a) when only the amount is in dispute—\$1,060; or (b) when liability and amount are in dispute—\$1,590.
8	Notice of Demand and registration of Lien under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$270; or (b) for claims above \$10,000—\$480.
9	Notice of withdrawal or satisfaction of Lien and registration.	Either: (a) for claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
Enforcement		
10	Request for Investigation or Examination summons including attendance at the hearing.	\$55.
11	Any other request for enforcement of judgment.	\$55.
12	Preparing and registering a warrant of sale against real property.	Either: (a) for claims of \$1 up to and including \$10,000—\$150; or (b) for claims above \$10,000—\$190.
13	Discharging a warrant of sale.	Either: (a) for claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
14	Applying for and obtaining a charging order over real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$230; or (b) for claims above \$10,000—\$480.
15	Discharging a charging order at the Lands Titles Office.	Either: (a) for claims of \$1 up to and including \$10,000—\$100; or (b) for claims above \$10,000—\$150.
Disbursements		
16	Service of <u>originating process</u> .	Either: (a) <u>personal service</u> on an individual—\$110; or (b) other—\$55.

Minor Civil costs scale		
Item	Description	Amount
17	Witness fees generally.	\$85—per day or such other amount ordered by the Court.
18	Professional witness.	\$530—per day or such other amount ordered by the Court.
19	All other Court fees.	As allowed by the Court.
20	Other disbursements.	As allowed by the Court.

- (3) Subject to subrule (5), the Minor Civil costs scale in respect of work done from between 1 January 2023 and 31 December 2024 is set out in the following table.

Minor Civil costs scale		
Item	Description	Amount
1	Filing an action if prepared and filed by a lawyer.	\$20 plus 5% of <u>quantum</u> (up to a maximum of \$500).
2	Having a lawyer prepare and file personal injury particulars.	2% of <u>quantum</u> .
3	Where a matter is defended and a Magistrate orders that the complexity of the action justifies legal advice in the pre-trial processes.	5% of <u>quantum</u> .
4	Any attendance at Court by party or lawyer (when lawyer is entitled to attend).	0.5% of <u>quantum</u> .
5	Filing and serving a subpoena.	\$55.
6	Preparation of a <u>trial</u> plan when the Court permits it due to special circumstances (<i>Magistrates Court Act 1991</i> section 38(5)).	3% of <u>quantum</u> .
7	To advise on compromise or settlement when court approval required.	Either: (a) when only the amount is in dispute—\$1,110; or (b) when liability and amount are in dispute—\$1,670.
8	Notice of Demand and registration of Lien under the <i>Worker's Liens Act 1893</i> .	Either: (a) for claims of \$1 up to and including \$10,000—\$280; or (b) for claims above \$10,000—\$500.
9	Notice of withdrawal or satisfaction of Lien and registration.	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
Enforcement		
10	Request for Investigation or Examination summons including attendance at the hearing.	\$55.

Minor Civil costs scale		
Item	Description	Amount
11	Any other request for enforcement of judgment.	\$55.
12	Preparing and registering a warrant of sale against real property.	Either: (a) for claims of \$1 up to and including \$10,000—\$160; or (b) for claims above \$10,000—\$190.
13	Discharging a warrant of sale.	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
14	Applying for and obtaining a charging order over real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$240; or (b) for claims above \$10,000—\$500.
15	Discharging a charging order at the Lands Titles Office.	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
Disbursements		
16	Service of <u>originating process</u> .	Either: (a) <u>personal service</u> on an individual where required—\$110; or (b) <u>other</u> —\$55.
17	Witness fees generally.	\$90—per day.
18	Professional witness.	\$560—per day.
19	All other Court fees.	As allowed by the Court.
20	Other disbursements.	As allowed by the Court.

- (4) Subject to subrule (5), the Minor Civil costs scale in respect of work done from on or after 1 January 2025 is set out in the following table.

