

SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY

ADVICE TO COURT USERS

ACT Lockdown - Special Measures in response to the COVID 19 Virus –

Filing documents with the ACT Supreme Court – updated advice

Public Counter Filing Documents and Public Counter

The public counter closed for lodgements and enquiries for Supreme Court matters on 12 August 2021. It will remain closed until further notice.

1. *Filing by e-lodgement for civil matters*

Legal Practitioners are required to register for the e-lodgement portal and file all available documents through that platform. A list of documents which are available for e-lodgement can be found at (see <https://www.courts.act.gov.au/forms/elodgment>).

E-lodgement is not available for use by self-represented litigants or in Court of Appeal matters.

2. *Filing by email*

Documents can only be filed by email in the following circumstances:

- a. where the Registrar of the ACT Supreme Court has advised that the public counter has been closed for the filing of documents and the document type is not available for e-lodgement; or
- b. where the Registrar of the ACT Supreme Court has advised that the public counter has been closed for the filing of documents and where the party is self-represented; or
- c. where leave to file by email has been granted by the Registrar pursuant to Rule 6121.

Documents that are available to legal practitioners to be lodged by e-lodgement **will not** be accepted for filing by email.

Originals of all documents filed by email must be retained by the party filing it for the periods referred to in rule 6130 of the *Court Procedures Rules 2006*. Originals must be produced to the court in the event the court directs it.

3. *Filing by post*

Noting point 1 above regarding filing by Legal Practitioners via e-lodgement for civil matters:

Documents may be filed by sending them by post to:

ACT Supreme Court
GPO Box 1548
Canberra City ACT 2601

4. *Filing in person*

Noting point 1 above regarding filing by Legal Practitioners via e-lodgement for civil matters:

Documents may be filed in person by placing them in the post box marked 'Supreme Court' in the foyer of the Court. Documents lodged in this way **must** be securely fastened and placed in an envelope.

5. *Payment of Fees*

Where a person is lodging a document by email, post or in person it will not be treated as filed unless the relevant filing fee has been paid.

Information on the payment of fees can be accessed on the Court's website at [Fees, Fines & Costs - ACT Supreme Court](#)

6. *Court of Appeal books*

Court of appeal books **must** be lodged in the post box marked 'Supreme Court' in the foyer of the Court. If the appeal books are too large for the post box, the person lodging the folders must call the contact number on the front of the box and a staff member will collect the folders.

7. *Return of Sealed documents*

For emailed documents only

The court will scan and return sealed documents to parties by email only in circumstances where:

- The document **was not** a type available to be e-lodged and has been emailed instead for filing to the court; or
- Where the party filing it by email is self-represented

For documents filed by post or in person

Documents sent by post or filed in person will be returned to the parties by post. If a document is filed by one of these methods and the party requires it back urgently it will be the party's responsibility to advise the court of this and the reasons for urgency at the time of filing. In these circumstances the Registrar will decide whether or not the documents are to be returned by an alternative method.



Jayne Reece

Registrar, ACT Supreme Court

25 August 2021