



**Justice**  
Courts &  
Tribunal Services

# User Guide **Online Court - BAR**

Version: 1.20

Last Saved Date: 30 October 2018

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Note that screens and processes documented in this guide are accurate at the time of publishing; however, due to changes and updates occurring to the NSW Online Court, processes documented in this guide may appear different to those on the live site.

## Overview of the Online Court

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### What is the NSW Online Court?

Online Court is a digital service being conducted by the NSW Justice Department, which enables legal practitioners, litigants and decision makers to manage and process orders without having to enter the courtroom. Once a matter is available in the relevant list, clients can proceed with their cases online, just as they would in court.

### Who manages Online Court matters?

The decision maker will review requests made through the Online Court and will make orders and finalise requests accordingly. When the decision maker deals with requests in the online court, it will (in most instances) result in an adjournment and vacation of the current in-person listing. This will mean that the parties will not be required to physically attend the vacated listing. The decision maker can also deal with requests as they occur; so many waiting periods (for example the 28 day listing timeframe for defence Call-overs) won't apply for Online Court matters (some listings, for example Supreme Court winding up matters, will not be available in the Online Court for 28 days from the date of listing due to business rules).

### Who can use the Online Court?

At present, the Online Court is available to the following:

#### Local Court

- Matters where the plaintiff and at least one defendant are represented. The represented defendant must also be in a status of 'Defended'. If there are additional defendants who are not represented, the matter can still proceed in the Online
- Matters listed in:
  - General Division Defence call-over
  - Small claims hearing
  - Pre-Trial review
- Local Court locations:

○ Waverley	○ Penrith	○ Wyong
○ Manly	○ Katoomba	○ Woy Woy
○ Hornsby	○ Liverpool	○ Gosford
○ Newtown	○ Picton	○ Belmont
○ Sydney	○ Fairfield	○ Cessnock
○ Parramatta	○ Campbelltown	○ Maitland
○ Burwood	○ Port Kembla	○ Raymond Terrace
○ Bankstown	○ Albion park	○ Toronto
○ Sutherland	○ Kiama	○ Newcastle
○ Windsor	○ Wollongong	○ Nowra.
○ Blacktown		

**District Court**

- Matters listed in the General List Sydney Civil
- Matters where the plaintiff is legally represented, and that representation is registered for the NSW Online Registry

**Supreme Court**

- Matters listed in the Corporations Registrars List
- Matters listed in the Equity General List

**Land and Environment Court matters**

- Matters where the legal representation or individual is registered for the NSW Online Registry
- All Land and Environment Court lists

# Accessing the Online Court

## Register

To use the Online Court, solicitors must be registered for the NSW Online Registry. To register, go to the NSW Online Registry website and select the tab that best describes you. From there, click the Register button. The Register button is also available after the Login button has been selected from the home page. More information on the registration process is available on the Online Registry help page

<https://onlineregistry.lawlink.nsw.gov.au>

The screenshot shows the NSW Online Registry website. At the top right, there is a 'Login' button. Below it, the 'FAQs' and 'Contact Us' links are visible. The main navigation menu includes 'Home', 'Representing yourself', 'Legal professionals', 'Business', 'Government', 'Court Lists', and 'Probate'. The 'Representing yourself' tab is highlighted with a red box. The main content area features a 'Welcome to the NSW Online Registry' section, followed by an 'Updates' section with two articles: 'Online Registry new web design' and 'Extended times for Online Court'. Below this are sections for 'Legal Professionals', 'Business', and 'Government', each with a 'Read more' link. At the bottom, there is a 'Representing Yourself' section with a 'Read more' link.

## Log in

Once registered, login and click the Online Court tab to access your eligible Online Court matters.

The screenshot shows the user interface of the NSW Online Registry. The navigation menu includes 'Search cases', 'New case', 'Saved forms', 'Payments', 'Filing history', 'Online Court', 'Court Lists', and 'Probate'. The 'Online Court' tab is highlighted with a red box. Below the navigation menu, there are links for 'Manage profile' and 'XML filing'.

# Dashboard

When the client logs in to the Online Court their dashboard will display.

The dashboard has two key areas:

1. Active listings
2. Historical cases

## Active Listings

All cases that are eligible for the Online Court are displayed here.

This screen will display:

- The current in-person listing type
- The current date and time for the in-person sitting
- The status of the case (e.g. is it awaiting consent from the other party or awaiting an order from the registrar)
- The name of the party who most recently sent a message via the Online Registry
- The action that can be taken on the case
  - Make request
  - Consent / counter a request

## Online Court

Online court list

**Active listings** [Historical cases](#)

Case	Listing type	Sitting	Status	Last message	Action
<input type="text" value="Filter by keyword"/>	<input type="text" value="All"/>				
Jane Torrenti v Samuel Filetti 201700008683	Pre-Trial Review	16/06/2017 10:00 AM AEST	-	Registrar 9/06/2017, 6:00 AM AEST	<a href="#">Make request &gt;</a>
Peter Wires v Phillippe Walters 201700008684	Defence Callover	20/06/2017 9:30 AM AEST	Orders pending	-	-
Tarone DiBortelli v Heath O'Brien 201700008682	Defence Callover	20/06/2017 10:00 AM AEST	Consent pending	Registrar 13/06/2017, 6:00 AM AEST	<a href="#">Consent or Counter ⇄</a>
Fiona Si v Lucy Smith 201700008685	Defence Callover	20/06/2017 10:00 AM AEST	Orders pending	-	-
Bankstown City Council v David Dawes 201700000007	Defence Callover	21/06/2017 9:30 AM AEST	-	-	<a href="#">Make request &gt;</a>
David Waters v Renee Fitzgerald 201700009299	Defence Callover	12/07/2017 9:30 AM AEST	-	-	<a href="#">Make request &gt;</a>

## Historical cases

This tab displays cases where orders have been made and finalised via the Online Court.

Clients can view:

- The Online Court record for that case. This is a record of the Online Court transactions (requests, consents, counters, orders, messages etc.) and does not display case information.
- The case information by clicking the Online Registry case link; note that this will open a new tab and display the case information screens in the NSW Online Registry.

## Online Court

Online court list

**Historical cases**

[Active listings](#)

Case	Listing type	Last activity	View
Katrina Fernandez v SUTHERLAND SHIRE COUNCIL 201700008686	Registrar Directions Hearing - Residential Development Appeals	23/05/2017 10:32 AM AEST	<a href="#">Online court record</a>  <a href="#">Online Registry case</a> 
Jennifer Payton v Kevin Faulks 201700008489	Class 4 Directions Hearing	13/06/2017 12:02 AM AEST	<a href="#">Online court record</a>  <a href="#">Online Registry case</a> 
Sue Bridges v Jamie Terrassa 201700004018	Defence Callover	6/04/2017 12:01 AM AEST	<a href="#">Online court record</a>  <a href="#">Online Registry case</a> 

## Local Court Requests

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### Requests overview

The following Local Court listings are available for Online Court:

- General Division Defence call-over
- Small claims hearing
- Pre-Trial review (motor vehicle)
- Pre-Trial review

When a defence is lodged in one of the above listings, and the matter meets the eligibility requirements (listed below), it will automatically become active in the Online Court and parties have the option to make an on-line request. As part of that request, the solicitor (or delegate) may also request additional interlocutory orders.

When orders are made in the Online Court, in most instances, it will result in an adjournment and vacation of the currently listed in-person court listing. This will mean that the parties will not be required to physically attend the vacated court listing.

Opposing Solicitors on the Record will be notified by email automatically when a request is made, and all parties on the case (solicitors on the record) will be notified when an order is made by the Registrar.

### Eligibility requirements for Online Court

A matter will be eligible in the Local Court when:

- All parties must be legally represented.
- All legal representatives have registered for the NSW Online Registry

When the defence is filed, the Solicitor on the Record for each party will also get an email notifying them that their matter is now active in the Online Court. Please note there is no 'opt out' feature for parties to a case.

### Request types

Clients can make the following requests via the Online Court:

#### **General Division Call-overs:**

Request types

- Adjourn for further Call-over
- Adjourn for hearing

Additional orders sought:

- Leave to file Amended Statement of Claim
- Leave to file Defence to Amended Statement of Claim

- Leave to file Defence to Amended Statement of Claim and file Cross Claim
- Leave to file Cross Claim
- Leave to file Defence to Cross Claim
- Leave to file Amended Cross Claim
- Leave to file Amended Defence
- Leave to file Amended Defence and file Cross Claim
- Defendant/s request further and better particulars
- Plaintiff/s request further and better particulars
- Cross Defendant/s request further and better particulars
- Cross Claimant/s request further and better particulars
- Other (bench use only)

### **Pre-Trial Review and Pre-Trial Review (Motor Vehicle):**

#### Request types

- Adjourn for further Pre-trial review
- Adjourn for hearing

#### Additional orders sought

- Standard Single Expert Direction – cost of repairs
- Standard Single Expert Direction – pre-accident value
- Leave for each party to rely on own expert evidence IT loss of use claim
- Leave for each party to rely on own expert evidence IT liability/accident reconstruction is an issue
- Leave from Registrar to issue Subpoena
- Non-standard case management directions
- Direction for oral cross examination of witness
- Other (bench use only)

### **Small Claims Hearing**

#### Request types

- Other

#### Additional orders sought

- Standard Single Expert Direction – cost of repairs
- Standard Single Expert Direction – pre-accident value
- Leave for each party to rely on own expert evidence IF loss of use claim
- Leave for each party to rely on own expert evidence IF liability/accident reconstruction is in issue

- Leave from Registrar to issue Subpoena
- Non-standard case management directions
- Direction for oral cross examination of witness
- Other (bench use only)

## Request deadlines

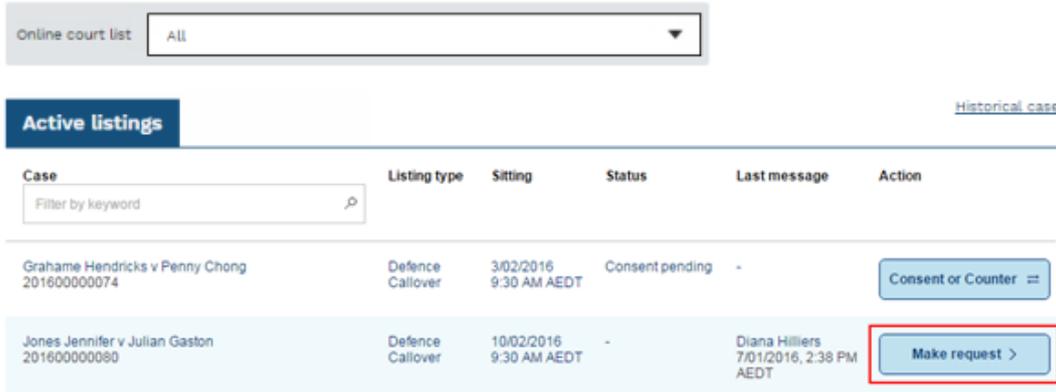
The deadline for submitting a request in the Online Court will be **12 noon** the day prior to the in-person listing). It will not be possible to make a request after this time and the matter will proceed to in-person as per its original listing.

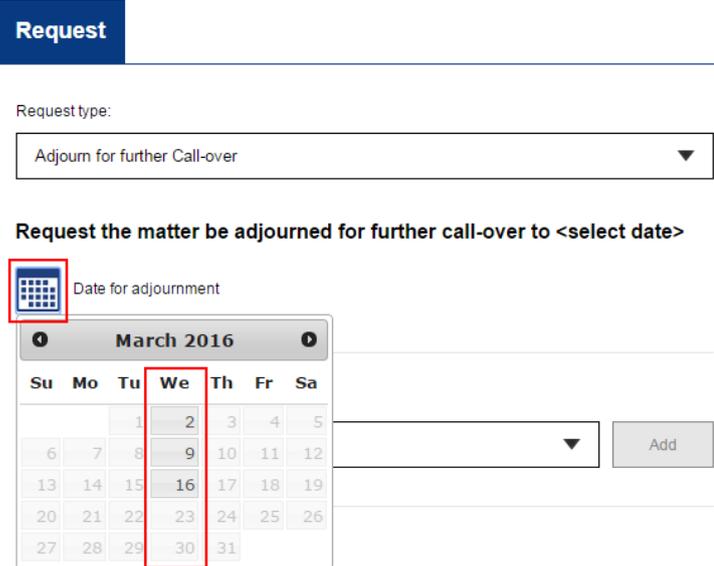
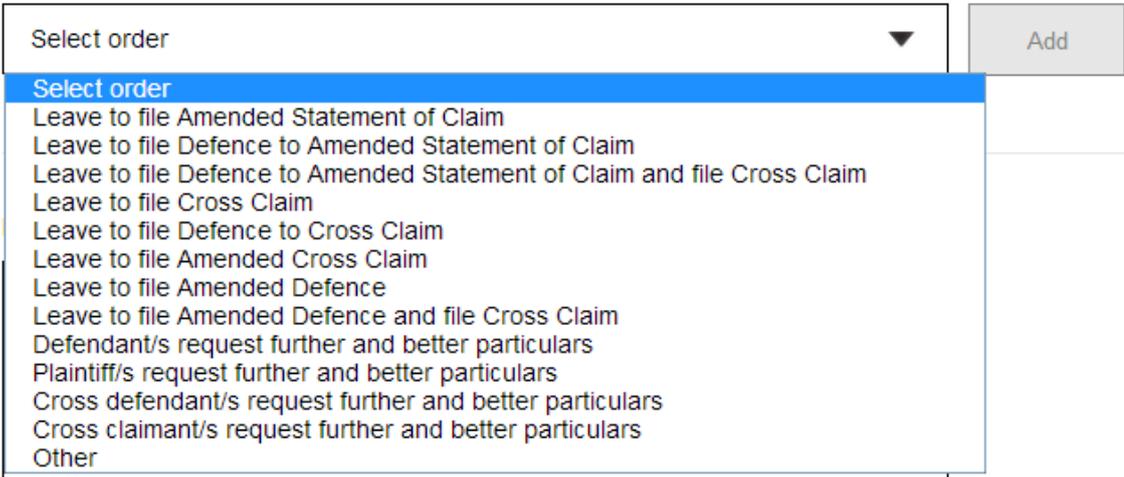
The deadline to consent a request is **3pm** the day before the in-person listing.

An Online Court request may be terminated at any time by the registrar and the proceedings listed for resolution at an in-person court appearance before a registrar or a directions hearing before a magistrate. The termination of an Online Court request may not prevent the lodgement of a new request by practitioners or their delegates.

Documents can be attached as part of a request or attached to a message. Any attached documents will be viewable by the opposing party and the registrar. Where solicitors (or their delegates) require documents to be formally filed, they should do so via the Online Registry Website and not via the Online Court.

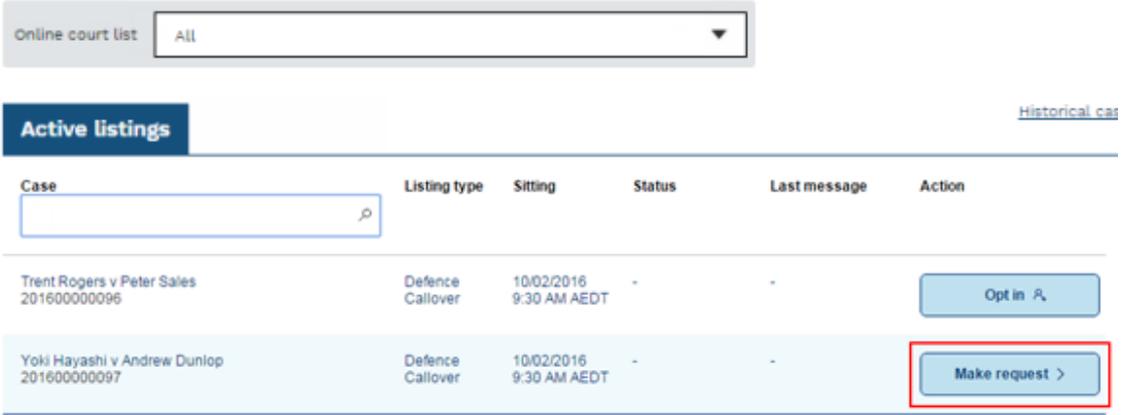
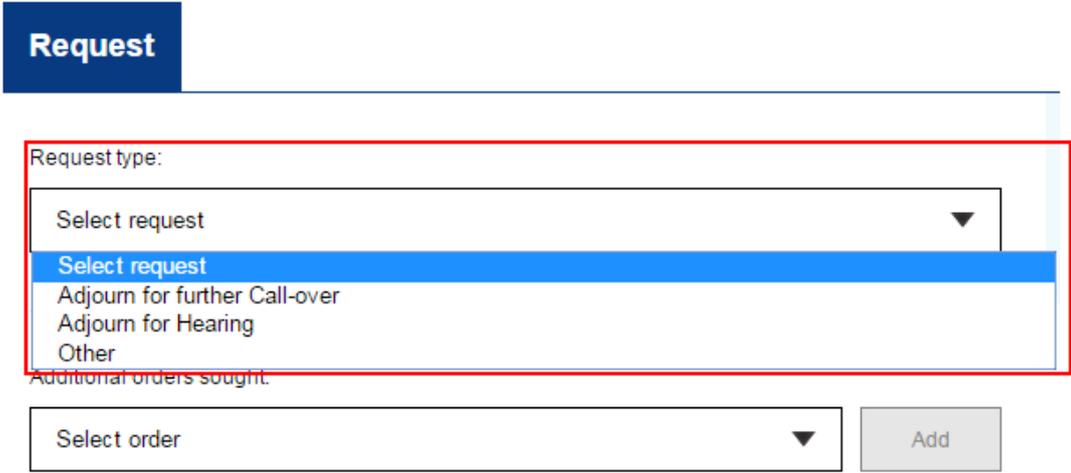
## Request adjournment for further Call-over (General Division)