Minor Civil costs scale		
Item	Description	Amount
1	Filing a claim, originating application, defence or response (solicitor and counsel), including: (a) supporting affidavit or opposing affidavit; and (b) attending the first <u>directions hearing</u> or hearing (as applicable).	\$20 plus 5% of <u>quantum</u> (up to a maximum of \$500).
2	Having a lawyer prepare and file personal injury particulars.	2% of <u>quantum</u> .

Minor Civil costs scale		
Item	Description	Amount
3	Where a matter is defended and a Magistrate orders that the complexity of the action justifies legal advice in the pre-trial processes.	5% of <u>quantum</u> .
4	When permitted by the Court in accordance with section 38(5) of the <i>Magistrates Court Act 1991</i> , any and all activity after the first <u>directions hearing</u> or hearing by solicitor and counsel until: <ul style="list-style-type: none"> (a) if the action is to proceed to <u>trial</u>—the last hearing before trial, whether a <u>directions hearing</u>, hearing or pre-trial conference; or (b) the final determination of an originating application: <ul style="list-style-type: none"> (i) when determined at a hearing; and (ii) when the action is not listed for <u>trial</u>. 	14% of quantum
5	Any attendance at Court by party or lawyer (when lawyer is entitled to attend).	0.5% of quantum
6	Filing and serving a subpoena.	\$55.
7	When permitted by the Court in accordance with section 38(5) of the <i>Magistrates Court Act 1991</i> , preparation of a trial plan.	3% of <u>quantum</u> .
8	To advise on compromise or settlement when court approval required.	Either: <ul style="list-style-type: none"> (a) when only the amount is in dispute—\$1,110; or (b) when liability and amount are in dispute—\$1,670.
9	When permitted by the Court in accordance with section 38(5) of the <i>Magistrates Court Act 1991</i> , attendance of counsel at trial, including fee on brief.	The following applies: <ul style="list-style-type: none"> (a) the first day—the greater of the following: <ul style="list-style-type: none"> (i) \$1,480; or (ii) 4% of <u>quantum</u>; or (b) subsequent days—the greater of the following: <ul style="list-style-type: none"> (i) \$1,110; or (ii) 3% of <u>quantum</u>.
10	Notice of Demand and registration of Lien under the <i>Worker's Liens Act 1893</i> .	Either: <ul style="list-style-type: none"> (a) for claims of \$1 up to and including \$10,000—\$280; or (b) for claims above \$10,000—\$500.

Minor Civil costs scale		
Item	Description	Amount
11	Notice of withdrawal or satisfaction of Lien and registration.	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
Enforcement		
12	Request for Investigation or Examination summons including attendance at the hearing.	\$55.
13	Any other request for enforcement of judgment.	\$55.
14	Preparing and registering a warrant of sale against real property.	Either: (a) for claims of \$1 up to and including \$10,000—\$160; or (b) for claims above \$10,000—\$190.
15	Discharging a warrant of sale.	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
16	Applying for and obtaining a charging order over real property and registering it.	Either: (a) for claims of \$1 up to and including \$10,000—\$240; or (b) for claims above \$10,000—\$500.
17	Discharging a charging order at the Lands Titles Office.	Either: (a) for claims of \$1 up to and including \$10,000—\$110; or (b) for claims above \$10,000—\$160.
Disbursements		
18	Service of <u>originating process</u> .	Either: (a) <u>personal service</u> on an individual—\$110; or (b) other—\$55.
19	Witness fees generally.	\$90—per day.
20	Professional witness.	\$560—per day.
21	All other Court fees.	As allowed by the Court.
22	Other disbursements.	As allowed by the Court.

- (5) The tables in subrules (1), (2), (3) and (4) are subject to the notes in rule 8.

