

User Guide Online Court - BAR

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About

This Guide has been developed for all users of the Online Court:

- Barristers
- Solicitors and their delegates
- People who are representing themselves - if you have started a case or are defending a case in court and you don't have a lawyer, and you would like to have the case dealt with online instead of going to court in person. People who represent themselves are called 'self-represented litigants'.
- People, not legally represented, who represent organisations – you may be known as an Authorised Officer.

The Online Court cannot be used for all types of cases. See [Who can use the Online Court](#) in this guide for more information.

Table of Contents

Overview of the Online Court	5
What is the NSW Online Court?.....	5
Who manages Online Court cases?.....	5
Who can use the Online Court.....	5
How to access the Online Court	7
Register.....	7
Log in.....	7
Dashboard	8
Active Listings.....	8
Historical cases.....	9
Make a request and Consent to or Counter a Request	10
Local Court Requests	11
The types of request you can make.....	11
Deadlines for requests.....	14
Local Court Requests	15
Request adjournment for further Call-over (General Division).....	15
Request adjournment for Hearing (General Division).....	18
Request adjournment for Pre-Trial Review and Pre-Trial Review (Motor Vehicle).....	22
Consent to a request – Adjourned for Call-over.....	26
Counter a request – Adjourned for Call-over.....	27
District Court Requests	29
The types of request you can make.....	29
Deadlines for requests.....	31
Request adjournment for Directions (General List).....	31
Request adjournment for Hearing (General List).....	36
Consent to or counter a request in the District Court.....	43
Consent to a request – Adjourn for Directions.....	43
Consent a request – List for Hearing.....	45
Counter a request – Adjourn for Directions.....	48
Counter a request – List for Hearing.....	49
Supreme Court Requests	50
The types of request you can make.....	50
Deadlines for requests.....	50
Supreme Court Corporations Registrar’s Directions List.....	51
Supreme Court Equity General List	55
Adjourn for Directions before Registrar.....	55
Stand over for Callover before the Applications List Judge.....	58
Request Court Annexed Mediation.....	61

Supreme Court Possessions List	65
Request Adjourn For Directions before Registrar	65
Request Court Annexed Mediation	69
Land and Environment Court Requests	75
The types of request you can make	75
Deadlines for requests	76
Request for Registrar Directions Hearing	77
Orders	81
Sending messages in the Online Court	82
The Online Court Record	83
Troubleshooting	84
What to do if you miss the deadlines in the Online Court?	84
Session times in the Online Court	84
What types of email notifications will you get?	84
Help and Support	86

Note that screens and processes documented in this guide are accurate at the time of publishing. However, due to regular changes and updates that occur to the NSW Online Court, processes set out in this guide may look different to those on the site.

Overview of the Online Court

What is the NSW Online Court?

Online Court is a digital service provided by the NSW Justice Department. It allows legal practitioners, litigants & decision makers to manage cases without needing to enter the courtroom. Once a case is in the list you can proceed with your case online, just as you would in court.

Who manages Online Court cases?

A decision maker (a registrar, magistrate or judge) from the court will manage the cases in the Online Court. When the decision maker deals with requests in the Online Court they will usually adjourn the case and vacate the 'in-person listing'. This means that the parties will not need to physically attend on the date they would have had to go to court.

The decision maker can also deal with requests immediately; so many waiting periods (for example, the 28 day listing timeframe for defence call-overs) won't apply for Online Court matters.

Due to business rules, some listings (for example, Supreme Court winding up matters) will not be available in the Online Court for 28 days from the date of listing.

Who can use the Online Court

Barristers, solicitors and their delegates and self-represented litigants can use the Online Court if their case is 'eligible' for the Online Court.

Local Court cases are eligible for the Online Court if:

- ✓ A defence is lodged in one of these Local Court listings:
 - General Division defence call-over
 - Small claims hearing
 - Pre-trial review
 - Pre-trial review (motor vehicle)

- ✓ The case is listed for an in-person appearance at one of these Local Court locations:

- | | | | |
|-----------------|-------------|------------------|-------------------|
| ○ Albion Park | ○ Cooma | ○ Macksville | ○ Queanbeyan |
| ○ Albury | ○ Dubbo | ○ Maclean | ○ Raymond Terrace |
| ○ Armidale | ○ Fairfield | ○ Maitland | ○ Sutherland |
| ○ Ballina | ○ Forster | ○ Manly | ○ Sydney Civil |
| ○ Bankstown | ○ Grafton | ○ Moss Vale | ○ Tamworth |
| ○ Bathurst | ○ Griffith | ○ Mudgee | ○ Taree |
| ○ Bega | ○ Gosford | ○ Newcastle | ○ Toronto |
| ○ Belmont | ○ Goulburn | ○ Newtown | ○ Tweed Heads |
| ○ Blacktown | ○ Hornsby | ○ Nowra | ○ Wagga Wagga |
| ○ Broken Hill | ○ Katoomba | ○ Orange | ○ Waverley |
| ○ Burwood | ○ Kempsey | ○ Parramatta | ○ Windsor |
| ○ Byron Bay | ○ Kiama | ○ Penrith | ○ Wollongong |
| ○ Campbelltown | ○ Lismore | ○ Picton | ○ Woy Woy |
| ○ Cessnock | ○ Lithgow | ○ Port Kembla | ○ Wyong |
| ○ Coffs Harbour | ○ Liverpool | ○ Port Macquarie | ○ Young |

(Please note: yellow highlighted locations are new to Online Court)

✓ If either:

- The case is listed in the General Division, and both parties are legally represented, and their lawyer is registered for the NSW Online Registry; OR
- The case is listed in the Small Claims Division, and both parties (legally represented or self-represented individuals) are registered for the NSW Online Registry

District Court cases are eligible for the Online Court if:

- ✓ the case is listed in the General List Sydney Civil
- ✓ both parties are legally represented, and their lawyer is registered for the NSW Online Registry.

Supreme Court cases will be managed on the Online Court if they are listed in the:

- ✓ Corporations Registrars List
- ✓ Equity General List before the Equity Registrar
- ✓ Possessions List (Common Law) before the Possession List Registrar

Land and Environment Court case are eligible for the Online Court:

- ✓ in all Land and Environment Court lists
- ✓ if at least one of the parties (representative of or party) is registered for the NSW Online Registry

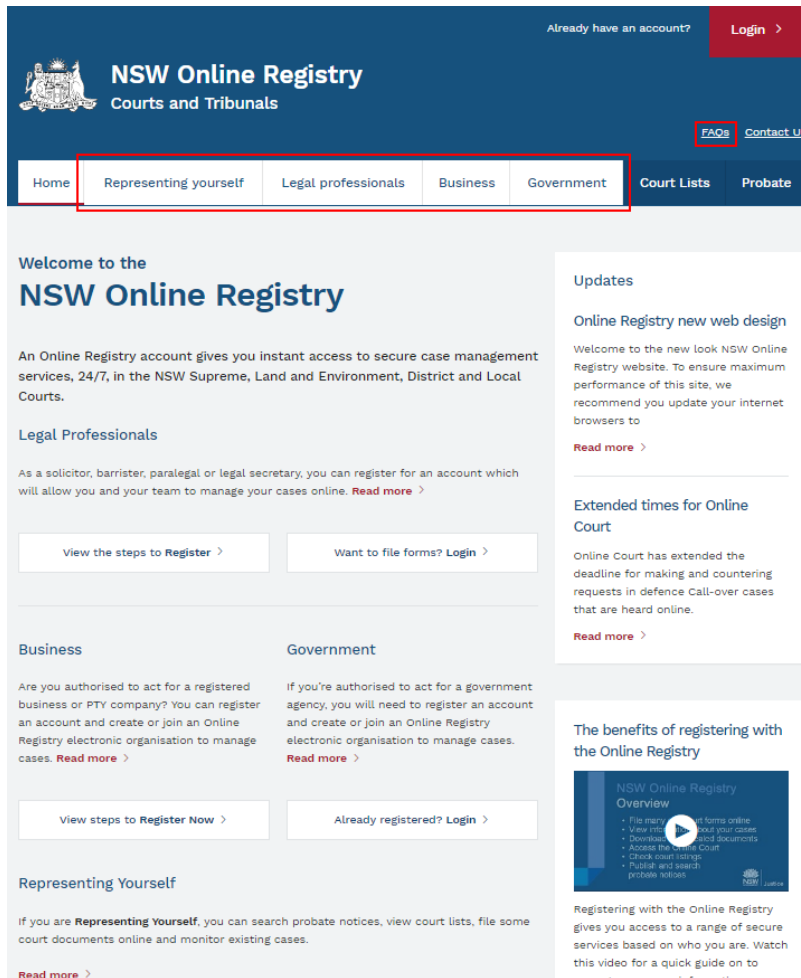
How to access the Online Court

Register

To register go to the [NSW Online Registry website](#) and select the tab that best describes you—Representing yourself, Legal professional, Business or Government.

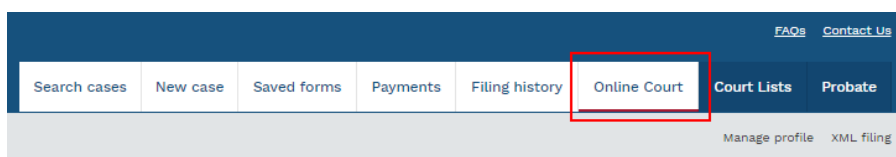
From these pages you can view the steps to Register and Register an account.

You can get more information on the [Online Registry help page](#).



Log in

When you have registered, login and click the **Online Court** tab to find your eligible Online Court cases.



Dashboard

When you have logged into the Online Court you will see a dashboard.

The dashboard has two tabs:

- Active listings
- Historical cases

Active Listings

All cases that are eligible for the Online Court are shown here.

This screen will show the:

- name of the case and the case number
- current in-person *Listing* type - for example a pre-trial review, defence callover or other type of listing.
- current date and time for the in-person *Sitting* - this is the date the case is next listed for an in-person appearance.
- *Status* of the case – for example, waiting for consent from the other party or an order from the registrar
- name of the party who most recently sent a *message* through the Online Registry
- *Action* that can be taken on the case
 - Make request
 - Consent or counter a request

Online court list

Active listings [Historical cases](#)

Case	Listing type	Sitting	Status	Last message	Action
<input type="text" value="Filter by keyword"/>	<input type="text" value="All"/>				
Jane Torrenti v Samuel Filetti 201700008683	Pre-Trial Review	16/06/2017 10:00 AM AEST	-	Registrar 9/06/2017, 6:00 AM AEST	Make request >
Peter Wires v Phillippe Walters 201700008684	Defence Callover	20/06/2017 9:30 AM AEST	Orders pending	-	-
Tarone DiBortelli v Heath O'Brien 201700008682	Defence Callover	20/06/2017 10:00 AM AEST	Consent pending	Registrar 13/06/2017, 6:00 AM AEST	Consent or Counter ⇄
Fiona Si v Lucy Smith 201700008685	Defence Callover	20/06/2017 10:00 AM AEST	Orders pending	-	-
Bankstown City Council v David Dawes 201700000007	Defence Callover	21/06/2017 9:30 AM AEST	-	-	Make request >
David Waters v Renee Fitzgerald 201700009299	Defence Callover	12/07/2017 9:30 AM AEST	-	-	Make request >

Historical cases

This tab shows the cases that have had orders made and have been finalised in the Online Court.

From here you can view the:

- Online Court record for that case—this is a record of the Online Court transactions (requests, consents, counters, orders, messages) and does not show case information.
- Online Registry case—if you click on this link it will open a new tab and show the case information in the NSW Online Registry.

Online court list

Historical cases

[Active listings](#)

Case	Listing type	Last activity	View
Katrina Fernandez v SUTHERLAND SHIRE COUNCIL 201700008686	Registrar Directions Hearing - Residential Development Appeals	23/05/2017 10:32 AM AEST	Online court record  Online Registry case 
Jennifer Payton v Kevin Faulks 201700008489	Class 4 Directions Hearing	13/06/2017 12:02 AM AEST	Online court record  Online Registry case 
Sue Bridges v Jamie Terrassa 201700004018	Defence Callover	6/04/2017 12:01 AM AEST	Online court record  Online Registry case 

Make a request and Consent to or Counter a Request

You can take these actions on a case in the Online Court:

- Make request—ask the court to do something.
- Consent or counter a request—when the other party has made a request, you let the court know if you agree or disagree with their request.

To make a request

The type of requests you can make depend on which court the case is in (Local, District, Supreme Court or Land and Environment Court). This is explained in this Guide.

When you make a request you can also ask the court to make other orders.

If you are representing yourself and you are unsure about what request to make you can contact LawAccess NSW for legal help on **1300 888 529**.

You can attach documents to any request or message. The other parties and the court will be able to view the attached documents.

If you need to formally file documents you should do so on the Online Registry Website and not the Online Court.

The other parties will be automatically notified by email when:

- you make a request, and
- the decision maker makes an order.

The decision maker may terminate (end) a request at any time and decide the case should be dealt with at an in-person listing. If an Online Court request is terminated this may not prevent a practitioner or their delegate from lodging a new request.

To consent or counter a request

When you submit a request in the Online Court it will automatically be sent to the opposing parties. They can then:

- consent to the request, or
- if they wish to propose a different request or orders - counter the request.

An automatic email will be sent to the opposing party each time a consent or counter request is submitted.

Requests that are waiting for a response or have been countered will have a status of 'Consent pending' until all parties have consented.

When all parties have consented to a request the request status will change to 'Orders pending' and will be ready for the registrar to deal with.

Parties should try to communicate with each other and agree about the orders that they will ask for before they submit a request in the Online Court. The opposing party will then be in a position to quickly deal with the request by consenting to it.

The parties should include any terms they agree to as orders they ask for in the online request.

Local Court Requests

The types of request you can make

You can make the requests listed below in the Online Court:

For matters in the	Request type	Additional orders sought
General Division Call-over List	<ul style="list-style-type: none">• Adjourn for further Call-over• Adjourn for hearing	<ul style="list-style-type: none">• Leave to file Amended Statement of Claim• Leave to file Defence to Amended Statement of Claim• Leave to file Defence to Amended Statement of Claim and file Cross Claim• Leave to file Cross Claim• Leave to file Defence to Cross Claim• Leave to file Amended Cross Claim• Leave to file Amended Defence• Leave to file Amended Defence and file Cross Claim• Defendant/s request further and better particulars• Plaintiff/s request further and better particulars• Cross Defendant/s request further and better particulars• Cross Claimant/s request further and better particulars• Other (court use only)

For matters in the	Request type	Additional orders sought
<p>Pre-Trial Review and Pre-Trial Review (Motor Vehicle) List</p>	<ul style="list-style-type: none"> • Adjourn for further Pre-trial review • Adjourn for hearing 	<ul style="list-style-type: none"> • Leave to file Amended Statement of Claim • Leave to file Defence to Amended Statement of Claim • Leave to file Defence to Amended Statement of Claim and file Cross Claim • Leave to file Cross Claim • Leave to file Defence to Cross Claim • Leave to file Amended Cross Claim • Leave to file Amended Defence • Leave to file Amended Defence and file Cross Claim • Defendant/s request further and better particulars • Plaintiff/s request further and better particulars • Cross defendant/s request further and better particulars • Cross claimant/s request further and better particulars • Standard Single Expert Direction - cost of repairs • Standard Single Expert Direction - pre-accident value • Leave for each party to rely on own expert evidence IF loss of use claim • Leave for each party to rely on own expert evidence IF liability/accident reconstruction is in issue • Leave from Registrar to issue Subpoena • Non standard case management directions • Direction for oral cross examination of witness • Other

For matters in the	Request type	Additional orders sought
Small Claims Hearing list	<ul style="list-style-type: none"> • Other 	<ul style="list-style-type: none"> • Standard Single Expert Direction – cost of repairs • Standard Single Expert Direction – pre-accident value • Leave for each party to rely on own expert evidence IF loss of use claim • Leave for each party to rely on own expert evidence IF liability/accident reconstruction is in issue • Leave from Registrar to issue Subpoena • Non-standard case management directions • Direction for oral cross examination of witness • Other (court use only)

Deadlines for requests

The deadline for submitting a request in the Online Court will be **12 noon** the day before the in-person listing. You won't be able to make a request after this time and the case will go ahead as an in-person listing.

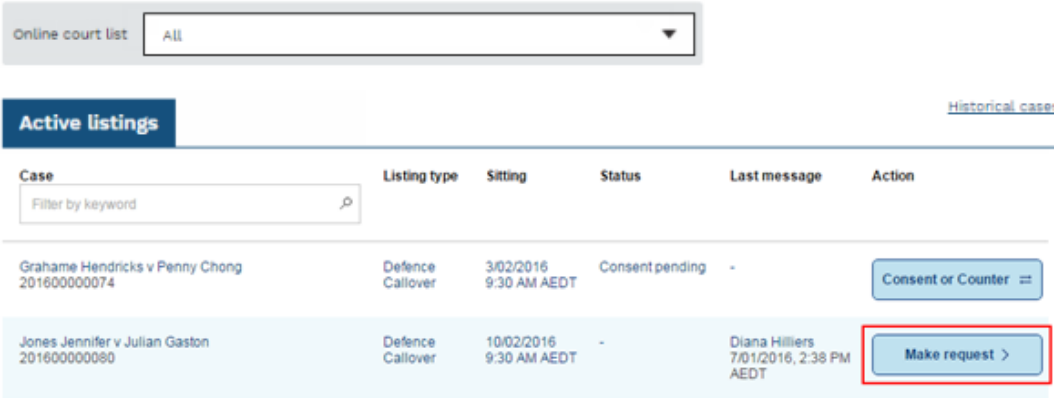
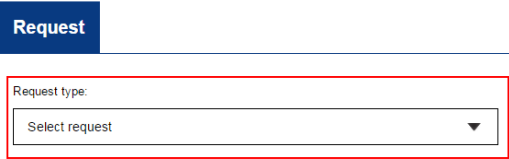
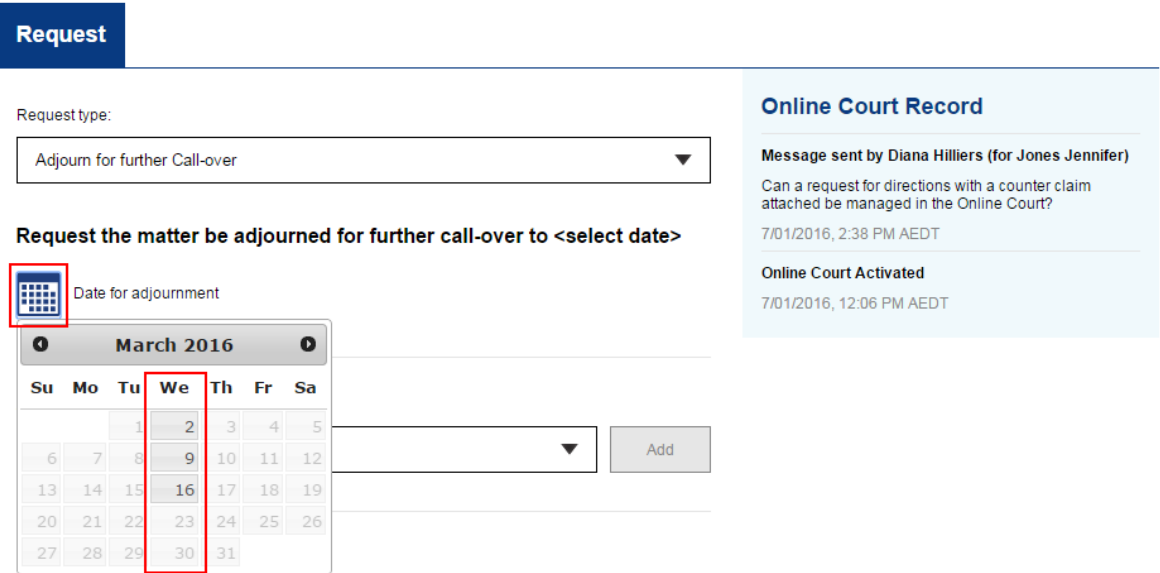
The deadline to consent to a request is **3pm** the day before the in-person listing.




The registrar may terminate (end) an Online Court request at any time and list the case for an in-person court appearance before a registrar, or a directions hearing before a magistrate.


If an Online Court request is terminated this may not prevent a party from lodging a new request.

