

Protocol for Applications

This protocol applies from Monday 25 May 2020 until further notice

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.

This protocol is designed to assist in management of risks associated with Coronavirus (COVID-19).

Parties or practitioners appearing in Applications are expected to follow the public health directions issued by the Government.

The protocol is as follows:

1. 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 (to avoid the need for any appearance) and otherwise cooperate to narrow the scope of the issues in dispute.
2. Any consent orders, including for adjournments, which are agreed prior to 9.00 am on the day a matter is listed are to be emailed, in Word format, to the associates to the judges listed in Applications in the week concerned, and copied to the applications list manager (apnmanager@justice.qld.gov.au). Such matters will be dealt with on the papers.
3. Where the parties consent to the orders, but the exercise of a discretion is required, in addition to the steps in [2] above, brief submissions must also be provided. 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 this way. The matter will remain in the list, but will be dealt with on the papers if possible. You should still telephone in for the call-over, unless advised by email by a judge's associate that no appearance is required.
4. You can find out which judges are sitting in Applications [here](#).
5. If an appearance is required for an application, each party is required to provide details of the name of the person who will be appearing for that party by email to the judges' associates, copied to the applications list manager, by 9.00am on the day the matter is listed.
6. The call-over will be conducted at **9.30 am, by telephone**, using chorus call. Parties are to dial **1800 173 224** and enter reference number **9093270 # at 9.25 am** and remain on the phone line until their matter is called over. You are requested to take your phone off speaker, and also to mute your phone, until your matter is reached, to minimise background noise.
7. Short matters may be dealt with in the course of the call-over, or immediately after the call-over. All other matters requiring an oral hearing will proceed from 10.00 am, or be allocated a "not before" time.

8. Parties and practitioners in applications requiring an oral hearing are expected to attend court in person for the hearing. 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, for contested matters proceeding to oral hearing, should be directed by email to the associate to the senior judge listed in Applications in the relevant week, by no later than 4.00 pm on the day before the hearing.

9. 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

21 May 2020