

I write to inform you of arrangements across Court Services during the Christmas/New Year period, 2021/2022.

### **LOCAL COURT ARRANGEMENTS**

Normal rostered sittings of the Local Court will be suspended on and from Monday 27 December 2021 and will recommence on Monday 10 January 2022.

#### **Metropolitan areas**

##### **Local Court – Persons in custody – On weekdays that are not public holidays**

Magistrates will be rostered at **Parramatta Local Court** to determine bail for adult persons, who remain in custody in the metropolitan area and to consider any urgent applications for Apprehended Violence Orders that are lodged state-wide.

All adults remanded in custody within the Sydney metropolitan area are to be dealt with via Audio Visual Link (AVL) facilities at Parramatta Local Court from Amber Laurel and Surry Hills Correctional Facilities.

There will be no appearances in person. Appearances will be in accordance with the agreed standard operating procedures for the centralised bail courts for weekdays that are not public holidays over this period.

##### **Local Court – Persons in custody – On weekends and public holidays**

Magistrates will be rostered at **Parramatta Children's Court** to determine bail for adult persons, who remain in custody in the metropolitan area and to consider any urgent applications for Apprehended Violence Orders that are lodged state-wide.

All adults remanded in custody within the Sydney metropolitan area are to be dealt with via Audio Visual Link (AVL) facilities at Parramatta Children's Court from Amber Laurel and Surry Hills Correctional Facilities.

There will be no appearances in person. Appearances will be in accordance with the agreed standard operating procedures for the centralised bail courts for weekends and public holidays over this period.

##### **Domestic and Personal Violence – Police Informants**

Police may apply for urgent orders during business hours to the Central Justice Panel by forwarding a prepared 'Provisional (Ex Parte) Apprehended Violence Order to the court.

Police may also apply for urgent orders 24 hours per day through 'the electronic transfer in box', [AHJP@justice.nsw.gov.au](mailto:AHJP@justice.nsw.gov.au). Please note Central Justice Panel operates from 8am to 3pm, the Extended Registry from 3pm to 11pm and Authorised Justices on the 'After Hours' roster between 11pm and 8am.

##### **Urgent AVO's – Private Informants**

A Magistrate will be available at Parramatta Local Court on weekdays that are not public holidays to determine urgent applications only during Court sitting hours.

Further information regarding the arrangements for metropolitan areas can be provided by Kathy Frost, Regional Director, Greater Metro via email to: [Kathy.Frost@justice.nsw.gov.au](mailto:Kathy.Frost@justice.nsw.gov.au) or Grace Romeo, Regional Director, Metro via email to: [Grace.Romeo@justice.nsw.gov.au](mailto:Grace.Romeo@justice.nsw.gov.au).

### **First appearance bail hearings – regional areas:**

#### **Hunter/North Region:**

Appearances via AVL to Newcastle court from participating police stations in accordance with the Newcastle Christmas/New Year centralised bail court SOPs.

Standard Operating Procedures have been developed and distributed to impacted stakeholders. Stakeholder consultation is being managed locally.

Further information regarding the arrangements for the Hunter/North region can be provided by Damian Bultitude, Acting Regional Director, Hunter/North via email to: [Damian.Bultitude@justice.nsw.gov.au](mailto:Damian.Bultitude@justice.nsw.gov.au).

#### **Illawarra/South Region:**

Appearances via AVL to Wollongong court from participating police stations in accordance with the Illawarra/South Christmas/New Year centralised bail court SOPs.

Standard Operating Procedures have been developed and distributed to impacted stakeholders. Stakeholder consultation is being managed locally.

Further information regarding the arrangements for the Illawarra/South region can be provided by Paula James, Acting Regional Director, Illawarra/South region via email to: [Paula.James@justice.nsw.gov.au](mailto:Paula.James@justice.nsw.gov.au).

#### **West/South West Region:**

West [Dubbo/Bathurst/Orange/Broken Hill hubs] – Appearances via AVL to Dubbo court from participating police stations in accordance with the Dubbo Christmas/New Year centralised bail court SOPs.

South West [Wagga/Griffith/Albury hubs] – Appearances via AVL to Wagga court from participating police stations in accordance with the Wagga Christmas/New Year centralised bail court SOPs.

Standard Operating Procedures have been developed and distributed to impacted stakeholders. Stakeholder consultation is being managed locally.

Further information regarding the arrangements for the West/South West region can be provided by Tonia Adamson, Regional Director, West/South West region via email to: [Tonia.Adamson@justice.nsw.gov.au](mailto:Tonia.Adamson@justice.nsw.gov.au).

#### **General Information – bail variations:**

Police have been advised that should a person attend a Police station anywhere in NSW during this period regarding applications to vary bails they should be asked to call the New South Wales Courts Service Centre (NSWCSC) on 1300 679 272. Upon receiving a call, the NSWCSC will provide assistance and if necessary, directly transfer the person to a senior staff member at Parramatta Local Court. In limited circumstances, an authorised justice may grant a bail variation after obtaining the consent of the prosecutor.

### **CHILDRENS COURT ARRANGEMENTS**

Normal rostered sittings of the Children's Court will be suspended from and including Friday 24 December 2021 to Sunday 9 January 2022.

Arrangements for urgent matters will be as follows.

## **Bail proceedings**

First appearance bail applications from across the state will be dealt with by AVL at **Parramatta Children's Court** each day including public holidays.

Standard Operating Procedures have been developed and agreed between agencies setting out processes for 3 categories

- a) AVL from Youth Justice Centres
- b) AVL from police stations that are more than 2 hours from a Youth Justice Centre
- c) AVL from police stations that are less than 2 hours from a Youth Justice Centre with approval of the Court.