Local Court Requests

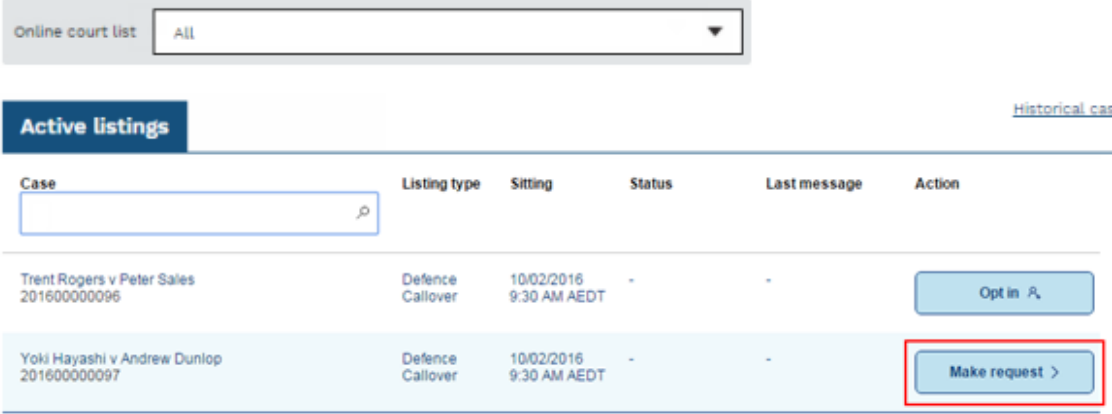
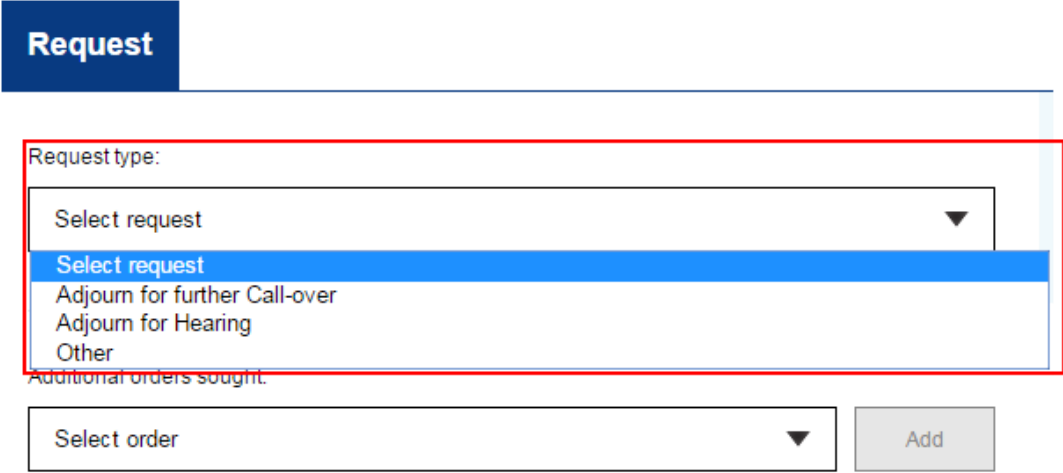
Request adjournment for further Call-over (General Division)


Step	Action
1	<p>Click Make request.</p> 
2	<p>The <i>Request</i> screen will be displayed. From the Request type drop down list select Adjourn for further Call-over.</p> 
3	<p>To select the Date for adjournment click the calendar icon.</p> 

Step	Action
	<p>Only the dates that are available for each location will show in the calendar. All future available dates from the date you make the request will show—up to 5 weeks after the original listing.</p>
<p>4</p>	<p>If you want additional orders click Additional orders sought. Select the orders you want from the drop down list, then click Add.</p> <p>Additional orders sought:</p> <div data-bbox="309 568 1433 1043" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Select order ▼ Add </div> <div style="border: 1px solid black; padding: 2px;"> <p>Select order</p> <p>Leave to file Amended Statement of Claim</p> <p>Leave to file Defence to Amended Statement of Claim</p> <p>Leave to file Defence to Amended Statement of Claim and file Cross Claim</p> <p>Leave to file Cross Claim</p> <p>Leave to file Defence to Cross Claim</p> <p>Leave to file Amended Cross Claim</p> <p>Leave to file Amended Defence</p> <p>Leave to file Amended Defence and file Cross Claim</p> <p>Defendant/s request further and better particulars</p> <p>Plaintiff/s request further and better particulars</p> <p>Cross defendant/s request further and better particulars</p> <p>Cross claimant/s request further and better particulars</p> <p>Other</p> </div> </div>
	<p>If the additional order you want is not in the list, select other, then type the details into the free text field that will display.</p>
<p>5</p>	<p>Enter the Reasons for submitting this request. You can attach any PDF documents by clicking Attach file. Click Submit request.</p> <p>Reasons for submitting this request:</p> <div data-bbox="300 1393 916 1648" style="border: 1px solid black; height: 114px; width: 386px;"></div> <div data-bbox="309 1659 507 1686" style="border: 1px dashed black; padding: 2px; margin-top: 5px;">  Attach file (PDF, < 5MB) </div> <div style="text-align: right; margin-top: 20px;"> Cancel Submit request </div>




Step	Action
6	<p>The request has been sent and is now waiting for consent (or a counter) from the opposing party.</p> <div data-bbox="288 365 563 427"> <p>Request Messages</p> </div> <p>Status: Consent pending</p> <p>Request the matter be adjourned for further call-over to 16 Mar 2016</p> <p>Reasons for submitting this request: Request further and better particulars</p> <hr/> <div data-bbox="288 667 579 752" style="border: 1px solid red; padding: 2px;"> <p>Awaiting consent from:  Diana Hilliers (for Jones Jennifer)</p> </div> <div data-bbox="624 770 956 819" style="display: flex; justify-content: center; gap: 20px;"> <div data-bbox="624 770 777 819">Counter</div> <div data-bbox="802 770 956 819">Consent</div> </div> <div data-bbox="1026 432 1437 887" style="border: 1px solid #add8e6; padding: 5px; margin-top: 10px;"> <p>Online Court Record</p> <hr/> <p>Request submitted by Michael Lee (for Julian Gaston) Request the matter be adjourned for further call-over to 16 Mar 2016 Reasons for submitting this request: Request further and better particulars 13/01/2016, 2:16 PM AEDT</p> <hr/> <p>Message sent by Diana Hilliers (for Jones Jennifer) Can a request for directions with a counter claim attached be managed in the Online Court? 7/01/2016, 2:38 PM AEDT</p> <hr/> <p>Online Court Activated 7/01/2016, 12:06 PM AEDT</p> </div>

Request adjournment for Hearing (General Division)

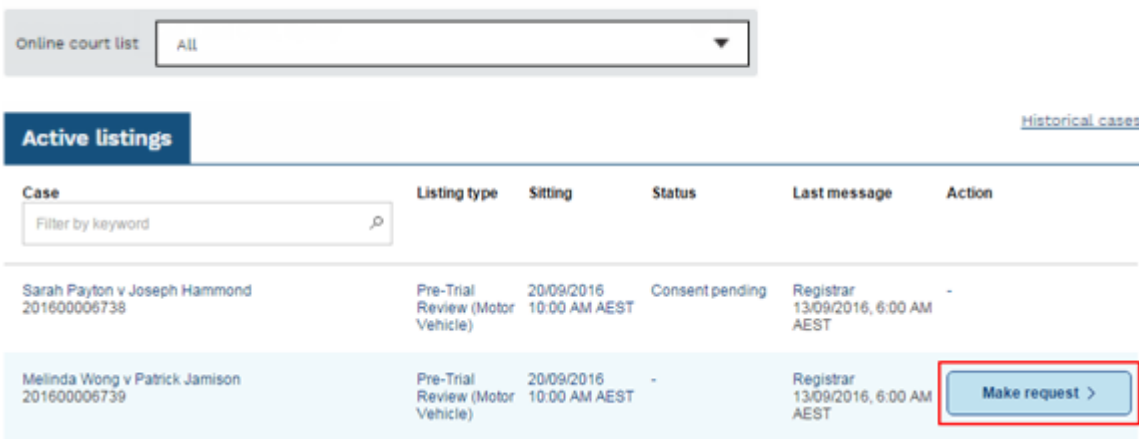
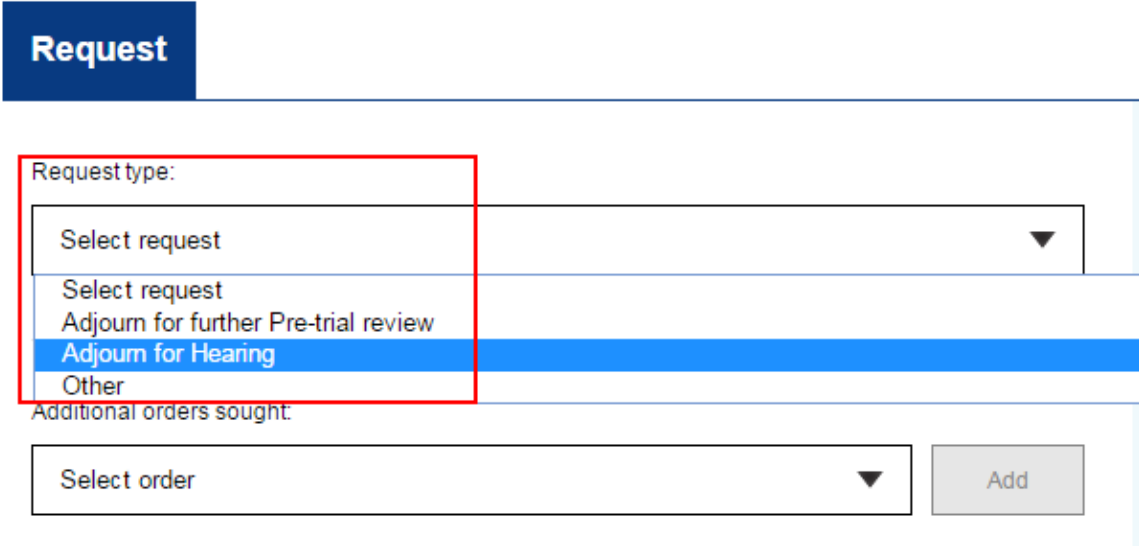
Step	Action
1	<p>From the dashboard click Make request.</p> 
2	<p>The <i>Request</i> screen will be displayed. From the Request type drop down list select Adjourn for Hearing.</p> 


Step	Action
3	<p>The <i>listing details</i> will be displayed.</p> <p>Click the calendar icon to select any dates you are NOT available for a hearing date.</p> <p>The calendar will show dates from 15 to 30 weeks before the current listed call over date.</p>  <p>The screenshot shows a user interface for requesting a hearing. At the top, there is a 'back to dashboard' link. Below it, the case details for 'Renee Cartwright v Nate Temp...' are displayed, including the case number (201600004072), sitting date (26/10/2016, 11:30 AM AEDT), and listing (Defence Callover). A prominent blue 'Request' button is visible. Below this, there is a 'Request type:' dropdown menu with 'Adjourn for Hearing' selected. Further down, there is a section titled 'Request the matter be listed for Hearing May 2017' with a calendar icon and the instruction 'Indicate dates you are not available.' A note at the bottom states: 'Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.' Overlaid on this is a 'Non-availability for Hearing' dialog box. It contains the instruction: 'Select dates when parties, witness/es and legal representatives are NOT available for a Hearing.' Below this is a calendar for February 2017. The calendar grid shows days from Sunday to Saturday. Dates 15, 16, 20, 21, and 22 are highlighted in yellow, indicating they are unavailable. A legend at the bottom of the dialog shows a grey square for 'No sittings' and a yellow square for 'You are not available'. There are 'Cancel' and 'Enter' buttons at the bottom right of the dialog.</p>


Step	Action
4	<p>Complete the Preliminary listing advice.</p> <p>Select Yes or No from the drop down box to indicate if one or more expert witnesses are required. If you select yes, indicate if you require a joint or single expert.</p> <p>Enter the number of witnesses for plaintiff/s.</p> <p>Enter the number of witnesses for defendant/s.</p> <p>Enter the number of hours estimated to hear evidence.</p> <div data-bbox="285 553 1287 1202" style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p>Preliminary listing advice</p> <p>Yes ▼ Expert witness/es are required</p> <p><input checked="" type="radio"/> Joint experts</p> <p><input type="radio"/> Single expert</p> <p>Reasons for joint experts:</p> <div style="border: 1px solid #ccc; height: 60px; width: 540px; margin-bottom: 10px;"></div> <p><input type="checkbox"/> Witness/es for plaintiff/s</p> <p><input type="checkbox"/> Witness/es for defendant/s</p> <p><input type="checkbox"/> Hours ▼ estimated to hear evidence for both plaintiff/s and defendant/s</p> </div>
5	<p>If you want additional orders click Additional orders sought.</p> <p>Select the orders you want from the drop down list, then click Add.</p> <p>Additional orders sought:</p> <div data-bbox="311 1400 1469 1908" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> Select order ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 2px;"> <p style="background-color: #007bff; color: white; padding: 2px;">Select order</p> <p>Leave to file Amended Statement of Claim</p> <p>Leave to file Defence to Amended Statement of Claim</p> <p>Leave to file Defence to Amended Statement of Claim and file Cross Claim</p> <p>Leave to file Cross Claim</p> <p>Leave to file Defence to Cross Claim</p> <p>Leave to file Amended Cross Claim</p> <p>Leave to file Amended Defence</p> <p>Leave to file Amended Defence and file Cross Claim</p> <p>Defendant/s request further and better particulars</p> <p>Plaintiff/s request further and better particulars</p> <p>Cross defendant/s request further and better particulars</p> <p>Cross claimant/s request further and better particulars</p> <p>Other</p> </div> </div> <div style="flex: 0 0 40px; text-align: center; border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 0 5px; margin-left: 5px;"> <p style="background-color: #a9a9a9; color: white; padding: 5px;">Add</p> </div> </div> </div>



Step	Action
	<p>If the additional order you want is not in the list, select other, then type the details into the free text field that will come up.</p>
<p>6</p>	<p>Enter the Reasons for submitting this request. You can attach any PDF documents by clicking Attach file. Click Submit request.</p> <p>Reasons for submitting this request:</p> <div data-bbox="300 584 919 842" style="border: 1px solid black; height: 115px; width: 388px;"></div> <div data-bbox="311 853 507 878" style="border: 1px dashed black; padding: 2px; margin-top: 5px;">  Attach file (PDF, < 5MB) </div> <div style="text-align: right; margin-top: 20px;"> Cancel Submit request </div>
<p>7</p>	<p>The request has been sent and is now waiting for consent (or a counter) from the opposing party.</p> <p>back to dashboard</p> <p>Renee Cartwright v Nate Temples</p> <p>Case number: 201600004072 Sitting date: 26/10/2016, 11:30 AM AEDT Listing: Defence Callover</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; border-bottom: 1px solid #ccc;"> <div style="background-color: #004a99; color: white; padding: 5px 10px; border-radius: 3px;">Request</div> <div style="background-color: #e6e6e6; padding: 5px 10px; border-radius: 3px; margin-left: 5px;">Messages</div> </div> <p style="font-size: small; margin-top: 10px;">Status: Consent pending</p> <p>Request the matter be listed for Hearing between 08 Feb 2017 and 24 May 2017</p> <p>Reasons for submitting this request: Matter cannot be settled outside of court</p> <p>Preliminary listing advice:</p> <ul style="list-style-type: none"> Expert witness/es are required Single expert 1 Witness/es for plaintiff/s 2 Witness/es for defendant/s 4 Hours estimated to hear evidence for both plaintiff/s and defendant/s <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; width: fit-content;"> Awaiting consent from:  Lisa Jenkins (for Nate Temples) </div> <div style="text-align: center; margin-top: 10px;"> Counter Consent </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: #e6f2ff;"> <p>Online Court Record</p> <p>Request submitted by Tony Porter (for Renee Cartwright)</p> <p>Request the matter be listed for Hearing between 08 Feb 2017 and 24 May 2017</p> <p>Reasons for submitting this request: Matter cannot be settled outside of court</p> <p>Preliminary listing advice:</p> <ul style="list-style-type: none"> Expert witnesses are required Single expert 1 Witness/es for plaintiff/s 2 Witness/es for defendant/s 4 Hours estimated to hear evidence for both plaintiff/s and defendant/s <p style="font-size: x-small; margin-top: 5px;">14/09/2016, 10:58 AM AEST</p> </div>

Request adjournment for Pre-Trial Review and Pre-Trial Review (Motor Vehicle)

Step	Action																		
1	<p>From the dashboard, click Make request.</p> <p>Online Court</p>  <p>The screenshot shows the 'Online Court' interface. At the top, there is a dropdown menu for 'Online court list' set to 'All'. Below this is a section for 'Active listings' with a search bar and a table. The table has columns for Case, Listing type, Sitting, Status, Last message, and Action. Two listings are shown. The second listing, 'Melinda Wong v Patrick Jamison', has a 'Make request >' button highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Sarah Payton v Joseph Hammond 201600006738</td> <td>Pre-Trial Review (Motor Vehicle)</td> <td>20/09/2016 10:00 AM AEST</td> <td>Consent pending</td> <td>Registrar 13/09/2016, 6:00 AM AEST</td> <td>-</td> </tr> <tr> <td>Melinda Wong v Patrick Jamison 201600006739</td> <td>Pre-Trial Review (Motor Vehicle)</td> <td>20/09/2016 10:00 AM AEST</td> <td>-</td> <td>Registrar 13/09/2016, 6:00 AM AEST</td> <td>Make request ></td> </tr> </tbody> </table>	Case	Listing type	Sitting	Status	Last message	Action	Sarah Payton v Joseph Hammond 201600006738	Pre-Trial Review (Motor Vehicle)	20/09/2016 10:00 AM AEST	Consent pending	Registrar 13/09/2016, 6:00 AM AEST	-	Melinda Wong v Patrick Jamison 201600006739	Pre-Trial Review (Motor Vehicle)	20/09/2016 10:00 AM AEST	-	Registrar 13/09/2016, 6:00 AM AEST	Make request >
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2	<p>The <i>Request</i> screen displays.</p> <p>From the Request type drop down list select Adjourn for Hearing.</p>  <p>The screenshot shows the 'Request' screen. At the top, there is a blue header with the word 'Request'. Below this is a section for 'Request type:' with a dropdown menu. The dropdown menu is open, showing options: 'Select request', 'Select request', 'Adjourn for further Pre-trial review', 'Adjourn for Hearing' (highlighted in blue), and 'Other'. Below the dropdown menu is a section for 'Additional orders sought:' with another dropdown menu and an 'Add' button.</p>																		

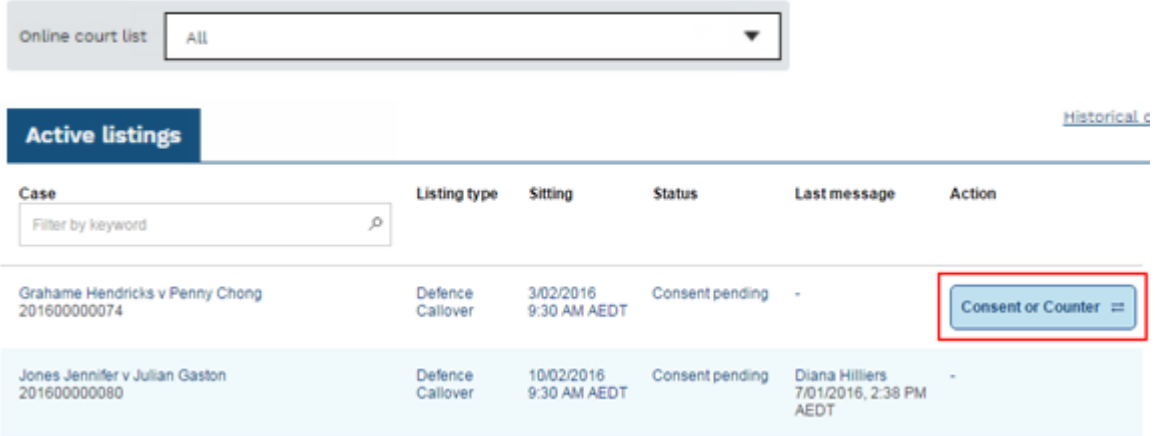
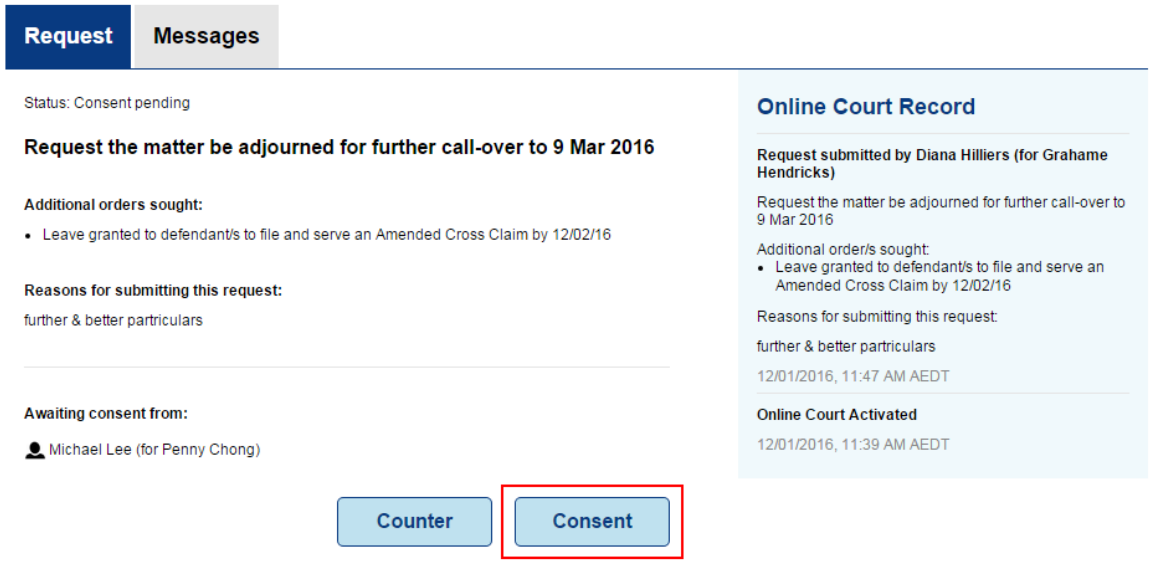