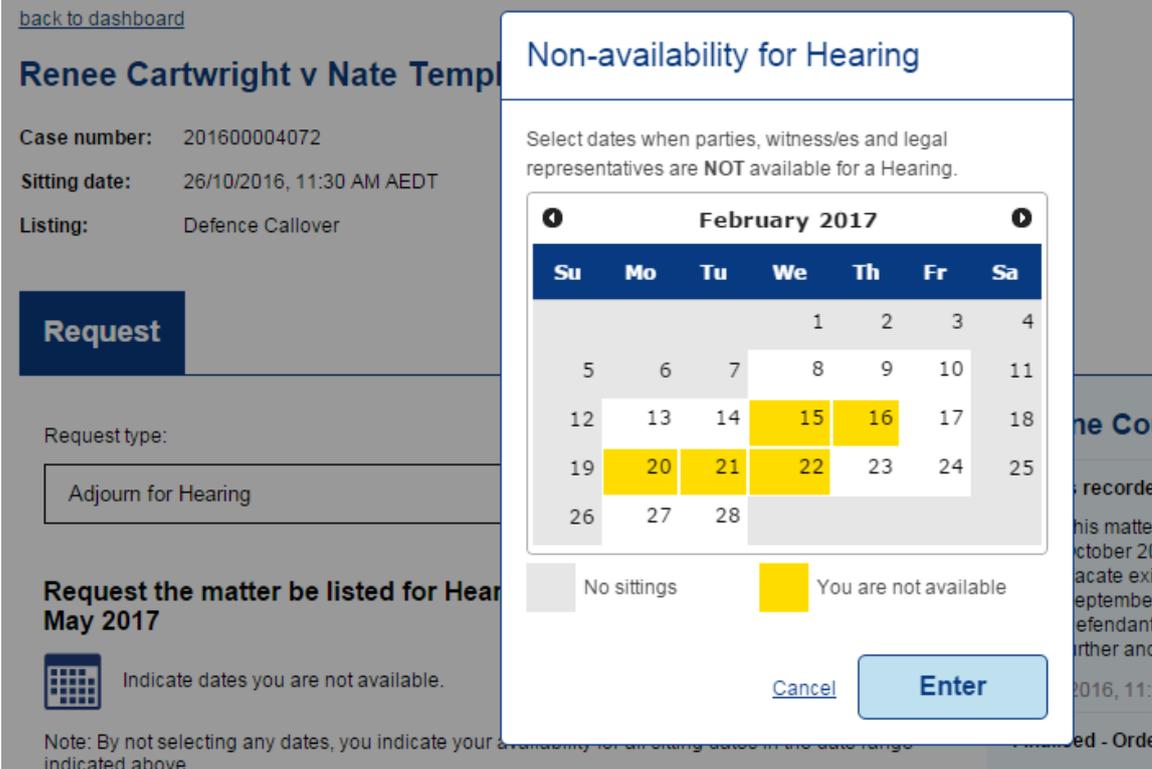
Step	Action																		
1	<p>Click <b>Make request</b>.</p>  <p>The screenshot shows the 'Active listings' section of the Online Court interface. At the top, there is a dropdown menu for 'Online court list' set to 'All'. Below this is a search bar for 'Case' with the placeholder 'Filter by keyword'. The main table has columns for 'Case', 'Listing type', 'Sitting', 'Status', 'Last message', and 'Action'. Two cases are listed: 'Grahame Hendricks v Penny Chong' and 'Jones Jennifer v Julian Gaston'. The 'Make request' button for the second case is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Grahame Hendricks v Penny Chong 201600000074</td> <td>Defence Callover</td> <td>3/02/2016 9:30 AM AEDT</td> <td>Consent pending</td> <td>-</td> <td>Consent or Counter</td> </tr> <tr> <td>Jones Jennifer v Julian Gaston 201600000080</td> <td>Defence Callover</td> <td>10/02/2016 9:30 AM AEDT</td> <td>-</td> <td>Diana Hilliers 7/01/2016, 2:38 PM AEDT</td> <td>Make request &gt;</td> </tr> </tbody> </table>	Case	Listing type	Sitting	Status	Last message	Action	Grahame Hendricks v Penny Chong 201600000074	Defence Callover	3/02/2016 9:30 AM AEDT	Consent pending	-	Consent or Counter	Jones Jennifer v Julian Gaston 201600000080	Defence Callover	10/02/2016 9:30 AM AEDT	-	Diana Hilliers 7/01/2016, 2:38 PM AEDT	Make request >
Case	Listing type	Sitting	Status	Last message	Action														
Grahame Hendricks v Penny Chong 201600000074	Defence Callover	3/02/2016 9:30 AM AEDT	Consent pending	-	Consent or Counter														
Jones Jennifer v Julian Gaston 201600000080	Defence Callover	10/02/2016 9:30 AM AEDT	-	Diana Hilliers 7/01/2016, 2:38 PM AEDT	Make request >														

Step	Action
2	<p>The <i>Request</i> screen displays. From the Request type drop down list, select <b>Adjourn for further Call-over</b>.</p> 
3	<p>To select the Date for adjournment, click the <b>calendar icon</b>.</p> 
	<p>Only the dates available for each location will display in the calendar. All future available dates from the date the request is being made will display, including 5 weeks following the original listing.</p>
4	<p>If you require additional order(s), click <b>Additional orders sought</b>. Select the orders required from the drop down list, then click <b>Add</b>.</p> <p>Additional orders sought:</p> 

Step	Action
	<p>If the additional order you require is not specified in the list, select other, then type the details into the free text field that will display.</p>
<p>5</p>	<p>Enter the <b>Reasons for submitting this request</b>.          If required, attach applicable PDF documents by clicking <b>Attach file</b>.          Click <b>Submit request</b>.</p> <p>Reasons for submitting this request:</p> <div data-bbox="284 584 900 837" style="border: 1px solid black; height: 113px; width: 386px;"></div> <div data-bbox="284 837 900 943" style="border: 1px dashed black; padding: 5px;">  <a href="#">Attach file (PDF, &lt; 5MB)</a> </div> <div style="text-align: right; margin-top: 20px;"> <span data-bbox="1129 1014 1177 1032" style="text-decoration: underline;">Cancel</span> <span data-bbox="1195 983 1412 1057" style="border: 2px solid red; padding: 5px; margin-left: 20px;"><b>Submit request</b></span> </div>
<p>6</p>	<p>The request has been sent and is now awaiting consent (or a counter) from the opposing party.</p> <div data-bbox="272 1189 547 1254" style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <span style="background-color: #0056b3; color: white; padding: 2px 10px; font-weight: bold;">Request</span> <span style="background-color: #ccc; padding: 2px 10px; font-weight: bold;">Messages</span> </div> <p>Status: Consent pending</p> <p><b>Request the matter be adjourned for further call-over to 16 Mar 2016</b></p> <p>Reasons for submitting this request: Request further and better particulars</p> <hr/> <div data-bbox="272 1491 563 1581" style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p><b>Awaiting consent from:</b>   Diana Hilliers (for Jones Jennifer)</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <span data-bbox="608 1599 762 1646" style="border: 1px solid #ccc; padding: 5px 20px; margin: 0 10px;">Counter</span> <span data-bbox="786 1599 941 1646" style="border: 1px solid #ccc; padding: 5px 20px; margin: 0 10px;">Consent</span> </div> <div data-bbox="1010 1256 1422 1711" style="background-color: #e6f2ff; padding: 10px; border: 1px solid #add8e6;"> <p><b>Online Court Record</b></p> <p>Request submitted by Michael Lee (for Julian Gaston)          Request the matter be adjourned for further call-over to 16 Mar 2016          Reasons for submitting this request:          Request further and better particulars          13/01/2016, 2:16 PM AEDT</p> <p><b>Message sent by Diana Hilliers (for Jones Jennifer)</b>          Can a request for directions with a counter claim attached be managed in the Online Court?          7/01/2016, 2:38 PM AEDT</p> <p><b>Online Court Activated</b>          7/01/2016, 12:06 PM AEDT</p> </div>

## Request adjournment for Hearing (General Division)

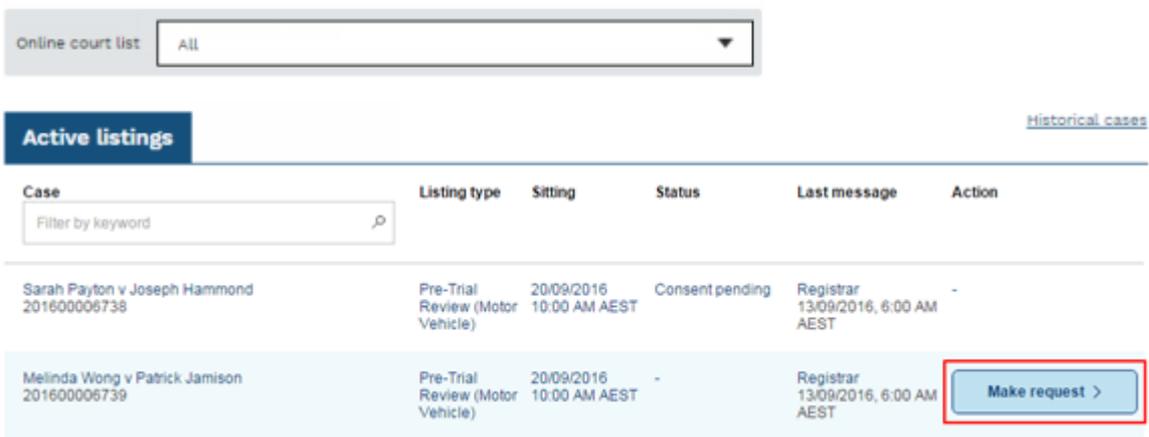
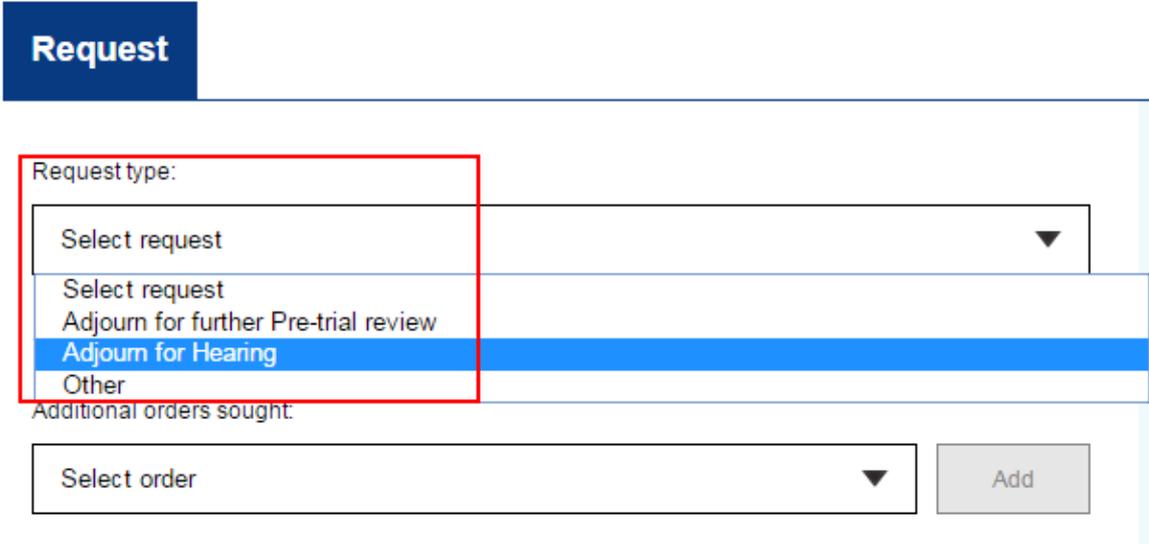
Step	Action
1	<p>From the dashboard, click <b>Make request</b>.</p>  <p>The screenshot shows the 'Active listings' section of a web application. At the top, there is a dropdown menu for 'Online court list' with 'All' selected. Below this is a search bar and a table of listings. The table has columns for Case, Listing type, Sitting, Status, Last message, and Action. Two listings are shown: 'Trent Rogers v Peter Sales' and 'Yoki Hayashi v Andrew Dunlop'. The 'Make request &gt;' button for the second listing is highlighted with a red box.</p>
2	<p>The <i>Request</i> screen displays. From the Request type drop down list, select <b>Adjourn for Hearing</b>.</p>  <p>The screenshot shows the 'Request' screen. At the top is a blue header with the word 'Request'. Below it is a 'Request type:' dropdown menu which is open, showing four options: 'Select request', 'Adjourn for further Call-over', 'Adjourn for Hearing', and 'Other'. The 'Adjourn for Hearing' option is highlighted in blue. Below the dropdown is a section for 'Additional orders sought' with a 'Select order' dropdown and an 'Add' button.</p>

Step	Action
3	<p>The <i>listing details</i> display.</p> <p>Click the <b>calendar icon</b> to select any dates you are <b>NOT</b> available for a hearing date. The calendar will display dates from 15 to 30 weeks in advance of the current listed call over date</p>  <p>The screenshot shows a web interface for a case listing. The case title is "Renee Cartwright v Nate Temp...". The case number is 201600004072. The sitting date is 26/10/2016, 11:30 AM AEDT. The listing is for "Defence Callover". A "Request" button is visible. Below it, the "Request type" is set to "Adjourn for Hearing". A note says "Request the matter be listed for Hearing May 2017". A calendar icon is used to indicate non-availability. A dialog box titled "Non-availability for Hearing" is open, showing a calendar for February 2017. The dialog asks to select dates when parties, witnesses, and legal representatives are NOT available for a hearing. The calendar shows dates 15, 16, 20, 21, and 22 highlighted in yellow. The dialog has "Cancel" and "Enter" buttons.</p>

Step	Action
4	<p>Complete the Preliminary listing advice.</p> <p>Select Yes or No from the drop down box to indicate if expert witness/es are required. If yes is selected, indicate if you require a joint or single expert.</p> <p>Enter the number of witnesses for plaintiff/s.</p> <p>Enter the number of witnesses for defendant/s.</p> <p>Enter the number of hours estimated to hear evidence.</p> <div data-bbox="272 555 1378 1272" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p><b>Preliminary listing advice</b></p> <p>Yes ▼ Expert witness/es are required</p> <p><input checked="" type="radio"/> Joint experts</p> <p><input type="radio"/> Single expert</p> <p>Reasons for joint experts:</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p><input type="checkbox"/> Witness/es for plaintiff/s</p> <p><input type="checkbox"/> Witness/es for defendant/s</p> <p><input type="checkbox"/> Hours ▼ estimated to hear evidence for both plaintiff/s and defendant/s</p> </div>
5	<p>If you require additional order(s), click <b>Additional orders sought</b>.</p> <p>Select the orders required from the drop down list, then click <b>Add</b>.</p> <p>Additional orders sought:</p> <div data-bbox="296 1469 1471 1980" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;"> Select order ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-left: 10px;">Add</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Select order <ul style="list-style-type: none"> <li>Leave to file Amended Statement of Claim</li> <li>Leave to file Defence to Amended Statement of Claim</li> <li>Leave to file Defence to Amended Statement of Claim and file Cross Claim</li> <li>Leave to file Cross Claim</li> <li>Leave to file Defence to Cross Claim</li> <li>Leave to file Amended Cross Claim</li> <li>Leave to file Amended Defence</li> <li>Leave to file Amended Defence and file Cross Claim</li> <li>Defendant/s request further and better particulars</li> <li>Plaintiff/s request further and better particulars</li> <li>Cross defendant/s request further and better particulars</li> <li>Cross claimant/s request further and better particulars</li> <li>Other</li> </ul> </div> </div>

Step	Action
	<p>If the additional order you require is not specified in the list, select other, then type the details into the free text field that will display.</p>
<p>6</p>	<p>Enter the <b>Reasons for submitting this request</b>.          If required, attach applicable PDF documents by clicking <b>Attach file</b>.          Click <b>Submit request</b>.</p> <p>Reasons for submitting this request:</p> <div data-bbox="285 584 906 840" style="border: 1px solid black; height: 114px; width: 389px;"></div> <div data-bbox="285 846 906 949" style="border: 1px dashed black; padding: 5px;">  <a href="#">Attach file (PDF, &lt; 5MB)</a> </div> <div style="text-align: right; margin-top: 20px;"> <span data-bbox="1141 1016 1189 1037">Cancel</span> <span data-bbox="1206 987 1425 1061" style="border: 2px solid red; padding: 5px;"><b>Submit request</b></span> </div>
<p>7</p>	<p>The request has been sent and is now awaiting consent (or a counter) from the opposing party.</p> <p><a href="#">back to dashboard</a></p> <p><b>Renee Cartwright v Nate Temples</b></p> <p>Case number: 201600004072          Sitting date: 26/10/2016, 11:30 AM AEDT          Listing: Defence Callover</p> <div style="display: flex; border-bottom: 1px solid #ccc;"> <div data-bbox="271 1395 384 1451" style="background-color: #004a99; color: white; padding: 5px; margin-right: 5px;"><b>Request</b></div> <div data-bbox="384 1395 520 1451" style="background-color: #ccc; padding: 5px; margin-right: 5px;"><b>Messages</b></div> </div> <p>Status: Consent pending</p> <p><b>Request the matter be listed for Hearing between 08 Feb 2017 and 24 May 2017</b></p> <p>Reasons for submitting this request:          Matter cannot be settled outside of court</p> <p>Preliminary listing advice:</p> <ul style="list-style-type: none"> <li>Expert witness/es are required Single expert</li> <li>1 Witness/es for plaintiff/s</li> <li>2 Witness/es for defendant/s</li> <li>4 Hours estimated to hear evidence for both plaintiff/s and defendant/s</li> </ul> <div data-bbox="279 1839 512 1912" style="border: 2px solid red; padding: 5px; margin-top: 20px;"> <p>Awaiting consent from:</p> <p> Lisa Jenkins (for Nate Temples)</p> </div> <div style="text-align: center; margin-top: 20px;"> <span data-bbox="580 1935 722 1980" style="border: 1px solid #ccc; padding: 5px 15px; background-color: #ccc;">Counter</span> <span data-bbox="740 1935 882 1980" style="border: 1px solid #ccc; padding: 5px 15px; background-color: #ccc;">Consent</span> </div> <div data-bbox="946 1451 1321 1832" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 20px;"> <p><b>Online Court Record</b></p> <p>Request submitted by Tony Porter (for Renee Cartwright)</p> <p>Request the matter be listed for Hearing between 08 Feb 2017 and 24 May 2017</p> <p>Reasons for submitting this request:          Matter cannot be settled outside of court</p> <p>Preliminary listing advice:</p> <ul style="list-style-type: none"> <li>Expert witnesses are required Single expert</li> <li>1 Witness/es for plaintiff/s</li> <li>2 Witness/es for defendant/s</li> <li>4 Hours estimated to hear evidence for both plaintiff/s and defendant/s</li> </ul> <p>14/09/2016, 10:58 AM AEST</p> </div>

