

## **BRISBANE DISTRICT COURT CRIMINAL LISTINGS**

To avoid significant congregation of people in the court room and with a view to reducing the need for practitioners to attend court, parties are encouraged to seek an administrative listing or delisting of sentence hearings and other non-jury matters, where both sides are in agreement.

The application should be made to the Criminal List Manager at [dccrime@justice.qld.gov.au](mailto:dccrime@justice.qld.gov.au) in the relevant form.

All applications will be subject to supervision and review by a criminal listing judge.

The criminal list manager will respond to the application as soon as possible, but no later than 3 business days of its receipt, advising of the outcome, including:

- The status of the listing
- Whether a new date has been given
- Whether the matter will be listed for review in court ( with or without appearances by telephone)
- Any other directions by a judge

The LISTING FORMS are:

FORM 1 LISTING FOR **SENTENCE**

FORM 2 LISTING FOR **PRE-TRIAL HEARING.**

FORM 3 LISTING FOR **PRE-RECORDING OF EVIDENCE**

FORM 4 APPLICATION FOR **ADJOURNMENT OR CHANGE OF LISTING**

## LISTING FOR SENTENCE

The prosecution & defence jointly request that the following matter be listed for sentence.

<b><i>Full name of defendant</i></b>	
<b><i>Indictment number</i></b>	
1. <i>Time estimate (only required if likely to take longer than 60 minutes)</i>	
2. <i>Mutually preferred dates</i>	
3. <i>Are video-link facilities required? (eg is the defendant in custody)</i>	
4. <i>If the defendant is not in custody, is it agreed between the parties that there is <b>NO</b> real possibility that, on sentence, a period of actual custody will be imposed?</i>	
5. <i>Legal representatives making the request</i>	For ODPP:    name       ..... Contact       ..... For Defence: name       ..... Contact       .....

**LISTING FOR PRE-TRIAL HEARING**

<b><i>Full name of defendant</i></b>	
<b><i>Indictment number</i></b>	
1. <i>Time estimate ( only required if likely to take longer than 60 minutes)</i>	
2. <i>Mutually preferred dates</i>	
3. <i>The standard directions for service will apply *(subject to any reasons for abridgement or extension of time listed here)</i>	
4. <i>Are video-link facilities required (eg the defendant in custody and wishes to appear at the hearing)?</i>	
5. <i>Legal representatives making the request</i>	For ODPP: name ..... Contact ..... For Defence: name ..... Contact .....

\* Standard directions are;

1. Within 5 days of the matter being listed, the applicant must file & serve the application
2. Within 14 days of the filing of the application, the applicant must file & serve written submissions and any material in support of the application
3. Within 14 days of service of the applicant's material, the respondent must file and serve written submissions and any material in response

**LISTING FOR PRE-RECORDING OF EVIDENCE  
(AFFECTED CHILD WITNESSES\* AND SPECIAL WITNESSES\*)**

<b><i>Full name of defendant</i></b>	
<b><i>Indictment number</i></b>	
1. This relates to a witness who is: a) an affected child witness ; OR b) a <b><i>special witness</i></b> within s 21A (a), (c), (d) or( e) of the Evidence Act 1977 (Qld), OR has already been declared a special witness by the court	NAME OF WITNESS   CATEGORY OF WITNESS
2. Time estimate	
3. Mutually preferred dates	
4. Is the defendant in custody? If so, do all parties consent to the use of video-link facilities to the correctional institution.**	
5. Legal representatives making the request	For ODPP: name ..... Contact ..... For Defence: name ..... Contact .....

\*

**"Affected child witness"** is defined in s 21AC of the Evidence Act

**“Special witness”** is defined in s 21 A of the Evidence Act

**\*\* S.110C(3) of the *District Court of Queensland Act***

## APPLICATION FOR ADJOURNMENT OR CHANGE OF LISTING

This application should be made as soon as possible, and no later than 12 noon on the day before the listed hearing.

Applications **after 12 noon** must be made in court.

The criminal list manager will respond to the application as soon as possible, but no later than 3 business days of its receipt, advising;

- Whether the date will be vacated
- Whether a new date has been given
- Whether the matter will be listed for review
- Of any other directions by a judge

<b><i>Full name of defendant</i></b>	
<b><i>Indictment number</i></b>	
1. <i>The reason for adjournment or change:</i> (please nominate category and provide a more detailed explanation)	a. Discontinuance; b. Change of plea; c. The allocated time is inadequate; d. The case will not be ready; or e. Any other reason
2. <i>If the matter requires relisting, mutually preferred dates</i>	
3. <i>Legal representatives making the request</i>	For ODPP: name ..... Contact ..... For Defence: name ..... Contact .....