8—Notes

- (1) For the definition of [quantum](#), see rule 1.
- (2) Debt collecting fees in addition to the above amounts are not allowed.
- (3) The costs in the scale do not include GST and, if that is applicable, the amount of GST may be added.
- (4) Each of items 8, 9, 12, 13, 14 and 15 is inclusive of all costs for all incidental and necessary activity and advice for each item to the intent that no costs will be allowed in addition to the costs set forth for each item nor for anything not itemised, save for disbursements for registration fees incurred at the Lands Titles Office which are allowed in addition to these items.
- (5) Subject to any order of the Court, costs for only one of a workers lien (items 8 and 9), a warrant of sale against real property (items 12 and 13) and charging order (items 14 and 15) will be allowed in any action and no costs for a charging order will be allowed if the judgment creditor has a mortgage over the subject property.

Part 5—Fast Track costs scale

9—Definitions

In this Part, unless the contrary intention appears—

Fast Track elevated scale means the costs scales in tables 2A and 2B in [rule 11](#) below.

Fast Track ordinary scale means the costs scales in tables 1A and 1B in [rule 11](#) below.

professional costs encompass costs on account of all professional fees charged by solicitors and counsel for work performed in connection with the proceeding together with all photocopying, communications and like charges.

10—Application of scales

- (1) When costs are payable in accordance with the [Fast Track ordinary scale](#)—
 - (a) if the [quantum](#) is \$63,000 or more—the amount recoverable for [professional costs](#) is the amount set out in Table 1A in [rule 11\(1\)](#) below;
 - (b) if the [quantum](#) is less than \$63,000—the amount recoverable for [professional costs](#) is the amount calculated at the percentage of the [quantum](#) shown in Table 1B in [rule 11\(2\)](#) below.
- (2) When costs are payable in accordance with the [Fast Track elevated scale](#)—
 - (a) if the [quantum](#) is \$63,000 or more—the amount recoverable for [professional costs](#) is the amount set out in Table 2A in [rule 11\(3\)](#) below;
 - (b) if the [quantum](#) is less than \$63,000—the amount recoverable for [professional costs](#) is the amount calculated at the percentage of the [quantum](#) shown in Table 2B in [rule 11\(4\)](#) below.
- (3) When [professional costs](#) are recoverable in accordance with the Fast Track costs scale, the successful party is also entitled to recover disbursements reasonably incurred in the proceeding, including court fees, witness fees and other external disbursements. However, unless the Court otherwise orders, a party cannot recover disbursements for more than one expert witness and cannot recover more than \$3,000 for disbursements paid to an expert witness.
- (4) For the definition of [quantum](#), see rule 1.

11—Fast Track costs scale

Table 1A—

- (1) Fast Track ordinary scale, [quantum](#) \$63,000 or more—

Item	Stage	Low	High
1	Institution to Directions Hearing	\$4,500	\$6,750
2	Up to commencement of trial	\$4,500	\$6,750
3A	First day of trial	\$3,000	\$4,500
3B	Second day of trial	\$3,000	\$4,500
3C	Third day of trial	\$3,000	\$4,500

Table 1B—

- (2) Fast Track ordinary scale,
- [quantum](#)
- less than \$63,000—

Item	Stage	Low	High
1	Institution to Directions Hearing	7.2% of quantum	10.8% of quantum
2	Up to commencement of trial	7.2% of quantum	10.8% of quantum
3A	First day of trial	4.8% of quantum	7.2% of quantum
3B	Second day of trial	4.8% of quantum	7.2% of quantum
3C	Third day of trial	4.8% of quantum	7.2% of quantum

Table 2A—

- (3) Fast Track elevated scale,
- [quantum](#)
- \$63,000 or more—

Item	Stage	Low	High
1	Institution to Directions Hearing	\$6,000	\$9,000
2	Up to commencement of trial	\$6,000	\$9,000
3A	First day of trial	\$4,000	\$6,000
3B	Second day of trial	\$4,000	\$6,000
3C	Third day of trial	\$4,000	\$6,000