## **Care and protection applications**

Applications for an emergency care and protection order under s46 of the Care Act or an application for an interim order where a care application is made following the removal or assumption into care of a child or young person under s45 of the Care Act are to be listed at **Parramatta Children's Court** on a weekday that is not a public holiday during the court vacation period.

Legal practitioners may appear by video conference provided they have obtained adequate instructions from their client.

Standard Operating Procedures for the listing of urgent Care and Protection applications during this period have been developed with local stakeholders.

## **Domestic and Personal Violence applications**

In the ordinary course provisional orders are to be listed after 9 January 2022.

However, urgent applications for interim domestic and personal violence orders or urgent interim variations of domestic and personal violence orders may be listed at **Parramatta Children's Court** on a weekday that is not a public holiday during the court vacation period but only following consultation with the registrar of Parramatta Children's Court.

Further information regarding arrangements for the Children's Court can be provided by Rosemary Davidson, Executive Officer, Children's Court, via email to: [Rosemary.Davidson@justice.nsw.gov.au](mailto:Rosemary.Davidson@justice.nsw.gov.au)

## **DISTRICT COURT ARRANGEMENTS**

The District Court summer vacation will commence at the conclusion of sittings on Friday 17 December 2021 and sittings for 2022 will resume on Monday 31 January 2022.

Sydney District Court will have one court sitting from 4 January 2022 until 14 January 2022 to hear urgent matters. Sydney District Court will commence listing of arraignments from 21 January 2022.

Resumption of some sittings of the District Courts at Sydney, Parramatta, Newcastle, Gosford, Wollongong and Lismore from 17 January 2022.

All District Courts return to sitting as normal at start of Law Term 2022 on 31 January 2022.

## **Dust Diseases Tribunal**

The Dust Diseases Tribunal registry will close on Friday 24 December 2021 and will re-open on Monday 10 January 2022. During the Registry closure period, urgent Statements of Claim

can be sent via email, and will be deemed to be filed at the date and time of the email (during this closure period). For urgent matters where a Plaintiff is gravely ill there is an on-call duty Judge.

Further information regarding arrangements for the District Court can be provided by Louise Blazejowska, Director, Programs, Specialist Courts, and Judicial Support via email to: [Louise.Blazejowska@justice.nsw.gov.au](mailto:Louise.Blazejowska@justice.nsw.gov.au).

## **DRUG COURT ARRANGEMENTS**

The Drug Court Registries are open each day except for the following public holidays:

Hunter Drug Court: 27 December 2021.

Sydney Drug Court: 27 December 2021, 28 December 2021, and 3 January 2022.

Further information regarding arrangements for the Drug Court can be provided by Filiz Eminov, Executive Officer, Drug Court via email to: [Filiz.Eminov@justice.nsw.gov.au](mailto:Filiz.Eminov@justice.nsw.gov.au)

## **CORONIAL ARRANGEMENTS**

The Coroners Court Registry will be open on all days except the Public Holidays (Christmas Day Public Holiday, Monday 27 December 2021, Boxing Day Public Holiday, Tuesday 28 December 2021, and New Year's Day 1 January 2022).

During the two-week Christmas - New Year period, a duty Senior Coroner will be available during normal business hours at the State Coroner's Court for all deaths reported in NSW.

Christmas and New Year Coronial Reporting Arrangements for the Coroner's Court are being developed and will be distributed by the Coroner's Court to impacted stakeholders. Stakeholder consultation will be managed by the Executive Officer of the Coroner's Court.

Any coronial enquiries received by the NSWCSA will be transferred to the Coroners' Court for response.

Further information regarding arrangements for the Coroners Court can be provided by Don McLennan, Executive Officer, Coroners Court via email to: [Don.McLennan@justice.nsw.gov.au](mailto:Don.McLennan@justice.nsw.gov.au).

## **REGISTRY SERVICES**

Parramatta Local Court, Parramatta Children's Court and Parramatta Drug Court will be open in the metropolitan area.

All other registries across the State will be closed to the public subject to the exceptions for District Court and Drug Court as outlined above.

## **ALTERNATIVE ARRANGEMENTS FOR ACCESSING REGISTRY SERVICES**

The NSWCSA will manage telephone calls for all Registries State-wide and will contact a Senior Registry Officer at Parramatta to facilitate urgent police applications, urgent personal and domestic violence applications, applications for variations of bail and urgent civil notices of motion/applications.

## NOTIFICATION OF CLOSURES TO COURT USERS

The following action will be taken to advise stakeholders and members of the public of amended opening hours:

- Signage on entry doors
- Website updated with opening hours, NSW Court Service Centre (NSWCSC) contact number and registry mailbox address
- Local stakeholders including Police and legal practitioners notified
- Court User Forums held to advise of Christmas-New Year closures and alternative contact methods.

## COURT SERVICES DIRECTORS ON CALL

A Court Services Director will be on call each week of the shutdown period to manage any urgent issues that arise. The Directors on call are:

The week commencing **27 December 2021**: Damian Bultitude, Acting Regional Director, Hunter North Region via email to [Damian.Bultitude@justice.nsw.gov.au](mailto:Damian.Bultitude@justice.nsw.gov.au) or mobile on 0400 987 380.

The week commencing **4 January 2022**: Tonia Adamson, Regional Director, West/South West Region, Court Services, via email to [Tonia.Adamson@justice.nsw.gov.au](mailto:Tonia.Adamson@justice.nsw.gov.au) or mobile on 0459 891 873.

Yours faithfully



Sue Jenner  
**Acting Executive Director**  
**Court Services**