



## Registry Court Vacation Arrangements

- Court vacation commences on Monday 22 December 2025 and concludes Friday 30 January 2026.
- The New Court Term will commence on Monday 3 February 2026
- During the court vacation, the Registry will operate from 10am – 4pm with reduced staff.
- The Registry will be closed on all Public Holidays and 29 December 2025 – 2 January 2026.
- Normal Registry hours will resume on Monday 2 February 2026.

### General & Duty Registry Enquiries

- Email: [sc.enquiries@justice.nsw.gov.au](mailto: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](mailto: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.

### Subpoena List Dates - Urgent matters only

- 10am 14, 15 January 2026
- 10am 21, 22 January 2026
- 10am 28, 29 & 30 January 2026

### Subpoena – Production of Documents

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

### File and subpoena inspections and access

- By appointment only.
- Email [sc.subpoena@justice.nsw.gov.au](mailto:sc.subpoena@justice.nsw.gov.au)
- Email [sc.fileaccess@justice.nsw.gov.au](mailto:sc.fileaccess@justice.nsw.gov.au)

### Court of Appeal

- File books during registry open hours.
- Email: [courtofappeal@justice.nsw.gov.au](mailto:courtofappeal@justice.nsw.gov.au)

### New cases & document filing

#### E-filing 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](mailto: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](mailto:sc.emailfiling@justice.nsw.gov.au) or post in the original documents to the court.
- Online filing is not available for Costs Assessment applications.

#### Criminal cases, Bails & Criminal Appeals

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

#### Probate

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