Step	Action
3	<p>Click the calendar icon to select the date for the adjournment.</p> <p>In selecting a date for a small claims assessment hearing, parties are expected to keep section 56 of the Civil Procedure Act in mind and select the first available hearing date to all parties.</p> <p>The range of available dates will vary due to current demand, but parties should be able to select dates from 16 to 24 weeks ahead on a regular basis.</p> <p>Parties are advised that they may be asked to resubmit orders and select an earlier date, or an earlier date may be selected for them if earlier dates are available and they have not provided sufficient explanation as to why an earlier date has not been selected.</p> <p>Click the time box to select an alternate time</p> <p>Request type:</p> <div data-bbox="300 801 1088 860" style="border: 1px solid black; padding: 2px;"> Adjourn for Hearing ▼ </div> <p>Request the matter be adjourned for Small Claims Hearing on 23 Nov 2016 at 10:00am</p> <div data-bbox="290 967 491 1043" style="border: 1px solid red; padding: 2px;">  23 Nov 2016 </div> <div data-bbox="290 1055 743 1120" style="border: 1px solid red; padding: 2px;"> 10:00am ▼ </div> <div data-bbox="300 1111 775 1375" style="border: 1px solid blue; padding: 2px;"> Select a time 10:00am 10:30am 11:00am 11:30am 12:00pm 12:30pm 2:00pm 2:30pm 3:00pm 3:30pm </div>

Step	Action
4	<p>Click the checkbox to confirm that the parties have had settlement discussions. If this has not happened the case cannot continue in the Online Court.</p> <p>Select the issues in the dispute (select all that apply).</p> <p>Settlement discussions:</p> <p><input checked="" type="checkbox"/> All genuine attempts have been made to settle this dispute by settlement discussions/negotiation which have taken place since the lodgement of the defence.</p> <p>Please indicate (multi-select) issues in dispute:</p> <p><input type="checkbox"/> Ownership</p> <p><input type="checkbox"/> Liability</p> <p><input type="checkbox"/> Agency</p> <p><input checked="" type="checkbox"/> Quantum</p> <p>Have proof of lost documents been supplied/received?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Has an offer of settlement been made?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="checkbox"/> Demurrage</p> <p><input type="checkbox"/> Loss of use</p>
5	<p>Complete the pre-trial information by entering information in the Summary, Witnesses and Other material boxes.</p> <p>Pre-trial informaton:</p> <p>Summary of case: (max. 300 characters)</p> <div data-bbox="292 1187 1201 1326" style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Documentary evidence intended to be relied upon- name of witness(s) and material relied upon:</p> <p>Witnesses: (name and capacity)</p> <div data-bbox="292 1456 1201 1594" style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Other material: (e.g. photographs, sketches, videos, CCTV)</p> <div data-bbox="292 1657 1201 1796" style="border: 1px solid black; height: 60px; width: 100%;"></div>
	<p>The opposing party or parties will need to enter their pre-trial information in their consent or counter</p>

Step	Action
6	<p>Select any additional orders sought and click Add.</p> <p>Additional orders sought:</p> <div data-bbox="312 394 1281 806" style="border: 1px solid black; padding: 5px;"> <p> <i>Start typing or select an order</i></p> <p>Pleadings</p> <ul style="list-style-type: none"> <li style="background-color: #4F81BD; color: white; padding: 2px;">Leave to file Amended Statement of Claim Leave to file Defence to Amended Statement of Claim Leave to file Defence to Amended Statement of Claim and file Cross Claim Leave to file Cross Claim Leave to file Defence to Cross Claim Leave to file Amended Cross Claim Leave to file Amended Defence </div>
7	<p>Enter the Reasons for submitting this request.</p> <p>You can attach any PDF documents by clicking Attach file.</p> <p>Click Submit request.</p> <p>Reasons for submitting this request:</p> <div data-bbox="301 1066 1177 1384" style="border: 1px solid black; height: 140px; margin-bottom: 10px;"></div> <div data-bbox="301 1391 1177 1518" style="border: 1px dashed gray; padding: 5px;"> <p> Attach file (PDF, < 5MB)</p> </div> <div style="text-align: right; margin-top: 20px;"> <p>Cancel Submit request</p> </div>
8	<p>The request has been sent and is now waiting for consent (or a counter) from the opposing party.</p>

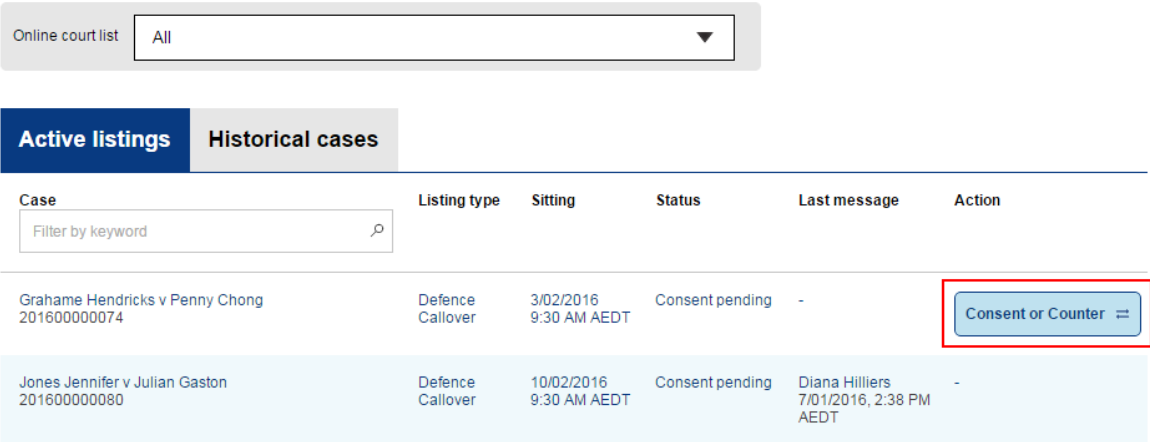

Consent to a request – Adjourned for Call-over


The steps below show how to consent to a request to adjourn for call-over. The steps to consent to a request are the same for each request type.

Step	Action
1	<p>From the dashboard, locate the matter then click Consent or Counter.</p> <p>Online Court</p>  <p>The screenshot shows the 'Online Court' interface. At the top, there is a dropdown menu for 'Online court list' set to 'All'. Below this is a section for 'Active listings' with a search filter and a table. The table has columns for Case, Listing type, Sitting, Status, Last message, and Action. The first row is for 'Grahame Hendricks v Penny Chong' with a status of 'Consent pending'. The 'Action' column for this row contains a button labeled 'Consent or Counter' which is highlighted with a red rectangular box.</p>
2	<p>Review the request that the opposing party made. If you agree to the request click Consent. The case can then be reviewed by the Registrar who will make appropriate orders.</p>  <p>The screenshot shows the 'Request' details page. The 'Request' tab is selected. The status is 'Consent pending'. The request title is 'Request the matter be adjourned for further call-over to 9 Mar 2016'. Below this, there are sections for 'Additional orders sought', 'Reasons for submitting this request', and 'Awaiting consent from:'. At the bottom, there are two buttons: 'Counter' and 'Consent'. The 'Consent' button is highlighted with a red rectangular box.</p>
	<p>Cases in the Online Court may be reviewed by the Registrar immediately. The usual 28 day time period does not apply to Online Court matters.</p>

Counter a request – Adjourned for Call-over

The steps below show how to counter a request to adjourn for call-over. The steps to counter a request are the same for each request type.

Step	Action																		
1	<p>Click Consent or Counter.</p> <p>Online Court</p>  <p>Online court list <input type="text" value="All"/></p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Grahame Hendricks v Penny Chong 20160000074</td> <td>Defence Callover</td> <td>3/02/2016 9:30 AM AEDT</td> <td>Consent pending</td> <td>-</td> <td>Consent or Counter</td> </tr> <tr> <td>Jones Jennifer v Julian Gaston 20160000080</td> <td>Defence Callover</td> <td>10/02/2016 9:30 AM AEDT</td> <td>Consent pending</td> <td>Diana Hilliers 7/01/2016, 2:38 PM AEDT</td> <td>-</td> </tr> </tbody> </table>	Case	Listing type	Sitting	Status	Last message	Action	Grahame Hendricks v Penny Chong 20160000074	Defence Callover	3/02/2016 9:30 AM AEDT	Consent pending	-	Consent or Counter	Jones Jennifer v Julian Gaston 20160000080	Defence Callover	10/02/2016 9:30 AM AEDT	Consent pending	Diana Hilliers 7/01/2016, 2:38 PM AEDT	-
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Jones Jennifer v Julian Gaston 20160000080	Defence Callover	10/02/2016 9:30 AM AEDT	Consent pending	Diana Hilliers 7/01/2016, 2:38 PM AEDT	-														
2	<p>Review the request made by the opposing party.</p> <p>If you do not agree with the request you have the opportunity to counter the request</p> <p>Click Counter.</p>  <p>Request Messages</p> <p>Status: Consent pending</p> <p>Request the matter be adjourned for further call-over to 9 Mar 2016</p> <p>Additional orders sought:</p> <ul style="list-style-type: none"> Leave granted to defendant/s to file and serve an Amended Cross Claim by 12/02/16 <p>Reasons for submitting this request: further & better particulars</p> <p>Awaiting consent from: Michael Lee (for Penny Chong)</p> <p>Online Court Record</p> <p>Request submitted by Diana Hilliers (for Grahame Hendricks)</p> <p>Request the matter be adjourned for further call-over to 9 Mar 2016</p> <p>Additional order/s sought:</p> <ul style="list-style-type: none"> Leave granted to defendant/s to file and serve an Amended Cross Claim by 12/02/16 <p>Reasons for submitting this request: further & better particulars</p> <p>12/01/2016, 11:47 AM AEDT</p> <p>Online Court Activated 12/01/2016, 11:39 AM AEDT</p> <p>Counter Consent</p>																		
3	<p>The <i>Request</i> screen displays.</p> <p>Change the Request Type, the additional orders sought, and the free text field as required.</p> <p>Add additional orders if you want to.</p> <p>Click Submit.</p>																		

Step	Action
4	<p>The counter request has been submitted and the opposing party will be notified by email that you have made the counter request.</p> <p>The case will now have the status of 'Consent pending' and is waiting for the opposing party to either consent to your request or counter it.</p>
	<p>There is no limit to the number of times a request can be countered.</p> <p>Online Court matters may be reviewed by the Registrar as soon as consent is given. This means time frames don't apply - for example, the 28 day time period for Defence Call-overs does not apply to Online Court matters.</p>

District Court Requests

The types of request you can make

The Online Court is an electronic service that may be used for the NSW District Court General List Sydney Civil.

Practitioners can make the requests listed below in the Online Court:

- Adjourn for Pre-Trial Conference
- Adjourn for Directions (Case Managed List)
- Adjourn for Status Conference
- Adjourn to the Note Settled List
- List for Hearing
- Refer to Inactive List
- Other

You can include additional orders in the request. You can select from a list of pre-defined orders.

- Pleadings
 - Leave to file Amended Statement of Claim
 - Leave to file Amended Defence
 - Leave to file Cross Claim
 - Leave to file Defence to Cross Claim
 - Leave to file Amended Cross Claim
 - Leave to file Amended Defence and file Cross Claim
 - Leave to file Defence to Amended Statement of Claim
 - Leave to file Defence to Amended Statement of Claim and file Cross Claim
 - File draft amended pleadings
 - Plaintiff/s request for filing of defence and any cross claim
 - Provide consent to draft amended pleadings
- Particulars
 - Defendant to requests further and better particulars
 - Plaintiff to request further and better particulars
 - Cross defendant to request further and better particulars
 - Cross claimant to request further and better particulars
 - Plaintiff to respond to request further and better particulars
 - Defendant to respond to request further and better particulars
 - Cross defendant to respond to request further and better particulars
 - Cross claimant to respond to request further and better particulars
 - Plaintiff to respond to letter
 - Defendant to respond to letter

- Alternative Dispute Resolution
 - Participate in Informal Settlement Conference
 - Attend court assisted mediation
 - Attend external mediation
- Liberty
 - Liberty to restore
 - Liberty to apply
- Evidence
 - Plaintiff to serve affidavit evidence
 - Plaintiff to serve expert liability evidence
 - Plaintiff to serve expert quantum/damages evidence
 - Plaintiff to serve expert liability and quantum/damages evidence
 - Plaintiff to serve affidavit, expert liability and expert quantum/damages evidence
 - Defendant to serve affidavit evidence
 - Defendant to serve expert liability evidence
 - Defendant to serve expert quantum/damages evidence
 - Defendant to serve expert liability and quantum/damages evidence
- Discovery
 - Plaintiff to provide categories
 - Plaintiff to object to categories
 - Defendant to provide categories
 - Defendant to object to categories
 - List of documents to be exchanged
 - Inspection of documents
- Settled
 - Note matter is settled
 - Vacate listing if Consent Order, Consent Judgment or Discontinuance is filed prior
- Serve Affidavit
 - Plaintiff to serve affidavits
 - Defendant to serve affidavits
- Other
 - Other

Deadlines for requests

The deadline for submitting a request in the Online Court for District Court matters will be **2pm three days before the in-person listing**. You won't be able to make a request after this time and the matter will proceed to the in-person appearance.

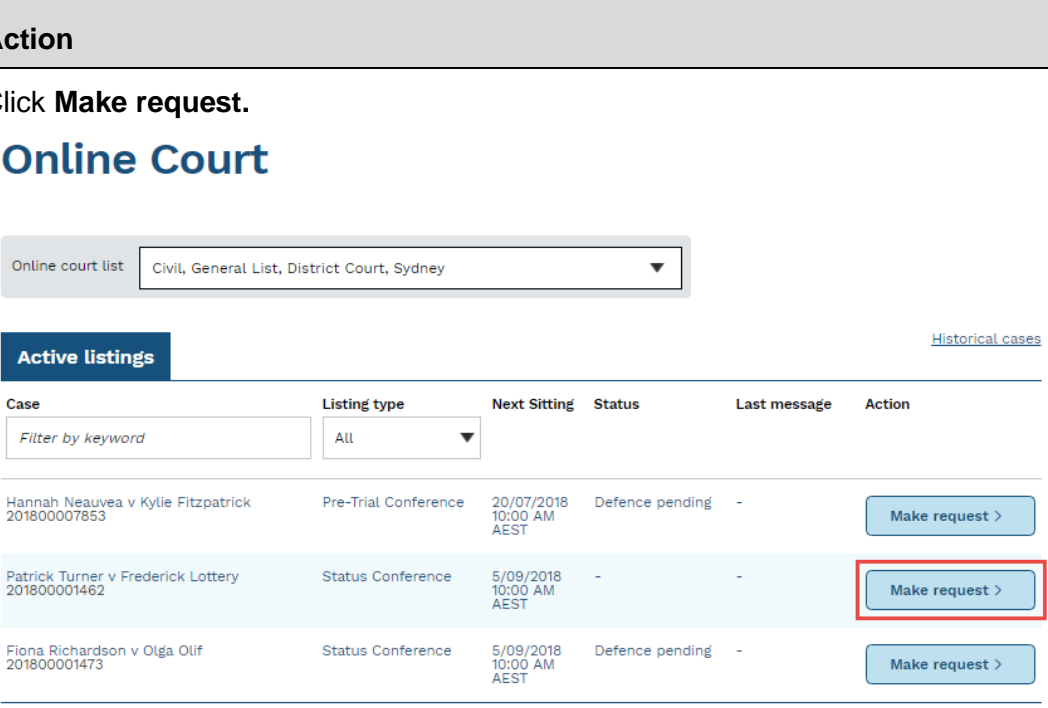
The deadline to consent a request is **6pm three days before the in-person listing**.

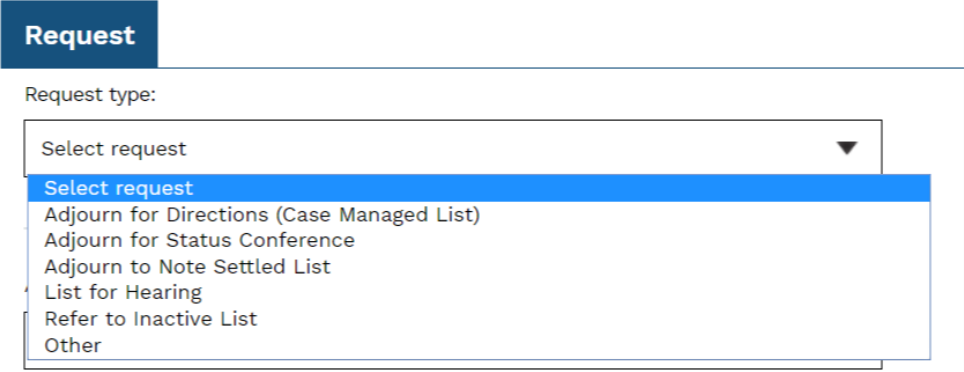

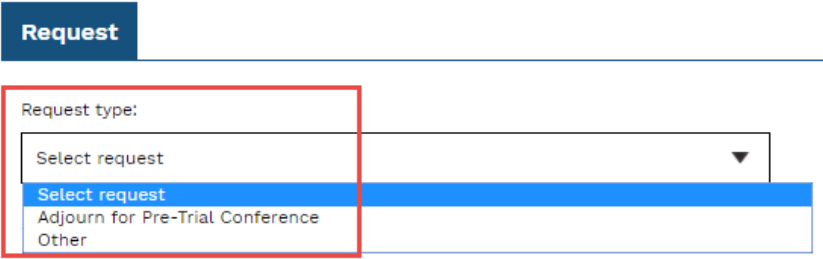
The registrar can terminate an Online Court request at any time and list the proceedings for resolution at an in-person court appearance before a registrar.




The termination of an Online Court request may not prevent practitioners or their delegates from lodging a new request.



You can attach documents as part of a request or to a message. The opposing party and the registrar will be able to see any documents you attach. If you (or your delegates) want to formally file documents you should do so on the Online Registry website and not in the Online Court.



Request adjournment for Directions (General List)

Step	Action																														
1	<p>Click Make request.</p>  <p>Online Court</p> <p>Online court list: Civil, General List, District Court, Sydney</p> <p>Active listings Historical cases</p> <table border="1"><thead><tr><th>Case</th><th>Listing type</th><th>Next Sitting</th><th>Status</th><th>Last message</th><th>Action</th></tr></thead><tbody><tr><td><input type="text" value="Filter by keyword"/></td><td>All</td><td></td><td></td><td></td><td></td></tr><tr><td>Hannah Neauvea v Kylie Fitzpatrick 201800007853</td><td>Pre-Trial Conference</td><td>20/07/2018 10:00 AM AEST</td><td>Defence pending</td><td>-</td><td>Make request ></td></tr><tr><td>Patrick Turner v Frederick Lottery 201800001462</td><td>Status Conference</td><td>5/09/2018 10:00 AM AEST</td><td>-</td><td>-</td><td>Make request ></td></tr><tr><td>Fiona Richardson v Olga Olif 201800001473</td><td>Status Conference</td><td>5/09/2018 10:00 AM AEST</td><td>Defence pending</td><td>-</td><td>Make request ></td></tr></tbody></table>	Case	Listing type	Next Sitting	Status	Last message	Action	<input type="text" value="Filter by keyword"/>	All					Hannah Neauvea v Kylie Fitzpatrick 201800007853	Pre-Trial Conference	20/07/2018 10:00 AM AEST	Defence pending	-	Make request >	Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	-	-	Make request >	Fiona Richardson v Olga Olif 201800001473	Status Conference	5/09/2018 10:00 AM AEST	Defence pending	-	Make request >
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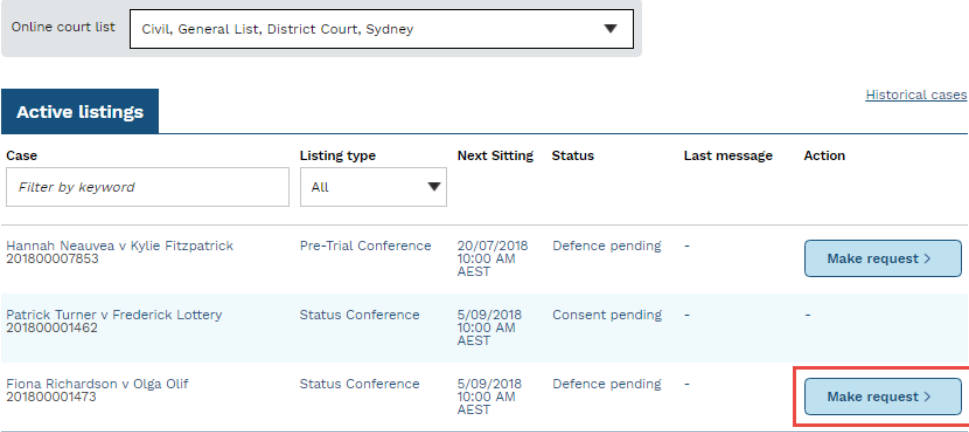
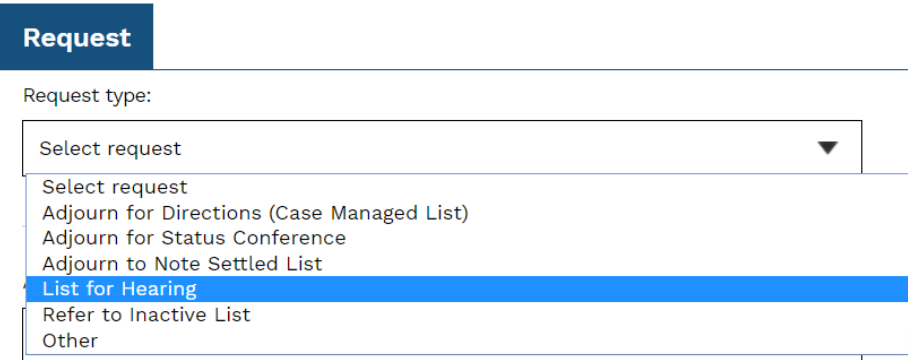
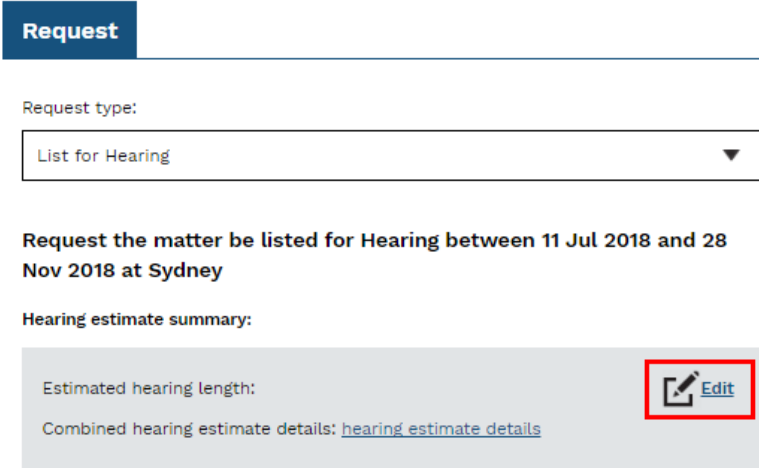
Step	Action
2	<p>The <i>Request</i> screen will be displayed. Select a Request type from the drop down list.</p> <p>Case number: 202000003712 Nature of Claim: Real Property - Leasehold Title - Damage to Property Sitting date: 4/01/2021, 9:30 AM AEDT Listing: Status Conference Location: Sydney</p> 
	<p>These request options may be different for Pre-Trial Conference listings.</p> <p>back to dashboard</p> <p>Hannah Neauvea v Kylie Fitzpatrick</p> <p>Case number: 201800007853 Sitting date: 20/07/2018, 10:00 AM AEST Listing: Pre-Trial Conference Location: Sydney</p> 

