

**Supreme Court of Queensland
Protocol for Applications**

This protocol applies from Monday, 10 August 2020 until further notice

Parties or practitioners appearing in Applications are expected to follow the public health directions in relation to management of risks associated with Coronavirus (COVID-19).

The protocol is as follows:

1. Consistent with the current practice, the applications list manager will email the parties/legal representatives in all matters listed in Applications, by 10.00 am on the day before the application is listed to be heard, requesting confirmation of the following:
 - a. Whether the application will be proceeding or will be the subject of a consent order or adjournment;
 - b. The names of the representatives who will be appearing for each of the parties and a direct telephone number and direct email address;
 - c. Whether you will be appearing in person or seek leave to appear by telephone or video conference; and
 - d. The expected duration of any oral hearing.
2. All parties/legal representatives are required to respond, by email to the applications list manager, by no later than 2.30 pm on the day before the application is listed to be heard, providing the information requested.
3. The senior judge listed in Applications in the relevant week will consider whether to allocate applications to a particular judge for hearing at a particular time; or whether the applications will remain on the call-over list. Parties/legal representatives will be advised by email by 5.00 pm of any allocation, and whether they are required to attend the call-over.
4. Any call-over of matters on the Applications list for a particular day will be conducted at 10.00 am before the senior judge listed in Applications.
5. Parties and practitioners in applications requiring an oral hearing are expected to attend court in person for the hearing (including for the call-over if that is required). If it is not practicable to appear in person, you may, subject to leave being granted by the court, be permitted to appear by telephone or video conference. Any requests to appear by telephone or video conference should be directed by email to the associate to the senior judge listed in Applications in the relevant week, by no later than 2.30pm on the day before the hearing.
6. Consistent with the obligation under rule 5 of the *Uniform Civil Procedure Rules 1999*:
 - a. Wherever possible parties are encouraged to take active steps to resolve matters by agreeing on orders that may be made by consent in a timely way and otherwise cooperate to narrow the scope of the issues in dispute.
 - b. For any applications requiring an oral hearing, parties and practitioners are encouraged to ensure submissions, affidavits and draft orders are provided by email to the other party(ies) and the court, ahead of time.

Justice A Lyons
Senior Judge Administrator
5 August 2020