## Request adjournment for Pre-Trial Review (Motor Vehicle)

Step	Action																		
1	<p>From the dashboard, click <b>Make request</b>.</p> <p><b>Online Court</b></p>  <p>The screenshot shows the 'Online Court' interface. At the top, there is a dropdown menu for 'Online court list' set to 'All'. Below this is a section for 'Active listings' with a search bar and a 'Historical cases' link. A table lists two cases:</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Sarah Payton v Joseph Hammond 201600006738</td> <td>Pre-Trial Review (Motor Vehicle)</td> <td>20/09/2016 10:00 AM AEST</td> <td>Consent pending</td> <td>Registrar 13/09/2016, 6:00 AM AEST</td> <td>-</td> </tr> <tr> <td>Melinda Wong v Patrick Jamison 201600006739</td> <td>Pre-Trial Review (Motor Vehicle)</td> <td>20/09/2016 10:00 AM AEST</td> <td>-</td> <td>Registrar 13/09/2016, 6:00 AM AEST</td> <td><b>Make request &gt;</b></td> </tr> </tbody> </table>	Case	Listing type	Sitting	Status	Last message	Action	Sarah Payton v Joseph Hammond 201600006738	Pre-Trial Review (Motor Vehicle)	20/09/2016 10:00 AM AEST	Consent pending	Registrar 13/09/2016, 6:00 AM AEST	-	Melinda Wong v Patrick Jamison 201600006739	Pre-Trial Review (Motor Vehicle)	20/09/2016 10:00 AM AEST	-	Registrar 13/09/2016, 6:00 AM AEST	<b>Make request &gt;</b>
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2	<p>The <i>Request</i> screen displays.</p> <p>From the Request type drop down list, select <b>Adjourn for Hearing</b>.</p>  <p>The screenshot shows the 'Request' screen. A dropdown menu for 'Request type:' is open, with 'Adjourn for Hearing' selected and highlighted in blue. The dropdown menu is highlighted with a red box. Below the dropdown is a section for 'Additional orders sought' with a search bar and an 'Add' button.</p>																		

Step	Action
3	<p>Click the <b>calendar icon</b> to select the date for the adjournment.</p> <p>The first available time on the selected date will be pre-populated in the time drop down box. The earliest date being 4 weeks from the currently listed date and the end date being 18 weeks from the currently listed date.</p> <p>Click the <b>time</b> box to select an alternate time</p> <p>Request type:</p> <div data-bbox="285 533 1074 584" style="border: 1px solid black; padding: 2px;">       Adjourn for Hearing ▼     </div> <p><b>Request the matter be adjourned for Small Claims Hearing on 23 Nov 2016 at 10:00am</b></p> <div data-bbox="276 696 477 770" style="border: 1px solid red; padding: 2px;">  23 Nov 2016     </div> <div data-bbox="276 786 727 846" style="border: 1px solid red; padding: 2px;">       10:00am ▼     </div> <div data-bbox="276 846 759 1106" style="border: 1px solid blue; padding: 2px;">       Select a time        10:00am        10:30am        11:00am        11:30am        12:00pm        12:30pm        2:00pm        2:30pm        3:00pm        3:30pm     </div> <p>by settlement the lodgement of the defence.</p>
4	<p>Click the checkbox to confirm the parties have had settlement discussions. If this has not occurred, the matter cannot continue in the Online Court.</p> <p>Select the <b>issues in the dispute</b> (select all that apply).</p> <p><b>Settlement discussions:</b></p> <p><input checked="" type="checkbox"/> All genuine attempts have been made to settle this dispute by settlement discussions/negotiation which have taken place since the lodgement of the defence.</p> <p><b>Please indicate (multi-select) issues in dispute:</b></p> <p><input type="checkbox"/> Ownership</p> <p><input type="checkbox"/> Liability</p> <p><input type="checkbox"/> Agency</p> <p><input checked="" type="checkbox"/> Quantum</p> <p>Have proof of lost documents been supplied/received?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Has an offer of settlement been made?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="checkbox"/> Demurrage</p> <p><input type="checkbox"/> Loss of use</p>

Step	Action
5	<p>Complete the Pre-trial information by entering a <b>Summary, Witnesses and Other material.</b></p> <p><b>Pre-trial informaton:</b>            Summary of case: (max. 300 characters)</p> <div data-bbox="277 463 1185 602" style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Documentary evidence intended to be relied upon- name of witness(s) and material relied upon:            Witnesses: (name and capacity)</p> <div data-bbox="277 732 1185 871" style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Other material: (e.g. photographs, sketches, videos, CCTV)</p> <div data-bbox="277 936 1185 1075" style="border: 1px solid black; height: 60px; width: 100%;"></div>
	<p>The opposing party(s) will need to enter their Pre-trial information in their consent/counter</p>
6	<p>Select any <b>additional orders sought</b> and click <b>Add.</b></p> <p>Additional orders sought:</p> <div data-bbox="277 1377 1370 1731" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <input type="text" value="Select order"/> </div> <div style="margin-left: 10px;">▼</div> <div style="margin-left: 20px; border: 1px solid gray; padding: 2px 10px;">Add</div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Select order</p> <p>Standard Single Expert Direction - cost of repairs</p> <p>Standard Single Expert Direction - pre-accident value</p> <p>Leave for each party to rely on own expert evidence IF loss of use claim</p> <p>Leave for each party to rely on own expert evidence IF liability/accident reconstruction is in issue</p> <p>Leave from Registrar to issue Subpoena</p> <p>Non standard case management directions</p> <p>Direction for oral cross examination of witness</p> <p>Other</p> </div> </div>

Step	Action
7	<p>Enter the <b>Reasons for submitting this request</b>.</p> <p>If required, attach applicable PDF documents by clicking <b>Attach file</b>.</p> <p>Click <b>Submit request</b>.</p> <p>Reasons for submitting this request:</p> <div data-bbox="285 463 1161 779" style="border: 1px solid black; height: 141px; width: 549px;"></div> <div data-bbox="285 790 1161 913" style="border: 1px dashed black; padding: 5px;">  <a href="#">Attach file (PDF, &lt; 5MB)</a> </div> <div data-bbox="821 996 890 1021" style="text-align: center;"> <a href="#">Cancel</a> </div> <div data-bbox="924 978 1161 1039" style="text-align: right;"> <input type="button" value="Submit request"/> </div>
8	<p>The request has been sent and is now awaiting consent (or a counter) from the opposing party.</p>

## Consent or counter a request

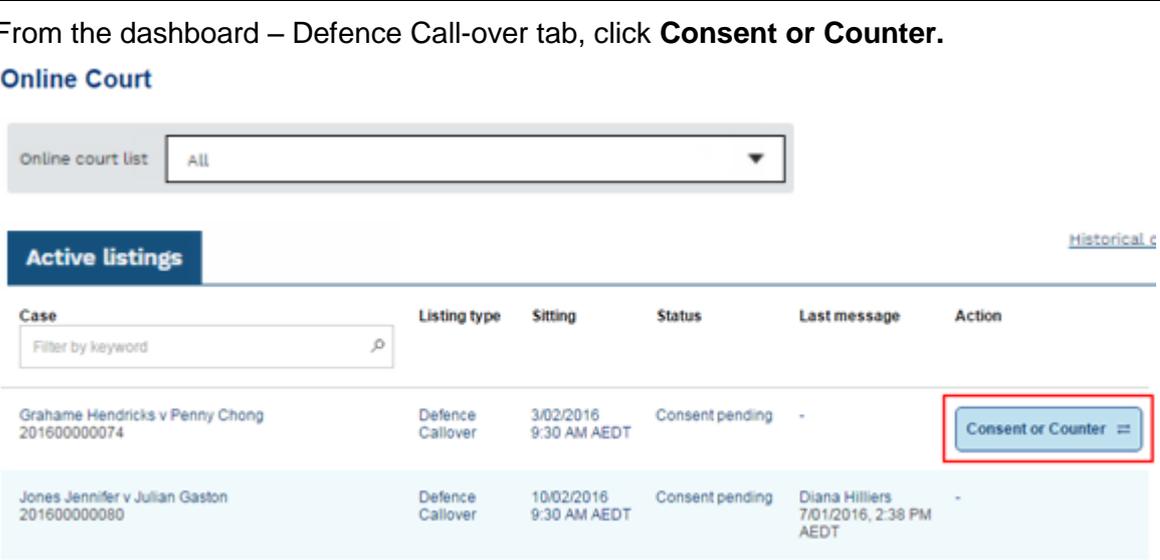
Each request submitted in the Online Court will automatically be forwarded to the solicitors for the opposing party(s) who may consent to the request, or, if they wish to propose an alternative request or orders, may counter the initial request.

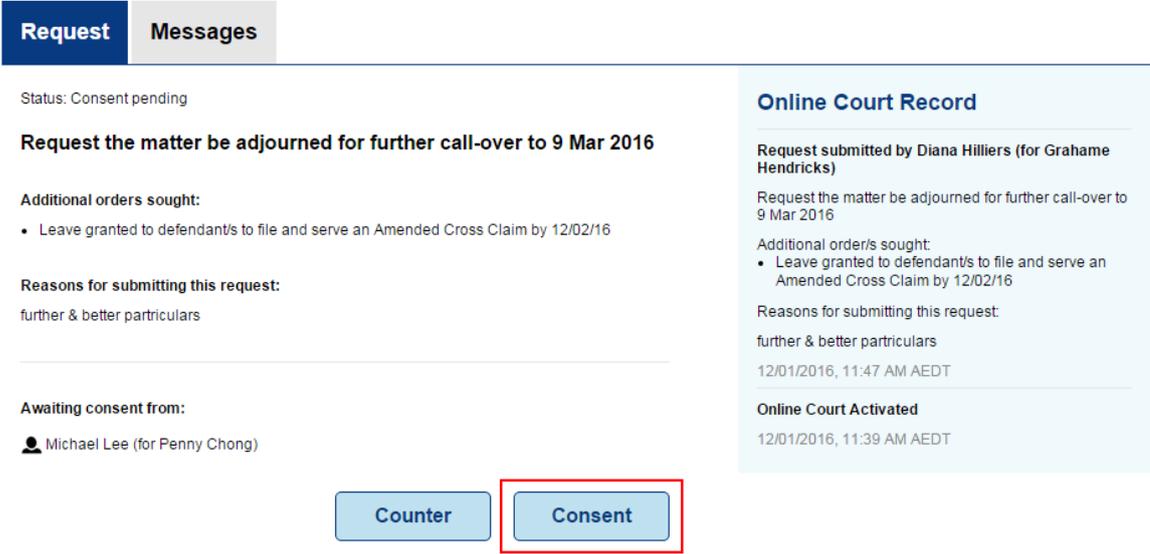
A counter request or consent to a request should be responded to **3pm the day before the listing**. An automatic email will be forwarded to the opposing solicitor on the record each time a consent or counter request is submitted.

Requests which have not been responded to or have been countered will remain in a request status of 'Consent pending' until all parties have consented. When all parties have consented to a request the request status will change to 'Orders pending', and will be ready for the Registrar to process.

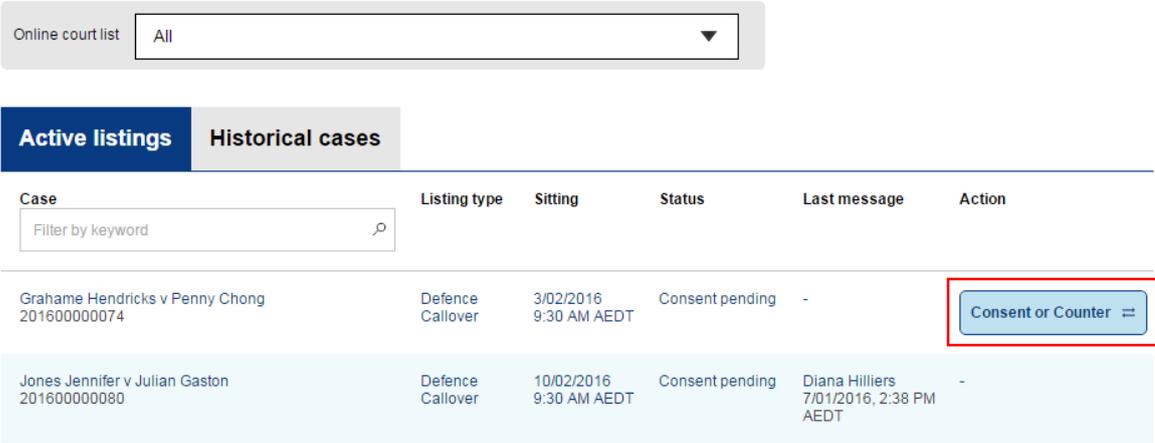
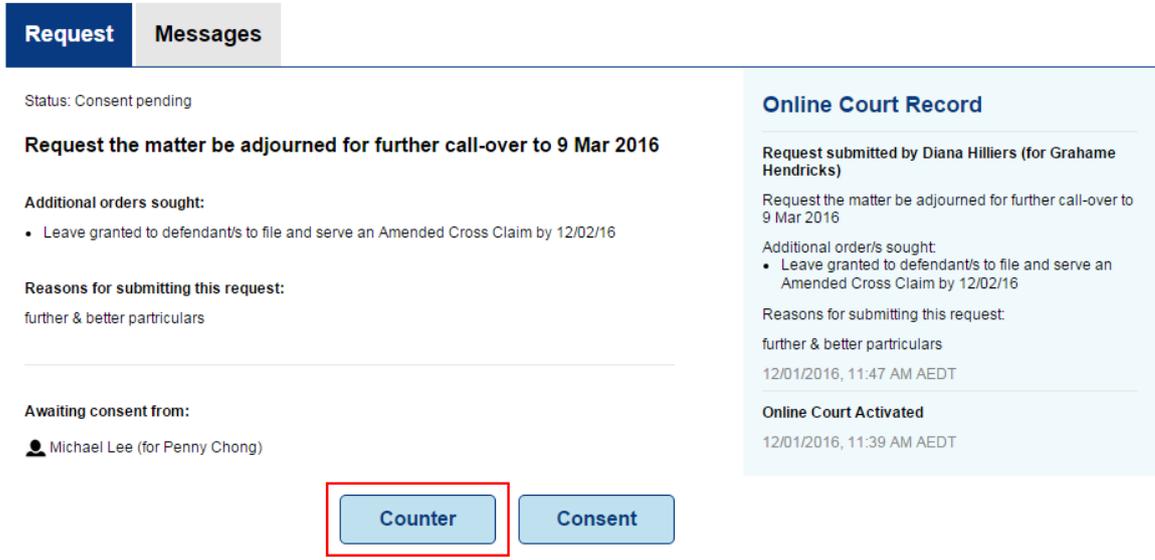
As far as practicable, all parties will have communicated between themselves and come to an agreed position as to the orders sought prior to submitting a request in the Online Court. The opposing party will then be in a position to quickly deal with the request by consenting to the request. Any terms agreed between the parties should be included as orders sought in the online request.