Step	Action																																										
3	<p>A calendar will be displayed.</p> <p>Select the Date in the calendar. If a listing is already full, it won't be available in the calendar.</p> <p>This calendar may display different dates depending on the Request type you select. It may also give you the option to select your 'unavailable dates' if you select a hearing request type.</p> <p>Request type:</p> <div data-bbox="288 584 1161 640" style="border: 1px solid black; padding: 2px;"> Adjourn for Directions (Case Managed List) ▼ </div> <p>Request the matter be adjourned for Directions (Case Managed List) to <select date> at Sydney</p> <div data-bbox="277 797 1161 1279"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  Date for adjournment </div> <div style="border: 1px solid gray; padding: 5px;"> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">   </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">September 2018</p> <p style="margin: 0;">Su Mo Tu We Th Fr Sa</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 14.28%; height: 20px;">1</td> <td style="width: 14.28%;"></td> <td style="width: 14.28%;"></td> <td style="width: 14.28%;"></td> <td style="width: 14.28%;"></td> <td style="width: 14.28%;"></td> <td style="width: 14.28%;"></td> </tr> <tr> <td style="height: 20px;">2</td> <td style="border: 2px solid red;">3</td> <td style="border: 2px solid red;">4</td> <td style="border: 2px solid red;">5</td> <td style="border: 2px solid red;">6</td> <td style="border: 2px solid red;">7</td> <td style="height: 20px;">8</td> </tr> <tr> <td style="height: 20px;">9</td> <td style="border: 2px solid red;">10</td> <td style="border: 2px solid red;">11</td> <td style="border: 2px solid red;">12</td> <td style="border: 2px solid red;">13</td> <td style="border: 2px solid red;">14</td> <td style="height: 20px;">15</td> </tr> <tr> <td style="border: 2px solid red;">16</td> <td style="border: 2px solid red;">17</td> <td style="border: 2px solid red;">18</td> <td style="border: 2px solid red;">19</td> <td style="border: 2px solid red;">20</td> <td style="border: 2px solid red;">21</td> <td style="border: 2px solid red;">22</td> </tr> <tr> <td style="border: 2px solid red;">23</td> <td style="border: 2px solid red;">24</td> <td style="border: 2px solid red;">25</td> <td style="border: 2px solid red;">26</td> <td style="border: 2px solid red;">27</td> <td style="border: 2px solid red;">28</td> <td style="border: 2px solid red;">29</td> </tr> <tr> <td style="border: 2px solid red;">30</td> <td style="border: 2px solid red;">31</td> <td style="border: 2px solid red;"></td> <td style="border: 2px solid red;"></td> <td style="border: 2px solid red;"></td> <td style="border: 2px solid red;"></td> <td style="border: 2px solid red;"></td> </tr> </table> </div> </div> </div>	1							2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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Step	Action
4	<p>You can select an additional order. Repeat this step for each additional order you want.</p> <p>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</p> <p> 26 Sep 2018</p> <hr/> <p>Additional orders sought:</p> <div data-bbox="296 651 1233 1099" style="border: 1px solid red; padding: 5px;"> <p>Select order</p> <p>Pleadings</p> <ul style="list-style-type: none"> <li style="background-color: #4a86e8; color: white; padding: 2px;">Leave to file Amended Statement of Claim Leave to file Amended Defence Leave to file Cross Claim Leave to file Defence to Cross Claim Leave to file Amended Cross Claim Leave to file Amended Defence and file Cross Claim Leave to file Defence to Amended Statement of Claim Leave to file Defence to Amended Statement of Claim and file Cross Claim </div>
<p> NOTE</p>	<p>Additional orders may contain pre-populated text. Make whatever amendments you require.</p> <p>Additional orders sought:</p> <div data-bbox="308 1290 1166 1518" style="border: 1px solid blue; padding: 5px;"> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px; display: inline-block;">Leave to file Cross Claim</div> Remove</div> <div data-bbox="320 1368 1026 1440" style="border: 1px solid red; padding: 2px; margin-top: 10px;"> Leave to defendant to file and serve a Cross Claim by enter date. </div>


Step	Action
5	<p>Enter your Reasons for submitting this request.</p> <p>You can attach any supporting documents or consent orders.</p> <p>Click Submit request.</p> <div data-bbox="280 439 1123 1055"> <p>Reasons for submitting this request:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p> Attach file (PDF, < 5MB)</p> <p style="text-align: center; font-size: small;">Please make sure the file name does not contain single quote (').</p> <p style="text-align: right;"> Cancel Submit request </p> </div>
	<p>The request has been sent and is now waiting for consent (or a counter) from the opposing party.</p>



Request adjournment for Hearing (General List)


Step	Action																								
1	<p>From the dashboard, click Make request.</p>  <p>Online court list: Civil, General List, District Court, Sydney</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Hannah Neauvea v Kylie Fitzpatrick 201800007853</td> <td>Pre-Trial Conference</td> <td>20/07/2018 10:00 AM AEST</td> <td>Defence pending</td> <td>-</td> <td>Make request ></td> </tr> <tr> <td>Patrick Turner v Frederick Lottery 201800001462</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td>-</td> </tr> <tr> <td>Fiona Richardson v Olga Olif 201800001473</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Defence pending</td> <td>-</td> <td>Make request ></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Hannah Neauvea v Kylie Fitzpatrick 201800007853	Pre-Trial Conference	20/07/2018 10:00 AM AEST	Defence pending	-	Make request >	Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	-	Fiona Richardson v Olga Olif 201800001473	Status Conference	5/09/2018 10:00 AM AEST	Defence pending	-	Make request >
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2	<p>The <i>Request</i> screen will be displayed.</p> <p>From the Request type drop down list select List for Hearing.</p>  <p>Request</p> <p>Request type:</p> <ul style="list-style-type: none"> Select request Select request Adjour for Directions (Case Managed List) Adjour for Status Conference Adjour to Note Settled List List for Hearing Refer to Inactive List Other 																								
3	<p>The <i>Hearing estimate summary</i> will be displayed.</p> <p>Click Edit to enter the estimated time for the hearing.</p>  <p>Request</p> <p>Request type:</p> <p>List for Hearing</p> <p>Request the matter be listed for Hearing between 11 Jul 2018 and 28 Nov 2018 at Sydney</p> <p>Hearing estimate summary:</p> <p>Estimated hearing length: Edit</p> <p>Combined hearing estimate details: hearing estimate details</p>																								


Step	Action																																
	<p>The <i>Hearing estimate details</i> pop up will be displayed.</p> <p>Enter:</p> <ul style="list-style-type: none"> the estimated length of the hearing at least one issue in dispute oral evidence witnesses for your party and other parties (if you know) affidavit evidence witness details for your party and other parties (if you know) the time your party needs for submissions <p>You can add extra rows by clicking on the plus (+) sign</p> <div data-bbox="276 701 1329 1955" style="border: 1px solid #ccc; padding: 10px;"> <p>Hearing estimate details</p> <p>Estimated hearing length: <input type="text"/> days</p> <p>Issues in dispute:</p> <p><input type="checkbox"/> Liability</p> <p><input type="checkbox"/> Quantum</p> <p><input type="checkbox"/> Other</p> <p>Oral evidence witness list:</p> <p>Tony Porter (for Fiona Richardson) +</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Witness name / type</th> <th style="width: 15%;">Exam. time</th> <th style="width: 15%;">Cross-exam. time</th> <th style="width: 30%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Lisa Jenkins (for Olga Olif) +</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Witness name / type</th> <th style="width: 15%;">Exam. time</th> <th style="width: 15%;">Cross-exam. time</th> <th style="width: 30%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Affidavit evidence witness list:</p> <p>Tony Porter (for Fiona Richardson) +</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Witness / pages</th> <th style="width: 15%;">Reading time</th> <th style="width: 15%;">Cross-exam. time</th> <th style="width: 40%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Lisa Jenkins (for Olga Olif) +</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Witness / pages</th> <th style="width: 15%;">Reading time</th> <th style="width: 15%;">Cross-exam. time</th> <th style="width: 40%;">Commentary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Time for submissions:</p> <p><i>All parties to enter their submission times in the box provided below.</i></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right;"> Cancel Save </p> </div>	Witness name / type	Exam. time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Witness name / type	Exam. time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Witness / pages	Reading time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Witness / pages	Reading time	Cross-exam. time	Commentary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Step	Action
	<p>Hearings requested through the Online Court cannot be longer than 4 days. Any hearings that require 5 or more days must be made at an in-person sitting.</p>
<p>4</p>	<p>Click the calendar to enter the dates you will not be available for hearing in the date range that will be automatically calculated by the Online Court.</p> <p>Request the matter be listed for Hearing between 11 Jul 2018 and 28 Nov 2018 at Sydney</p> <p>Hearing estimate summary:</p> <div data-bbox="300 663 1294 824" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Estimated hearing length:  Edit</p> <p>Combined hearing estimate details: hearing estimate details</p> </div> <hr/> <p>Hearing unavailability dates:</p> <div data-bbox="288 943 373 1032" style="border: 2px solid red; padding: 2px; display: inline-block;">  </div> <p>Indicate dates you are not available.</p> <p>Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <hr/>

Step	Action																																										
5	<p>The <i>Non-availability for Hearing</i> calendar pop up will be displayed.</p> <p>Select unavailable dates for your clients, witnesses, and legal practitioners in the hearing allocation period that will be automatically calculated by the Online Court. Only dates that are available in the hearing allocation period will be displayed in this calendar.</p> <p>Click Enter to save unavailable dates.</p> <p>Only the registrar will be able to see the unavailable dates for all parties The registrar will allocate a hearing date when all parties are available.</p> <p>While they will try to avoid unavailable dates, sometimes a decision maker may need to set the date over an unavailable period.</p> <div data-bbox="276 663 1110 1429" style="border: 1px solid black; padding: 10px;"> <p>Non-availability for Hearing</p> <p>Select dates when your clients / witnesses (including experts) and legal representatives are NOT available for a Hearing.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Clients / Witnesses Solicitor Barrister / Counsel </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">August 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td style="background-color: yellow;">9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td style="background-color: yellow;">22</td> <td style="background-color: yellow;">23</td> <td style="background-color: yellow;">24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> No sittings Your selected dates </p> </div> <div style="text-align: right; margin-top: 10px;"> Cancel Enter </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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	<p>You can select multiple days at the same time by clicking and dragging the mouse over the required dates.</p>																																										

Step	Action
	<p>A note on screen confirms your unavailable dates have been entered. If you require additional orders click Additional orders sought.</p> <p>Select the order from the drop down list and then add text.</p> <p>Repeat this step for each additional order you want.</p> <p>Hearing unavailability dates:</p>  <div style="border: 1px solid red; padding: 2px; display: inline-block;">✓ Unavailability dates have been indicated.</div> <p>Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <hr/> <p>Additional orders sought:</p> <div style="border: 1px solid black; padding: 5px;"> <p> Select order</p> <p>Pleadings</p> <ul style="list-style-type: none"> <li style="background-color: #4a86e8; color: white; padding: 2px;">Leave to file Amended Statement of Claim <li style="padding: 2px;">Leave to file Amended Defence <li style="padding: 2px;">Leave to file Cross Claim <li style="padding: 2px;">Leave to file Defence to Cross Claim <li style="padding: 2px;">Leave to file Amended Cross Claim <li style="padding: 2px;">Leave to file Amended Defence and file Cross Claim <li style="padding: 2px;">Leave to file Defence to Amended Statement of Claim <li style="padding: 2px;">Leave to file Defence to Amended Statement of Claim and file Cross Claim </div>
	<p>If the additional order you want is not in the list, select other, then type the details into the free text field.</p> <p>Additional orders sought:</p> <div style="border: 1px solid gray; padding: 5px; display: flex; align-items: center;"> Other Remove </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>type details here</p> </div>

Step	Action
6	<p>Enter the Reasons for submitting this request.</p> <p>You can attach any PDF documents by clicking Attach file.</p> <p>Click the check boxes to confirm you have read and understand the requirements of this request as set out in Practice Note 1.</p> <p>Click Submit request.</p> <p>Reasons for submitting this request:</p> <div data-bbox="296 562 1356 943" style="border: 1px solid black; height: 170px; width: 664px;"></div> <p> Attach file (PDF, < 5MB)</p> <p>Please make sure the file name does not contain single quote (').</p> <p><input type="checkbox"/> I confirm that I have read Practice Note 1 paragraph 9 and the estimate provided is honest and reliable.</p> <p><input type="checkbox"/> I confirm that I agree to be bound by the Standard Orders for Hearing in Practice Note 1.</p> <p style="text-align: right;">Cancel Submit request</p>

Step	Action
7	<p>The request has been sent and is now waiting for consent (or a counter) from the opposing party.</p> <h2 data-bbox="296 360 576 405">Online Court</h2> <p data-bbox="296 459 453 479">back to active listings</p> <p data-bbox="296 490 616 517">Fiona Richardson v Olga Olif</p> <p data-bbox="296 535 515 555">Case number: 201800001473</p> <p data-bbox="296 562 603 582">Sitting date: 5/09/2018, 10:00 AM AEST</p> <p data-bbox="296 591 549 611">Listing: Status Conference</p> <p data-bbox="296 618 464 638">Location: Sydney</p> <div data-bbox="296 674 552 725"> <p>Request Messages</p> </div> <p data-bbox="312 745 493 766">Status: Consent pending</p> <p data-bbox="312 792 903 842">Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p data-bbox="312 873 515 893">Hearing estimate summary:</p> <div data-bbox="328 920 922 972"> <p>Estimated hearing length: 4 days Combined hearing estimate details: hearing estimate details</p> </div> <p data-bbox="312 981 579 1001">Reasons for submitting this request:</p> <p data-bbox="312 1005 791 1025">Matter cannot be resolved outside court and request hearing date</p> <hr/> <p data-bbox="312 1093 483 1113">Awaiting consent from:</p> <p data-bbox="312 1122 528 1142"> Lisa Jenkins (for Olga Olif)</p> <div data-bbox="608 1178 922 1229"> <p>Counter Consent</p> </div> <div data-bbox="1023 725 1374 1160"> <p>Online Court Record</p> <hr/> <p>Request submitted by Tony Porter (for Fiona Richardson)</p> <p>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p>Estimated hearing length: 4 days hearing estimate details</p> <p>Reasons for submitting this request:</p> <p>Matter cannot be resolved outside court and request hearing date</p> <p>5/07/2018, 9:36 AM AEST</p> <p>Online Court Activated</p> <p>1/03/2018, 11:57 AM AEDT</p> </div>

Consent to or counter a request in the District Court

Each request that is submitted in the Online Court will automatically be sent to the solicitors for the opposing party or parties. The parties may:

- consent to the request, or
- if they wish to propose an alternative request or orders—counter the request.

A counter request or consent to a request should be responded to by **6pm three days before the in-person listing**.

An automatic email will be sent to the opposing solicitor on the record each time a consent or counter request is submitted.

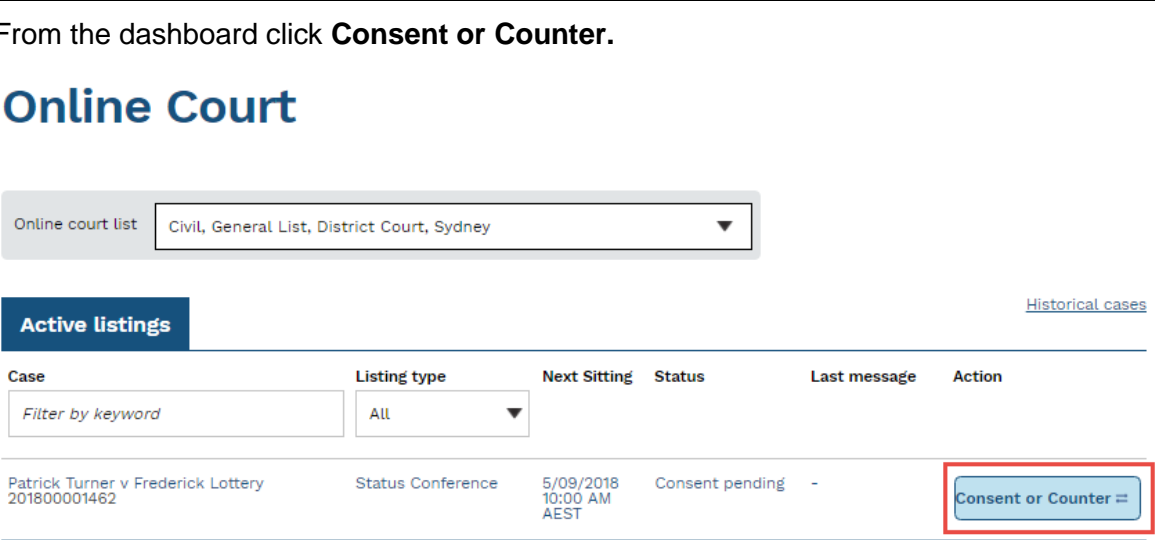
Requests that are waiting for a response or have been countered will have a status of 'Consent pending' until all parties have consented.



When all parties have consented to a request the request status will change to 'Orders pending' and will be ready for the registrar to deal with.

Parties should try to communicate with each other and agree about the orders that they will ask for before they submit a request in the Online Court. The opposing party will then be in a position to quickly deal with the request by consenting to it.

