



- All persons attending the court, including the public registry, must be double vaccinated
- During the court vacation, the Registry will operate from 10:00am – 4:00pm
- The Registry will be closed on all Public Holidays and Wednesday, 29 December 2021
- The public counter will be closed on 30 and 31 December 2021
- The Registry counter will reopen Tuesday, 4 Jan 2022
- New Court Term commences Monday, 31 January 2022

Registry Enquiries:

- Email: sc.enquiries@justice.nsw.gov.au; or
- Phone: Courts Service Centre on 1300 679 272
- Registry Hours: 10:00am to 4:00pm - Mon-Fri

Duty Registrar Service:

- By appointment 24 hours in advance.
Email: sc.enquiries@justice.nsw.gov.au for a telephone appointment.

Duty Judge: (urgent applications only)

- The Duty Judge roster is published at the top of the [daily court list](#).
- After hours: Security Desk on 9230 8025
- During business hours: Equity matters contact Chambers directly. See 'Contact us' page on the [Supreme Court of NSW website](#), for chamber contact details.
- Common Law matters contact the Duty Registrar - details as above.

Vacation Subpoena List Dates

- 10:00am 14 January 2022
- 10:00am 19 January 2022
- 10:00am 21 January 2022
- 10:00am 24-28 January 2022

Subpoena – Production of Documents

- Civil: Upload documents through the [subpoena response portal](#).
- Email Criminal documents and to request adjournments: 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

Online filing:

Documents must be filed via the Online Registry at www.onlineregistry.lawlink.nsw.gov.au or eFile documents through via the [list of available forms](#). Large documents (over 10 MB) may be split across multiple emails for filing. Clearly indicate in the subject line, for example, "Case number 20/123456, Name of matter, Part 1 of 2" etc. If this is not feasible, original documents should be posted to the Court.

Costs Assessment:

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

Email Filing

- A document that is **not** available for filing via the Online Registry can be emailed to sc.emailfiling@justice.nsw.gov.au for filing.
- An invoice will be issued for fee attracting documents. Except in some circumstances.
- All documents must be emailed in a PDF format. See details below in 'online filing' for subject line format.
- Each type of document (eg: Summons, Affidavit) must be a separate attachment.
- If it is not feasible to file online or via e-mail filing, you must post original documents to the Court.

Probate

- Responses to requisitions can be filed via Online Registry. www.onlineregistry.lawlink.nsw.gov.au
- Online filing is **not available** for Probate grant applications. Please post or DX original documents to the Court.
- There is no 'drop off' box facility.

Court of Appeal

- Filing books during registry open hours. No appointment necessary.
- 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