



## SUPREME COURT PRACTICE NOTE SC CL 11

### Supreme Court Common Law Division - Bail

#### Commencement

1. This Practice Note was issued on 23 February 2024 and commences on 26 February 2024.

#### Application

2. This Practice Note applies to Bail Applications made under the *Bail Act 2013* (NSW) to be heard in the Supreme Court of New South Wales.

#### Definitions

3. In this Practice Note:
  - 3.1 **Applicant** means a person applying to the Court for a bail decision to be made; this includes that person's legal representative;
  - 3.2 **Bail Application** means a detention application, release application, variation application or any other application made under the *Bail Act 2013* (NSW);
  - 3.3 **Court** means the Supreme Court of New South Wales;
  - 3.4 **email** means an email sent to the email address identified on the Court's approved form for a Bail Application;
  - 3.5 **Registry** means the Registry of the Court;
  - 3.6 **Respondent** means the opposing party to a Bail Application; this includes that person's legal representative.

#### Purpose

4. The purpose of this Practice Note is to outline the practice and procedure to be adopted for preparing and filing a Bail Application for hearing in the Court.
5. The practice and procedure set out in this Practice Note aim to enable the Court, wherever possible, to list all applications within 20 working days of the first call-over listing.

## Introduction

6. The Court will accept a Bail Application for filing only when it is ready to be listed for hearing, and specifically when:
  - 6.1 it is accompanied by all material on which the Applicant seeks to rely; and
  - 6.2 the Applicant's legal representation is confirmed (or the Applicant confirms that they will represent themselves).
7. Clauses 10-17 of this Practice Note sets out the steps for filing a Bail Application where the Applicant has legal representation.
8. Clauses 18-23 of this Practice Note sets out the steps for filing a Bail Application where the Applicant does not have legal representation.
9. A flowchart representation of the principal procedures is set out in Annexure A to this Practice Note.

## Filing a release or variation application – Applicants with legal representation

10. An Applicant seeking to have a Bail Application listed before the Court must file with the Registry a completed Supreme Court Bail Application form, which can be found using the following link:  
  
<https://supremecourt.nsw.gov.au/practice-procedure/forms/forms-by-subject/bail-forms.html>
11. The form must be completed in full and be accompanied by all documents (as set out in the form) on which the Applicant relies in support of the Bail Application, including confirmation that the Bail Application is ready to be heard. Lodging an incomplete form may lead to the form being rejected for filing.
12. The Applicant must also confirm in the form that they have:
  - 12.1 confirmation of the Applicant's proposed accommodation (including, if applicable, accommodation in a rehabilitation facility); and
  - 12.2 organised sureties (if proposed).
13. The Applicant's legal representative must complete the form, sign it and file it with the Court; otherwise the Bail Application may be rejected for filing.
14. The completed Bail Application form and attachments may be lodged in the following ways for filing:
  - 14.1 by email; or
  - 14.2 over the counter at the Registry; or
  - 14.3 by post.

15. The Applicant must serve the Bail Application, including attachments, on the opposing party on the day of filing.
16. After the Bail Application is accepted for filing, it will be either:
  - 16.1 listed for a call-over and the Registry will send the parties a Notice of Listing confirming the call-over date; or
  - 16.2 at the Court's discretion, listed by the Registrar in chambers, without a call-over, for a hearing and the Registry will send the parties a Notice of Listing confirming the hearing date and providing orders for the filing and service of any further documents for the Applicant, submissions and any other material by the opposing party and any reply. Those materials must be filed in any of the ways listed in Clause 14 of this Practice Note.
17. Wherever practical, the Court's aim is to list all applications within 20 working days of the first call-over listing.

#### **Filing a release or variation application – Applicants without legal representation**

18. An Applicant who does not have legal representation may file a Bail Application with the Court, provided the Applicant fully completes pages 1, 3 and 4 of the Supreme Court Bail Application form, which can be found using the following link:  
<https://supremecourt.nsw.gov.au/practice-procedure/forms/forms-by-subject/bail-forms.html>
19. Clause 11 of this Practice Note applies.
20. The Applicant must confirm at the first call-over that one of the following circumstances applies for the application to be listed for hearing:
  - 20.1 he or she does not wish to obtain legal representation for the Bail Application and will be self-represented; or
  - 20.2 he or she has:
    - (a) contacted Legal Aid NSW, the Aboriginal Legal Service (ALS) or a private lawyer for the purpose of obtaining legal representation for the Bail Application; and
    - (b) been told that he or she will not be represented; and (if he or she intends to appeal the decision)
    - (c) exhausted all avenues of appeal against any such decision.
21. The Bail Application may be filed in any of the ways listed in Clause 14 of this Practice Note. Alternatively, if the Applicant is representing himself or herself and is in custody, the Bail Application may be filed by fax.
22. The Court will reject the Bail Application for filing if the Applicant has (or is proposing to obtain) legal representation (any Bail Application must then be filed in accordance with Clauses 10-17 of this Practice Note).