## Consent a request

Step	Action																		
1	<p>From the dashboard – Defence Call-over tab, click <b>Consent or Counter</b>.</p>  <p>The screenshot shows the 'Online Court' interface. At the top, there is a dropdown menu for 'Online court list' set to 'All'. Below this is a section for 'Active listings' with a search bar and a 'Historical c' link. A table lists two cases: 'Grahame Hendricks v Penny Chong' and 'Jones Jennifer v Julian Gaston'. The first row has a 'Consent or Counter' button highlighted with a red box.</p> <table border="1"><thead><tr><th>Case</th><th>Listing type</th><th>Sitting</th><th>Status</th><th>Last message</th><th>Action</th></tr></thead><tbody><tr><td>Grahame Hendricks v Penny Chong 201600000074</td><td>Defence Callover</td><td>3/02/2016 9:30 AM AEDT</td><td>Consent pending</td><td>-</td><td><b>Consent or Counter</b></td></tr><tr><td>Jones Jennifer v Julian Gaston 201600000080</td><td>Defence Callover</td><td>10/02/2016 9:30 AM AEDT</td><td>Consent pending</td><td>Diana Hilliers 7/01/2016, 2:38 PM AEDT</td><td>-</td></tr></tbody></table>	Case	Listing type	Sitting	Status	Last message	Action	Grahame Hendricks v Penny Chong 201600000074	Defence Callover	3/02/2016 9:30 AM AEDT	Consent pending	-	<b>Consent or Counter</b>	Jones Jennifer v Julian Gaston 201600000080	Defence Callover	10/02/2016 9:30 AM AEDT	Consent pending	Diana Hilliers 7/01/2016, 2:38 PM AEDT	-
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Step	Action
2	<p>Review the request made by the opposing party.            If you agree to the request, click <b>Consent</b>.            The matter can then be reviewed by the Registrar and appropriate orders made.</p>  <p>The screenshot shows a user interface with two tabs: 'Request' (active) and 'Messages'. The status is 'Consent pending'. The main heading is 'Request the matter be adjourned for further call-over to 9 Mar 2016'. Under 'Additional orders sought', there is a bullet point: 'Leave granted to defendant/s to file and serve an Amended Cross Claim by 12/02/16'. Under 'Reasons for submitting this request', it says 'further &amp; better particulars'. At the bottom, it says 'Awaiting consent from: Michael Lee (for Penny Chong)'. There are two buttons: 'Counter' and 'Consent'. The 'Consent' button is highlighted with a red rectangular box.</p>
	<p>Note that Online Court matters may be reviewed by the Registrar immediately; the 28 day time period does not apply to Online Court matters.</p>

## Counter a request

Step	Action
1	<p>Click <b>Consent or Counter</b>.</p> <p><b>Online Court</b></p>  <p>The screenshot shows the 'Online Court' interface. At the top, there is a dropdown menu for 'Online court list' set to 'All'. Below this are two tabs: 'Active listings' (selected) and 'Historical cases'. A search bar labeled 'Filter by keyword' is present. A table lists cases with columns: Case, Listing type, Sitting, Status, Last message, and Action. The first case, 'Grahame Hendricks v Penny Chong', has a 'Consent or Counter' button highlighted with a red box.</p>
2	<p>Review the request made by the opposing party.</p> <p>If you do not agree with the request, you have the opportunity to counter the request.</p> <p>Click <b>Counter</b>.</p>  <p>The screenshot shows the 'Request' screen. It displays the status 'Consent pending' and the request title 'Request the matter be adjourned for further call-over to 9 Mar 2016'. It lists 'Additional orders sought' and 'Reasons for submitting this request'. At the bottom, there are two buttons: 'Counter' (highlighted with a red box) and 'Consent'. A sidebar on the right shows the 'Online Court Record' with details of the request submitted by Diana Hilliers.</p>
3	<p>The <i>Request</i> screen displays.</p> <p>Complete the request fields as required.</p> <p>Click <b>Submit</b>.</p>
4	<p>The counter request has been submitted and the opposing party (solicitor on the record only) will be notified by email that the counter request has been made.</p> <p>The case will now display in the status of 'Consent pending' and is waiting for the opposing party to either consent to your request or counter it.</p>

Step	Action
 A yellow sticky note icon with the word "NOTE" written on it in black capital letters.	<p>There is no limit to the amount of times a request can be countered.</p> <p>Online Court matters may be reviewed by the Registrar as soon as consent is given; therefore time frames are not applicable, for example the 28 day time period for Defence Call-overs does not apply to Online Court matters.</p>

## District Court Requests

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### Requests overview

The Online Court is an electronic service that may be used for the NSW District Court General List Sydney Civil

Practitioners can make the following requests via the Online Court

Request types:

- Adjourn for Pre-Trial Conference
- Adjourn for Directions (Case Managed List)
- Adjourn for Status Conference
- Adjourn to the Note Settled List
- List for Hearing
- Other

Additional orders sought may also be included in the request. A list of pre-defined orders is available for selection

- Pleadings
  - Leave to file Amended Statement of Claim
  - Leave to file Amended Defence
  - Leave to file Cross Claim
  - Leave to file Defence to Cross Claim
  - Leave to file Amended Cross Claim
  - Leave to file Amended Defence and file Cross Claim
  - Leave to file Defence to Amended Statement of Claim
  - Leave to file Defence to Amended Statement of Claim and file Cross Claim
  - File draft amended pleadings
  - Plaintiff/s request for filing of defence and any cross claim
  - Provide consent to draft amended pleadings
- Particulars
  - Defendant to requests further and better particulars
  - Plaintiff to request further and better particulars
  - Cross defendant to request further and better particulars
  - Cross claimant to request further and better particulars
  - Plaintiff to respond to request further and better particulars
  - Defendant to respond to request further and better particulars
  - Cross defendant to respond to request further and better particulars
  - Cross claimant to respond to request further and better particulars
  - Plaintiff to respond to letter
  - Defendant to respond to letter

- Alternative Dispute Resolution
- Participate in Informal Settlement Conference
- Attend court assisted mediation
- Attend external mediation
- Liberty
  - Liberty to restore
  - Liberty to apply
- Evidence
  - Plaintiff to serve affidavit evidence
  - Plaintiff to serve expert liability evidence
  - Plaintiff to serve expert quantum/damages evidence
  - Plaintiff to serve expert liability and quantum/damages evidence
  - Plaintiff to serve affidavit, expert liability and expert quantum/damages evidence
  - Defendant to serve affidavit evidence
  - Defendant to serve expert liability evidence
  - Defendant to serve expert quantum/damages evidence
  - Defendant to serve expert liability and quantum/damages evidence
- Discovery
  - Plaintiff to provide categories
  - Plaintiff to object to categories
  - Defendant to provide categories
  - Defendant to object to categories
  - List of documents to be exchanged
  - Inspection of documents
- Settled
  - Note matter is settled
  - Vacate listing if Consent Order, Consent Judgment or Discontinuance is filed prior
- Serve Affidavit
  - Plaintiff to serve affidavits
  - Defendant to serve affidavits
- Other
  - Other

## Request deadlines

The deadline for submitting a request in the Online Court for District Court matters will be **2pm, three days prior to the in-person listing**. It will not be possible to make a request after this time and the matter will proceed to the in-person listing.

The deadline to consent a request is **6pm, three days prior** to the in-person listing.

An Online Court request may be terminated at any time by the registrar and the proceedings listed for resolution at an in-person court appearance before a registrar. The termination of an Online Court request may not prevent the lodgement of a new request by practitioners or their delegates.

Documents can be attached as part of a request or attached to a message. Any attached documents will be viewable by the opposing party and the registrar. Where solicitors (or their delegates) require documents to be formally filed, they should do so via the Online Registry Website and not via the Online Court.

## District Court General List Sydney Civil

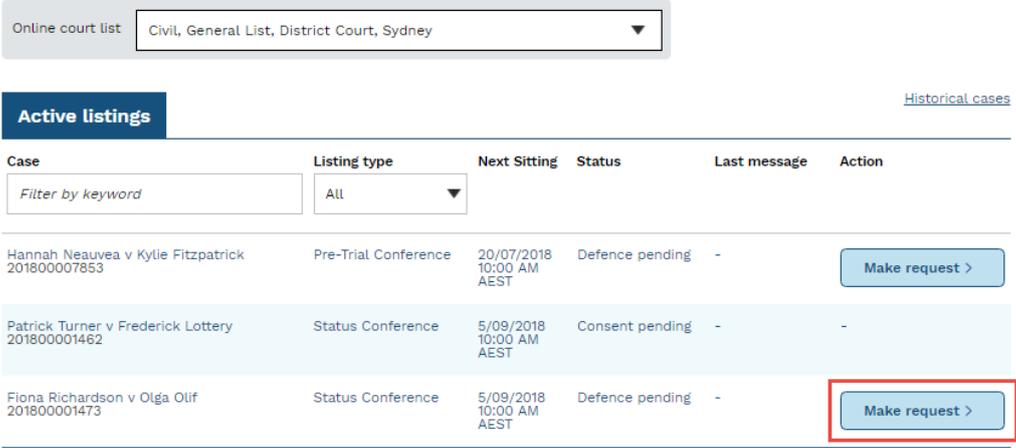
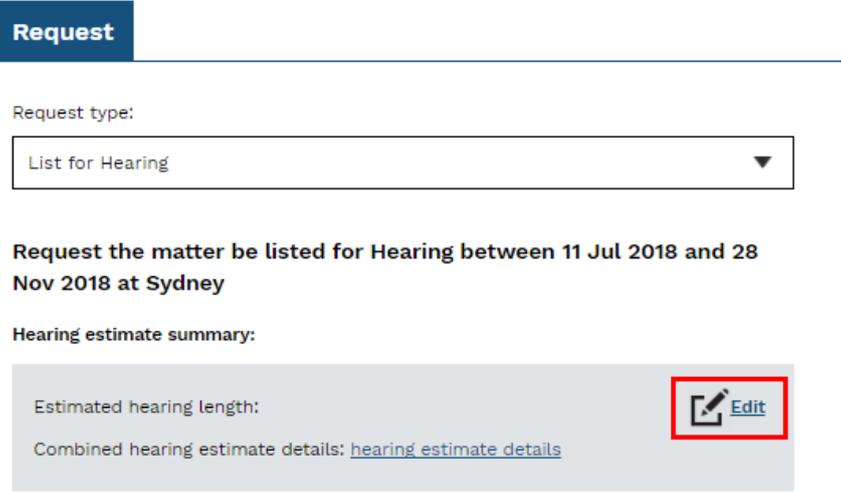
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2	<p>The <i>Request</i> screen displays.</p> <p>Select a <b>Request type</b> from the drop down list.</p> <p><a href="#">back to dashboard</a></p> <h3>Patrick Turner v Frederick Lottery</h3> <p><b>Case number:</b> 201800001462</p> <p><b>Sitting date:</b> 5/09/2018, 10:00 AM AEST</p> <p><b>Listing:</b> Status Conference</p> <p><b>Location:</b> Sydney</p> <p><b>Request</b></p> <p>Request type:</p> <ul style="list-style-type: none"> <li>Select request</li> <li>Select request</li> <li>Adjourn for Directions (Case Managed List)</li> <li>Adjourn for Status Conference</li> <li>List for Hearing</li> <li>Other</li> </ul>																														

Step	Action																																																	
	<p>These request options will be different for Pre-Trial Conference listings.</p> <p><a href="#">back to dashboard</a></p> <p><b>Hannah Neuvea v Kylie Fitzpatrick</b></p> <p>Case number: 201800007853  Sitting date: 20/07/2018, 10:00 AM AEST  Listing: Pre-Trial Conference  Location: Sydney</p> <p><b>Request</b></p> <p>Request type:  <input type="text" value="Select request"/>  <input type="text" value="Select request"/>  <input type="text" value="Adjourn for Pre-Trial Conference"/>  <input type="text" value="Other"/></p>																																																	
<p>3</p>	<p>A calendar will display.</p> <p>Select the <b>Date</b> in the calendar. If a listing is already full, it will not be available in the calendar.</p> <p>Note that this calendar may display different dates depending on the Request type selected. It may also provide the option to select your 'unavailable dates' if a hearing request type was selected.</p> <p>Request type:  <input type="text" value="Adjourn for Directions (Case Managed List)"/></p> <p><b>Request the matter be adjourned for Directions (Case Managed List) to &lt;select date&gt; at Sydney</b></p> <p> Date for adjournment</p> <p><b>September 2018</b></p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td></td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td></td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1		3	4	5	6	7	8		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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Step	Action
4	<p>If required, select an <b>additional order</b>. Repeat this step for each additional order required.</p> <p><b>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</b></p> <p> 26 Sep 2018</p> <hr/> <p>Additional orders sought:</p> <div style="border: 1px solid black; padding: 5px;"> <p> Select order</p> <p><b>Pleadings</b></p> <ul style="list-style-type: none"> <li style="background-color: #4F81BD; color: white; padding: 2px;">Leave to file Amended Statement of Claim</li> <li>Leave to file Amended Defence</li> <li>Leave to file Cross Claim</li> <li>Leave to file Defence to Cross Claim</li> <li>Leave to file Amended Cross Claim</li> <li>Leave to file Amended Defence and file Cross Claim</li> <li>Leave to file Defence to Amended Statement of Claim</li> <li>Leave to file Defence to Amended Statement of Claim and file Cross Claim</li> </ul> </div>
<p> <b>NOTE</b></p>	<p>Additional orders may contain pre-populated text, make amendments as required.</p> <p>Additional orders sought:</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Leave to file Cross Claim <span style="float: right;"><a href="#">Remove</a></span></p> </div> <div style="border: 1px solid blue; padding: 5px;"> <p>Leave to defendant to file and serve a Cross Claim by <span style="border: 1px solid red; padding: 2px;">(enter date)</span>.</p> </div>

Step	Action
5	<p>Enter your <b>Reasons for submitting this request</b>.  <b>Attach</b> any supporting documents or consent orders (if required).  Click <b>Submit request</b>.</p> <div data-bbox="268 439 1126 1055"> <p>Reasons for submitting this request:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p> <a href="#">Attach file (PDF, &lt; 5MB)</a></p> <p style="text-align: center;">Please make sure the file name does not contain single quote (').</p> <p style="text-align: right;"> <a href="#">Cancel</a> <span style="border: 1px solid blue; padding: 5px 15px; background-color: #add8e6;">Submit request</span> </p> </div>
	<p>The request has been sent and is now awaiting consent (or a counter) from the opposing party.</p>

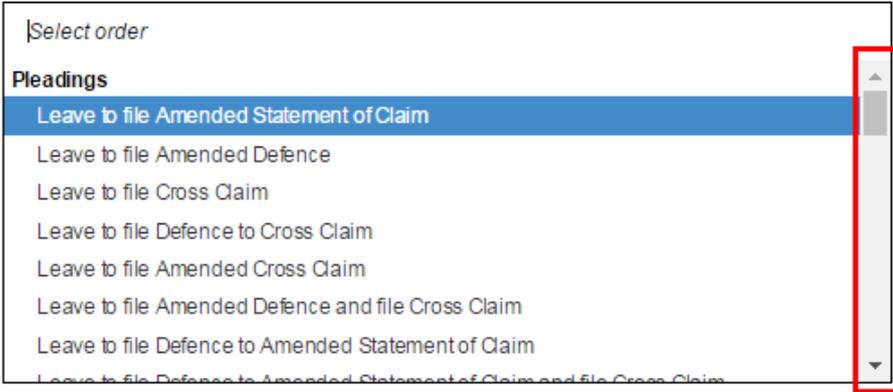
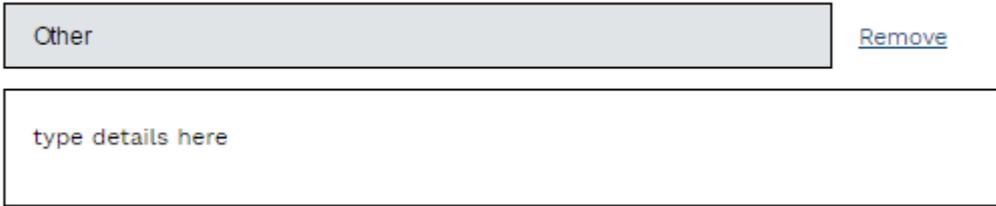
## Request adjournment for Hearing (General Division)

Step	Action																								
1	<p>From the dashboard, click <b>Make request</b>.</p>  <p>Online court list: Civil, General List, District Court, Sydney</p> <p><b>Active listings</b> <a href="#">Historical cases</a></p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Hannah Neauvea v Kylie Fitzpatrick 201800007853</td> <td>Pre-Trial Conference</td> <td>20/07/2018 10:00 AM AEST</td> <td>Defence pending</td> <td>-</td> <td><a href="#">Make request &gt;</a></td> </tr> <tr> <td>Patrick Turner v Frederick Lottery 201800001462</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td>-</td> </tr> <tr> <td>Fiona Richardson v Olga Olif 201800001473</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Defence pending</td> <td>-</td> <td><a href="#">Make request &gt;</a></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Hannah Neauvea v Kylie Fitzpatrick 201800007853	Pre-Trial Conference	20/07/2018 10:00 AM AEST	Defence pending	-	<a href="#">Make request &gt;</a>	Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	-	Fiona Richardson v Olga Olif 201800001473	Status Conference	5/09/2018 10:00 AM AEST	Defence pending	-	<a href="#">Make request &gt;</a>
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2	<p>The <i>Request</i> screen displays.</p> <p>From the Request type drop down list, select <b>List for Hearing</b>.</p>  <p><b>Request</b></p> <p>Request type:</p> <ul style="list-style-type: none"> <li>Select request</li> <li>Select request</li> <li>Adjourn for Directions (Case Managed List)</li> <li><b>List for Hearing</b></li> <li>Other</li> </ul>																								
3	<p>The <i>Hearing estimate summary</i> displays.</p> <p>Click <b>Edit</b> to enter the estimated time for the hearing.</p>  <p><b>Request</b></p> <p>Request type:</p> <p>List for Hearing</p> <p><b>Request the matter be listed for Hearing between 11 Jul 2018 and 28 Nov 2018 at Sydney</b></p> <p><b>Hearing estimate summary:</b></p> <p>Estimated hearing length: <a href="#">Edit</a></p> <p>Combined hearing estimate details: <a href="#">hearing estimate details</a></p>																								

Step	Action																																
	<p>The <i>Hearing estimate details</i> pop up displays</p> <p>Enter:</p> <ul style="list-style-type: none"> <li>• the estimated length of the hearing</li> <li>• At least one issue in dispute</li> <li>• Oral evidence witnesses for your party and other parties (where known)</li> <li>• Affidavit evidence witness details for your party and other parties (where known)</li> <li>• Enter the time required by your party for submissions</li> <li>• Additional rows can be added by clicking on the plus + sign</li> </ul> <div data-bbox="261 658 1394 2011" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Hearing estimate details</b></p> <p>Estimated hearing length: <input type="text"/> days</p> <p>Issues in dispute:</p> <p><input type="checkbox"/> Liability</p> <p><input type="checkbox"/> Quantum</p> <p><input type="checkbox"/> Other</p> <p><b>Oral evidence witness list:</b></p> <p>Tony Porter (for Fiona Richardson) <span style="float: right;">+</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Witness name / type</th> <th style="width: 15%;">Exam. time</th> <th style="width: 15%;">Cross-exam. time</th> <th style="width: 30%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">-</p> <p>Lisa Jenkins (for Olga Olif) <span style="float: right;">+</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Witness name / type</th> <th style="width: 15%;">Exam. time</th> <th style="width: 15%;">Cross-exam. time</th> <th style="width: 30%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">-</p> <p><b>Affidavit evidence witness list:</b></p> <p>Tony Porter (for Fiona Richardson) <span style="float: right;">+</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Witness / pages</th> <th style="width: 20%;">Reading time</th> <th style="width: 20%;">Cross-exam. time</th> <th style="width: 30%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">-</p> <p>Lisa Jenkins (for Olga Olif) <span style="float: right;">+</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Witness / pages</th> <th style="width: 20%;">Reading time</th> <th style="width: 20%;">Cross-exam. time</th> <th style="width: 30%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">-</p> <p><b>Time for submissions:</b></p> <p><i>All parties to enter their submission times in the box provided below.</i></p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> <p style="text-align: right;"> <a href="#">Cancel</a> <span style="border: 2px solid red; padding: 2px 10px; margin-left: 20px;">Save</span> </p> </div>	Witness name / type	Exam. time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Witness name / type	Exam. time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Witness / pages	Reading time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Witness / pages	Reading time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Step	Action
	<p>Note that requests for hearings made through the Online Court cannot exceed 4 days in length. Any Hearings that require 5 or more days must be made through the in-person sitting.</p>
<p>4</p>	<p>Click the calendar to enter your unavailable dates for hearing within the hearing allocation date range automatically calculated by the Online Court</p> <p><b>Request the matter be listed for Hearing between 11 Jul 2018 and 28 Nov 2018 at Sydney</b></p> <p><b>Hearing estimate summary:</b></p> <div data-bbox="284 680 1279 842" style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>Estimated hearing length: <span style="float: right;"> <a href="#">Edit</a></span></p> <p>Combined hearing estimate details: <a href="#">hearing estimate details</a></p> </div> <hr/> <p><b>Hearing unavailability dates:</b></p> <div data-bbox="272 958 360 1050" style="border: 2px solid red; padding: 2px; display: inline-block;">  </div> <p>Indicate dates you are not available.</p> <p>Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <hr/>