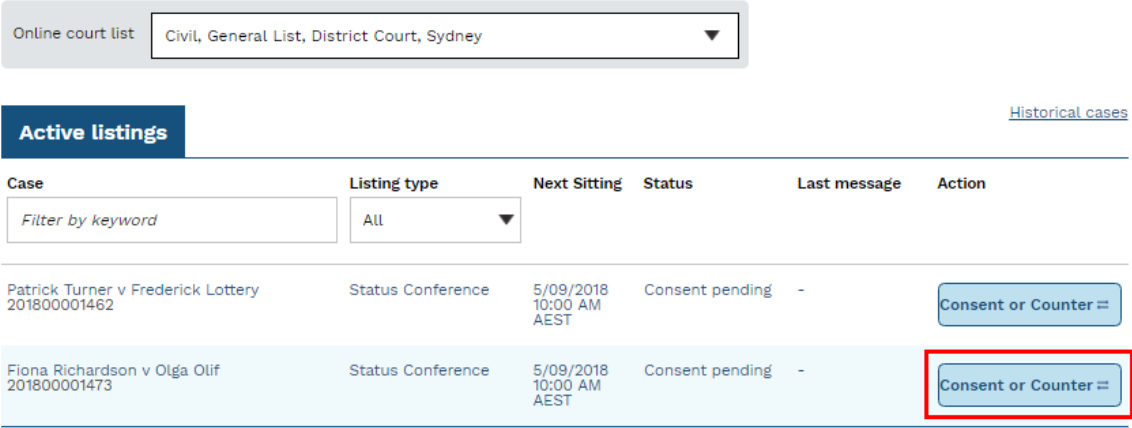
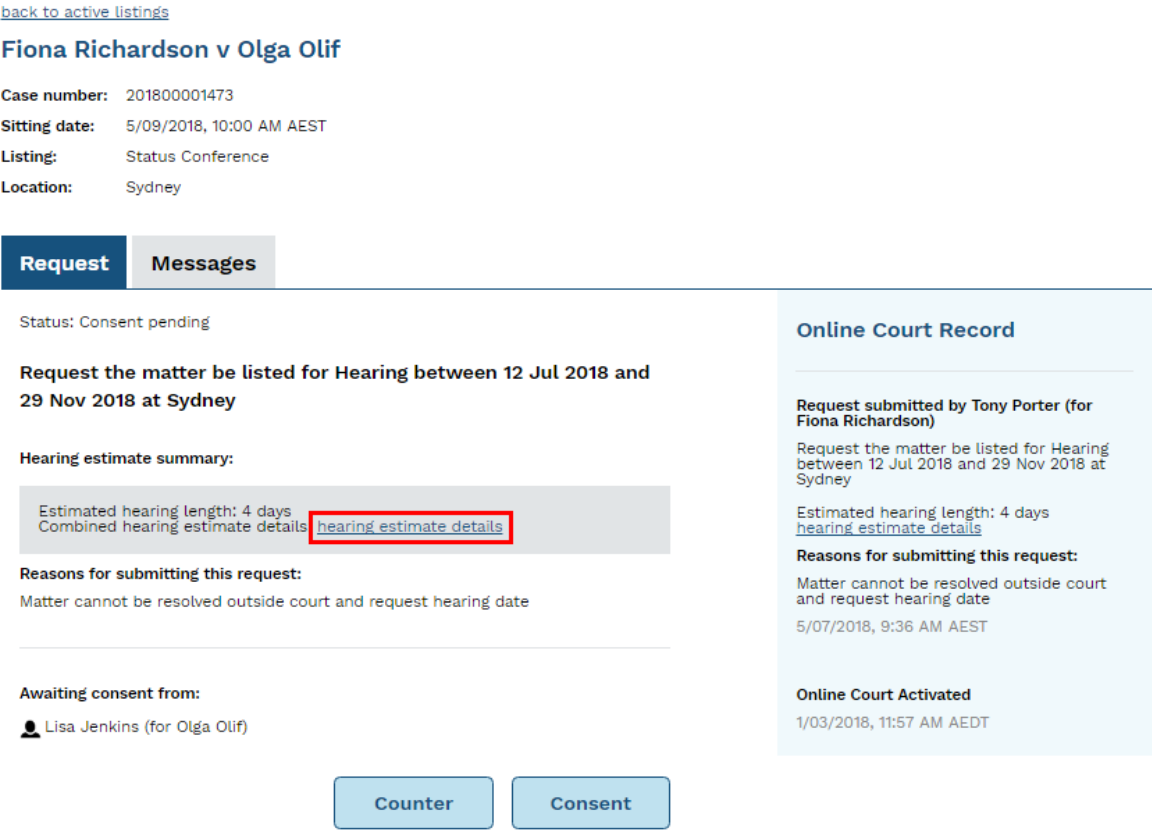
The parties should include any terms they agree to as orders they ask for in the online request.

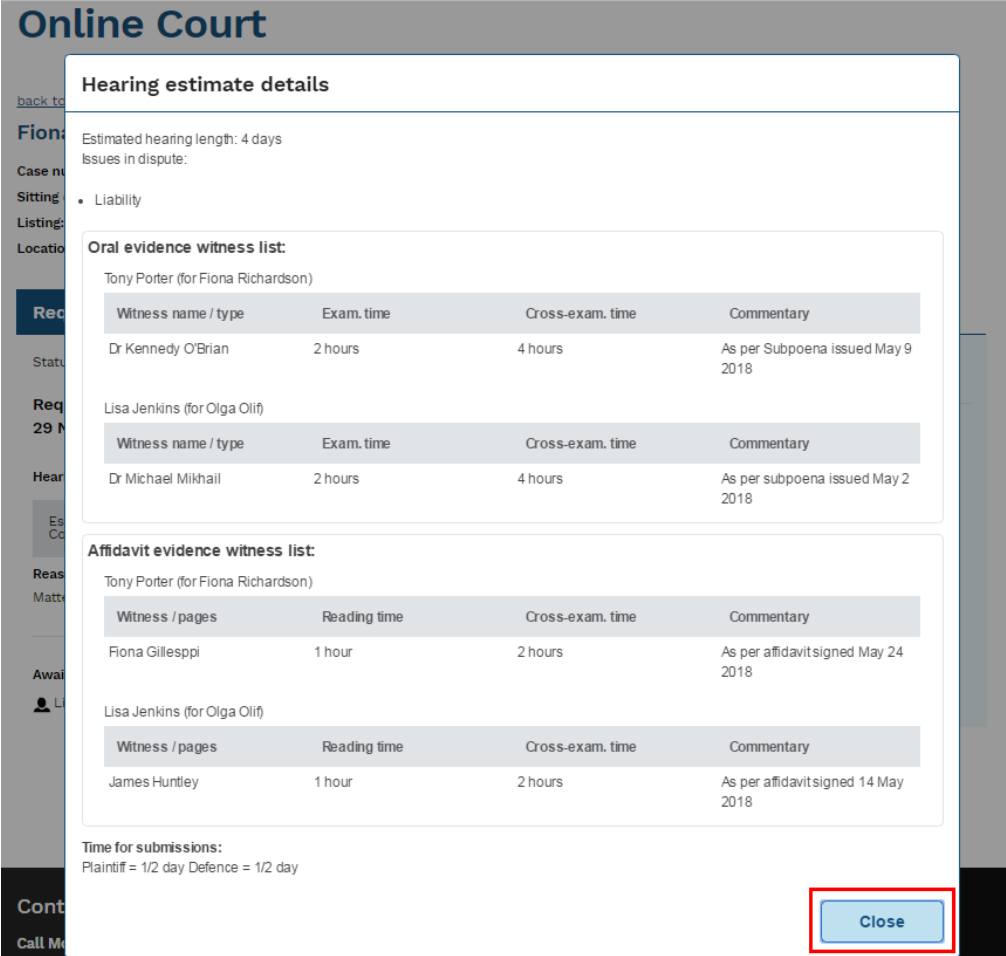
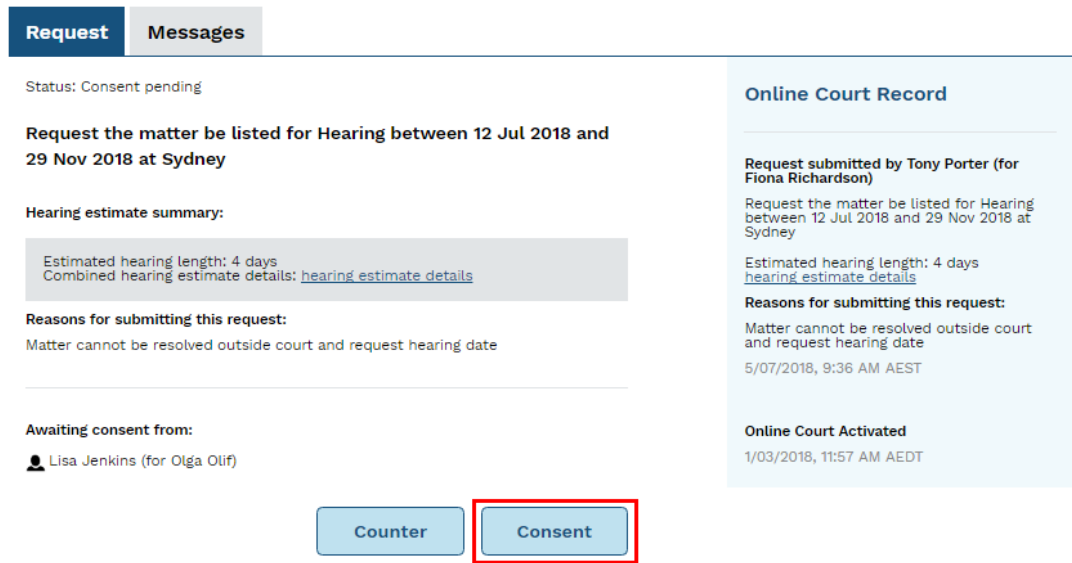
Consent to a request – Adjourn for Directions


Step	Action
1	<p>From the dashboard click Consent or Counter.</p>  <p>The screenshot shows the 'Online Court' dashboard. At the top, there is a dropdown menu for 'Online court list' set to 'Civil, General List, District Court, Sydney'. Below this is a section for 'Active listings' with a 'Historical cases' link. A table of listings is shown with columns for Case, Listing type, Next Sitting, Status, Last message, and Action. The first listing is 'Patrick Turner v Frederick Lottery 201800001462' with a 'Status Conference' listing type, '5/09/2018 10:00 AM AEST' next sitting, and 'Consent pending' status. The 'Action' column for this listing contains a blue button labeled 'Consent or Counter' which is highlighted with a red rectangular box.</p>

Step	Action
2	<p>Review the request the opposing party made. If you agree to the request click Consent. The Registrar can then review the matter and make appropriate orders.</p> <p>back to active listings</p> <p>Patrick Turner v Frederick Lottery</p> <p>Case number: 201800001462 Sitting date: 5/09/2018, 10:00 AM AEST Listing: Status Conference Location: Sydney</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; border-bottom: 1px solid #ccc;"> <div style="background-color: #0056b3; color: white; padding: 5px 10px; margin-right: 5px;">Request</div> <div style="background-color: #e0e0e0; padding: 5px 10px; margin-right: 5px;">Messages</div> </div> <p>Status: Consent pending</p> <p>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</p> <p>Reasons for submitting this request: XYZ</p> <hr/> <p>Awaiting consent from:  Lisa Jenkins (for Frederick Lottery)</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="border: 1px solid #ccc; background-color: #add8e6; padding: 5px 15px; border-radius: 5px;">Counter</div> <div style="border: 2px solid red; border-radius: 5px; background-color: #add8e6; padding: 5px 15px;">Consent</div> </div> <div style="border: 1px solid #ccc; background-color: #e0f2f1; padding: 10px; margin-top: 10px;"> <p>Online Court Record</p> <hr/> <p>Request submitted by Tony Porter (for Patrick Turner) Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney Reasons for submitting this request: XYZ 28/06/2018, 4:29 PM AEST</p> <hr/> <p>Online Court Activated 4/05/2018, 10:33 AM AEST</p> </div> </div>
	<p>The Registrar may review Online Court matters as soon as the consent is received and is not bound by the date of the in-person appearance.</p>

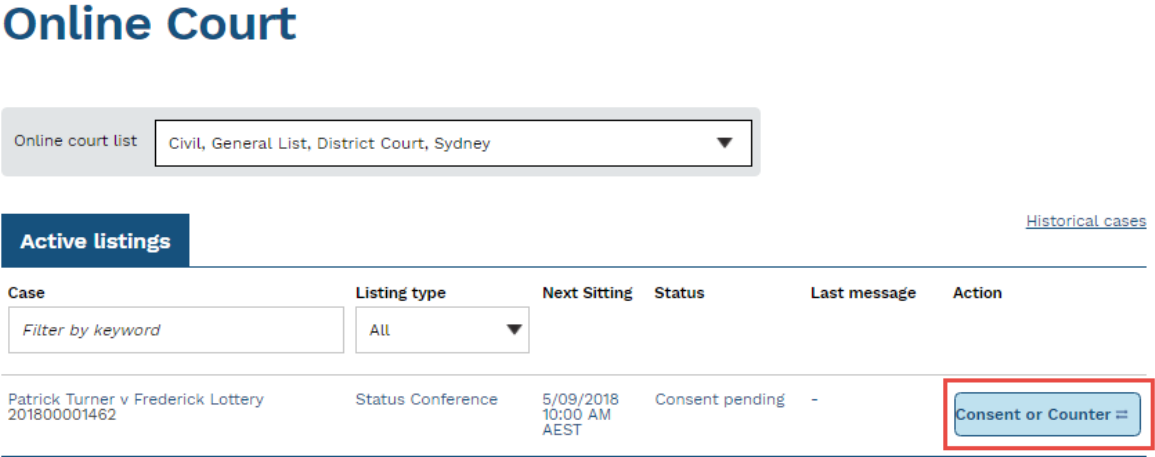
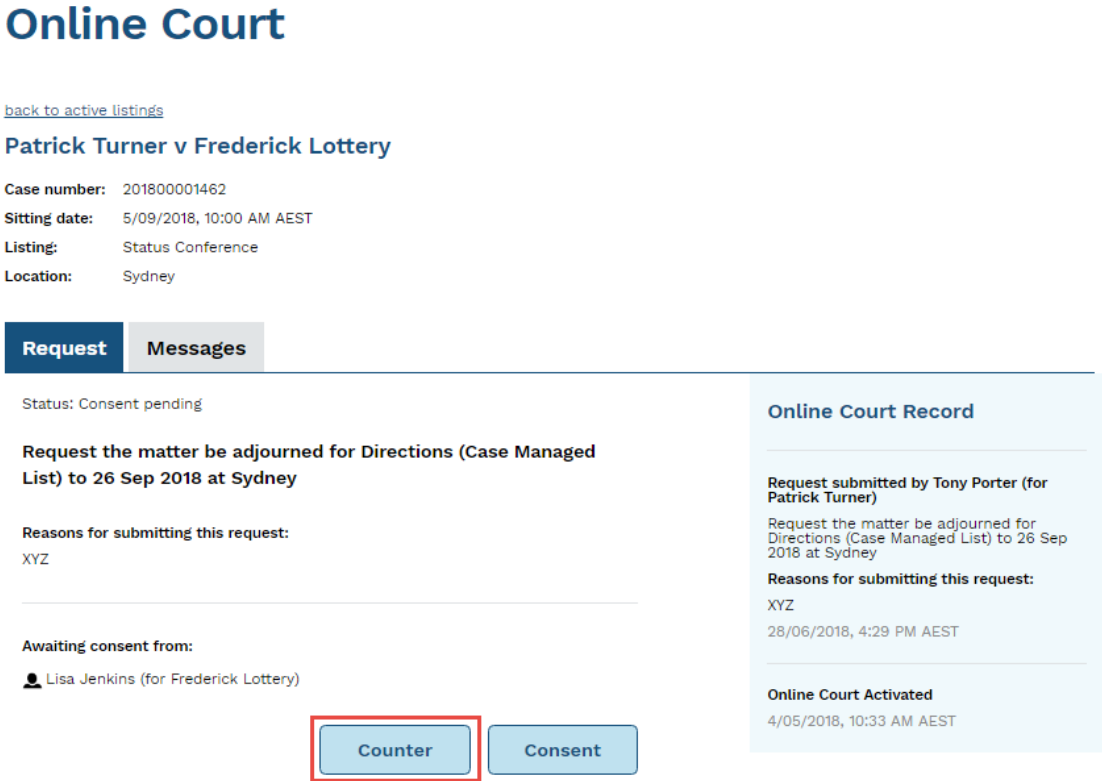
Consent a request – List for Hearing


Step	Action																		
1.	<p>From the dashboard click Consent or Counter.</p>  <p>Online court list: Civil, General List, District Court, Sydney</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Patrick Turner v Frederick Lottery 201800001462</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td>Consent or Counter</td> </tr> <tr> <td>Fiona Richardson v Olga Olif 201800001473</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td>Consent or Counter</td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	Consent or Counter	Fiona Richardson v Olga Olif 201800001473	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	Consent or Counter
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2.	<p>Review the request the opposing party made. Click hearing estimate details to view the estimate details the other party entered.</p>  <p>back to active listings</p> <p>Fiona Richardson v Olga Olif</p> <p>Case number: 201800001473 Sitting date: 5/09/2018, 10:00 AM AEST Listing: Status Conference Location: Sydney</p> <p>Request Messages</p> <p>Status: Consent pending</p> <p>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p>Hearing estimate summary:</p> <p>Estimated hearing length: 4 days Combined hearing estimate details hearing estimate details</p> <p>Reasons for submitting this request: Matter cannot be resolved outside court and request hearing date</p> <p>Awaiting consent from: Lisa Jenkins (for Olga Olif)</p> <p>Counter Consent</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Online Court Record</p> <p>Request submitted by Tony Porter (for Fiona Richardson)</p> <p>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p>Estimated hearing length: 4 days hearing estimate details</p> <p>Reasons for submitting this request: Matter cannot be resolved outside court and request hearing date 5/07/2018, 9:36 AM AEST</p> <p>Online Court Activated 1/03/2018, 11:57 AM AEDT</p> </div>																		

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3.	<p>Review the estimates and then click Close.</p>  <p>Online Court</p> <p>Hearing estimate details</p> <p>Estimated hearing length: 4 days Issues in dispute:</p> <ul style="list-style-type: none"> Liability <p>Oral evidence witness list:</p> <p>Tony Porter (for Fiona Richardson)</p> <table border="1"> <thead> <tr> <th>Witness name / type</th> <th>Exam. time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>Dr Kennedy O'Brian</td> <td>2 hours</td> <td>4 hours</td> <td>As per Subpoena issued May 9 2018</td> </tr> </tbody> </table> <p>Lisa Jenkins (for Olga Olif)</p> <table border="1"> <thead> <tr> <th>Witness name / type</th> <th>Exam. time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>Dr Michael Mikhail</td> <td>2 hours</td> <td>4 hours</td> <td>As per subpoena issued May 2 2018</td> </tr> </tbody> </table> <p>Affidavit evidence witness list:</p> <p>Tony Porter (for Fiona Richardson)</p> <table border="1"> <thead> <tr> <th>Witness / pages</th> <th>Reading time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>Fiona Gillesppi</td> <td>1 hour</td> <td>2 hours</td> <td>As per affidavit signed May 24 2018</td> </tr> </tbody> </table> <p>Lisa Jenkins (for Olga Olif)</p> <table border="1"> <thead> <tr> <th>Witness / pages</th> <th>Reading time</th> <th>Cross-exam. time</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>James Huntley</td> <td>1 hour</td> <td>2 hours</td> <td>As per affidavit signed 14 May 2018</td> </tr> </tbody> </table> <p>Time for submissions: Plaintiff = 1/2 day Defence = 1/2 day</p> <p>Close</p>	Witness name / type	Exam. time	Cross-exam. time	Commentary	Dr Kennedy O'Brian	2 hours	4 hours	As per Subpoena issued May 9 2018	Witness name / type	Exam. time	Cross-exam. time	Commentary	Dr Michael Mikhail	2 hours	4 hours	As per subpoena issued May 2 2018	Witness / pages	Reading time	Cross-exam. time	Commentary	Fiona Gillesppi	1 hour	2 hours	As per affidavit signed May 24 2018	Witness / pages	Reading time	Cross-exam. time	Commentary	James Huntley	1 hour	2 hours	As per affidavit signed 14 May 2018
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James Huntley	1 hour	2 hours	As per affidavit signed 14 May 2018																														
4.	<p>Click Consent if you consent to the request and the estimate details.</p>  <p>Request Messages</p> <p>Status: Consent pending</p> <p>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p>Hearing estimate summary:</p> <p>Estimated hearing length: 4 days Combined hearing estimate details: hearing estimate details</p> <p>Reasons for submitting this request: Matter cannot be resolved outside court and request hearing date</p> <p>Awaiting consent from: Lisa Jenkins (for Olga Olif)</p> <p>Counter Consent</p> <p>Online Court Record</p> <p>Request submitted by Tony Porter (for Fiona Richardson)</p> <p>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p>Estimated hearing length: 4 days hearing estimate details</p> <p>Reasons for submitting this request: Matter cannot be resolved outside court and request hearing date 5/07/2018, 9:36 AM AEST</p> <p>Online Court Activated 1/03/2018, 11:57 AM AEST</p>																																

Step	Action																																										
5.	<p>A <i>Consent request</i> pop up window will be displayed.</p> <p>Select unavailable hearing dates for your clients, witnesses and legal practitioners in the hearing allocation period and confirm you that have read Practice Note 1 by clicking the checkboxes.</p> <p>Click Confirm to consent to the request.</p> <div data-bbox="276 490 1007 1487" style="border: 1px solid black; padding: 10px;"> <p>Consent request</p> <p>Request the matter be listed for Hearing between 12 Jul 2018 and 29 Nov 2018 at Sydney</p> <p>Non-availability for Hearing Select dates when your clients / witnesses (including experts) and legal representatives are NOT available for a Hearing. Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <p> <input checked="" type="radio"/> Clients / Witnesses <input type="radio"/> Solicitor <input type="radio"/> Barrister / Counsel </p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">July 2018</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> <input type="checkbox"/> No sittings <input checked="" type="checkbox"/> Your selected dates </p> <p> <input checked="" type="checkbox"/> I confirm that I have read Practice Note 1 paragraph 9 and the estimate provided is honest and reliable. </p> <p> <input type="checkbox"/> I confirm that I agree to be bound by the Standard Orders for Hearing in Practice Note 1. </p> <p style="text-align: right;"> Cancel Confirm </p> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Su	Mo	Tu	We	Th	Fr	Sa																																					
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	<p>The Registrar may review Online Court matters as soon as the consent is received and is not bound by the date of the in-person appearance.</p>																																										

Counter a request – Adjourn for Directions

Step	Action												
1	<p>Click Consent or Counter.</p>  <p>Online Court</p> <p>Online court list: Civil, General List, District Court, Sydney</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Patrick Turner v Frederick Lottery 201800001462</td> <td>Status Conference</td> <td>5/09/2018 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td>Consent or Counter</td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	Consent or Counter
Case	Listing type	Next Sitting	Status	Last message	Action								
Patrick Turner v Frederick Lottery 201800001462	Status Conference	5/09/2018 10:00 AM AEST	Consent pending	-	Consent or Counter								
2	<p>Review the request made by the opposing party. If you do not agree with the request you can counter the request. Click Counter.</p>  <p>Online Court</p> <p>back to active listings</p> <p>Patrick Turner v Frederick Lottery</p> <p>Case number: 201800001462 Sitting date: 5/09/2018, 10:00 AM AEST Listing: Status Conference Location: Sydney</p> <p>Request Messages</p> <p>Status: Consent pending</p> <p>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</p> <p>Reasons for submitting this request: XYZ</p> <p>Awaiting consent from: Lisa Jenkins (for Frederick Lottery)</p> <p>Counter Consent</p> <div style="border: 1px solid lightblue; padding: 5px;"> <p>Online Court Record</p> <p>Request submitted by Tony Porter (for Patrick Turner)</p> <p>Request the matter be adjourned for Directions (Case Managed List) to 26 Sep 2018 at Sydney</p> <p>Reasons for submitting this request: XYZ</p> <p>28/06/2018, 4:29 PM AEST</p> <p>Online Court Activated 4/05/2018, 10:33 AM AEST</p> </div>												

Step	Action
3	<p>The <i>Request</i> screen displays.</p> <p>Change the Request Type, the additional orders sought, and the free text field to indicate what you want.</p> <p>Add additional orders if you want to.</p> <p>Click Submit.</p>
4	<p>The counter request has been submitted and the opposing party (the solicitor on the record only) will be notified by email that you have made the counter request.</p> <p>The case will now show the status 'Consent pending' and is waiting for the opposing party to either consent to your request or counter it.</p>
	<p>There is no limit to the number of times a request can be countered.</p> <p>The Registrar may review Online Court matters as soon as consent is given.</p>

Counter a request – List for Hearing

If you don't agree with the List for Hearing request or you wish to add or amend the hearing estimate details, you can counter the request.