Table 2B—

- (4) Fast Track elevated scale,
- [quantum](#)
- less than \$63,000—

Item	Stage	Low	High
1	Institution to Directions Hearing	9.6% of quantum	14.4% of quantum
2	Up to commencement of trial	9.6% of quantum	14.4% of quantum
3A	First day of trial	6.4% of quantum	9.6% of quantum
3B	Second day of trial	6.4% of quantum	9.6% of quantum
3C	Third day of trial	6.4% of quantum	9.6% of quantum

Part 6—Winding up proceedings (including oppression proceedings where winding up is sought)

12.1—Method of fixing costs

When an order for the winding up of a company is made by the Court, the applicant or a supporting creditor may apply to have the amount of its costs and disbursements fixed—

- (a) by the Judge or Associate Justice making the winding up order at the time the order is made; or
- (b) in the ordinary way under Part 5 of Chapter 16.

12.2—Costs fixed at time of order

Under subrule 6.1(a), the total of the costs and disbursements will be fixed at the following amounts without the need to present any details of the costs or disbursements to the Court when the application was made on or after 18 May 2020—

- (a) Applicant's costs when the applicant is not the company being wound up and that company was trading in South Australia—\$5,955 plus the filing fee;
- (b) Applicant's costs when the applicant is not the company being wound up and that company was not trading in South Australia— \$6,410 (allowance for advertising) plus the filing fee;
- (c) Supporting creditor awarded costs— \$1,520 (when one set of costs is awarded to more than one supporting creditor there is to be no increase in this item);
- (d) Supporting creditor is substituted as applicant— any amount fixed under paragraph (c) plus \$1,820.

12.3—Variation in costs

Where the work done in obtaining a winding up order varies significantly from that generally described in subrule 6.2, the party seeking a costs order may request the Court on the making of the winding up order to allow a lump sum either more or less than those set out in subrule 6.2 to reflect the work actually done in obtaining the order.

12.4—Percentage increase

When any percentage increase is allowed on or after 18 May 2020 in Parts 2 of Schedule 6— that percentage increase is to be added to the lump sum amounts in this Part (not including filing fees) when orders for winding up are made on or after the date on which the increase takes effect.

12.5—Discretion

When a party seeks that costs be fixed under paragraph (a) or (b) of subrule 6.1— the Court retains a discretion to require that the costs be fixed under paragraph (c).

12.6—Application to set aside

When the costs have been fixed under paragraph (a) of subrule 6.1— a liquidator or other interested party may apply to have the order or allocatur set aside on the ground that the costs fixed are excessive and to have the costs fixed under paragraph (b).

Part 7—Court of Disputed Returns

13—Court of Disputed Returns costs scale

- (1) The Court of Disputed Returns costs scale in respect of work done from the commencement date is set out in the following table.

Item	Description	Amount
1	On lodging a petition.	\$170

Schedule 7—Forms

Index to Schedule 7 — Forms

1—Pre-action

- Form P1—Final Notice
- Form P2—Enforceable Payment Agreement
- Form P3—Cost Estimate
- Form P4—Pre-action Meeting Report

2—Originating process

- Form 1—Claim
- Form 1A—Claim – Building Work Contractors Act
- Form 1AS—Statement of Claim uploaded with Claim – Building Work Contractors Act
- Form 1B—Claim – Retail and Commercial Leases Act
- Form 1BS—Statement of Claim uploaded with Claim – Retail and Commercial Leases Act
- Form 1C—Claim – Second Hand Vehicle Dealers Act
- Form 1CS—Statement of Claim uploaded with Claim – Second Hand Vehicle Dealers Act
- Form 1D—Claim – Native Title Compensation
- Form 1S—Statement of Claim uploaded with Claim
- Form 2—Originating Application
- Form 2A—Originating Application – Fences Act
- Form 2AD – Originating Application
- Form 2B—Originating Application – Authorisation or Consent to Proposed Marriage
- Form 2C—Originating Application – Register Birth or Change Registrable Information
- Form 2D—Originating Application – Examination Summons Fines Enforcement and Debt Recovery Act
- Form 2E—Originating Application – Appointment of Receiver Under Fines Enforcement and Debt Recovery Act
- Form 2F—Originating Application – Tax Costs
- Form 2G—Originating Application – Arbitration Generic
- Form 2H—Originating Application – Arbitration Enforce Award
- Form 2I—Originating Application – Arbitration Set Aside Award
- Form 2J—Originating Application – Arbitration Order to Give Evidence or Produce
- Form 2K—Originating Application – Arbitration Order to Give Evidence or Produce Disclosure