Step	Action																																										
5	<p>The <i>Non-availability for Hearing</i> calendar pop up will display</p> <p>Select <b>unavailable dates</b> for <b>your clients / witnesses</b>, and <b>legal practitioners</b> within the hearing allocation period automatically calculated by the Online Court. Only dates available within the hearing allocation period will display in this calendar.</p> <p>Click <b>Enter</b> to save unavailable dates.</p> <p>Unavailable dates for all parties will only be visible to the Registrar, who will allocate a hearing date where all parties are mutually available. Please note that while efforts will be made to avoid unavailable dates, in rare instances a decision maker may need to set the date over an unavailable period.</p> <div data-bbox="261 651 1091 1420" style="border: 1px solid black; padding: 10px;"> <p><b>Non-availability for Hearing</b></p> <p>Select dates when your clients / witnesses (including experts) and legal representatives are <b>NOT</b> available for a Hearing.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="background-color: #004a87; color: white; padding: 2px 10px; border: 1px solid red;">Clients / Witnesses</span> <span style="padding: 2px 10px; border: 1px solid red;">Solicitor</span> <span style="padding: 2px 10px; border: 1px solid red;">Barrister / Counsel</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>August 2018</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #004a87; color: white;"> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td style="background-color: yellow;">9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td style="background-color: yellow;">22</td> <td style="background-color: yellow;">23</td> <td style="background-color: yellow;">24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <span style="display: inline-block; width: 15px; height: 10px; background-color: #ccc; border: 1px solid #ccc; margin-right: 5px;"></span> No sittings           <span style="display: inline-block; width: 15px; height: 10px; background-color: yellow; border: 1px solid #ccc; margin-left: 20px; margin-right: 5px;"></span> Your selected dates         </p> </div> <div style="text-align: right; margin-top: 10px;"> <span style="text-decoration: underline;">Cancel</span> <span style="background-color: #0070c0; color: white; padding: 5px 15px; border: 1px solid red; margin-left: 20px;">Enter</span> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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Step	Action
	<p>A note on screen confirms your unavailable dates have been entered. If you require additional order(s), click <b>Additional orders sought</b>.</p> <p>Select the <b>order</b> from the drop down list, and then <b>add text</b> as required.</p> <p>Repeat this step for each additional order required.</p> <p><b>Hearing unavailability dates:</b></p>  <p>Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <p><b>Additional orders sought:</b></p> 
	<p>If the additional order you require is not specified in the list, select other, then type the details into the free text field.</p> <p><b>Additional orders sought:</b></p> 

Step	Action
6	<p>Enter the <b>Reasons for submitting this request</b>.</p> <p>If required, attach applicable PDF documents by clicking <b>Attach file</b>.</p> <p>Click the <b>check boxes</b> to confirm you have read and understand the requirements of this request in accordance with Practice Note 1.</p> <p>Click <b>Submit request</b>.</p> <p>Reasons for submitting this request:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p> <b>Attach file (PDF, &lt; 5MB)</b></p> <p>Please make sure the file name does not contain single quote (').</p> <p><input type="checkbox"/> I confirm that I have read Practice Note 1 paragraph 9 and the estimate provided is honest and reliable.</p> <p><input type="checkbox"/> I confirm that I agree to be bound by the Standard Orders for Hearing in Practice Note 1.</p> <p style="text-align: right;"><a href="#">Cancel</a> <b>Submit request</b></p>

Step	Action
7	<p>The request has been sent and is now awaiting consent (or a counter) from the opposing party.</p> <h2 data-bbox="280 360 560 405">Online Court</h2> <p data-bbox="280 456 440 477"><a href="#">back to active listings</a></p> <p data-bbox="280 488 600 515"><b>Fiona Richardson v Olga Olif</b></p> <p data-bbox="280 535 501 553">Case number: 201800001473</p> <p data-bbox="280 562 587 582">Sitting date: 5/09/2018, 10:00 AM AEST</p> <p data-bbox="280 591 533 611">Listing: Status Conference</p> <p data-bbox="280 620 448 640">Location: Sydney</p> <div data-bbox="280 674 536 725"> <p><b>Request</b> Messages</p> </div> <p data-bbox="296 745 478 766">Status: Consent pending</p> <p data-bbox="296 792 890 840"><b>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</b></p> <p data-bbox="296 873 501 893">Hearing estimate summary:</p> <div data-bbox="296 913 908 972" style="background-color: #f0f0f0; padding: 5px;"> <p data-bbox="312 922 751 958">Estimated hearing length: 4 days Combined hearing estimate details: <a href="#">hearing estimate details</a></p> </div> <p data-bbox="296 981 564 1001">Reasons for submitting this request:</p> <p data-bbox="296 1005 777 1025">Matter cannot be resolved outside court and request hearing date</p> <hr/> <p data-bbox="296 1093 469 1113">Awaiting consent from:</p> <p data-bbox="296 1122 512 1142"> Lisa Jenkins (for Olga Olif)</p> <div data-bbox="592 1178 908 1229" style="text-align: center; margin-top: 20px;"> <p data-bbox="592 1178 742 1229">Counter</p> <p data-bbox="759 1178 908 1229">Consent</p> </div> <div data-bbox="1007 725 1359 1160" style="background-color: #e0f2f7; padding: 10px; margin-top: 20px;"> <p data-bbox="1023 752 1230 772"><b>Online Court Record</b></p> <hr/> <p data-bbox="1023 824 1305 860"><b>Request submitted by Tony Porter (for Fiona Richardson)</b></p> <p data-bbox="1023 864 1321 911">Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p data-bbox="1023 922 1265 958">Estimated hearing length: 4 days <a href="#">hearing estimate details</a></p> <p data-bbox="1023 965 1289 985"><b>Reasons for submitting this request:</b></p> <p data-bbox="1023 990 1318 1025">Matter cannot be resolved outside court and request hearing date</p> <p data-bbox="1023 1030 1206 1050">5/07/2018, 9:36 AM AEST</p> <p data-bbox="1023 1093 1190 1113"><b>Online Court Activated</b></p> <p data-bbox="1023 1120 1206 1140">1/03/2018, 11:57 AM AEDT</p> </div>

## Consent or counter a request

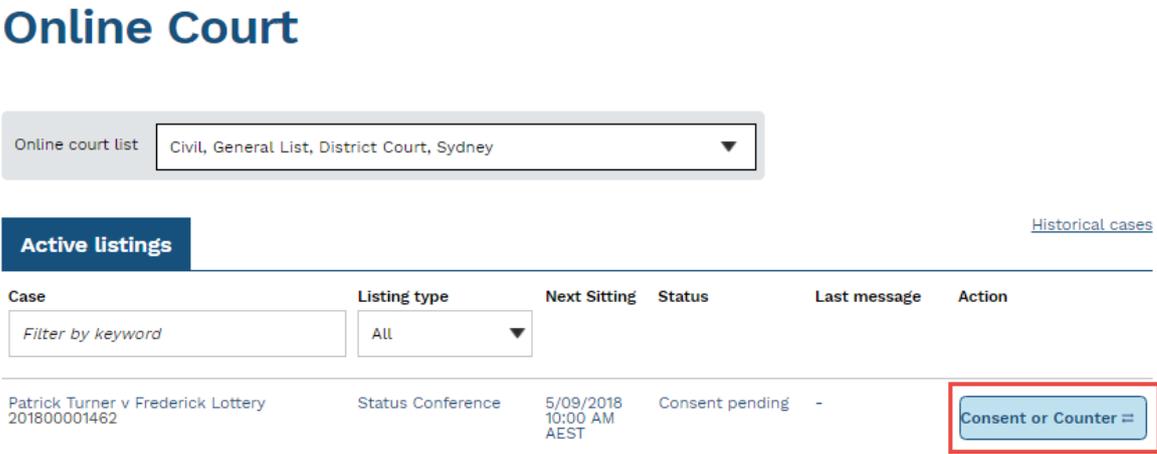
Each request submitted in the Online Court will automatically be forwarded to the solicitors for the opposing party(s) who may consent to the request, or, if they wish to propose an alternative request or orders, may counter the initial request.

A counter request or consent to a request should be responded to **6pm, three days prior to the in-person listing**. An automatic email will be forwarded to the opposing solicitor on the record each time a consent or counter request is submitted.

Requests which have not been responded to or have been countered will remain in a request status of 'Consent pending' until all parties have consented. When all parties have consented to a request the request status will change to 'Orders pending', and will be ready for the Registrar to process.

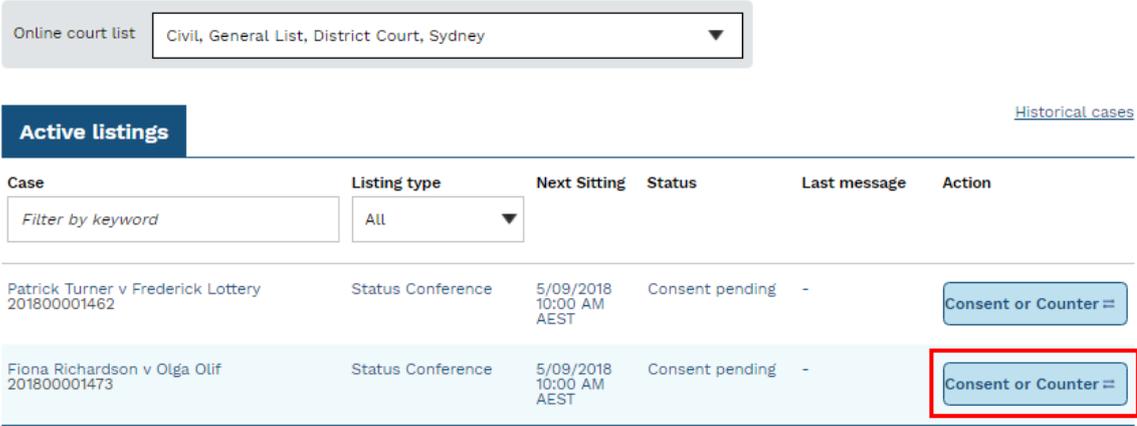
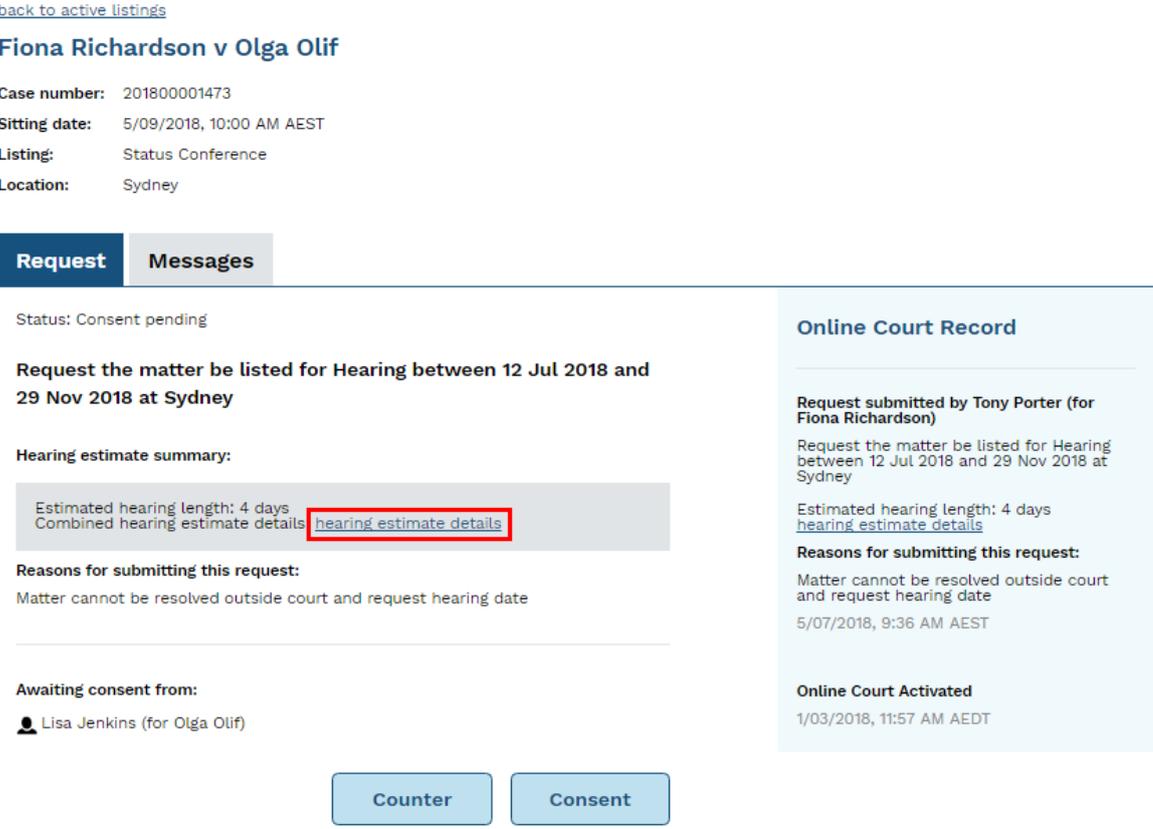
As far as practicable, all parties will have communicated between themselves and come to an agreed position as to the orders sought prior to submitting a request in the Online Court. The opposing party will then be in a position to quickly deal with the request by consenting to the request. Any terms agreed between the parties should be included as orders sought in the online request.

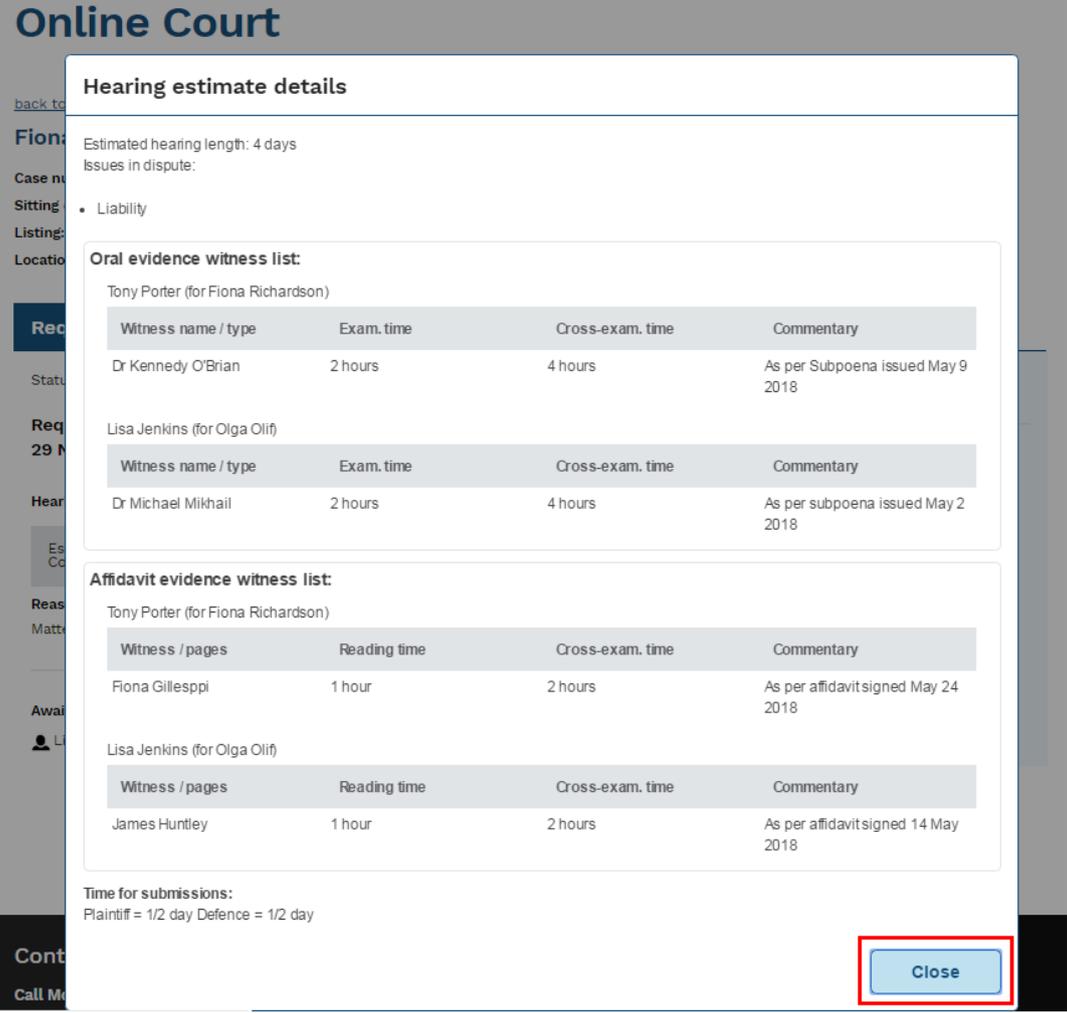
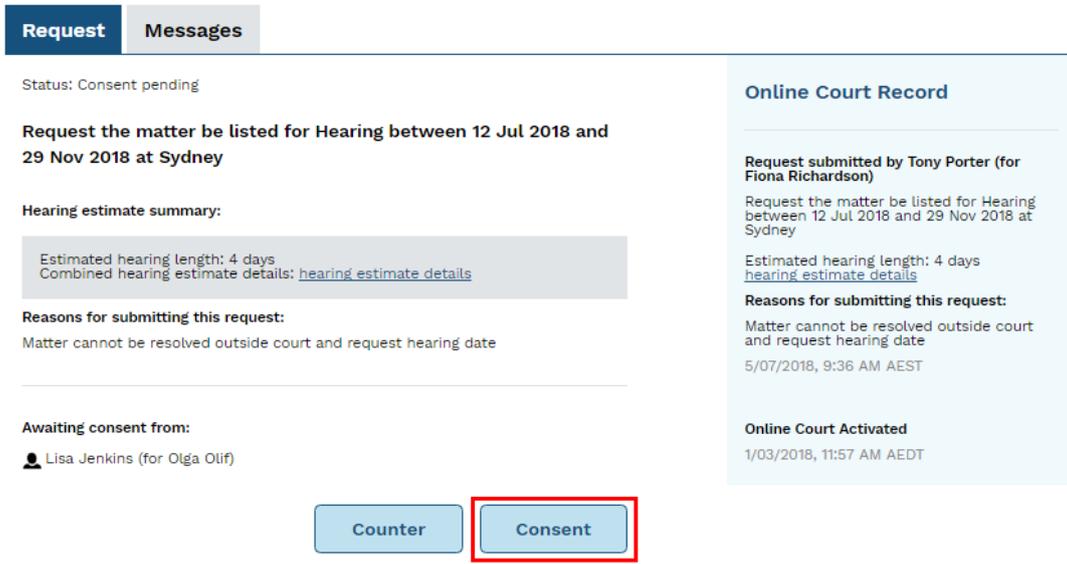
## Consent a request – Adjourn for Directions