Please note that if you counter a List for Hearing request with an alternative request type the hearing estimate details will be lost.

Supreme Court Requests

The types of request you can make

When a statement of claim, summons or originating process is lodged in one of the [eligible listings](#) in the Supreme Court, it will automatically become active in the Online Court and parties can make an online request. As part of that request you may also request additional orders.

You can make the following requests in the Online Court:

For matters in the	Request type available
Corporations Registrar's Directions List	<ul style="list-style-type: none">• Adjourn for further directions• Ready to proceed• Adjourn for hearing• Refer to Judges List• Other
Equity General List	<ul style="list-style-type: none">• Adjourn for directions before Registrar• Request Court Annexed Mediation• Stand over for Callover before the Applications List Judge• Other
Possessions List	<ul style="list-style-type: none">• Adjourn for directions before Registrar• List before Judge for Directions• List for Hearing• Request Court Annexed Mediation• Request Motion Hearing Date• Other

Deadlines for requests

The deadlines for submitting a request in the Online Court are listed below.

Registrar's Directions List

- Requests **12 noon the day before** the case is next listed for Directions.
- Consent or Counters **4pm the day before** the case is next listed for Directions

Equity General List


- Requests **11am two days before** the in-person sitting
- Consent / Counters **2.30pm two days before** the in-person sitting

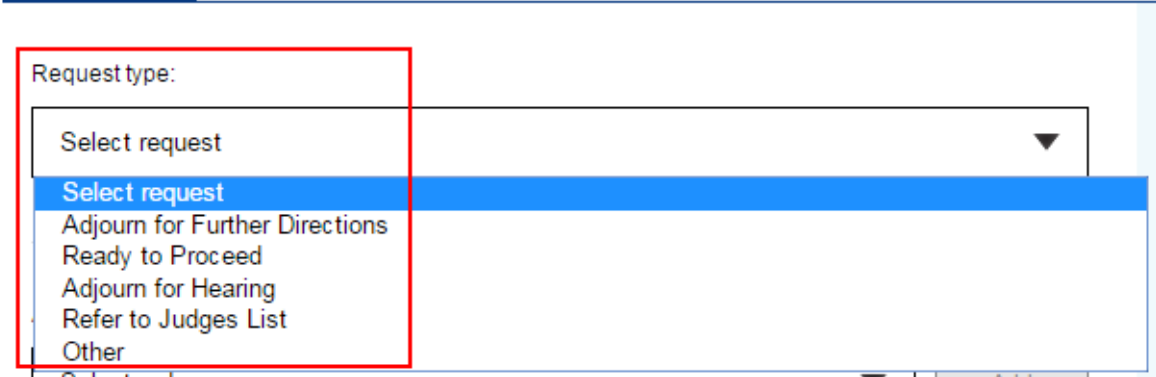
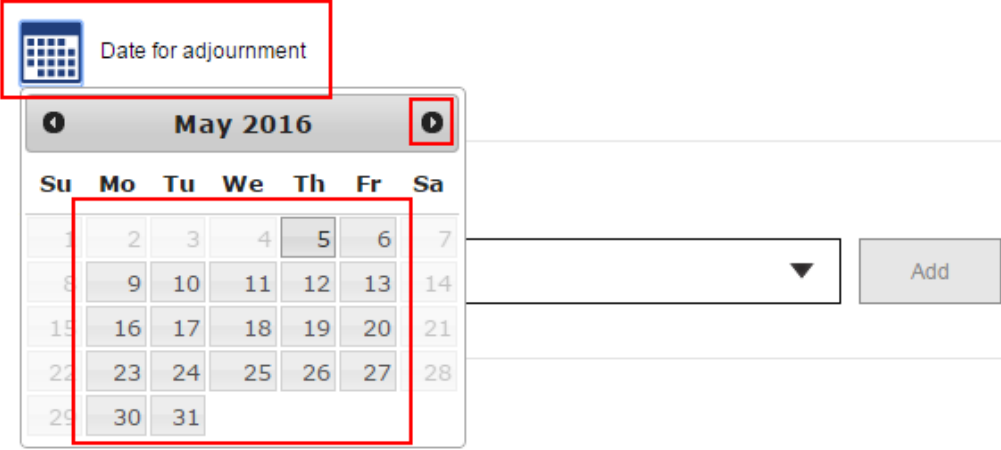
Possessions List


- Requests **11am two days before** the in-person sitting
- Consent / Counters **2.30pm two days before** the in-person sitting


You won't be able to make a request after this time and the case may be dismissed.

Supreme Court Corporations Registrar's Directions List

Step	Action																														
	For winding up matters you may have to wait 28 days before your matter is available in the Online Court.																														
1	<p>Click Make request.</p> <p>Online Court</p> <p>Online court list: Corporations List, Civil, Supreme Court, Sydney ▼</p> <p>Active listings historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>In the matter of Equity General 201600003837</td> <td>Directions (Corporation List Registrar)</td> <td>6/05/2016 9:00 AM AEST</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> <tr> <td>In the matter of Glover Strategies 201600003838</td> <td>Directions (Corporation List Registrar)</td> <td>9/05/2016 9:00 AM AEST</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> <tr> <td>In the matter of Holme Franks Partners 201600003643</td> <td>Directions (Corporation List Registrar)</td> <td>12/05/2016 9:00 AM AEST</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> <tr> <td>In the matter of Professional Traders Pty Limited 201600004107</td> <td>Directions (Corporation List Registrar)</td> <td>12/05/2016 9:00 AM AEST</td> <td>Not yet active</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Case	Listing type	Sitting	Status	Last message	Action	In the matter of Equity General 201600003837	Directions (Corporation List Registrar)	6/05/2016 9:00 AM AEST	-	-	Make request >	In the matter of Glover Strategies 201600003838	Directions (Corporation List Registrar)	9/05/2016 9:00 AM AEST	-	-	Make request >	In the matter of Holme Franks Partners 201600003643	Directions (Corporation List Registrar)	12/05/2016 9:00 AM AEST	-	-	Make request >	In the matter of Professional Traders Pty Limited 201600004107	Directions (Corporation List Registrar)	12/05/2016 9:00 AM AEST	Not yet active	-	-
Case	Listing type	Sitting	Status	Last message	Action																										
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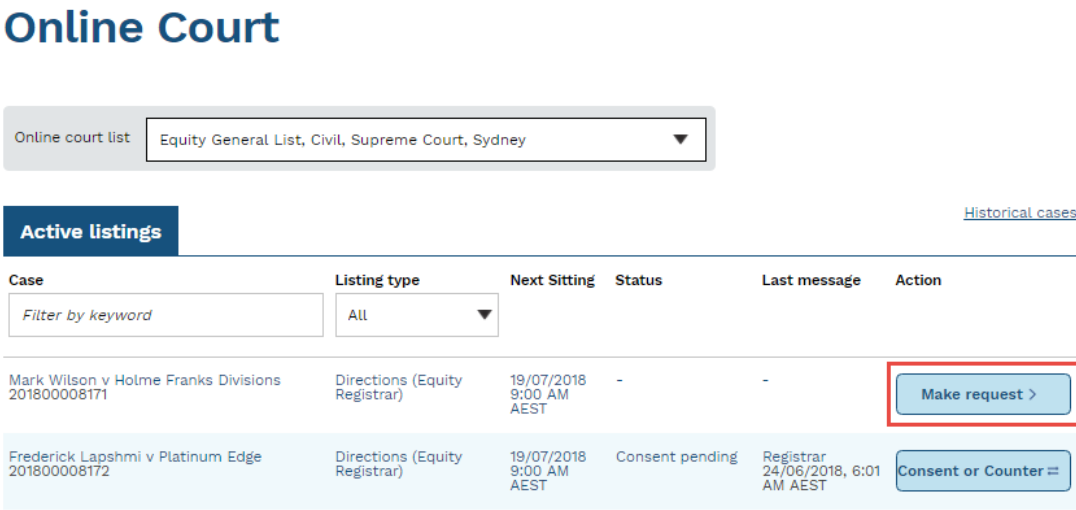
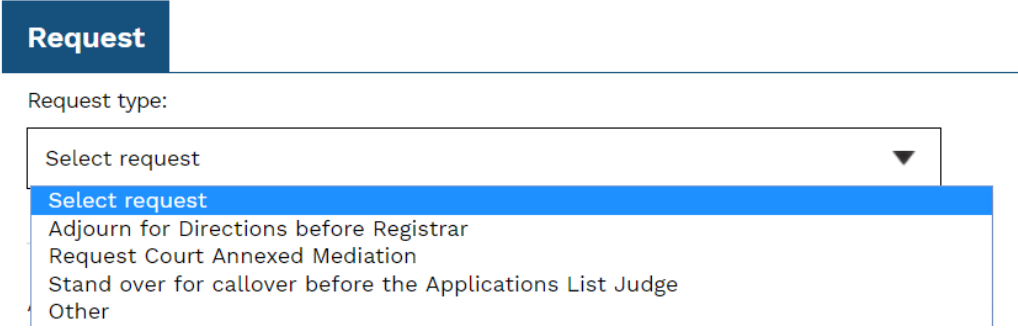

Step	Action
2	<p>The <i>Request</i> screen will be displayed. Select a Request type from the drop down list.</p> <p>In the matter of Glover Strategies</p> <p>Case number: 201600003838 Sitting date: 9/05/2016, 9:00 AM AEST Listing: Directions (Corporation List Registrar)</p> <p>Request</p> 
3	<p>A calendar will be displayed. This calendar may show different dates depending on the Request type you selected. It may also give you the option to select your 'unavailable dates' if you selected a hearing request type.</p> <p>Select the Date for the adjournment in the calendar. If a listing is already full, it will not be available in the calendar.</p> <p>Request the matter be listed for further Directions on <select date></p> 

Step	Action
4	<p>You can select an additional order.</p> <p>Request the matter be listed for further Directions on 15 Jun</p> <p> 15 Jun 2016</p> <hr/> <p>Additional orders sought:</p> <div data-bbox="304 571 1080 748" style="border: 1px solid red; padding: 5px;"> <div style="border: 1px solid black; padding: 2px;"> Select order ▼ </div> <div style="background-color: #0070C0; color: white; padding: 2px;"> Select order </div> <div style="border: 1px solid black; padding: 2px;"> Other </div> </div>
5	<p>Enter text into the free text field. Add any other additional orders. Enter your reason for making this request.</p> <p>Additional orders sought:</p> <div data-bbox="296 994 1217 1057" style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-between;"> Other Remove </div> <div data-bbox="296 1077 1275 1252" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <div data-bbox="304 1084 488 1149" style="border: 1px solid red; padding: 2px;"> Cost reserved </div> </div> <hr/> <div data-bbox="296 1368 1114 1431" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> Select order ▼ </div> <hr/> <div data-bbox="288 1529 652 1574" style="border: 1px solid red; padding: 2px; margin-top: 10px;"> Reasons for submitting this request: </div> <div data-bbox="296 1583 1275 1935" style="border: 1px solid blue; height: 150px; margin-top: 5px;"></div>



Step	Action
6	<p>You can attach any supporting documents or consent orders.</p> <p>Select the Basis for your request (Yes or No)</p> <p>If you select Yes, you should also attach the signed orders document by clicking on the Attach file link. In the absence of signed orders, select the second option 'I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders.</p> <p>Click Submit request.</p> <p>Basis for request Do you have the consent of all parties to these orders? <input type="radio"/> Yes (attach signed orders) <input type="radio"/> Yes (in the absence of signed orders being attached, I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders) <input type="radio"/> No</p> <hr/> <p style="text-align: right;">Cancel Submit request</p>
	<p>Your request has been made.</p> <p>Depending on the basis of the request you selected your request will either be waiting for orders by the registrar, or waiting for consent from the opposing parties.</p> <p>Parties will be notified by email when an order has been created.</p>

Supreme Court Equity General List


Adjourn for Directions before Registrar


Step	Action																		
1	<p>Click Make request.</p>  <p>Online Court</p> <p>Online court list: Equity General List, Civil, Supreme Court, Sydney</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mark Wilson v Holme Franks Divisions 201800008171</td> <td>Directions (Equity Registrar)</td> <td>19/07/2018 9:00 AM AEST</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> <tr> <td>Frederick Lapshmi v Platinum Edge 201800008172</td> <td>Directions (Equity Registrar)</td> <td>19/07/2018 9:00 AM AEST</td> <td>Consent pending</td> <td>Registrar 24/06/2018, 6:01 AM AEST</td> <td>Consent or Counter ⇄</td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Mark Wilson v Holme Franks Divisions 201800008171	Directions (Equity Registrar)	19/07/2018 9:00 AM AEST	-	-	Make request >	Frederick Lapshmi v Platinum Edge 201800008172	Directions (Equity Registrar)	19/07/2018 9:00 AM AEST	Consent pending	Registrar 24/06/2018, 6:01 AM AEST	Consent or Counter ⇄
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Frederick Lapshmi v Platinum Edge 201800008172	Directions (Equity Registrar)	19/07/2018 9:00 AM AEST	Consent pending	Registrar 24/06/2018, 6:01 AM AEST	Consent or Counter ⇄														
2	<p>The <i>Request</i> screen will be displayed. Select a Request type from the drop down list.</p>  <p>Request</p> <p>Request type:</p> <ul style="list-style-type: none"> Select request Select request Adjourn for Directions before Registrar Request Court Annexed Mediation Stand over for callover before the Applications List Judge Other 																		
	<p>If you select 'Other' you will need to select additional orders from the dropdown list displayed.</p>																		



Step	Action
3	<p>If you selected the request type as 'Adjourn for Directions before Registrar' a calendar will then be displayed.</p> <p>Select the Date for the adjournment in the calendar. If a listing is already full it will not be available in the calendar.</p> <p>Request type:</p> <div data-bbox="300 504 1157 560" style="border: 1px solid black; padding: 2px;"> Adjourn for Directions before Registrar ▼ </div> <p>Request the matter be listed for Directions Hearing on <select date></p> <div data-bbox="279 672 1157 1108"> </div>
4	<p>You can select an additional order from the dropdown list or choose Other and enter text into the free text field .</p> <p>Additional orders sought:</p> <div data-bbox="327 1310 1324 1736" style="border: 1px solid black; padding: 5px;"> <p>🔍 Start typing or select an order</p> <p>Pleadings</p> <ul style="list-style-type: none"> <li style="background-color: #4a86e8; color: white; padding: 2px;">File Notice of Appearance Proceed by pleadings File Statement of Claim File Defence File Reply to Defence File Defence and/or Cross Claim File Cross Claim </div>

Step	Action
5	<p>Enter your reason for submitting this request. You can select Attach file to add any supporting documents or consent orders.</p> <p>Reasons for submitting this request:</p> <div data-bbox="306 443 1414 842" style="border: 1px solid blue; padding: 10px;"> <div data-bbox="325 465 778 539" style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> Enter reason as free text here </div> </div> <p data-bbox="325 853 636 887"> Attach file (PDF, < 5MB)</p> <p data-bbox="603 999 1414 1032" style="text-align: right; font-size: small;">Please make sure the file name does not contain single quote (').</p>
6	<p>Select the Basis for your request (Yes or No)</p> <p>If you select Yes, you should also attach the signed orders document by clicking on the Attach file link. In the absence of signed orders, select the second option 'I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders.</p> <p>Click Submit request.</p> <p>Basis for request Do you have the consent of all parties to these orders?</p> <div data-bbox="280 1375 1206 1547" style="border: 1px solid red; padding: 5px;"> <p><input type="radio"/> Yes (attach signed orders)</p> <p><input type="radio"/> Yes (in the absence of signed orders being attached, I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders)</p> <p><input type="radio"/> No</p> </div> <p style="text-align: right; margin-top: 20px;"> Cancel Submit request </p>
	<p>Your request has been made.</p> <p>Depending on the basis of the request selected your request will either be waiting for orders by the registrar or waiting for consent from the opposing parties.</p> <p>Parties will be notified by email when an order has been created.</p>

Stand over for Callover before the Applications List Judge


Step	Action																		
1	<p>Click Make request.</p> <p>Online Court ⓘ</p> <p>Online court list: Equity General List, Civil, Supreme Court, Sydney ▼</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Darling Harbour Council v TURTLE PTY LTD 202000004535</td> <td>Directions (Equity Registrar)</td> <td>28/08/2020 9:30 AM AEST</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> <tr> <td>AST PTY LTD v TURTLE PTY LTD 202000004793</td> <td>Directions (Equity Registrar)</td> <td>31/08/2020 9:30 AM AEST</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Darling Harbour Council v TURTLE PTY LTD 202000004535	Directions (Equity Registrar)	28/08/2020 9:30 AM AEST	-	-	Make request >	AST PTY LTD v TURTLE PTY LTD 202000004793	Directions (Equity Registrar)	31/08/2020 9:30 AM AEST	-	-	Make request >
Case	Listing type	Next Sitting	Status	Last message	Action														
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AST PTY LTD v TURTLE PTY LTD 202000004793	Directions (Equity Registrar)	31/08/2020 9:30 AM AEST	-	-	Make request >														
2	<p>The <i>Request</i> screen will be displayed. Select a Request type from the drop down list.</p> <p>Request</p> <p>Request type:</p> <p>Select request ▼</p> <ul style="list-style-type: none"> Select request Adjourn for Directions before Registrar Request Court Annexed Mediation Stand over for callover before the Applications List Judge Other 																		
	<p>If you select 'Other' you will need to select additional orders from the dropdown list displayed.</p>																		


Step	Action
3	<p>If you selected the request type as 'Stand over for Callover before the Applications List Judger' a calendar will then be displayed.</p> <p>Click on the calendar icon next to Date for callover and then select a date from the calendar. If a listing is already full it will not be available in the calendar.</p> <div data-bbox="300 465 1214 869" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px;">Request</div> <p>Request type:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Stand over for callover before the Applications List Judge ▼</div> <p>Request the matter be listed for callover before the Applications List Judge on <select date>.</p> <div style="display: flex; align-items: center; margin-top: 10px;">  Date for callover </div> </div>
4	<p>You can select an additional order from the dropdown list or choose Other and enter text into the free text field .</p> <p>Additional orders sought:</p> <div data-bbox="327 1077 1321 1503" style="border: 1px solid #ccc; padding: 10px;"> <p><i>Start typing or select an order</i></p> <p>Pleadings</p> <ul style="list-style-type: none"> <li style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;">File Notice of Appearance <li style="padding: 5px; margin-bottom: 5px;">Proceed by pleadings <li style="padding: 5px; margin-bottom: 5px;">File Statement of Claim <li style="padding: 5px; margin-bottom: 5px;">File Defence <li style="padding: 5px; margin-bottom: 5px;">File Reply to Defence <li style="padding: 5px; margin-bottom: 5px;">File Defence and/or Cross Claim <li style="padding: 5px;">File Cross Claim </div>


Step	Action
5	<p>Enter your reason for submitting this request. You can select Attach file to add any supporting documents or consent orders.</p> <p>Reasons for submitting this request:</p> <div data-bbox="306 443 1414 842" style="border: 1px solid blue; padding: 10px;"> <div data-bbox="325 465 778 539" style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> Enter reason as free text here </div> </div> <p data-bbox="325 853 638 887"> Attach file (PDF, < 5MB)</p> <p data-bbox="603 999 1414 1032" style="text-align: right; font-size: small;">Please make sure the file name does not contain single quote (').</p>
6	<p>Select the Basis for your request (Yes or No)</p> <p>If you select Yes, you should also attach the signed orders document by clicking on the Attach file link. In the absence of signed orders, select the second option 'I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders.</p> <p>Click Submit request.</p> <p>Basis for request Do you have the consent of all parties to these orders?</p> <div data-bbox="280 1375 1206 1547" style="border: 1px solid red; padding: 5px;"> <p><input type="radio"/> Yes (attach signed orders)</p> <p><input type="radio"/> Yes (in the absence of signed orders being attached, I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders)</p> <p><input type="radio"/> No</p> </div> <p style="text-align: right; margin-top: 20px;"> Cancel Submit request </p>
	<p>Your request has been made.</p> <p>Depending on the basis of the request selected your request will either be waiting for orders by the registrar or waiting for consent from the opposing parties.</p> <p>Parties will be notified by email when an order has been created.</p>

