

ACT MAGISTRATES COURT

Registrar of the ACT Magistrates Court

Notice to Practitioners

Dear Practitioners

The Chief Magistrate and magistrates express their gratitude to the profession for its commitment to ensuring that the courts continue to operate as efficiently as possible during the current COVID-19 lockdown in the Australian Capital Territory.

Please continue to complete the Lockdown Appearance Arrangements Form which is available on the court website at www.courts.act.gov.au for adjournment, attendances in person, remote attendances or appearances on the papers. It assists the court to plan remote appearances or to consider any adjournment applications without the need for practitioners to appear remotely. Do not expect that the presiding magistrate's associate will contact you if you fail to appear.

Magistrates' associates are reporting that they are experiencing an increase in practitioners directly communicating with chambers. Please direct any queries through the ordinary channels and do not directly enquire with the magistrate's associate unless you are invited to do so.

Please ensure that you communicate directly with your clients with respect to their availability to appear and provide their contact details to the court. Do not rely on the court to do this on behalf of your client.

If you are seeking orders to be made in chambers, or you are seeking an adjournment or the like, please provide the same information and material as if you were appearing in court. By way of example, if a matter has resolved, please provide the court with details regarding how it has been resolved, such as pleas to charges and information relating to remaining charges if some are not resolved. Please file with the courts agreed facts, criminal history and information on any reports sought and the reasons for seeking the reports.

A reminder that if you are appearing for your colleagues, please ensure that you have an understanding of the matter so that you can assist the court to address any issues that may arise.

The Magistrates Court looks forward to continuing to work with the profession during these challenging times. If you are experiencing any issues, or if you have suggestions on ways to improve the current court processes, please email me at mcregistrar@courts.act.gov.au.

Yours sincerely



Helen Banks
Registrar, ACT Magistrates Court
1 September 2021

p (02) 6207 1203 e MCRRegistrar@courts.act.gov.au
GPO Box 370, Canberra ACT 2601
ACT Laws Courts Building, 4-6 Knowles Place, Canberra ACT 2601