Step	Action
1	<p>From the dashboard, click <b>Consent or Counter</b>.</p>  <p>The screenshot shows the 'Online Court' dashboard. At the top, there is a dropdown menu for 'Online court list' set to 'Civil, General List, District Court, Sydney'. Below this is a section for 'Active listings' with a 'Historical cases' link. A table lists active listings with columns: Case, Listing type, Next Sitting, Status, Last message, and Action. The first listing is 'Patrick Turner v Frederick Lottery 201800001462' with a 'Status Conference' listing type, '5/09/2018 10:00 AM AEST' next sitting, and 'Consent pending' status. The 'Action' column for this listing contains a button labeled 'Consent or Counter' which is highlighted with a red rectangular box.</p>

Step	Action
2	<p>Review the request made by the opposing party.            If you agree to the request, click <b>Consent</b>.            The matter can then be reviewed by the Registrar and appropriate orders made.</p> <p><a href="#">back to active listings</a></p> <p><b>Patrick Turner v Frederick Lottery</b></p> <p>Case number: 201800001462            Sitting date: 5/09/2018, 10:00 AM AEST            Listing: Status Conference            Location: Sydney</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request</b> Messages</p> <p>Status: Consent pending</p> <p><b>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</b></p> <p>Reasons for submitting this request: XYZ</p> <hr/> <p>Awaiting consent from:   Lisa Jenkins (for Frederick Lottery)</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-right: 10px;">Counter</span> <span style="border: 2px solid red; padding: 5px 15px;">Consent</span> </div> </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 10px;"> <p><b>Online Court Record</b></p> <hr/> <p><b>Request submitted by Tony Porter (for Patrick Turner)</b>            Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney  <b>Reasons for submitting this request:</b>            XYZ            28/06/2018, 4:29 PM AEST</p> <hr/> <p><b>Online Court Activated</b>            4/05/2018, 10:33 AM AEST</p> </div>
	<p>Note that Online Court matters may be reviewed by the Registrar as soon as the consent is received, and are not bound by the date of the in-person listing.</p>

## Consent a request – List for Hearing

Step	Action																		
1.	<p>From the dashboard, click <b>Consent or Counter</b>.</p>  <p>Online court list: Civil, General List, District Court, Sydney</p> <p><b>Active listings</b> <a href="#">Historical cases</a></p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Patrick Turner v Frederick Lottery 201800001462</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td><a href="#">Consent or Counter</a></td> </tr> <tr> <td>Fiona Richardson v Olga Olif 201800001473</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td><a href="#">Consent or Counter</a></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	<a href="#">Consent or Counter</a>	Fiona Richardson v Olga Olif 201800001473	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	<a href="#">Consent or Counter</a>
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2.	<p>Review the request made by the opposing party. Click <b>hearing estimate details</b> to view the estimate details entered by the requesting party.</p>  <p><a href="#">back to active listings</a></p> <p><b>Fiona Richardson v Olga Olif</b></p> <p>Case number: 201800001473 Sitting date: 5/09/2018, 10:00 AM AEST Listing: Status Conference Location: Sydney</p> <p><b>Request</b> Messages</p> <p>Status: Consent pending</p> <p><b>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</b></p> <p><b>Hearing estimate summary:</b></p> <p>Estimated hearing length: 4 days Combined hearing estimate details <a href="#">hearing estimate details</a></p> <p><b>Reasons for submitting this request:</b> Matter cannot be resolved outside court and request hearing date</p> <p><b>Awaiting consent from:</b> Lisa Jenkins (for Olga Olif)</p> <p><a href="#">Counter</a> <a href="#">Consent</a></p> <p><b>Online Court Record</b></p> <p><b>Request submitted by Tony Porter (for Fiona Richardson)</b> Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p>Estimated hearing length: 4 days <a href="#">hearing estimate details</a></p> <p><b>Reasons for submitting this request:</b> Matter cannot be resolved outside court and request hearing date 5/07/2018, 9:36 AM AEST</p> <p><b>Online Court Activated</b> 1/03/2018, 11:57 AM AEDT</p>																		

Step	Action																																
3.	<p>Review the estimates and then click <b>Close</b>.</p>  <p><b>Online Court</b></p> <p><b>Hearing estimate details</b></p> <p>Estimated hearing length: 4 days Issues in dispute:</p> <ul style="list-style-type: none"> <li>Liability</li> </ul> <p><b>Oral evidence witness list:</b></p> <p>Tony Porter (for Fiona Richardson)</p> <table border="1"> <thead> <tr> <th>Witness name / type</th> <th>Exam. time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>Dr Kennedy O'Brian</td> <td>2 hours</td> <td>4 hours</td> <td>As per Subpoena issued May 9 2018</td> </tr> </tbody> </table> <p>Lisa Jenkins (for Olga Olif)</p> <table border="1"> <thead> <tr> <th>Witness name / type</th> <th>Exam. time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>Dr Michael Mikhail</td> <td>2 hours</td> <td>4 hours</td> <td>As per subpoena issued May 2 2018</td> </tr> </tbody> </table> <p><b>Affidavit evidence witness list:</b></p> <p>Tony Porter (for Fiona Richardson)</p> <table border="1"> <thead> <tr> <th>Witness / pages</th> <th>Reading time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>Fiona Gillesppi</td> <td>1 hour</td> <td>2 hours</td> <td>As per affidavit signed May 24 2018</td> </tr> </tbody> </table> <p>Lisa Jenkins (for Olga Olif)</p> <table border="1"> <thead> <tr> <th>Witness / pages</th> <th>Reading time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>James Huntley</td> <td>1 hour</td> <td>2 hours</td> <td>As per affidavit signed 14 May 2018</td> </tr> </tbody> </table> <p>Time for submissions: Plaintiff = 1/2 day Defence = 1/2 day</p> <p><b>Close</b></p>	Witness name / type	Exam. time	Cross-exam. time	Commentary	Dr Kennedy O'Brian	2 hours	4 hours	As per Subpoena issued May 9 2018	Witness name / type	Exam. time	Cross-exam. time	Commentary	Dr Michael Mikhail	2 hours	4 hours	As per subpoena issued May 2 2018	Witness / pages	Reading time	Cross-exam. time	Commentary	Fiona Gillesppi	1 hour	2 hours	As per affidavit signed May 24 2018	Witness / pages	Reading time	Cross-exam. time	Commentary	James Huntley	1 hour	2 hours	As per affidavit signed 14 May 2018
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4.	<p>Click <b>Consent</b> if you consent to the request, including the estimate details.</p>  <p><b>Request</b> Messages</p> <p>Status: Consent pending</p> <p><b>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</b></p> <p><b>Hearing estimate summary:</b></p> <p>Estimated hearing length: 4 days Combined hearing estimate details: <a href="#">hearing estimate details</a></p> <p><b>Reasons for submitting this request:</b> Matter cannot be resolved outside court and request hearing date</p> <p><b>Awaiting consent from:</b> Lisa Jenkins (for Olga Olif)</p> <p><b>Counter</b> <b>Consent</b></p> <p><b>Online Court Record</b></p> <p><b>Request submitted by Tony Porter (for Fiona Richardson)</b> Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney Estimated hearing length: 4 days <a href="#">hearing estimate details</a></p> <p><b>Reasons for submitting this request:</b> Matter cannot be resolved outside court and request hearing date 5/07/2018, 9:36 AM AEST</p> <p><b>Online Court Activated</b> 1/03/2018, 11:57 AM AEDT</p>																																

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5.	<p>A <i>Consent request</i> pop up window displays.</p> <p>Select <b>unavailable hearing dates</b> for <b>your clients / witnesses</b>, and <b>legal practitioners</b> within the hearing allocation period and confirm you have read <b>Practice Note 1</b> by clicking the checkboxes.</p> <p>Click <b>Confirm</b> to consent to the request.</p> <div data-bbox="260 488 991 1487" style="border: 1px solid black; padding: 10px;"> <p><b>Consent request</b></p> <p>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p><b>Non-availability for Hearing</b> Select dates when your clients / witnesses (including experts) and legal representatives are <b>NOT</b> available for a Hearing. Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <p> <input checked="" type="radio"/> Clients / Witnesses    <input type="radio"/> Solicitor    <input type="radio"/> Barrister / Counsel </p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>July 2018</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> <input type="checkbox"/> No sittings    <input checked="" type="checkbox"/> Your selected dates </p> <p> <input checked="" type="checkbox"/> I confirm that I have read Practice Note 1 paragraph 9 and the estimate provided is honest and reliable. </p> <p> <input type="checkbox"/> I confirm that I agree to be bound by the Standard Orders for Hearing in Practice Note 1. </p> <p style="text-align: right;"> <a href="#">Cancel</a>    <b>Confirm</b> </p> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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## Counter a request – Adjourn for Directions

Step	Action												
1	<p>Click <b>Consent or Counter</b>.</p> <p><b>Online Court</b></p> <p>Online court list <span>Civil, General List, District Court, Sydney</span></p> <p><b>Active listings</b> <a href="#">Historical cases</a></p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Patrick Turner v Frederick Lottery 201800001462</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td><b>Consent or Counter</b></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	<b>Consent or Counter</b>
Case	Listing type	Next Sitting	Status	Last message	Action								
Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	<b>Consent or Counter</b>								
2	<p>Review the request made by the opposing party. If you do not agree with the request, you have the opportunity to counter the request. Click <b>Counter</b>.</p> <p><b>Online Court</b></p> <p><a href="#">back to active listings</a></p> <p><b>Patrick Turner v Frederick Lottery</b></p> <p>Case number: 201800001462 Sitting date: 5/09/2018, 10:00 AM AEST Listing: Status Conference Location: Sydney</p> <p><b>Request</b> <b>Messages</b></p> <p>Status: Consent pending</p> <p><b>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</b></p> <p>Reasons for submitting this request: XYZ</p> <p>Awaiting consent from: Lisa Jenkins (for Frederick Lottery)</p> <p><b>Counter</b> <b>Consent</b></p> <div style="border: 1px solid lightblue; padding: 5px;"> <p><b>Online Court Record</b></p> <p>Request submitted by Tony Porter (for Patrick Turner)</p> <p>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</p> <p>Reasons for submitting this request: XYZ</p> <p>28/06/2018, 4:29 PM AEST</p> <p><b>Online Court Activated</b> 4/05/2018, 10:33 AM AEST</p> </div>												
3	<p>The <i>Request</i> screen displays. Complete the request fields as required. Click <b>Submit</b>.</p>												

Step	Action
4	<p>The counter request has been submitted and the opposing party (solicitor on the record only) will be notified by email that the counter request has been made.</p> <p>The case will now display in the status of 'Consent pending' and is waiting for the opposing party to either consent to your request or counter it.</p>
	<p>There is no limit to the amount of times a request can be countered.</p> <p>Online Court matters may be reviewed by the Registrar as soon as consent is given.</p>

### Counter a request – List for Hearing

If you do not agree with the List for Hearing request or you wish to add or amend the hearing estimate details, you can counter the request.

Please note that countering a List for Hearing request with an alternative request type will result in the loss of the hearing estimate details.

# Supreme Court Requests

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## Requests overview

The following Supreme Court listings are available for Online Court:

- Corporations Registrar's Directions List
- Equity General List

When a Statement of Claim, Summons or Originating Process is lodged in one of the above listings, it will automatically become active in the Online Court and parties have the option to make an on-line request. As part of that request, the party may also request additional orders.

When orders are made in the Online Court, in most instances, it will result in an adjournment and vacation of the currently listed in-person court listing. This will mean that the parties will not be required to physically attend the vacated court listing.

Opposing Solicitors on the Record, or eligible parties (who have lodged a defence on the matter) will be notified by email automatically when a request is made, and all parties on the case (solicitors on the record or eligible parties) will be notified when an order is made by the Registrar.

Note that Litigants in Person and Authorised Officers are also able to use the Online Court for Equity General Online Court matters.

## Request types

Clients can make the following requests via the Online Court:

### Corporations Registrar's Directions List

Request types

- Adjourn for further directions
- Ready to proceed
- Adjourn for hearing
- Refer to Judges List
- Other

Additional orders sought:

- Other

### Equity General List

Request types

- Adjourn for directions before Registrar
- Other

Additional orders sought:

- Other

## Request deadlines

The deadlines for submitting a request in the Online Court are as follows.

### Registrar's Directions List

- Requests **12 noon the day before** the case is next listed for Directions.
- Consent or Counters **4pm the day before** the case is next listed for Directions

### Equity General List

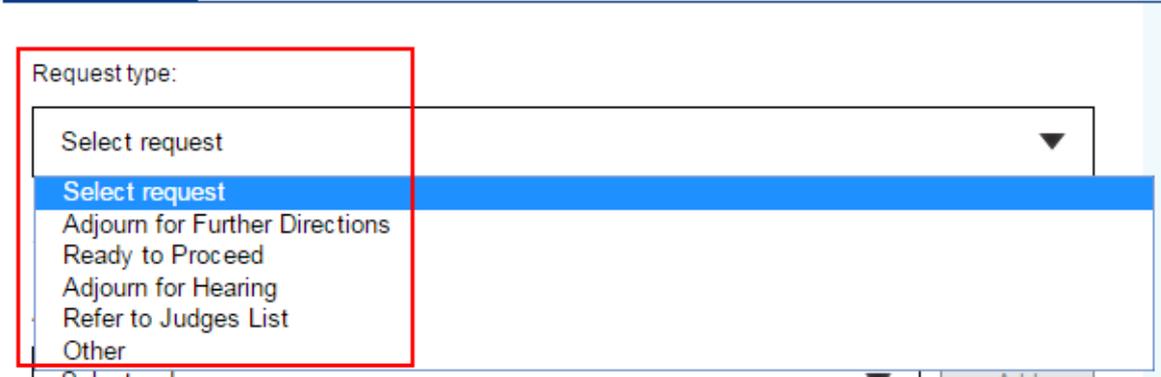
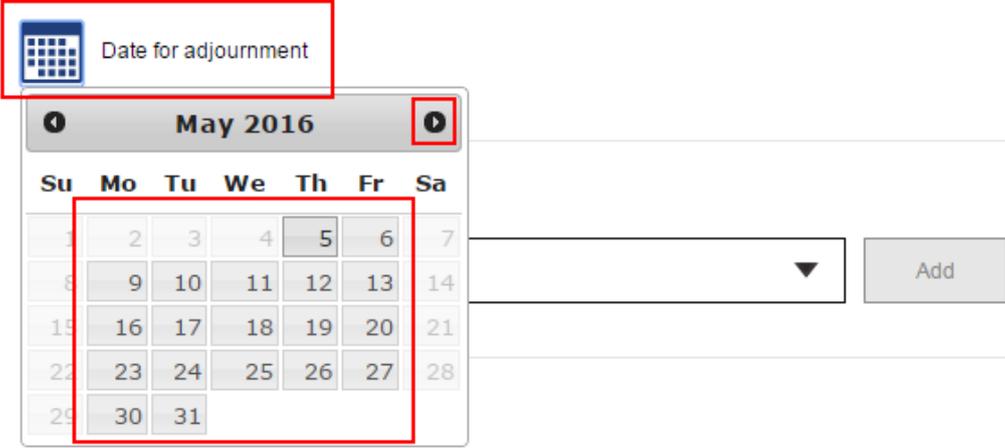
- Requests **11am, two days prior** to the in-person sitting
- Consent / Counters **2.30pm, two days prior** to the in-person sitting

It will not be possible to make a request after this time and the matter will proceed to the in-person listing.

Documents can be attached as part of a request or attached to a message. Any attached documents will be viewable by the opposing party and the registrar. Where solicitors (or their delegates) require documents to be formally filed, they should do so via the Online Registry Website and not via the Online Court.

