



**Supreme Court**  
of New South Wales

## **IMPORTANT INFORMATION ABOUT THE REFURBISHMENT OF LEVEL 5 & TEMPORARY RE-LOCATION OF CIVIL REGISTRY SERVICES**

From 2pm on Friday, 27 January 2012, the Level 5 registry will close for refurbishment for approximately 6 months.

To ensure that the Court can continue to provide full registry services during this time, a new temporary registry has been constructed on Level 14 of the Law Courts Building.

While Level 5 undergoes its transformation, the provision of civil registry services will continue on Levels 4 and 14 of the Law Courts Building.

**The table overleaf summarises:**

- **the services and facilities of the civil registry**
- **the level upon which these services and facilities will temporarily be provided throughout Level 5's closure, and**
- **any significant differences between the services and facilities previously available on Level 5 and the new temporary locations.**

The Court apologises in advance for any inconvenience its clients may suffer due to the temporary re-location of its civil registry services. However, the Court is confident that the patience and cooperation of its clients will be rewarded once the vastly superior refurbished registry opens in July/August 2012.

Civil Registry Services & Facilities	New Temporary Location of Civil Registry Services & Facilities	Significant Differences between Level 5 & New Temporary Location
Client waiting area	Levels 4 and 14	The waiting areas on Levels 4 and 14 are considerably smaller than the area on Level 5, and there is less public seating as a result.
Civil Document Filing Services (including Probate Document Drop-offs and Probate Document collections*) and All Civil Fee Payments *Non-urgent probate documents will be left on Level 14 for collection. Urgent documents can be collected from staff on Level 4 by prior arrangement with probate staff.	Level 14*	There are fewer filing counters installed on Level 14 compared to Level 5. However, this should have no impact upon waiting times as the number of staff available to file documents on Level 14 will be identical to that on Level 5. Also, the filing counters on Level 14 are configured differently to maximise limited space in the temporary registry.
All Civil Enquiries (including Probate*)	Level 14* *A small proportion of clients with specific probate enquiries may need to be referred to Level 4 for additional specialist guidance from dedicated Probate staff.	No significant differences between Levels 5 and 14.
Duty Registrar Service	Level 14	No significant differences between Levels 5 and 14.
Legal Aid Mortgage Stress Duty Solicitor	Level 14	No significant differences between Levels 5 and 14.
Volunteer Justice of the Peace Service	Level 14	No significant differences between Levels 5 and 14.
Approved Legal Copier Firm Collections and Drop-offs	Level 4	Copier firms no longer need to take a ticket for service when collecting original documents and files.
Return of Documents Produced under Subpoena	Level 4	No significant differences between Levels 5 and 4.
File Inspection Room	Level 4	The inspection room on Level 4 is smaller than the room previously used on Level 5. In times of high demand, appointments will be allocated.
Costs Assessment Scheme	Level 4	Clients wishing to see Costs Assessment staff should press the buzzer for service installed into the doorframe near the lift lobby on Level 4. A wallphone and phonelist will be installed near this door so clients can announce their arrival at the counter, but in the interim, a service bell will be available for this purpose.
Court of Appeal Services	Level 14	No significant differences between Levels 5 and 14.
Mediation Booking Enquiries	Level 14, or as otherwise advised by the Corporations Registrar	No significant differences between Levels 5 and 14.
Chamber appointments with the Corporations Registrar	Level 14	No significant differences between Levels 5 and 14.
Public Toilets	Levels 6, 7, 9, 10, 11, 12 and 17* * Level 17 has the closest accessible public toilet in the Law Courts Building.	There are no public toilet facilities in either of the temporary civil registries on Level 4 or 14. However, all other levels of the Law Courts Building that house courtroom facilities have public toilets*.