Request Court Annexed Mediation

Step	Action												
1	<p>Click Make request.</p> <p>Online Court ⓘ</p> <p>Online court list: Possession List (Common Law), Civil, Supreme Court, Sydney ▼</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>NSW Trustee and Guardian v SMITH & DOWDELL PTY LTD 201900000016</td> <td>Directions (Possession List Registrar)</td> <td>31/01/2019 9:00 AM AEDT</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	NSW Trustee and Guardian v SMITH & DOWDELL PTY LTD 201900000016	Directions (Possession List Registrar)	31/01/2019 9:00 AM AEDT	-	-	Make request >
Case	Listing type	Next Sitting	Status	Last message	Action								
NSW Trustee and Guardian v SMITH & DOWDELL PTY LTD 201900000016	Directions (Possession List Registrar)	31/01/2019 9:00 AM AEDT	-	-	Make request >								
2	<p>The <i>Request</i> screen will be displayed.</p> <p>Select a Request type from the drop down list.</p> <p>Request</p> <p>Request type:</p> <p>Request Court Annexed Mediation ▼</p> <p>Select request</p> <ul style="list-style-type: none"> Adjourn for Directions before Registrar Request Court Annexed Mediation Other 												
	<p>If you select 'Other' you will need to enter these orders as additional orders.</p> <p>Request</p> <p>Request type:</p> <p>Other ▼</p> <p>Request the court to grant other orders as follows:</p> <p>Additional orders sought:</p> <p>Other Remove</p> <p>XYZ</p>												

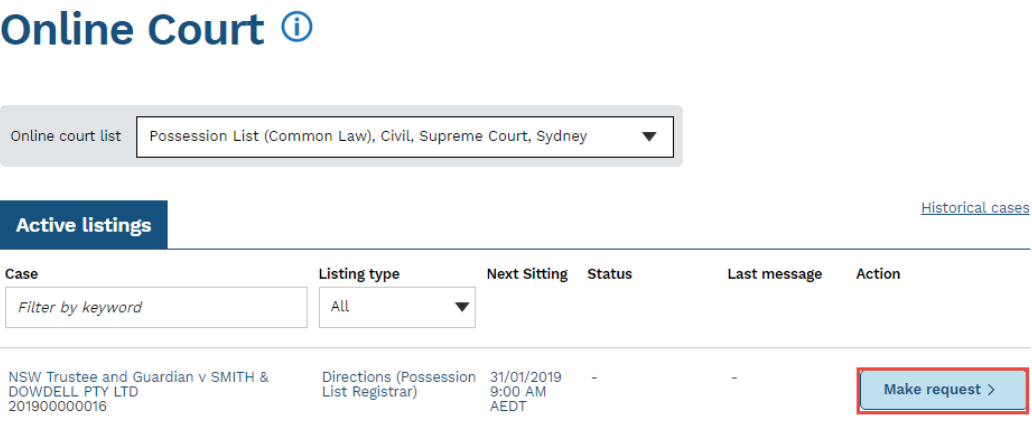
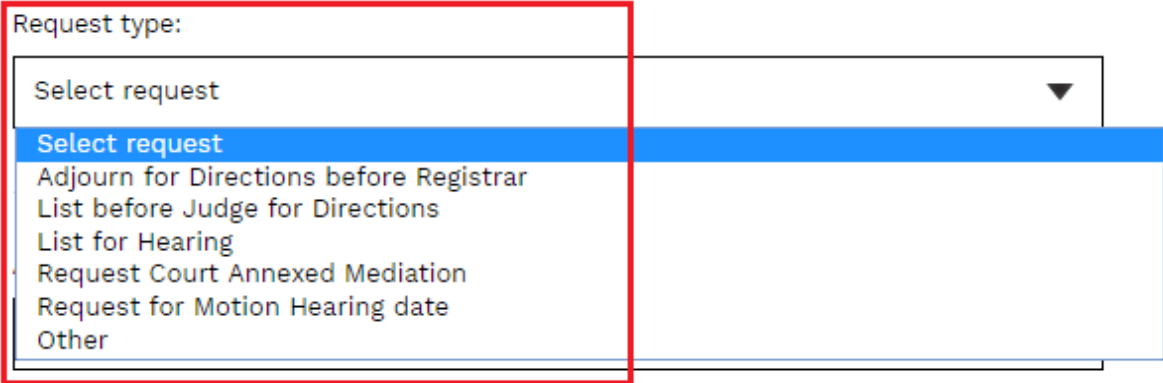

Step	Action																																										
3	<p>If you selected the request type as 'Request Court Annexed Mediation' a calendar will be displayed.</p> <p>Click on the calendar and select the dates you are unavailable. The dates you select will apply to both the Court Annexed Mediation AND the matter adjournment date.</p> <p>Additionally, you'll have to indicate preliminary listing advice specifying time preference and estimated duration required.</p> <p>Request type:</p> <div data-bbox="300 674 1243 736" style="border: 1px solid black; padding: 2px;"> Request Court Annexed Mediation ▼ </div> <p>Request the matter be listed for Court Annexed Mediation and the matter be adjourned between 17 Apr 2019 and 16 Oct 2019 at Supreme Court Sydney.</p> <p> Indicate dates you are not available.</p> <p>Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div data-bbox="288 1151 858 1469" style="border: 2px solid red; padding: 10px;"> <p>Preliminary listing advice</p> <p>Commencement time preference: ▼</p> <p>Estimate: ▼</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; padding: 2px;">Half day</div> <div style="border: 1px solid blue; padding: 2px;">Full day</div> </div> <div style="border: 1px solid blue; padding: 2px; margin-left: 10px;"> 9:30am 2:00pm </div> </div> <div data-bbox="935 1068 1417 1827" style="border: 2px solid red; padding: 10px;"> <p>Non-availability</p> <p>Request the matter be listed for Court Annexed Mediation and the matter be adjourned between 17 Apr 2019 and 16 Oct 2019 at Supreme Court Sydney.</p> <p>Select dates when parties, witness/es and legal representatives are NOT available.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">May 2019</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td style="background-color: yellow;">2</td> <td style="background-color: yellow;">3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td style="background-color: yellow;">13</td> <td style="background-color: yellow;">14</td> <td style="background-color: yellow;">15</td> <td style="background-color: yellow;">16</td> <td style="background-color: yellow;">17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> </div> <p style="font-size: small;"> <input type="checkbox"/> No sittings <input checked="" type="checkbox"/> You are not available </p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Enter"/> </p> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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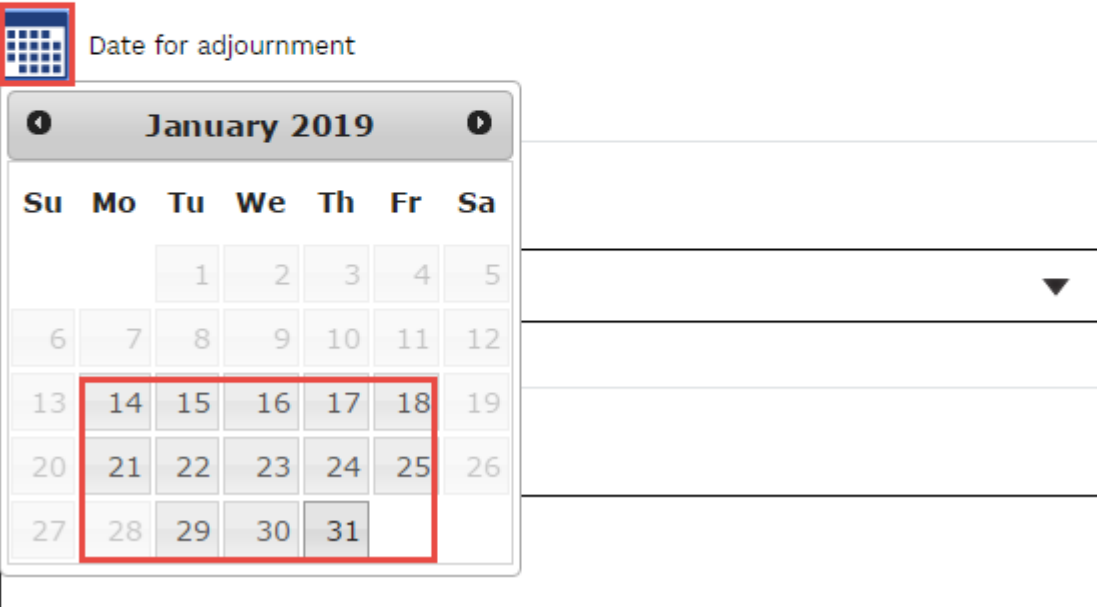

Step	Action
4	<p>You can select an additional order. After you select Other enter text into the free text field. Add any other additional orders.</p> <p>Additional orders sought:</p> <div data-bbox="338 490 1155 555" style="border: 1px solid gray; padding: 2px;">Other</div> <div data-bbox="1177 510 1270 539" style="margin-left: 10px;">Remove</div> <div data-bbox="338 573 1318 689" style="border: 2px solid red; padding: 5px; margin-top: 10px;">orders are entered as free text here</div>
5	<p>Enter your reason for submitting this request. You can select Attach file to add any supporting documents or consent orders.</p> <p>Reasons for submitting this request:</p> <div data-bbox="306 936 1414 1335" style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <div data-bbox="325 958 778 1030" style="border: 2px solid red; padding: 5px; margin-bottom: 10px;">Enter reason as free text here </div> </div> <div data-bbox="325 1346 638 1379" style="margin-top: 10px;">  Attach file (PDF, < 5MB) </div> <div data-bbox="600 1491 1414 1525" style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"> Please make sure the file name does not contain single quote ('). </div>

Step	Action
6	<p>Select the Basis for your request (Yes or No)</p> <p>If you select Yes, you should also attach the signed orders document by clicking on the Attach file link. In the absence of signed orders, select the second option 'I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders.</p> <p>Click Submit request.</p> <p>Basis for request Do you have the consent of all parties to these orders?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes (attach signed orders) <input type="radio"/> Yes (in the absence of signed orders being attached, I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders) <input type="radio"/> No <p style="text-align: right;"> Cancel <input type="button" value="Submit request"/> </p>
	<p>Your request has been made.</p> <p>Depending on the basis of the request selected your request will either be waiting for orders by the registrar or waiting for consent from the opposing parties.</p> <p>Parties will be notified by email when an order has been created.</p>


Supreme Court Possessions List


Request Adjourn For Directions before Registrar

Step	Action
1	<p>Click Make request.</p>  <p>The screenshot shows the 'Online Court' interface. At the top, there is a dropdown menu for 'Online court list' set to 'Possession List (Common Law), Civil, Supreme Court, Sydney'. Below this is a section for 'Active listings' with a 'Historical cases' link. A table of listings is shown with columns: Case, Listing type, Next Sitting, Status, Last message, and Action. The first listing is 'NSW Trustee and Guardian v SMITH & DOWDELL PTY LTD 201900000016' with listing type 'Directions (Possession List Registrar)', next sitting '31/01/2019 9:00 AM AEDT', and status '-'. The 'Action' column for this listing has a 'Make request >' button highlighted with a red box.</p>
2	<p>The <i>Request</i> screen will be displayed. Select a Request type from the drop down list.</p>  <p>The screenshot shows a 'Request type:' dropdown menu. The menu is open, showing a list of options: 'Select request', 'Adjourn for Directions before Registrar', 'List before Judge for Directions', 'List for Hearing', 'Request Court Annexed Mediation', 'Request for Motion Hearing date', and 'Other'. The 'Select request' option is highlighted in blue. A red box highlights the entire dropdown menu area.</p>
	<p>If you select 'Other' you will need to enter these orders as additional orders (Skip Step 3 and see Step 4 below).</p>

Step	Action
3	<p>If you selected the request type as 'Adjourn for Directions before Registrar' a calendar will then be displayed.</p> <p>Click on the calendar and then select the Date for the adjournment in the calendar. If a listing is already full it will not be available in the calendar.</p> <p>Request type:</p> <div data-bbox="300 504 1402 577" style="border: 1px solid black; padding: 5px;"> Adjourn for Directions before Registrar ▼ </div> <p>Request the matter be listed for Directions Hearing on <select date></p> <div data-bbox="300 734 1402 1339">  </div>
	<p>Note: See next 'Request Type' example for variation in calendar date selection</p>

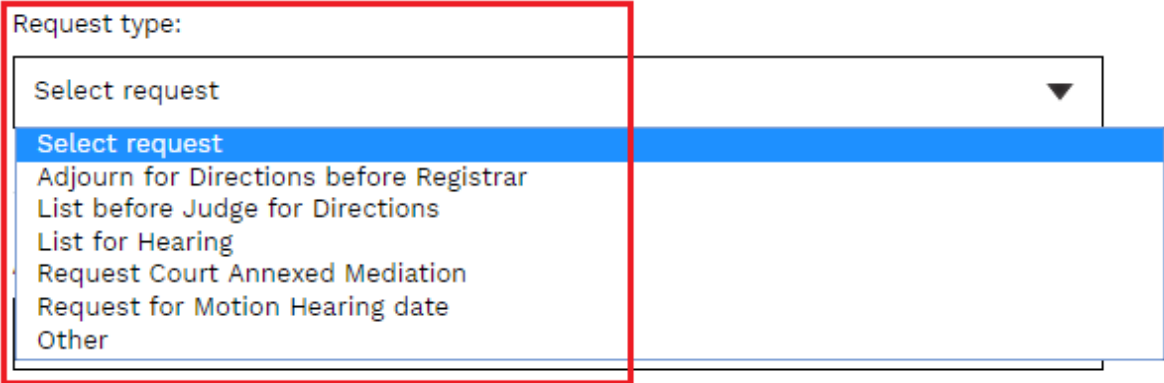

Step	Action
4	<p>You can select Other in Additional orders sought.</p> <p>Additional orders sought:</p> <div data-bbox="290 371 1316 1957" style="border: 1px solid black; padding: 5px;"> <p><i>🔍 Start typing or select an order</i></p> <div style="border: 1px solid red; background-color: #4F81BD; color: white; padding: 2px 5px; margin-bottom: 5px;">Other</div> <p>Pleadings</p> <ul style="list-style-type: none"> File Notice of Appearance File Defence File Reply to Defence File Defence to Cross Claim File Reply to Defence to Cross Claim Written submissions mutual exchange Written submissions staggered exchange <p>Particulars</p> <ul style="list-style-type: none"> Request further and better particulars Respond to request for further and better particulars <p>Evidence</p> <ul style="list-style-type: none"> Serve Affidavits Serve Affidavits in reply Serve Affidavits incl expert evidence Serve Affidavits incl expert evidence in reply <p>Amendments</p> <ul style="list-style-type: none"> Serve proposed amended document Consent to proposed amended document Consent to file amended document Not consented to file amended document File amended document <p>Motions</p> <ul style="list-style-type: none"> Motions <p>Liberty</p> <ul style="list-style-type: none"> Liberty to restore <p>Alternative Dispute Resolution</p> <ul style="list-style-type: none"> Participate in informal Settlement Conference Attend mediation <p>Costs</p> <ul style="list-style-type: none"> Costs are reserved Party pays own No costs order Party pays others Specific party's costs in the cause Costs in the cause Costs reserved </div>


Step	Action
5	<p>After you select Other enter text into the free text field. Add any other additional orders you want.</p> <p>Additional orders sought:</p> <div data-bbox="338 443 1318 640" style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; align-items: center; border: 1px solid gray; margin-bottom: 5px;"> Other Remove </div> <div style="border: 2px solid red; padding: 5px; min-height: 40px;"> <p style="color: gray;">orders are entered as free text here</p> </div> </div> <p><i>Note:</i> See next 'Request Type' selection for another additional order sought example</p>
6	<p>Enter your reason for submitting this request. You can select Attach file to add any supporting documents or consent orders.</p> <p>Reasons for submitting this request:</p> <div data-bbox="306 936 1414 1344" style="border: 1px solid blue; padding: 10px; min-height: 180px;"> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p style="color: gray;">Enter reason as free text here </p> </div> </div> <div data-bbox="328 1348 638 1379" style="border: 1px dashed gray; padding: 5px; margin-top: 10px;">  Attach file (PDF, < 5MB) </div> <p style="text-align: center; color: gray; font-size: small;">Please make sure the file name does not contain single quote (').</p>

Step	Action
7	<p>Select the Basis for your request (Yes or No)</p> <p>If you select Yes, you should also attach the signed orders document by clicking on the Attach file link. In the absence of signed orders, select the second option 'I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders.</p> <p>Click Submit request.</p> <p>Basis for request Do you have the consent of all parties to these orders?</p> <p><input type="radio"/> Yes (attach signed orders)</p> <p><input type="radio"/> Yes (in the absence of signed orders being attached, I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders)</p> <p><input type="radio"/> No</p> <p style="text-align: right;">Cancel Submit request</p>
	<p>Your request has been made.</p> <p>Depending on the basis of the request selected your request will either be waiting for orders by the registrar or waiting for consent from the opposing parties.</p> <p>Parties will be notified by email when an order has been created.</p>


Request Court Annexed Mediation


Step	Action																		
1	<p>Click Make request.</p> <p>Online Court ⓘ</p> <p>Online court list Possession List (Common Law), Civil, Supreme Court, Sydney ▼</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Filter by keyword"/></td> <td>All ▼</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>NSW Trustee and Guardian v SMITH & DOWDELL PTY LTD 201900000016</td> <td>Directions (Possession List Registrar)</td> <td>31/01/2019 9:00 AM AEDT</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	<input type="text" value="Filter by keyword"/>	All ▼					NSW Trustee and Guardian v SMITH & DOWDELL PTY LTD 201900000016	Directions (Possession List Registrar)	31/01/2019 9:00 AM AEDT	-	-	Make request >
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NSW Trustee and Guardian v SMITH & DOWDELL PTY LTD 201900000016	Directions (Possession List Registrar)	31/01/2019 9:00 AM AEDT	-	-	Make request >														

Step	Action
2	<p>The <i>Request</i> screen will be displayed. Select a Request type from the drop down list.</p> 
	<p>If you select 'Other' you will need to enter these orders as additional orders (Skip Step 3 and see Step 4 below).</p>

Step	Action																																										
3	<p>If you selected the request type as 'Request Court Annexed Mediation' a calendar will then be displayed.</p> <p>Click on the calendar and then select the dates you are unavailable. The dates you select will apply to both the Court Annexed Mediation AND the matter adjournment date. Additionally you'll have to indicate preliminary listing advice specifying time preference and estimated duration required.</p> <p>Request type:</p> <div data-bbox="300 577 1241 645" style="border: 1px solid black; padding: 5px;"> Request Court Annexed Mediation ▼ </div> <p>Request the matter be listed for Court Annexed Mediation and the matter be adjourned between 17 Apr 2019 and 16 Oct 2019 at Supreme Court Sydney.</p> <p> Indicate dates you are not available.</p> <p>Note: By not selecting any dates, you indicate your availability for all sitting dates in the date range indicated above.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div data-bbox="288 1059 858 1375" style="border: 2px solid red; padding: 10px; width: 45%;"> <p>Preliminary listing advice</p> <p>Commencement time preference: ▼</p> <p>Estimate: ▼</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid blue; padding: 2px;"> Half day Full day </div> <div style="border: 1px solid blue; padding: 2px;"> 9:30am 2:00pm </div> </div> </div> <div data-bbox="935 976 1417 1733" style="border: 2px solid red; padding: 10px; width: 45%;"> <p>Non-availability</p> <p>Request the matter be listed for Court Annexed Mediation and the matter be adjourned between 17 Apr 2019 and 16 Oct 2019 at Supreme Court Sydney.</p> <p>Select dates when parties, witness/es and legal representatives are NOT available.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">May 2019</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> No sittings You are not available </p> <p style="text-align: right; margin-top: 10px;"> Cancel Enter </p> </div> </div> </div> <p>Note: other request types will have their specific calendar and preliminary listing advice fields displayed</p>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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26	27	28	29	30	31																																						

Step	Action
4	<p>You can select Request further and better particulars in Additional orders sought.</p> <p>Additional orders sought:</p> <div data-bbox="292 371 1316 1951" style="border: 1px solid black; padding: 5px;"> <p><i>🔍 Start typing or select an order</i></p> <p>Other</p> <p>Pleadings</p> <ul style="list-style-type: none"> File Notice of Appearance File Defence File Reply to Defence File Defence to Cross Claim File Reply to Defence to Cross Claim Written submissions mutual exchange Written submissions staggered exchange <p>Particulars</p> <ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px;">Request further and better particulars Respond to request for further and better particulars <p>Evidence</p> <ul style="list-style-type: none"> Serve Affidavits Serve Affidavits in reply Serve Affidavits incl expert evidence Serve Affidavits incl expert evidence in reply <p>Amendments</p> <ul style="list-style-type: none"> Serve proposed amended document Consent to proposed amended document Consent to file amended document Not consented to file amended document File amended document <p>Motions</p> <ul style="list-style-type: none"> Motions <p>Liberty</p> <ul style="list-style-type: none"> Liberty to restore <p>Alternative Dispute Resolution</p> <ul style="list-style-type: none"> Participate in informal Settlement Conference Attend mediation <p>Costs</p> <ul style="list-style-type: none"> Costs are reserved Party pays own No costs order Party pays others Specific party's costs in the cause Costs in the cause Costs reserved </div>