## Supreme Court Corporations Registrar's Directions List

Step	Action																														
	<p>For winding up matters, you may have to wait 28 days before your matter is available in the Online Court.</p>																														
<p>1</p>	<p>Click <b>Make request</b>.</p> <div data-bbox="268 524 1394 1196"> <p><b>Online Court</b></p> <p>Online court list: Corporations List, Civil, Supreme Court, Sydney</p> <p><b>Active listings</b> <a href="#">historical cases</a></p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>In the matter of Equity General 20160003837</td> <td>Directions (Corporation List Registrar)</td> <td>6/05/2016 9:00 AM AEST</td> <td>-</td> <td>-</td> <td><a href="#">Make request &gt;</a></td> </tr> <tr> <td>In the matter of Glover Strategies 20160003838</td> <td>Directions (Corporation List Registrar)</td> <td>9/05/2016 9:00 AM AEST</td> <td>-</td> <td>-</td> <td><a href="#">Make request &gt;</a></td> </tr> <tr> <td>In the matter of Holme Franks Partners 20160003643</td> <td>Directions (Corporation List Registrar)</td> <td>12/05/2016 9:00 AM AEST</td> <td>-</td> <td>-</td> <td><a href="#">Make request &gt;</a></td> </tr> <tr> <td>In the matter of Professional Traders Pty Limited 20160004107</td> <td>Directions (Corporation List Registrar)</td> <td>12/05/2016 9:00 AM AEST</td> <td>Not yet active</td> <td>-</td> <td>-</td> </tr> </tbody> </table> </div>	Case	Listing type	Sitting	Status	Last message	Action	In the matter of Equity General 20160003837	Directions (Corporation List Registrar)	6/05/2016 9:00 AM AEST	-	-	<a href="#">Make request &gt;</a>	In the matter of Glover Strategies 20160003838	Directions (Corporation List Registrar)	9/05/2016 9:00 AM AEST	-	-	<a href="#">Make request &gt;</a>	In the matter of Holme Franks Partners 20160003643	Directions (Corporation List Registrar)	12/05/2016 9:00 AM AEST	-	-	<a href="#">Make request &gt;</a>	In the matter of Professional Traders Pty Limited 20160004107	Directions (Corporation List Registrar)	12/05/2016 9:00 AM AEST	Not yet active	-	-
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Step	Action
2	<p>The <i>Request</i> screen displays</p> <p>Select a <b>Request type</b> from the drop down list.</p> <p><b>In the matter of Glover Strategies</b></p> <p>Case number: 201600003838</p> <p>Sitting date: 9/05/2016, 9:00 AM AEST</p> <p>Listing: Directions (Corporation List Registrar)</p> <p><b>Request</b></p> 
3	<p>A calendar will display.</p> <p>Note that this calendar may display different dates depending on the Request type selected. It may also provide the option to select your 'unavailable dates' if a hearing request type was selected.</p> <p>Select the <b>Date for the adjournment</b> in the calendar. If a listing is already full, it will not be available in the calendar.</p> <p><b>Request the matter be listed for further Directions on &lt;select date&gt;</b></p> 

Step	Action
4	<p>If required, select an <b>additional order</b>.</p> <p><b>Request the matter be listed for further Directions on 15 Jun</b></p> <p> 15 Jun 2016</p> <hr/> <p>Additional orders sought:</p> <div data-bbox="287 568 1066 748" style="border: 1px solid red; padding: 5px;"> <div style="border: 1px solid black; padding: 2px;"> <span>Select order</span> <span style="float: right;">▼</span> </div> <div style="background-color: #007bff; color: white; padding: 2px;"> <span>Select order</span> </div> <div style="border: 1px solid black; padding: 2px;"> <span>Other</span> </div> </div>
5	<p>Enter text into the free text field. Add any other additional orders. Enter your reason for making this request.</p> <p>Additional orders sought:</p> <div data-bbox="280 994 1257 1057" style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Other</span> <span><a href="#">Remove</a></span> </div> <div data-bbox="280 1079 1257 1249" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div data-bbox="287 1084 475 1146" style="border: 1px solid red; padding: 2px;"> <span>Cost reserved</span> </div> </div> <hr style="border: 0.5px solid gray; margin: 10px 0;"/> <div data-bbox="280 1366 1098 1429" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span>Select order</span> <span style="float: right;">▼</span> </div> <hr style="border: 0.5px solid gray; margin: 10px 0;"/> <div data-bbox="271 1532 1257 1935" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <div data-bbox="274 1536 638 1572" style="border: 1px solid red; padding: 2px;"> <span>Reasons for submitting this request:</span> </div> </div>

Step	Action
6	<p>If required, attach any <b>supporting documents</b>, and/or consent orders.            Select the <b>Basis for your request</b>.            Click <b>Submit request</b>.</p> <div data-bbox="284 412 1302 591" style="border: 1px dashed gray; padding: 5px;">  <p style="text-align: center;">Please make sure the file name does not contain single quote (').</p> </div> <div data-bbox="268 636 1099 864" style="border: 2px solid red; padding: 5px;"> <p><b>Basis for request</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> All active parties consent (must attach proof of consent)</li> <li><input checked="" type="radio"/> Orders sought are opposed               <ul style="list-style-type: none"> <li><input type="radio"/> Opposition to timetable only</li> <li><input type="radio"/> Substantial opposition to orders; physical attendance required</li> </ul> </li> <li><input type="radio"/> No response from opponent</li> </ul> </div> <div data-bbox="895 965 1315 1077" style="text-align: right; margin-top: 20px;"> <a href="#">Cancel</a> <div data-bbox="1002 969 1315 1077" style="border: 2px solid red; padding: 5px; display: inline-block; margin-left: 10px;"> <b>Submit request</b> </div> </div>
	<p>Your request has been made.            Depending on the basis of the request selected, your request will either be waiting orders by the registrar, or waiting on consent from the opposing parties.            Parties will be notified by email when an order has been created.</p>

## Supreme Court Equity General List

Step	Action																														
1	<p>Click <b>Make request</b>.</p> <h3>Online Court</h3> <p>Online court list: Equity General List, Civil, Supreme Court, Sydney</p> <p><b>Active listings</b> <a href="#">Historical cases</a></p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mark Wilson v Holme Franks Divisions 201800008171</td> <td>Directions (Equity Registrar)</td> <td>19/07/2018 9:00 AM AEST</td> <td>-</td> <td>-</td> <td><b>Make request &gt;</b></td> </tr> <tr> <td>Frederick Lapshmi v Platinum Edge 201800008172</td> <td>Directions (Equity Registrar)</td> <td>19/07/2018 9:00 AM AEST</td> <td>Consent pending</td> <td>Registrar 24/06/2018, 6:01 AM AEST</td> <td><b>Consent or Counter =</b></td> </tr> <tr> <td>Laura Ryan v McMillers Produce 201800008173</td> <td>Directions (Equity Registrar)</td> <td>19/07/2018 9:00 AM AEST</td> <td>Defence pending</td> <td>-</td> <td><b>Make request &gt;</b></td> </tr> <tr> <td>Sandra Truman v Braidwood Consulting 201800008360</td> <td>Directions (Equity Registrar)</td> <td>26/07/2018 9:00 AM AEST</td> <td>Orders pending</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Mark Wilson v Holme Franks Divisions 201800008171	Directions (Equity Registrar)	19/07/2018 9:00 AM AEST	-	-	<b>Make request &gt;</b>	Frederick Lapshmi v Platinum Edge 201800008172	Directions (Equity Registrar)	19/07/2018 9:00 AM AEST	Consent pending	Registrar 24/06/2018, 6:01 AM AEST	<b>Consent or Counter =</b>	Laura Ryan v McMillers Produce 201800008173	Directions (Equity Registrar)	19/07/2018 9:00 AM AEST	Defence pending	-	<b>Make request &gt;</b>	Sandra Truman v Braidwood Consulting 201800008360	Directions (Equity Registrar)	26/07/2018 9:00 AM AEST	Orders pending	-	-
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2	<p>The <i>Request</i> screen displays.</p> <p>Select a <b>Request type</b> from the drop down list.</p> <p><b>Request</b></p> <p>Request type:</p> <ul style="list-style-type: none"> <li>Select request</li> <li><b>Select request</b></li> <li>Other</li> <li>Adjourn for Directions before Registrar</li> </ul>																														
	<p>If you select 'Other', you will be required to enter these orders as additional orders.</p> <p><b>Request</b></p> <p>Request type: Other</p> <p>Request the court to grant other orders as follows:</p> <p>Additional orders sought:</p> <p>Other <span>Remove</span></p> <p>XYZ</p>																														

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3	<p>If you selected the request type as 'Adjourn for Directions before registrar', a calendar will then display.</p> <p>Select the <b>Date for the adjournment</b> in the calendar. If a listing is already full, it will not be available in the calendar.</p> <p>Request type:</p> <div data-bbox="284 501 1141 560" style="border: 1px solid black; padding: 2px;">       Adjourn for Directions before Registrar ▼     </div> <p><b>Request the matter be listed for Directions Hearing on &lt;select date&gt;</b></p> <div data-bbox="268 672 1141 1108"> <p> Date for adjournment</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;"><b>August 2018</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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4	<p>If required, select an <b>additional order</b>.</p> <p>Request type:</p> <div data-bbox="312 1258 1307 1326" style="border: 1px solid black; padding: 2px;">       Adjourn for Directions before Registrar ▼     </div> <p><b>Request the matter be listed for Directions Hearing on 1 Aug 2018</b></p> <div data-bbox="312 1473 512 1541"> <p> 1 Aug 2018</p> </div> <p><b>Additional orders sought:</b></p> <div data-bbox="312 1644 1307 1834" style="border: 1px solid black; padding: 5px;"> <p>Select order</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">Other</p> </div>																																										

Step	Action
5	<p>Enter text into the free text field. Add any other additional orders. Enter your reason for submitting this request.</p> <p>Additional orders sought:</p> <div data-bbox="277 465 1112 689"> <p>Other <span style="float: right;">Remove</span></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">orders are entered as free text here</div> </div> <hr/> <div data-bbox="277 779 1112 873"> <p>Select order ▼</p> </div> <hr/> <div data-bbox="277 954 1112 1122"> <p>Reasons for submitting this request:</p> <div style="border: 1px solid black; height: 75px; margin-top: 5px;"></div> </div>
6	<p>If required, attach any <b>supporting documents</b>, and/or consent orders. Select the <b>Basis for your request</b> (these options will appear different for matters where a defence has been filed) Click <b>Submit request</b>.</p> <div data-bbox="277 1335 1283 1536"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid red; padding: 2px;">📎 Attach file (PDF, &lt; 5MB)</span> </div> <div style="border: 1px dashed gray; padding: 10px;"> <p style="text-align: center;">Please make sure the file name does not contain single quote (').</p> </div> </div> <div data-bbox="277 1554 1086 1778" style="border: 1px solid red; padding: 10px; margin-bottom: 20px;"> <p><b>Basis for request</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> All active parties consent (must attach proof of consent)</li> <li><input checked="" type="radio"/> Orders sought are opposed <ul style="list-style-type: none"> <li><input type="radio"/> Opposition to timetable only</li> <li><input type="radio"/> Substantial opposition to orders; physical attendance required</li> </ul> </li> <li><input type="radio"/> No response from opponent</li> </ul> </div> <div style="text-align: right; margin-top: 20px;"> <span style="margin-right: 20px;"><a href="#">Cancel</a></span> <div style="border: 1px solid red; padding: 5px; background-color: #ADD8E6; display: inline-block;">Submit request</div> </div>

Step	Action
 A yellow sticky note icon with the word "NOTE" written on it in black capital letters. The note is pinned to a surface with two red pushpins.	<p>Your request has been made.</p> <p>Depending on the basis of the request selected, your request will either be waiting orders by the registrar, or waiting on consent from the opposing parties.</p> <p>Parties will be notified by email when an order has been created.</p>

## Land and Environment Court Requests

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### Requests overview

The Online Court is an electronic service that may be used for the NSW Land and Environment Court lists. The NSW Online Court service replaces the previous eCourt service,

When the decision maker deals with requests in the online court, it will (in most instances) result in a vacation of the currently listed in-person sitting. This will mean that parties will not be required to physically attend the vacated listing.

Clients can make the following requests via the Online Court:

- Aboriginal Land Claims List
- Case Management Conference
- Class 3 Directions Hearing
- Class 4 Directions Hearing
- Class 8 Directions Hearing
- Costs Hearing
- Hearing
- Land Valuation and Compensation List
- Mediation
- Notice to Produce List
- Online court – Request required
- Other
- Registrar Directions Hearing
- Return of Subpoena
- S34 Conciliation Conference
- S34AA Conciliation and Hearing
- S41 Conciliation and Hearing
- Slip Rule Amendment
- Tree Directions Conference
- Variation to Timetable

Clients can then request the following additional orders sought:

- Individual expert report(s) by both parties
- Joint expert report(s)
- Applicant's individual expert report(s)
- Respondent's individual expert report(s)
- Applicant's Points of Claim (Class 4/8)

- Respondent's Points of Claim (Class 4/8)
- Applicant's affidavit evidence
- Respondent's affidavit evidence
- Provision of documents for conciliation conferences
- Applicant's Statement of Facts and Contentions
- Respondent's Statement of Facts and Contentions
- Respondent's Bundle of Documents and Conditions (Class 1)
- Respondent's List of Objectors (Class 1)
- Applicant's Conditions (Class 1)
- Applicant's written submissions
- Respondent's written submissions
- Liberty to restore
- Other

An Online Court request may be terminated at any time by the decision maker and the proceedings listed for resolution at an in-person listing. The termination of an Online Court request may not prevent the lodgement of a new request by practitioners or their delegates.

When there are multiple future listing dates on a case, the closest listing date will apply for the Online Court request. If a party wants to make a request on a later listing, they must wait for the first listing to pass the cut off time before making their request in the Online Court.

If a party needs to make an additional request before the initial request has been completed, they should do this through the Online Court Messages tab, and attach supporting material where relevant.

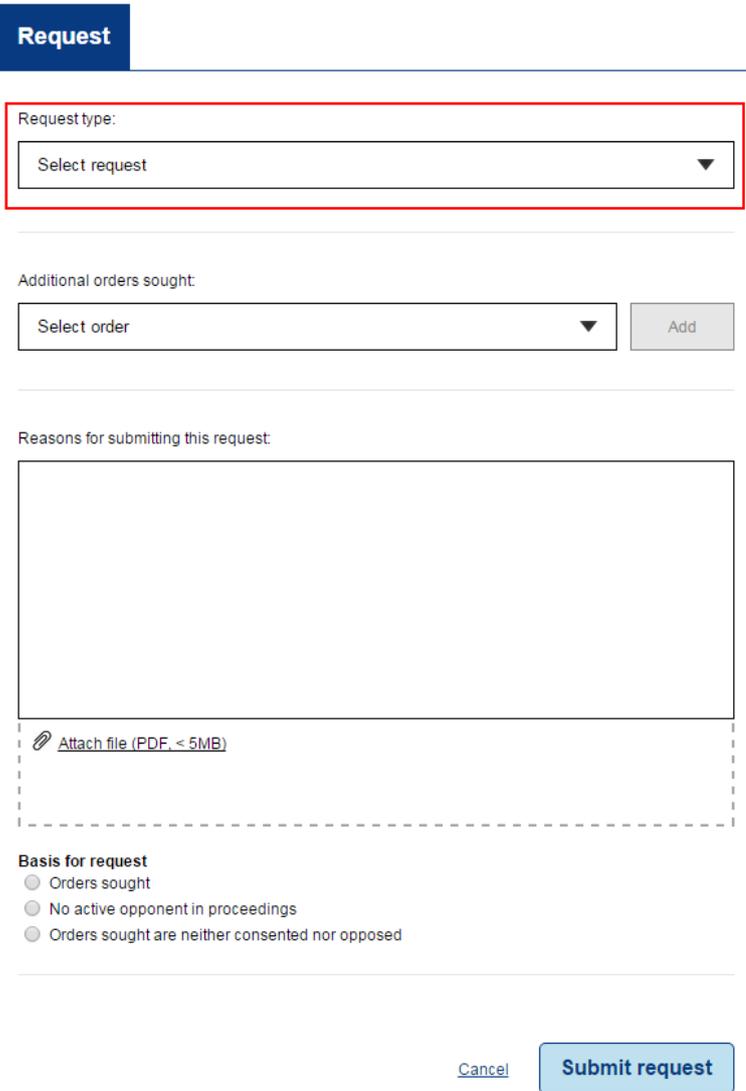
Documents can be attached as part of a request or attached to a message. Any attached documents will be viewable by the opposing party and the registrar. Where solicitors (or their delegates) require documents to be formally filed, they should do so via the Online Registry Website and not via the Online Court.

## Request deadlines

The deadline for submitting a request in the Online Court will be **2pm the day before the case is next listed; this applies to both online court listings and in-person listings**. The cut off time to counter or consent a Land and Environment Court listing is 4pm the day prior to the listing date.

It will not be possible to make a request after this time and the matter will proceed to the in-person listing.