23. If the Court accepts the Bail Application for filing:
  - 23.1 the Registry will forward a copy of the application form to the opposing party; and
  - 23.2 the Registry will proceed as set out in Clauses 16 and 17 of this Practice Note to list the Bail Application for call-over or hearing.

### **Detention applications**

24. The Crown, when seeking to have a detention application listed before the Court, must file with the Registry a completed Supreme Court Bail Application form, which can be found using the following link:  
  
<https://supremecourt.nsw.gov.au/practice-procedure/forms/forms-by-subject/bail-forms.html>
25. The Crown must personally serve the Bail Application on the Respondent and their last known legal representative (either personally, or by email or fax) on the day of filing or as soon as possible thereafter.
26. After the Bail Application is accepted for filing, it will be either:
  - 26.1 listed for a call-over and the Registry will send the parties a Notice of Listing confirming the call-over date; or
  - 26.2 at the Court's discretion, listed by the Registrar in chambers, without a call-over, for a hearing and the Registry will send the parties a Notice of Listing confirming the hearing date and providing orders for the filing and service of submissions and any other material by both parties. Those materials must be filed in any of the ways listed in Clauses 14 or 21 (if applicable) of this Practice Note.
27. Detention applications will be listed with expedition and counsel's availability will not be taken into consideration unless there are exceptional circumstances.

### **Call-overs and listing for hearing**

28. The cut-off day for Bail Applications to be listed in a call-over is 5:00pm three working days prior to the call-over.
29. At the call-over, if the Registrar is satisfied that a Bail Application is ready to proceed to a hearing, a hearing date will be fixed. In all other cases the Registrar will treat the Bail Application as having been withdrawn. This does not preclude an Applicant from filing a further Bail Application.
30. Bail Applications listed for call-over will not be adjourned to a future call-over without a hearing date being fixed unless there are exceptional circumstances.
31. Applicants appearing at call-over should attend with information as to a reasonable estimate of time for oral submissions on behalf of the Applicant and an overall estimate for the bail hearing. Confirmation in accordance with the relevant Checklist on the Bail Application form of all material to be relied on must be given.

Where documents or other material are not yet available, Clause 11 will apply at the discretion of the Registrar.

32. After fixing a hearing date the Registrar will fix a timetable for the filing and service of any further documents for the Applicant, submissions and any other material by the opposing party as well as submissions and other material in reply. The standard timetable (subject to application from either party and the Registrar's discretion) is for the opposing party to file and serve submissions and material by 4pm four working days prior to the bail hearing, and any reply by 4pm two working days prior to the bail hearing. These must be filed in any of the ways listed in Clauses 14 or 21 (if applicable). Slippage of the timetable may result in the bail hearing date being vacated at the discretion of the Registrar. At the Registrar's discretion, orders may be made for the filing and service of documents prior to a hearing date being fixed.

### **Adjournments**

33. The Court will not grant an adjournment of a Bail Application unless there are exceptional circumstances.
34. If an Applicant or Respondent seeks to adjourn a Bail Application that has been filed but has not yet been listed for hearing, he or she must apply to the Court by email. The application will be considered by the Registrar in chambers.
35. If an Applicant or Respondent seeks to adjourn a Bail Application that has been listed for hearing, he or she must apply to the Court by email setting out the reasons why the adjournment is sought.
  - 35.1 Hearing dates will not be vacated except by an order of the Court.
  - 35.2 Adjournment applications made within two working days of the allocated hearing date will be referred to the presiding Judge for determination.
  - 35.3 Adjournment applications made earlier than two working days prior to the allocated hearing date will be considered by the Registrar in chambers.
36. If an Applicant or Respondent seeks to adjourn a Bail Application on the day of hearing, he or she must appear before the presiding Judge to make the application (unless excused, on application to the Court by email) and provide the Court with an affidavit setting out why the adjournment is sought.
37. If an adjournment is granted, the Bail Application will be listed in the next available call-over for case management. At the call-over, if the Registrar is not satisfied that the Bail Application is ready to proceed to a hearing within a time considered reasonable by the Registrar, the Registrar will treat the Bail Application as having been withdrawn. This does not preclude an Applicant from filing a further Bail Application.

### **Withdrawing a Bail Application**

38. If an Applicant seeks to withdraw a Bail Application prior to the day of hearing, the Applicant must notify the opposing party and the Court by email. The application will then be withdrawn.

39. If an Applicant seeks to withdraw a Bail Application on the day of hearing, the Applicant must appear before the presiding Judge to withdraw the application (unless excused, on application to the Court by email).

**Applicants released from custody or sentenced to imprisonment before bail hearing**

40. Where the Court is advised (either by the Applicant, the opposing party, another Court, Corrective Services NSW or Youth Justice), prior to an allocated hearing date for a Bail Application, that an Applicant has either been released from custody or sentenced, (or in the case of a Respondent to a detention application, that the Respondent has been taken into custody) the Court will treat the Bail Application as having been withdrawn.