Step	Action
5	<p>After you select Request further and better particulars enter text as prompted into the free text field.</p> <p>Multiple additional orders sought can be added. The text required to be entered varies by type.</p> <p>Additional orders sought:</p> <div data-bbox="293 506 1410 741"> <div style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Request further and better particulars Remove </div> <div style="border: 2px solid red; padding: 10px; margin-top: 5px;"> <p>(Enter party) to request further and better particulars of (enter document) by (enter date).</p> </div> </div>
6	<p>Enter your reason for submitting this request.</p> <p>You can select Attach file to add any supporting documents or consent orders.</p> <p>Reasons for submitting this request:</p> <div data-bbox="306 958 1414 1361"> <div style="border: 1px solid blue; padding: 10px; min-height: 180px;"> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Enter reason as free text here </p> </div> </div> </div> <p> Attach file (PDF, < 5MB)</p> <p style="text-align: center; border-top: 1px dashed gray; padding-top: 10px;">Please make sure the file name does not contain single quote (').</p>

Step	Action
7	<p>Select the Basis for your request (Yes or No)</p> <p>If you select Yes, you should also attach the signed orders document by clicking on the Attach file link. In the absence of signed orders, select the second option 'I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders.</p> <p>Click Submit request.</p> <p>Basis for request Do you have the consent of all parties to these orders?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes (attach signed orders) <input type="radio"/> Yes (in the absence of signed orders being attached, I undertake to the Court that I have obtained the consent of all parties to the proceedings prior to submitting these orders) <input type="radio"/> No <hr/> <p style="text-align: right;">Cancel Submit request</p>
	<p>Your request has been made.</p> <p>Depending on the basis of the request selected your request will either be waiting for orders by the registrar or waiting for consent from the opposing parties.</p> <p>Parties will be notified by email when an order has been created.</p>

Land and Environment Court Requests

The types of request you can make

The Online Court is an electronic service that may be used for the NSW Land and Environment Court lists. The NSW Online Court service replaces the previous eCourt service,

You can make the following requests via the Online Court:

- Aboriginal Land Claims List
- Case Management Conference
- Class 3 Directions Hearing
- Class 4 Directions Hearing
- Class 8 Directions Hearing
- Costs Hearing
- Hearing
- Land Valuation and Compensation List
- Mediation
- Mention
- Notice to Produce List
- Online court – Request required
- Other
- Registrar Directions Hearing
- Return of Subpoena
- S34 Conciliation Conference
- S34 Conciliation Conference Onsite then back to Council Chambers
- S34AA Conciliation and Hearing
- S41A Conciliation and Hearing
- Slip Rule Amendment
- Tree Directions Conference
- Variation to Timetable

You can then request the following additional orders:

- Individual expert report(s) by both parties
- Joint expert report(s)
- Applicant's individual expert report(s)
- Respondent's individual expert report(s)
- Applicant's Points of Claim (Class 4/8)
- Respondent's Points of Claim (Class 4/8)

- Applicant's affidavit evidence
- Respondent's affidavit evidence
- Provision of documents for conciliation conferences
- Applicant's Statement of Facts and Contentions
- Respondent's Statement of Facts and Contentions
- Respondent's Bundle of Documents and Conditions (Class 1)
- Respondent's List of Objectors (Class 1)
- Applicant's Conditions (Class 1)
- Applicant's written submissions
- Respondent's written submissions
- Liberty to restore
- Other

When there is more than one future listing date on a case the closest listing date will apply for the Online Court request. If you want to make a request on a later listing, you must wait for the first listing to pass the cut off time before you make your request in the Online Court.

If you need to make an additional request before the initial request has been completed you should do this through the Online Court Messages tab, and attach any supporting material.


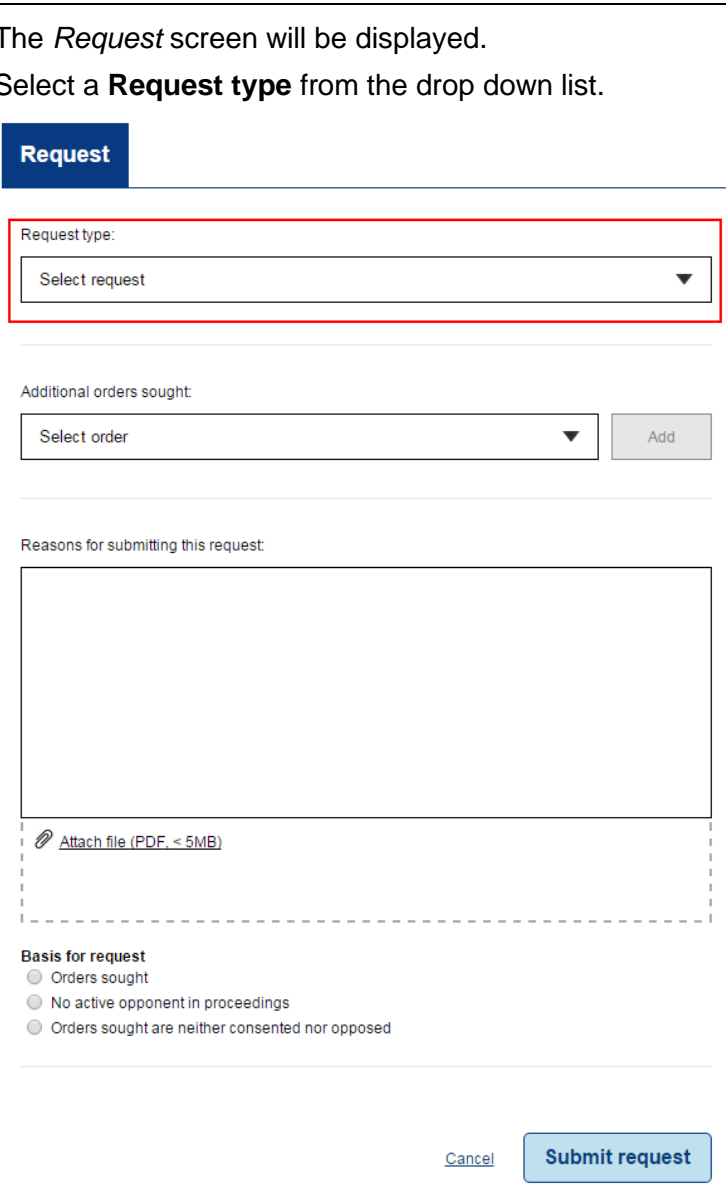
Deadlines for requests



The deadline for submitting a request in the Online Court will be **2pm the day before the case is next listed—this applies to both online court listings and in-person listings.**


The cut off time to counter or consent to a Land and Environment Court listing is **4pm the day before** the listing date.

You won't be able to make a request after this time and the case will proceed to the in-person appearance.

Request for Registrar Directions Hearing

Step	Action																									
1	<p>Click Make request.</p>  <p>The screenshot shows a table of cases with the following details:</p> <table border="1"> <thead> <tr> <th>Case Name</th> <th>Hearing Type</th> <th>Date/Time</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rayne Thompson v Parramatta City Council 201600003015</td> <td>Registrar Directions Hearing</td> <td>7/06/2016 9:00 AM AEST</td> <td>Consent pending -</td> <td>Consent or Counter</td> </tr> <tr> <td>Pedro Cortez v Parramatta City Council 201600003016</td> <td>Registrar Directions Hearing</td> <td>7/06/2016 9:00 AM AEST</td> <td>Orders pending -</td> <td>-</td> </tr> <tr> <td>Gregory James v Ryde City Council 201600003064</td> <td>Registrar Directions Hearing</td> <td>8/06/2016 9:00 AM AEST</td> <td>-</td> <td>Make request ></td> </tr> <tr> <td>Jose Kolina v Julieanne Bradshaw 201600000377</td> <td>Costs Hearing</td> <td>21/06/2016 10:00 AM AEST</td> <td>Consent pending -</td> <td>Consent or Counter</td> </tr> </tbody> </table>	Case Name	Hearing Type	Date/Time	Status	Action	Rayne Thompson v Parramatta City Council 201600003015	Registrar Directions Hearing	7/06/2016 9:00 AM AEST	Consent pending -	Consent or Counter	Pedro Cortez v Parramatta City Council 201600003016	Registrar Directions Hearing	7/06/2016 9:00 AM AEST	Orders pending -	-	Gregory James v Ryde City Council 201600003064	Registrar Directions Hearing	8/06/2016 9:00 AM AEST	-	Make request >	Jose Kolina v Julieanne Bradshaw 201600000377	Costs Hearing	21/06/2016 10:00 AM AEST	Consent pending -	Consent or Counter
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Jose Kolina v Julieanne Bradshaw 201600000377	Costs Hearing	21/06/2016 10:00 AM AEST	Consent pending -	Consent or Counter																						
2	<p>The <i>Request</i> screen will be displayed. Select a Request type from the drop down list.</p>  <p>The screenshot shows the 'Request' form with the following fields:</p> <ul style="list-style-type: none"> Request type: A dropdown menu with 'Select request' selected. Additional orders sought: A dropdown menu with 'Select order' and an 'Add' button. Reasons for submitting this request: A large text area. Attach file (PDF, < 5MB): A dashed box for file upload. Basis for request: Radio buttons for: <ul style="list-style-type: none"> Orders sought No active opponent in proceedings Orders sought are neither consented nor opposed Buttons: 'Cancel' and 'Submit request'. 																									

Step	Action
	<p>Request types include the following and more:</p> <hr/> <p>Request type:</p> <div data-bbox="284 371 1161 936" style="border: 1px solid #ccc; padding: 5px;"> <p>Select request ▼</p> <ul style="list-style-type: none"> Select request Aboriginal Land Claims List Case Management Conference Class 3 Directions Hearing Class 4 Directions Hearing Class 8 Directions Hearing Costs Hearing Hearing Land Valuation and Compensation List Mediation Mention Notice to Produce List Online court - Request required Other Registrar Directions Hearing Return of Subpoena s34 Conciliation Conference s34 Conciliation Conference Onsite then back to Council Chambers s34AA Conciliation and Hearing s41A Conciliation and Hearing </div>
3	<p>After you select a request type a calendar will be displayed.</p> <p>This calendar will be different depending on the request type you selected. If a listing is full the date will not be available in the calendar. If you select a Hearing request type the calendar will require you to select 'unavailable dates'.</p> <div data-bbox="300 1155 1385 1675" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px;">Request</div> <hr/> <p>Request type:</p> <div data-bbox="328 1357 1362 1424" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Registrar Directions Hearing ▼</div> <p>Request the matter be listed for Registrar Directions Hearing on <select date></p> <div data-bbox="319 1572 651 1671" style="border: 2px solid red; padding: 5px; margin-top: 10px;">  Date for adjournment </div> </div>

Step	Action
4	<p>You can add additional orders from the drop down list.</p> <p>Additional orders sought:</p> <div data-bbox="304 378 1399 1041" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Select order ▼ Add </div> <ul style="list-style-type: none"> Select order Individual expert report(s) by both parties Joint expert report(s) Applicant's individual expert report(s) Respondent's individual expert report(s) Applicant's Points of Claim (Class 4/8) Respondent's Points of Claim (Class 4/8) Applicant's affidavit evidence Respondent's affidavit evidence Provision of documents for conciliation conferences Applicant's Statement of Facts and Contentions Respondent's Statement of Facts and Contentions Respondent's Bundle of Documents and Conditions (Class 1) Respondent's List of Objectors (Class 1) Applicant's Conditions (Class 1) Applicant's written submissions Respondent's written submissions Liberty to restore Other </div>
5	<p>Enter your Reasons for submitting this request.</p> <p>You can attach documents to the request by clicking Attach file - for example, consent orders or supporting documents.</p> <p>Reasons for submitting this request:</p> <div data-bbox="292 1285 1399 1682" style="border: 1px solid black; height: 177px; width: 694px;"></div> <div data-bbox="292 1688 1399 1854" style="border: 1px dashed black; padding: 5px;">  Attach file (PDF, < 5MB) </div>

Step	Action
6	<p>Select the Basis for your request. Some options will require opposing parties to consent to or counter your request and some will go straight to the decision maker to create an order.</p> <p>Click Submit request.</p> <p>Basis for request</p> <ul style="list-style-type: none"> <input type="radio"/> Orders sought <input type="radio"/> No active opponent in proceedings <input type="radio"/> Orders sought are neither consented nor opposed <hr/> <p style="text-align: right;"> Cancel <input type="button" value="Submit request"/> </p>
7	<p>Your request has now been submitted and is either waiting for an order from the decision maker or consent from opposing parties.</p> <p>The solicitor on the record will receive an email notification when that order has been created.</p>

Orders

When the decision maker deals with requests in the Online Court the case will usually be adjourned and the current in-person listing will be vacated. This will mean that the parties will not need to physically attend court on that vacated listing date.

When the decision maker makes an order in the Online Court an automatic email will be sent to all solicitors on the record to notify them that an order has been made.

Please note that delegates will not receive emails from the online court at this stage.

Any orders made in the Online Court will be visible in the NSW Online Registry case information screen.

Your case information

Vincent Giannopoulos v Con Pavallo - OPEN (2016/00003266)

Date	Listing for	Presiding officer	Heard at:
18 Aug 16		Deputy Registrar T Anne	

Order summary [View full orders](#)
2016/00003266-001 Statement of Claim: Vincent Giannopoulos v Con Pavallo
Adjourned/Relisted for callover Adj. 12 October 2016 at Sydney Defence Callover,
Listing management - adjournments Vacate listing date:


Sending messages in the Online Court

Any party may send a message to the decision maker at any time.

The decision maker may also send a message to the parties if they think there are case management issues that need to be sorted out.

Request **Messages**

New message to presiding officer

 [Attach file \(PDF, < 5MB\)](#)

Note: Messages and attachments are visible to all parties

[Clear](#) Send message

Local Court only


When a case has become active in the Online Court but there has been no activity, auto-generated reminder messages will be sent from the decision maker:

- 7 days after a case has been activated in the Online Court
- on the Friday before the sitting date
- on the Monday before the sitting date
- on the Tuesday before the sitting date
- 3 days after the case has a 'consent pending' status - if no consent has been given and it is within 14 days of the in-person appearance.

All parties will be able to see all messages in the Online Court Record.

Request **Messages**

New message to presiding officer

 [Attach file \(PDF, < 5MB\)](#)

Note: Messages and attachments are visible to all parties

[Clear](#) Send message

Online Court Record

Message sent by Tony Porter (for Naomi Rydler)
I have a clash in dates with another matter and need to request an additional week for the adjournment. Please advise if we can adjourn the matter to the 16th December
13/10/2015, 9:44 AM

Request submitted by Tony Porter (for Naomi Rydler)
Request the matter be adjourned for further call-over to 9 Dec 2015
Reasons for submitting this request:
awaiting further and better particulars
8/10/2015, 11:49 AM

Message sent by Tony Porter (for Naomi Rydler)
I have a clash in dates with another matter and need to request an additional week for the adjournment. Please advise if we can adjourn the matter to the 16th December
13/10/2015, 9:44 AM

The Online Court Record

All activity in the Online Court—such as requests, consent, counter requests and messages—will be recorded in the Online Court Record. All parties and the decision maker will be able to see them.

Any person may ask the decision maker for a printed copy of the Online Court Record. The printed copy may be provided unless there is a suppression order or other restriction that applies to the case.

History

Online Court Record

Orders recorded by Registrar John Brown

- Leave granted to plaintiff/s to file and serve an Amended Statement of Claim by 15-11-15 [appearance-dodson.pdf](#)

23/09/2015, 12:06 PM

Finalised - Orders created

23/09/2015, 12:06 PM

Orders recorded by Registrar John Brown

- This matter is listed for Defence Call-over on 21 October 2015 11:30 AM at Sydney
- Vacate existing Defence Call-over on 30 September 2015 9:00 AM
- Leave granted to defendant/s to file and serve a Cross Claim by 14-12-15 [appearance-dodson.pdf](#)

Commentary:

Granting the requested orders now

23/09/2015, 12:02 PM

Finalised - Orders created

23/09/2015, 12:02 PM

Consented by Lisa Jenkins (for Patricia Hammond)

8/09/2015, 8:57 AM

Request submitted by Tony Porter (for Gary Raynor)

Request the matter be adjourned for further call-over to 21 Oct 2015

Reasons for submitting this request:

request F&B particulars

8/09/2015, 8:56 AM

Troubleshooting

What to do if you miss the deadlines in the Online Court?

If you have missed the cut off times for the Online Court you won't be able to continue online and you will have to attend court in person.

However, if you have only just missed the deadline click the case name and send a message to the decision maker to ask them to relist the case. It will then become available again on the Online Court.

- For Local Court matters - email us at onlineregistry-support@justice.nsw.gov.au
- For Supreme Court and Land and Environment Court matters - contact the registry.

Session times in the Online Court

Your Online Court session will remain open if you are actively using the system to Make a request, Counter a request, or create a Message, as long as you do not close the web browser.

If you disconnect your laptop from the server or if you close the web browser, your session time will end.

What types of email notifications will you get?

The emails you will get from the Online Registry website (ORW) and Online Court (OLC) will depend on what type of user you are.

If you are representing yourself you will receive all email notifications.

Role Type	ORW	OLC
Solicitor on the record	✓	✓
Contact Solicitor	✗	✓
Barrister	✓	✓
Delegate	✓	✗
Self-represented litigant	✓	✓

This is explained in more detail in the table below:

Role	Online Registry Website (ORW)	Online Court (OLC)
Solicitor on Record	<p>Can:</p> <ul style="list-style-type: none"> Do all functions on the Online Registry Website <p>Cannot:</p> <ul style="list-style-type: none"> N/A <p>Email notifications:</p> <ul style="list-style-type: none"> Yes, when: <ul style="list-style-type: none"> they file forms their delegates file forms 	<p>Can:</p> <ul style="list-style-type: none"> Do all functions in Online Court <p>Cannot:</p> <ul style="list-style-type: none"> N/A <p>Email notifications:</p> <ul style="list-style-type: none"> Yes, when: <ul style="list-style-type: none"> someone in their legal team performs an action in Online Court <p>(The law firm can decide how the email notifications sent to Solicitor on the Record and Contact Solicitor are distributed)</p>
Contact Solicitor	<p>Can:</p> <ul style="list-style-type: none"> View case information <p>Cannot:</p> <p>File most forms—unless they have appointed themselves as the Solicitor on Record by filing these forms online: Notice of Appoint of Solicitor, Notice of Change of Solicitor, Notice of Appearance.</p> <p>Email notifications:</p> <ul style="list-style-type: none"> None (unless they file the three specific forms aforementioned) <p><i>Why can't Contact Solicitors file most forms?</i></p> <ul style="list-style-type: none"> This is a current system constraint (the only way they can file a form is if they are a Delegate or appoint themselves as a Solicitor on Record) 	<p>Can:</p> <ul style="list-style-type: none"> Do all functions in Online Court <p>Cannot:</p> <ul style="list-style-type: none"> N/A <p>Email notifications:</p> <ul style="list-style-type: none"> Yes, when: <ul style="list-style-type: none"> someone in their legal team performs an action in Online Court <p>(The law firm can decide how the email notifications sent to Solicitor on the Record and Contact Solicitor are distributed)</p>
Delegate	<p>Can:</p> <ul style="list-style-type: none"> File document or view case information online for people they are acting for <p>Cannot:</p> <ul style="list-style-type: none"> File documents or view case information unless they are associated with a Legal Practitioner or Authorised Officer. <p>Email notifications:</p> <ul style="list-style-type: none"> Yes, when: <ul style="list-style-type: none"> they complete the action themselves (e.g. file a form online) No, when: <ul style="list-style-type: none"> the Solicitor on Record files the form online (only the Solicitor on Record will receive the email notification) 	<p>Can:</p> <ul style="list-style-type: none"> Do all functions in Online Court <p>Cannot:</p> <ul style="list-style-type: none"> N/A <p>Email notifications:</p> <ul style="list-style-type: none"> No—email notifications go to the Solicitor on Record and Contact Solicitor only <p>(The law firm can decide how the email notifications sent to Solicitor on the Record and Contact Solicitor are distributed)</p> <p><i>Why don't Delegates receive email notifications in Online Court?</i></p> <ul style="list-style-type: none"> This is a current technical constraint As a work around we suggest the Solicitor on the Record change their email address in their Manage Profile section to a generic email that can be monitored and triaged by a member of staff

Help and Support

Help using Online Court services

Call: **1300 679 272** (Mon-Fri 8.30am-4.30pm)

Email: onlineregistry-support@justice.nsw.gov.au

System Demonstrations Videos are available on the [NSW Online Registry YouTube Channel](#).

Also refer to the [Help Section of the Online Registry](#) for a summary of court or online processes.

Information about court processes

Please see the website of the relevant court:

- [Local Court website](#)
- [District Court website](#)
- [Supreme Court website](#)
- [Land and Environment Court website](#)

Legal help

Call [LawAccess NSW](#) on **1300 888 529**.

Feedback about the Online Court website and services

Email: onlineregistry-support@justice.nsw.gov.au