# Land and Environment Court Registrar Directions Hearing

Step	Action																																			
1	<p>Click <b>Make request</b>.</p>  <p>The screenshot shows a list of four court cases. The 'Make request &gt;' button for the case 'Gregory James v Ryde City Council' is highlighted with a red rectangle.</p> <table border="1"> <thead> <tr> <th>Case Name</th> <th>Case ID</th> <th>Hearing Type</th> <th>Date</th> <th>Time</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rayne Thompson v Parramatta City Council</td> <td>201600003015</td> <td>Registrar Directions Hearing</td> <td>7/06/2016</td> <td>9:00 AM AEST</td> <td>Consent pending</td> <td>Consent or Counter</td> </tr> <tr> <td>Pedro Cortez v Parramatta City Council</td> <td>201600003016</td> <td>Registrar Directions Hearing</td> <td>7/06/2016</td> <td>9:00 AM AEST</td> <td>Orders pending</td> <td>-</td> </tr> <tr> <td>Gregory James v Ryde City Council</td> <td>201600003064</td> <td>Registrar Directions Hearing</td> <td>8/06/2016</td> <td>9:00 AM AEST</td> <td>-</td> <td>Make request &gt;</td> </tr> <tr> <td>Jose Kolina v Julieanne Bradshaw</td> <td>201600000377</td> <td>Costs Hearing</td> <td>21/06/2016</td> <td>10:00 AM AEST</td> <td>Consent pending</td> <td>Consent or Counter</td> </tr> </tbody> </table>	Case Name	Case ID	Hearing Type	Date	Time	Status	Action	Rayne Thompson v Parramatta City Council	201600003015	Registrar Directions Hearing	7/06/2016	9:00 AM AEST	Consent pending	Consent or Counter	Pedro Cortez v Parramatta City Council	201600003016	Registrar Directions Hearing	7/06/2016	9:00 AM AEST	Orders pending	-	Gregory James v Ryde City Council	201600003064	Registrar Directions Hearing	8/06/2016	9:00 AM AEST	-	Make request >	Jose Kolina v Julieanne Bradshaw	201600000377	Costs Hearing	21/06/2016	10:00 AM AEST	Consent pending	Consent or Counter
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2	<p>The <i>Request</i> screen displays. Select a <b>Request type</b> from the drop down list.</p>  <p>The screenshot shows the 'Request' form. The 'Request type' dropdown menu is highlighted with a red rectangle. Below it are sections for 'Additional orders sought' and 'Reasons for submitting this request'. At the bottom, there are 'Cancel' and 'Submit request' buttons.</p> <p><b>Request</b></p> <p>Request type: Select request ▼</p> <p>Additional orders sought: Select order ▼ Add</p> <p>Reasons for submitting this request: [Empty text area]</p> <p>Attach file (PDF, &lt; 5MB)</p> <p><b>Basis for request</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Orders sought</li> <li><input type="radio"/> No active opponent in proceedings</li> <li><input type="radio"/> Orders sought are neither consented nor opposed</li> </ul> <p>Cancel Submit request</p>																																			

Step	Action
	<p>Request types include the following:</p> <p>Request type:</p> <div data-bbox="276 376 1398 1093" style="border: 1px solid black; padding: 5px;"> <p>Select request ▼</p> <p>Select request</p> <p>Aboriginal Land Claims List</p> <p>Case Management Conference</p> <p>Class 3 Directions Hearing</p> <p>Class 4 Directions Hearing</p> <p>Class 8 Directions Hearing</p> <p>Costs Hearing</p> <p>Hearing</p> <p>Land Valuation and Compensation List</p> <p>Mediation</p> <p>Mention</p> <p>Notice to Produce List</p> <p>Online court - Request required</p> <p>Other</p> <p>Registrar Directions Hearing</p> <p>Return of Subpoena</p> <p>s34 Conciliation Conference</p> <p>s34AA Conciliation and Hearing</p> <p>s41A Conciliation and Hearing</p> <p>Slip rule amendment</p> </div>
3	<p>Once a request type has been selected a calendar will display.</p> <p>This calendar will be different depending on the request type selected. If a listing is full, the date will not be available in the calendar. If a Hearing request type is selected, the calendar will require you to select 'unavailable dates'.</p> <div data-bbox="284 1317 1374 1839" style="border: 1px solid black; padding: 10px;"> <p><b>Request</b></p> <hr/> <p>Request type:</p> <div data-bbox="312 1518 1347 1585" style="border: 1px solid black; padding: 2px;"> <p>Registrar Directions Hearing ▼</p> </div> <p><b>Request the matter be listed for Registrar Directions Hearing on &lt;select date&gt;</b></p> <div data-bbox="304 1738 636 1839" style="border: 2px solid red; padding: 5px;">  <p>Date for adjournment</p> </div> </div>

Step	Action
4	<p>If required add additional order(s) from the drop down list.</p> <p>Additional orders sought:</p> <div data-bbox="288 378 1385 1041" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Select order ▼</div> <div style="border: 1px solid black; padding: 2px; margin-left: 5px;">Add</div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <p style="background-color: #007bff; color: white; padding: 2px;">Select order</p> <p>Individual expert report(s) by both parties</p> <p>Joint expert report(s)</p> <p>Applicant's individual expert report(s)</p> <p>Respondent's individual expert report(s)</p> <p>Applicant's Points of Claim (Class 4/8)</p> <p>Respondent's Points of Claim (Class 4/8)</p> <p>Applicant's affidavit evidence</p> <p>Respondent's affidavit evidence</p> <p>Provision of documents for conciliation conferences</p> <p>Applicant's Statement of Facts and Contentions</p> <p>Respondent's Statement of Facts and Contentions</p> <p>Respondent's Bundle of Documents and Conditions (Class 1)</p> <p>Respondent's List of Objectors (Class 1)</p> <p>Applicant's Conditions (Class 1)</p> <p>Applicant's written submissions</p> <p>Respondent's written submissions</p> <p>Liberty to restore</p> <p>Other</p> </div> </div>
5	<p>Enter your <b>Reasons for submitting this request</b>.</p> <p>If required, you can attach documents to the request by clicking <b>Attach file</b>; for example consent orders or supporting documents.</p> <p>Reasons for submitting this request:</p> <div data-bbox="276 1283 1385 1682" style="border: 1px solid black; height: 178px; margin-top: 10px;"></div> <div data-bbox="276 1688 1385 1854" style="border: 1px dashed black; padding: 5px; margin-top: 10px;">  <a href="#">Attach file (PDF, &lt; 5MB)</a> </div>

Step	Action
6	<p>Select the <b>Basis for your request</b>. Note that some options will require opposing parties to consent or counter your request, and some will go straight to the decision maker to create an order.</p> <p>Click <b>Submit request</b>.</p> <p><b>Basis for request</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Orders sought</li> <li><input type="radio"/> No active opponent in proceedings</li> <li><input type="radio"/> Orders sought are neither consented nor opposed</li> </ul> <hr/> <p style="text-align: right;"><a href="#">Cancel</a> <span style="border: 2px solid red; padding: 2px 10px; background-color: #add8e6;">Submit request</span></p>
7	<p>Your request has now been submitted and is either waiting an order from the decision maker, or waiting on consent from opposing parties.</p> <p>The solicitor on the record will receive an email notification when that order has been created.</p>

## Orders made

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When the decision maker deals with requests in the online court, it will (in most instances) result in an adjournment and vacation of the currently listed in-person listing. This will mean that the parties will not be required to physically attend the vacated listing. When the decision maker makes an order in the Online Court an automatic email will be forwarded to all solicitors on the record to notify them that an order has been made. Please note that delegates will not receive emails from the online court at this stage.

The deadline for submitting a request in the Online Court will be **12 noon the day before the in-person listing (or 2pm for LEC matters)**. It will not be possible to make a request after this time and the matter will proceed in-person as per its original listing. The deadline for submitting a consent or counter request will be **3pm the day before the in-person listing (or 4pm for LEC matters)**. An automatic email will be forwarded to the opposing solicitor on the record/unrepresented litigant each time a consent or counter request is submitted (delegates will not receive email notifications from the Online Court).

An Online Court request may be terminated at any time by the decision maker and the proceedings listed for resolution at an in-person court listing. The termination of an Online Court request may not prevent the lodgement of a fresh request by solicitors or their delegates.

Any orders made in the Online Court will be visible in the NSW Online Registry case information screen.

### Your case information

Vincent Giannopoulos v Con Pavallo - OPEN (2016/00003266)

The screenshot shows the NSW Online Registry interface. At the top, there are navigation tabs: 'File form', 'Proceedings', 'Filed documents', 'Court dates', 'Judgments & orders' (highlighted with a red box), and 'Subpoenaed items list'. Below the tabs is a 'Request copy of judgment/order' button. The main content area has a table with columns: 'Date', 'Listing for', 'Presiding officer', and 'Heard at:'. The table contains one row with the date '18 Aug 16' and the presiding officer 'Deputy Registrar T Anne'. Below the table, there is an 'Order summary' section with a 'View full orders' link. The summary text is: '2016/00003266-001 Statement of Claim: Vincent Giannopoulos v Con Pavallo', 'Adjourned/Relisted for callover Adj. 12 October 2016 at Sydney Defence Callover,', and 'Listing management - adjournments Vacate listing date:'. This summary text is also highlighted with a red box.

## Messaging

At any time during the Online Court process, any party may send a message to the decision maker. In addition, the decision maker may also choose to send a message to the parties if it appears there are case management issues requiring resolution.

Local Court only – When a matter has become active in the Online Court, yet there's been no activity, auto-generated reminder messages will be sent from the decision maker:

- 7 days after a matter has been activated in the Online Court
- The Friday before the sitting date
- The Monday before the sitting date
- The Tuesday before the sitting date
- 3 days after the matter enter the 'consent pending' status (if no consent has been given and its within 14 days of the sitting)

All messages will be visible to all parties in the Online Court Record.

**Request** **Messages**

New message to presiding officer

Enter message text

Attach file (PDF, < 5MB)

Note: Messages and attachments are visible to all parties

[Clear](#) **Send message**

**Request** **Messages**

New message to presiding officer

Enter message text

Attach file (PDF, < 5MB)

Note: Messages and attachments are visible to all parties

[Clear](#) **Send message**

**Online Court Record**

**Message sent by Tony Porter (for Naomi Rydler)**  
I have a clash in dates with another matter and need to request an additional week for the adjournment. Please advise if we can adjourn the matter to the 16th December  
13/10/2015, 9:44 AM

**Request submitted by Tony Porter (for Naomi Rydler)**  
Request the matter be adjourned for further call-over to 9 Dec 2015  
Reasons for submitting this request:  
awaiting further and better particulars  
8/10/2015, 11:49 AM

**Message sent by Tony Porter (for Naomi Rydler)**  
I have a clash in dates with another matter and need to request an additional week for the adjournment. Please advise if we can adjourn the matter to the 16th December  
13/10/2015, 9:44 AM

## Online Court Record

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All activity in the Online Court including requests, consents, counter requests and messages will be recorded in the Online Court Record and will be visible to all parties and the decision maker.

Any person may make a request to the decision maker for a printed copy of the Online Court Record. The printed copy of the Online Court Record may be provided, subject to any suppression order or other restrictions that might apply to the proceedings.

### History

#### Online Court Record

##### Orders recorded by Registrar John Brown

- Leave granted to plaintiff/s to file and serve an Amended Statement of Claim by 15-11-15 [appearance-dodson.pdf](#)

23/09/2015, 12:06 PM

##### Finalised - Orders created

23/09/2015, 12:06 PM

##### Orders recorded by Registrar John Brown

- This matter is listed for Defence Call-over on 21 October 2015 11:30 AM at Sydney
- Vacate existing Defence Call-over on 30 September 2015 9:00 AM
- Leave granted to defendant/s to file and serve a Cross Claim by 14-12-15 [appearance-dodson.pdf](#)

Commentary:

Granting the requested orders now ....

23/09/2015, 12:02 PM

##### Finalised - Orders created

23/09/2015, 12:02 PM

##### Consented by Lisa Jenkins (for Patricia Hammond)

8/09/2015, 8:57 AM

##### Request submitted by Tony Porter (for Gary Raynor)

Request the matter be adjourned for further call-over to 21 Oct 2015

Reasons for submitting this request:

request F&B particulars

8/09/2015, 8:56 AM

# Troubleshooting

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## Selecting a request type

You should select the request type in accordance with the future listing you are seeking. Additional orders can then be added to further support your request.

[back to dashboard](#)

### Phillip Morbray v THE COUNCIL OF THE CITY OF SYDNEY

Case number: 201600006087

Sitting date: 26/10/2016, 10:00 AM AEDT

Listing: Registrar Directions Hearing

#### Request

Request type:

Select request ▼

- Select request
- Aboriginal Land Claims List
- Case Management Conference
- Class 3 Directions Hearing
- Class 4 Directions Hearing
- Class 8 Directions Hearing
- Costs Hearing
- Hearing
- Land Valuation and Compensation List
- Mediation
- Mention
- Notice to Produce List
- Online court - Request required
- Other
- Registrar Directions Hearing
- Return of Subpoena
- s34 Conciliation Conference
- s34AA Conciliation and Hearing
- s41A Conciliation and Hearing
- Slip rule amendment

#### Online Court Record

Online Court Activated

29/09/2016, 12:00 PM AEST

## Adding additional orders

After the request type has been selected, you can add as many additional orders as required. Select one additional order from the drop down list, then click Add. Additional text will display, and in some cases you must enter further information.

If required, add more additional orders.

### Request

Request type:  
Registrar Directions Hearing

**Online Court Record**  
Online Court Activated  
29/09/2016, 12:00 PM AEST

**Request the matter be listed for Registrar Directions Hearing on 7 Dec 2016**

7 Dec 2016

Additional orders sought:

Select order

Add

- Select order
- Individual expert report(s) by both parties
- Joint expert report(s)
- Applicant's individual expert report(s)
- Respondent's individual expert report(s)
- Applicant's Points of Claim (Class 4/8)
- Respondent's Points of Claim (Class 4/8)
- Applicant's affidavit evidence
- Respondent's affidavit evidence
- Provision of documents for conciliation conferences
- Applicant's Statement of Facts and Contentions
- Respondent's Statement of Facts and Contentions
- Respondent's Bundle of Documents and Conditions (Class 1)
- Respondent's List of Objectors (Class 1)
- Applicant's Conditions (Class 1)
- Applicant's written submissions
- Respondent's written submissions
- Liberty to restore

## What to do if you miss the cut off

If you have missed the cut off times for the Online Court, you will not be able to proceed online and must attend in person. However, if the cut off has only just been missed, click the case name and send a message to the decision maker to request the matter be re-listed (and will then become available again of on the Online Court).

- For Local Court matters, email us at [onlineregistry-support@justice.nsw.gov.au](mailto:onlineregistry-support@justice.nsw.gov.au)
- For Supreme Court and Land and Environment Court matters, contact the registry directly.

## Role Types and Email Notifications

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Below is a list of user types and clarification about who will receive the email notifications sent out by both the Online Registry website (ORW) and Online Court (OLC).

User Type	ORW	OLC
Solicitor on the record	✓	✓
Contact Solicitor	✗	✓
Barrister	✓	✓
Delegate	✓	✗
Litigant in person (SC & LEC only)	✓	✓

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The role types and user permissions are explained in more detail in the table below

Role	Online Registry Website (ORW)	Online Court (OLC)
<b>Solicitor on Record</b>	<p><b>Can:</b></p> <ul style="list-style-type: none"> <li>▪ Do all functions on the Online Registry Website</li> </ul> <p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul> <p><b>Email notifications:</b></p> <ul style="list-style-type: none"> <li>▪ Yes, when:               <ul style="list-style-type: none"> <li>- They themselves file forms</li> <li>- Their delegates file forms</li> </ul> </li> </ul>	<p><b>Can:</b></p> <ul style="list-style-type: none"> <li>▪ Do all functions in Online Court</li> </ul> <p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul> <p><b>Email notifications:</b></p> <ul style="list-style-type: none"> <li>▪ Yes, when:               <ul style="list-style-type: none"> <li>- Someone in their legal team performs an action in Online Court</li> </ul> </li> </ul> <p>(It is at the discretion of the law firm as to how the email notifications sent to Solicitor on the Record and Contact Solicitor are distributed)</p>
<b>Contact Solicitor</b>	<p><b>Can:</b></p> <ul style="list-style-type: none"> <li>▪ View case information</li> </ul> <p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>▪ File most forms (see note below) (Unless they have appointed themselves as the Solicitor on Record through filing the following forms online e.g. Notice of Appoint of Solicitor, Notice of Change of Solicitor, Notice of Appearance)</li> </ul> <p><b>Email notifications:</b></p> <ul style="list-style-type: none"> <li>▪ None (unless they file the three specific forms aforementioned)</li> </ul> <p><i>Why can't Contact Solicitors file most forms?</i></p> <ul style="list-style-type: none"> <li>- This is a current system constraint (the only way they can file a form is if they are a Delegate)</li> </ul>	<p><b>Can:</b></p> <ul style="list-style-type: none"> <li>▪ Do all functions in Online Court</li> </ul> <p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul> <p><b>Email notifications:</b></p> <ul style="list-style-type: none"> <li>▪ Yes, when:               <ul style="list-style-type: none"> <li>- Someone in their legal team performs an action in Online Court</li> </ul> </li> </ul> <p>(It is at the discretion of the law firm as to how the email notifications sent to Solicitor on the Record and Contact Solicitor are distributed)</p>
<b>Delegate</b>	<p><b>Can:</b></p> <ul style="list-style-type: none"> <li>▪ File document and/or view case information online for people they are acting on behalf of</li> </ul> <p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>▪ File documents and/or view case information unless they are associated with a Legal Practitioner/Authorised Officer.</li> </ul> <p><b>Email notifications:</b></p> <ul style="list-style-type: none"> <li>▪ Yes, when:               <ul style="list-style-type: none"> <li>- They complete the action themselves e.g. file a form online</li> </ul> </li> <li>▪ No, when:               <ul style="list-style-type: none"> <li>- The Solicitor on Record files the form online (only the Solicitor on Record will receive the email notification)</li> <li>-</li> </ul> </li> </ul>	<p><b>Can:</b></p> <ul style="list-style-type: none"> <li>▪ Do all functions in Online Court</li> </ul> <p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul> <p><b>Email notifications:</b></p> <ul style="list-style-type: none"> <li>▪ No, as email notifications go to the Solicitor on Record and Contact Solicitor only (It is at the discretion of the law firm as to how the email notifications sent to Solicitor on the Record and Contact Solicitor are distributed)</li> </ul> <p><i>Why don't Delegates receive email notifications in Online Court?</i></p> <ul style="list-style-type: none"> <li>- This is a current technical constraint</li> <li>- As a work around, its suggested the Solicitor on the Record change their email address in their Manage Profile section to a generic email that can be monitored and triaged by a member of staff</li> </ul>

## Contact us

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### ***Help using Online Court services***

Call: **1300 679 272** (Mon-Fri 8.30am-4.30pm)

Email: [onlineregistry-support@justice.nsw.gov.au](mailto:onlineregistry-support@justice.nsw.gov.au)

Information about court processes

Please see the website of the relevant court:

- [Local Court website](#)
- [District Court website](#)
- [Supreme Court website](#)
- [Land and Environment Court website](#)

Also refer to the [Help Section of the Online Registry](#) for a summary of court or online processes.

Online Registry Demonstrations are available on the [NSW Online Registry YouTube Channel](#).

### ***Legal information and advice***

Call: [LawAccess NSW](#) on **1300 888 529**.

### ***Feedback about the Online Court website and our services***

Email: [onlineregistry-support@justice.nsw.gov.au](mailto:onlineregistry-support@justice.nsw.gov.au)