- Form 2L—Originating Application – Arbitration Issue of a Subpoena
- Form 2M—Originating Application – Arbitration Determine Question of Law
- Form 2N—Originating Application – Arbitration Leave to Appeal Against Award
- Form 2O—Originating Application – Declared Organisation
- Form 2P—Originating Application – Native Title Declaration Claimant Application
- Form 2Q—Originating Application – Native Title Declaration Non-Claimant Application
- Form 2R—Originating Application – Register Judgment generic
- Form 2S—Originating Application – Register Interstate Judgment
- Form 2T—Originating Application – Register New Zealand Judgment
- Form 2U—Originating Application – Register Foreign Judgment
- Form 2V—Originating Application – Petition – Court of Disputed Returns
- Form 2W – Originating Application Petition – Court of Disputed Returns – State Parliamentary Election
- Form 3C—Plaint Note - Originating Application – Notice of Objection
- Form 4—Originating Application for Review
- Form 4A—Originating Application for Review – Judicial Review
- Form 4B—Originating Application for Review – Decision of Registrar or Births Deaths Marriages
- Form 4S—Statement of Facts Issues and Contentions uploaded with Originating Application for Review
- Form 5—Originating Application – Appeal Against Administrative Decision
- Form 5A—Originating Application – Appeal Against Administrative Decision – Probationary or Provisional Licence Disqualification
- Form 5G – Originating Application – Appeal Against Administrative Decision - Development
- Form 6—Originating Application – Interpleader
- Form 6A—Originating Application – Interpleader – Referral by Small Business Commission MC
- Form 7—Originating Application Ex Parte
- Form 7A—Originating Application Ex Parte – Admission
- Form 7B—Originating Application Ex Parte – Registration
- Form 7C—Originating Application – Ex Parte – Appointment as Senior Counsel
- Form 8—Statement of Claim Standalone
- Form 8A—Statement of Claim – Building Work Contractors Act – Standalone
- Form 8B—Statement of Claim – Retail and Commercial Leases Act – Standalone
- Form 8C—Statement of Claim – Second Hand Vehicle Dealers Act – Standalone
- Form 9—Consolidated Pleading

Form 10—Affidavit of Personal Injury Particulars
 Form 11—Statement of Facts Issues and Contentions Standalone
 Form 12—Affidavit
 Form 12A—Affidavit – in Support of Application for Admission
 Form 13—Statutory Declaration
 Form 13A—Statutory Declaration – in Support of Registration
 Form 14—Exhibit front sheet to Affidavit or Statutory Declaration
 Form 15—Election
 Form 15A—Election – Fast Track
 Form 15B—Election – Moratorium on Steps

3—Representation and address for service

Form 21—Authorisation
 Form 22—Deauthorisation
 Form 23—Notice of Acting
 Form 24—Notice of Cessation of Acting
 Form 25—Notice of Change of Address for Service
 Form 26—Guardian Certificate

