



### **Protocol for Applications Week commencing 23 March 2020**

The Supreme Court of Queensland wishes to ensure that hearings of matters listed in the Applications jurisdiction take place in a manner protective of the health and safety of all participants. To assist in management of risks associated with Coronavirus (COVID-19) the following protocol will apply in the Applications jurisdiction, in the week commencing 23 March 2020.

1. This protocol is designed to avoid the need for any appearance in court, where that is possible; and otherwise reduce the number of people in the court room at any given time. However, if complying with this protocol is difficult for any party or practitioner, you should attend court in person in the ordinary way, and follow the “social distancing” guidelines issued by the Government.
2. Wherever possible, in order to avoid physical attendance at court, parties are encouraged to take active steps to resolve matters by agreeing upon orders that may be made by consent in a timely way (to avoid the need for any appearance) and otherwise to cooperate to narrow the scope of the issues in dispute (to facilitate a telephone or video conference appearance).
3. Any consent orders, including for adjournments, which are agreed prior to 9.30 am on the day a matter is listed are to be emailed, in Word format, to the judges’ associates ([associate.bowskillj@courts.qld.gov.au](mailto:associate.bowskillj@courts.qld.gov.au) and [associate.davisj@courts.qld.gov.au](mailto:associate.davisj@courts.qld.gov.au)) and copied to the applications list manager ([apnmanager@justice.qld.gov.au](mailto:apnmanager@justice.qld.gov.au)). Where the exercise of a discretion is required, brief submissions must also be provided. Such matters will be dealt with on the papers.
4. Any other applications that can practicably be dealt with on the papers, for example, for sanction of a settlement, should also be dealt with in that way.
5. The call-over will be conducted at 10.00 am, by telephone, using chorus call. Parties are to dial **1800 173 224** and enter reference number **9093270 #** at 9.55 am and remain on the phone line until their matter is called over. You are requested to mute your phone, until your matter is reached, to minimise background noise.
6. Each matter requiring an oral hearing will be allocated a “not before” time.
7. Any matters which are reasonably capable of being heard by telephone will be heard in that way, using the same chorus call details referred to in [5] above, or an alternative number which will be provided to the parties, if the matter is to be heard in another court. Parties are encouraged to ensure submissions, affidavits and draft orders are provided by email, to the other party(ies) and the court, ahead of time.

8. Otherwise, matters will be dealt with in court in the usual way, or by making arrangements for video conferencing (using the Cisco WebEx app). Details about the Cisco WebEx app will be sent separately to any parties who indicate, ahead of time, that they wish to use this procedure.
9. The Court thanks all parties and practitioners for their cooperation in the present circumstances.