

## MAGISTRATES 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 Magistrates Court

#### Public Counter

The public counter closed for lodgements and enquiries for Magistrates 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.

#### 2. Filing by email

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

- a. where the Registrar of the ACT Magistrates Court has advised that the public counter has been closed for the filing of documents and the document type is not available for elodgement; or
- b. where the Registrar of the ACT Magistrates 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 Court Procedure Rule 6121.

Documents that can be lodged via 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 if directed by the court.

#### 3. Filing by post

Documents may be filed by posting to the following address:

ACT Magistrates Court  
GPO Box 1548  
Canberra City ACT 2601

#### 4. Filing in person

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

#### 5. Payment of fees

A document is not taken to be filed until payment of the relevant filing fee.

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

#### 6. 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 as a consequence has been emailed for filing; 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 returned urgently, it is the party's responsibility to advise the court of the reasons for urgency at the time of filing. In these circumstances the Registrar will determine the return method.



Helen Banks

Registrar, ACT Magistrates Court

25 August 2021