4—Service and notices

Form 31—Multilingual Notice – Claim
 Form 32—Multilingual Notice – Originating Application
 Form 33—Multilingual Notice – Notice of Appeal or Review
 Form 34—Notice to Party Served – Interstate
 Form 35—Notice to Party Served – New Zealand
 Form 36—Notice to Party Served – Outside Australia
 Form 37—Summary of the Document to be Served
 Form 38—Request and Certificate of Service Hague Convention
 Form 39—Request for Service in a Foreign Country
 Form 40—Request for Transmission of Documents to a Foreign Government
 Form 41—Notice to Potential Claimant
 Form 42—Affidavit of Proof of Service
 Form 43—Affidavit of Proof of Personal Service
 Form 44—Attempted Service Report
 Form 45—Attempted Service Report by Sheriff’s Officer
 Form 46—Notice of Probate Action
 Form 47 – Notice of Summons

5—Responses

Form 51—Defence Shell

Form 51S—Defence Details – lodged or uploaded with Defence Shell

Form 52—Defence – Standalone

Form 53—Reply

Form 54—Rejoinder

Form 55—Surrejoinder

Form 56—Response

Form 56A—Response – Reply – Court of Disputed Returns

Form 56B – Response – Reply – Court of Disputed Returns – State Parliamentary Election

Form 57—Response to Statement of Facts Issues and Contentions

Form 58—Notice of Objection

Form 58A—Notice of Objection – Admission

Form 59 – Notice of Interest

6—Secondary process

Form 61—Cross Claim

Form 61S—Statement of Cross Claim uploaded with Cross Claim

Form 62—Statement of Cross Claim Standalone

7—Progression

Form 71—Litigation Plan

Form 72—Trial Plan

Form 73A—List of Documents – Physical Protocol

Form 73B—List of Documents – Simple Electronic Protocol

Form 73C—List of Documents – Complex Electronic Protocol

Form 74A—List of Documents Consolidated – Physical Protocol

Form 74B—List of Documents Consolidated – Simple Electronic Protocol

Form 74C—List of Documents Consolidated – Complex Electronic Protocol

Form 75—Certificate by Shadow Expert

Form 76—Application to Registrar

Form 76A—Application to Registrar – Remission or Reduction of Court Fees

Form 76B—Application to Registrar – Request Default Judgment

Form 76C—Application to Registrar – Request Hearing

Form 76D—Application to Registrar – Request Remote Appearance

Form 77—Interlocutory Application

Form 77A—Interlocutory Application – Referral to Arbitration
 Form 77B—Interlocutory Application – Native Title
 Form 77C—Schedule to Interlocutory Application – Native Title
 Form 77I – Interlocutory Application to be Joined
 Form 78—Notice from Court (generic)
 Form 78A—Notice of Directions Hearing
 Form 78B—Notice of Directions Hearing – Assessment of Damages or Other Relief
 Form 78C—Notice of ADR Conference
 Form 78D—Notice of Trial
 Form 78E—Notice of Hearing
 Form 78F—Notice of Hearing of Assessment of Damages or Other Relief
 Form 79—Draft Order
 Form 80—Consent to Order
 Form 81—Record of Outcome – Order
 Form 82—Order
 Form 82A—Search Order
 Form 82B—Freezing Order
 Form 83—Order – Show Cause Against Delivery of Passport
 Form 84—Summons
 Form 84D – Draft Summons
 Form 85—Notice of Payment into Court
 Form 86—Request for Payment out of Court
 Form 87—Certificate (generic)
 Form 88—Certificate of Readiness for Trial
 Form 89—Summary of Argument
 Form 90—Written Submissions
 Form 91—List of Authorities

8—Evidence

Form 101—Notice to Admit
 Form 102—Response to Notice to Admit
 Form 103—Interrogatories
 Form 104—Answers to Interrogatories
 Form 105A—Subpoena to Attend to Give Evidence (Sup, Dist and ERD Courts)
 Form 105B—Subpoena to Attend to Give Evidence (Mag and Youth Courts)
 Form 105C—Subpoena to Attend to Give Evidence (Arbitration)

Form 106A—Subpoena to Produce Documents (Sup, Dist and ERD Courts)

Form 106B—Subpoena to Produce Documents (Mag and Youth Courts)

