



Supreme Court of New South Wales
Approved Registry Arrangements - Court Vacation Period
18 December 2023 to 25 January 2024

Supreme Court
of New South Wales

- During the court vacation, the Registry will operate 10am – 4pm with reduced staff.
 - The Registry will be closed on all Public Holidays and from 27 to 29 December 2023.
 - Normal Registry hours will resume on Monday 29 January 2024.
 - The New Court Term commences Monday 29 January 2024.
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General Enquiries & Duty

Registry Enquiries:

- Email: sc.enquiries@justice.nsw.gov.au;
- Phone: Courts Service Centre on 1300 679 272
- Registry Hours: 10am to 4pm - Mon-Fri

Duty Registrar Service:

- By appointment only.
- Email: sc.enquiries@justice.nsw.gov.au
- **Duty Judge: (urgent applications only)**
- The **Duty Judge roster** is published on page one of the **daily court list**.
- **After hours Contact:** Security Desk on 92308025
- **During business hours:**
- **Equity matters** contact Chambers directly. See 'Contact us' page on the Supreme Court of NSW website, for chamber contacts.
- **Common Law matters** contact the Duty Registrar - details as above.

Subpoenas and productions

Vacation Subpoena List Dates

- 10am 16 – 17 January 2024
- 10am 23-25 January 2024

Subpoena – Production of Documents

- **Civil:** Upload documents through the [subpoena response portal](#).
- Email Criminal documents and adjournment requests adjournments to:
sc.subpoena@justice.nsw.gov.au

File and subpoena inspections and access

- By appointment only.
- Email sc.subpoena@justice.nsw.gov.au
- Email sc.fileaccess@justice.nsw.gov.au

New cases & document filing

Efiling via the Online Registry:

- Documents must be filed via the [Online Registry](#).
- See [list of forms](#) that can be lodged via the online registry.

Email Filing (PDF documents only)

- Use sc.emailfiling@justice.nsw.gov.au
- **Email filing is accepted for any document that is not available for filing via the Online registry.**
- Each type of document must be a separate attachment eg. Summons for leave, Notice of Appeal.
- An invoice will be issued via a **payment link for fee** attracting documents, except in some situations.
- Your document **will not be actioned until the fee is paid.**
- If it is not feasible to file online or via e-mail filing, you must post original documents to the Court.
- Documents **maybe rejected** if the form can be lodged using the online registry & a fee levied.

Costs Assessment:

- Use Email filing sc.emailfiling@justice.nsw.gov.au or post in the original documents to the court.
- Online filing is not available for Costs Assessment applications.

Court of Appeal

- Filing books during registry open hours.
- Email: courtofappeal@justice.nsw.gov.au

Criminal cases, Bails & Criminal Appeals

- File using the following email addresses:
- **Bails** sc.bails@justice.nsw.gov.au;
- **CCA** cca@justice.nsw.gov.au;
- **Criminal** sc.emailfiling@justice.nsw.gov.au

Probate

- File applications via the [Online Probate portal](#).
- Email enquiries: SC.probate@justice.nsw.gov.au