**The Hon. A S Bell**  
Chief Justice of New South Wales  
**23 February 2024**

**Related Information:**  
*Bail Act 2013 (NSW)*

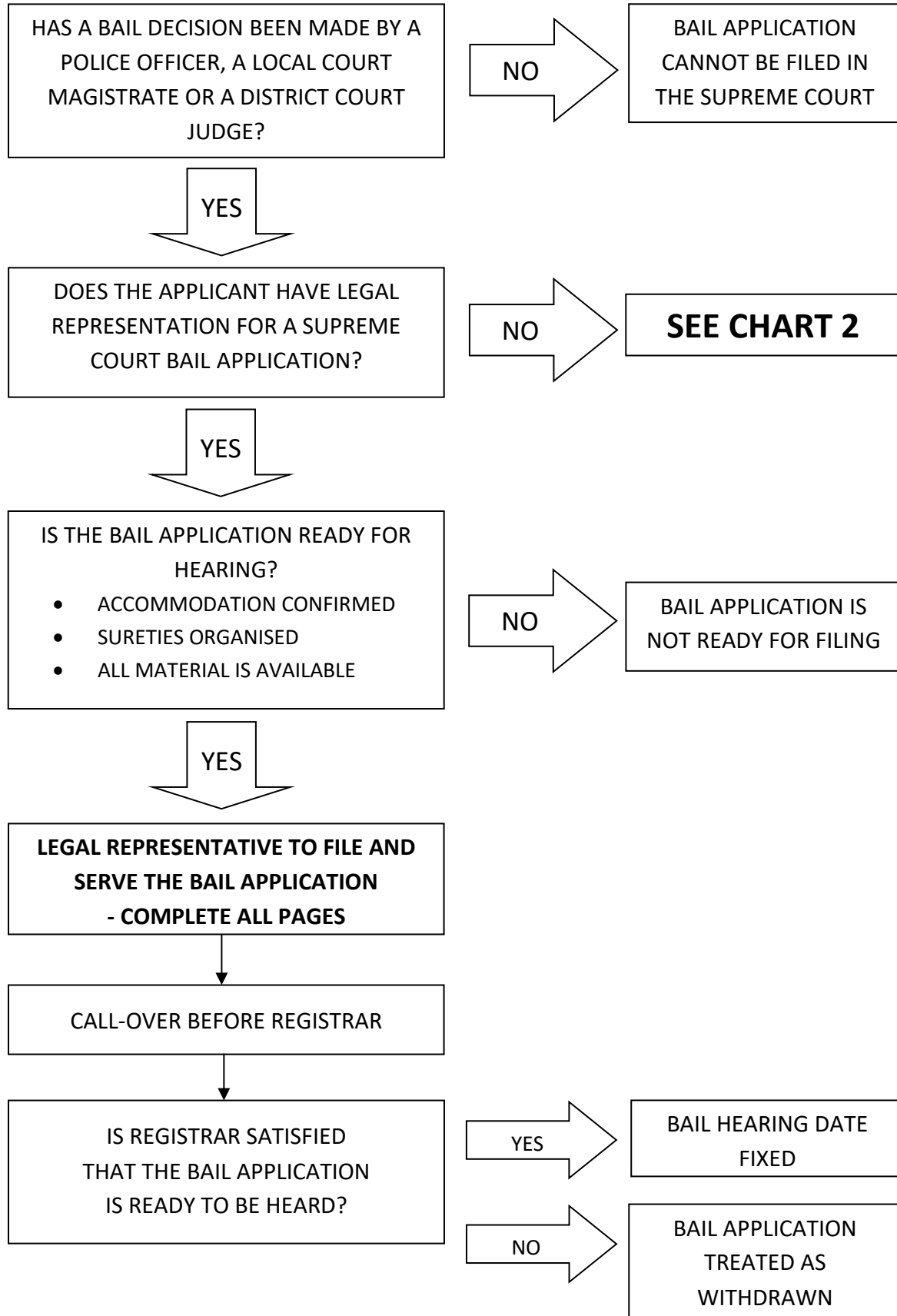
**Amendment history:**

23 February 2024: This Practice Note replaces the previous version of Practice Note SC CL 11 which was issued on 18 December 2018.

18 December 2018: The Practice Note issued on 4 February 2016 and commencing on 7 March 2016 is replaced.

**ANNEXURE A – BAIL APPLICATIONS TO THE SUPREME COURT**

**CHART 1 – BAIL APPLICATION PROCEDURES – APPLICANTS WITH LEGAL REPRESENTATION**



### CHART 2 – BAIL APPLICATION PROCEDURES – APPLICANTS WITHOUT LEGAL REPRESENTATION