Form 106C—Subpoena to Produce Documents (Arbitration)

Form 107A—Subpoena to Attend and Produce (Sup, Dist and ERD Courts)

Form 107B—Subpoena to Attend and Produce (Mag and Youth Courts)

Form 107C—Subpoena to Attend and Produce (Arbitration)

Form 108—Notice to Accompany Subpoena Served – Interstate

Form 109—Notice to Accompany Subpoena Served – Interstate Prisoner

Form 110—Notice to Accompany Subpoena Served – New Zealand

Form 111—Notice to Produce

Form 112—Summons to a Witness – Section 59F Evidence Act 1929

Form 113—Summons to Produce Person in Custody

Form 114—Warrant of Apprehension of Witness

Form 115—Warrant to Produce Person in Custody

9—Finalisation

Form 121—Formal Offer

Form 122—Withdrawal of Formal Offer

Form 123—Acceptance of Formal Offer

Form 124—Response to Formal Offer

Form 125—Notice of Discontinuance

Form 126—Notice of and Consent to Discontinuance

Form 126A—Application and Consent to Set Aside Default Judgment and Discontinuance

Form 127—Draft Judgment

Form 128—Record of Outcome – Judgment

Form 129—Judgment

Form 130—Record of Monetary Judgment

Form 131—Record of Judgment for Relief to be Assessed

Form 132—Record of Conditional Non-Monetary Judgment

Form 133—Authorisation of or Consent to Proposed Marriage

Form 134—Notice of Registration of New Zealand Judgment

Form 135—Notice of Registration of Foreign Judgment

Form 136—Claim for Costs

Form 137—Response to Claim for Costs

10—Enforcement

Form 140—Investigation Notice
 Form 141—Application to Enforce Judgment
 Form 142—Consent to Order for Payment
 Form 143—Investigation Summons
 Form 144—Investigation Summons – Witness
 Form 145—Questionnaire
 Form 146—Examination Summons
 Form 147—Examination Summons – Fines Enforcement and Debt Recovery Act
 Form 148—Interim Garnishee Order
 Form 149—Final Garnishee Order
 Form 150—Charging Order
 Form 151—Summons to Judgment Debtor
 Form 152—Summons to Potential Judgment Debtor
 Form 153—Summons for Contempt or Breach of Condition
 Form 154—Warrant of Apprehension
 Form 155—Warrant of Apprehension – Judgment Debtor
 Form 156—Warrant of Apprehension – Contempt or Breach of Condition
 Form 157—Warrant of Apprehension – ICAC Act
 Form 158—Warrant of Apprehension – Fines Enforcement and Debt Recovery Act
 Form 159—Warrant of Remand
 Form 160—Warrant of Commitment – Non-Compliance with Order for Payment
 Form 161—Warrant of Commitment – Fines Enforcement and Debt Recovery Act
 Form 162—Warrant of Commitment – Contempt
 Form 163—Warrant of Sale
 Form 164—Notice of Claim to Property Subject to Execution
 Form 165—Notice of Claim to Money Subject to Execution
 Form 166—Notice of Intention to Apply for Warrant of Possession
 Form 167—Notice of Objection to Issue of Warrant of Possession
 Form 168—Warrant of Possession of Land
 Form 169—Warrant of Possession of Personal Property
 Form 170—Sheriff Notice

11—Appeal

Form 181—Notice of Appeal
 Form 181S—Appeal Grounds
 Form 182—Notice of Review

Form 182A—Notice of Review – Minor Civil Action
 Form 182B—Notice of Review – Marriage Consent
 Form 182S—Review Grounds
 Form 183—Appeal or Review Grounds – Standalone
 Form 184—Notice of Cross Appeal
 Form 184S—Cross Appeal Grounds
 Form 185—Notice of Cross Review
 Form 185S—Cross Review Grounds
 Form 186—Cross Appeal or Review Grounds – Standalone
 Form 187—Notice of Alternative Contention
 Form 188—Notice of Case Stated
 Form 189—Information Sheet
 Form 190—Written Submissions
 Form 191—Notice to Party – Minor Civil Review
 Form 192—Written Case of Minor Civil Review

12—Miscellaneous

Form 200—Generic

13—Probate

Form PROB1 – Originating Application – Probate Ex Parte
 Form PROB2 – Originating Application – Probate Inter Partes
 Form PROB3 – Response to Originating Application
 Form PROB4 – Interlocutory Application
 Form PROB5 – Order
 Form PROB6 – Written Submissions
 Form PROB7 – Consent Form
 Form PROB8 – Consent of Proposed [Executor-Administrator] To Act
 Form PROB9 – Will Authorised Under Section 6 or Section 7 of the *Succession Act 2023*
 Form PROB10 – Affidavit in Support of Order to Issue Subpoena
 Form PROB11 – Affidavit of Service of Warning and of Search and Non-appearance
 Form PROB12 – Affidavit to Lead to Citation to Accept or Refuse Probate
 Form PROB13 – Affidavit to Lead to Citation to Accept or Refuse Administration
 Form PROB14 – Affidavit - Citation - to Accept or Refuse Double Probate
 Form PROB15 – Affidavit of Service of Citation and of Search and Non-appearance
 Form PROB16 – Renunciation of Probate

- Form PROB17 – Renunciation of Letters of Administration With Will Annexed
- Form PROB18 – Renunciation of Letters of Administration
- Form PROB19 – Renunciation and Consent Spes Successionis Grant
- Form PROB20 – Renunciation of Letters of Administration to Body Corporate not being a Trust Corporation
- Form PROB21 – Renunciation of Probate by a Trust Corporation
- Form PROB22 – Executor’s Oath After Pronouncing for a Will in Solemn Form
- Form PROB23 – Oath of Administrator *Pendente Lite*
- Form PROB24 – Oath of Administrator Leading to a Grant *Ad Colligenda Bona*
- Form PROB25 – Oath of Administrator *Ad Litem*
- Form PROB26 – Executor’s Oath
- Form PROB27 – Oath of Administrator With Will Annexed
- Form PROB28 – Oath of Administrator Without Will
- Form PROB29 – Oath to Lead Registration of Interstate Grant
- Form PROB30 – Oath to Lead Re-seal of Overseas Grant
- Form PROB31 – Executor’s Oath for Double Probate
- Form PROB32 – Oath of Administrator With Will Annexed *De Bonis Non*
- Form PROB33 – Oath of Administrator (Without Will) *De Bonis Non*
- Form PROB34 – Affidavit
- Form PROB35 – Affidavit of Due Execution
- Form PROB36 – Affidavit of Due Execution - Deponent Present when Will Executed
- Form PROB37 – Affidavit Where No Affidavit of Due Execution Can Be Obtained
- Form PROB38 – Court or Other Order In Place When Will was Executed – Affidavit From Public Trustee Officer
- Form PROB39 – Affidavit of Plight and Condition and Finding
- Form PROB40 – Affidavit as To Alias – Will
- Form PROB41 – Affidavit as To Alias – Intestacy
- Form PROB42 – Affidavit of Identity – Name Changed Since Will
- Form PROB43 – Affidavit of Identity – Name in Will Incorrect
- Form PROB44 – Affidavit Verifying the Translation of a Testamentary Document or Other Document
- Form PROB45 – Affidavit to Withdraw Will Deposited with Renunciation
- Form PROB46 – Affidavit of Assets and Liabilities
- Form PROB47 – Affidavit of Assets and Liabilities Supplementary Affidavit
- Form PROB48 – Registrar’s Certificate of Disclosure
- Form PROB49 – General and Enduring Power of Attorney

Form PROB50 – Certificate of Execution - Section 45 of the *Succession Act 2023*
and Rule 352.5(3)