

Dear Mr Toomey SC,

I am writing to inform you of the arrangements across Court Services during the Christmas/New Year period 2025/26.

LOCAL COURT ARRANGEMENTS

The normal rostered sittings of the Local Court are suspended on and from Thursday 25 December 2025 until Monday 12 January 2026.

Local Court - Persons in custody - On weekdays that are not Public Holidays

Statewide arrangements

Magistrates will be rostered at the **Bail Division (Sydney CBD)** to determine bail for adult persons, who remain in custody. One Magistrate will be rostered at the **Downing Centre Local Court** to support the Bail Division and to consider any urgent applications for Apprehended Violence Orders or Bail Reviews that are lodged state-wide.

All adults remanded in custody are to be dealt with via Audio Visual Link (AVL) facilities at the Bail Division or Downing Centre Local Court.

There will be no appearances in person. Appearances will be in accordance with the agreed standard operating procedures for the Bail Division.

The telephone contact number for the Bail Division is **(02) 9287 7222**.

Local Court – person in custody – On weekends and Public Holidays

Magistrates will be rostered at **the Bail Division (Sydney CBD)** to determine bail for adult persons.

All adults remanded in custody are to be dealt with via Audio Visual Link (AVL) facilities at the Bail Division.

There will be no appearances in person. Appearances will be in accordance with the agreed standard operating procedures for the Bail Division.

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 inbox', 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 the Downing Centre Local Court on weekdays that are not public holidays to determine urgent applications only during Court sitting hours.

For further information regarding these arrangements, please contact dclc@justice.nsw.gov.au

LEPRA Applications

Downing Centre Local Court will action LEPRA between 8am and 4pm on weekdays that are not Public Holidays and the Extended Registry/AHJP will action outside of these times.

CHILDRENS COURT ARRANGEMENTS

Children's Court (weekdays that are not public holidays)

A Magistrate will be rostered at **Parramatta Children's Court** to determine bail proceedings, including urgent bail variation applications, urgent applications for Apprehended Violence Orders and urgent applications for care and protection orders from across the state.

Children's Court (weekends and public holidays)

A Magistrate will be rostered at **Parramatta Children's Court** to determine first appearance bail proceedings.

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 in accordance with Children's Court Practice Note 20 and the interagency Standard Operating Procedures for Centralised Bail Courts.

Care and protection applications

Applications for an emergency care and protection order under s46 of the *Children and Young Persons (Care and Protection) 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 *Children and Young Persons (Care and Protection) Act* are to be listed at **Parramatta Children's Court** on a weekday that is not a public holiday during the court vacation period.

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 12 January 2026.

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.

General enquires: Parramatta Children's Court: ph: 8688 1888, fax: 8688 1999 or by email childrens.court@justice.nsw.gov.au

Any **urgent enquiries** during the court vacation period should be directed to:

Weekdays: James Hogan, Registrar, Parramatta Children's Court on 8688 1420 or 0412 197 313 (after hours).

Weekends and Public Holidays: Deputy Registrar, Parramatta Children's Court on 8688 1442.

GENERAL INFORMATION – BAIL VARIATIONS

Should a person attend a Police station anywhere in NSW during this period regarding applications to vary a bail condition 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 assist and if necessary, directly transfer the person to a senior staff member at Downing Centre Local Court or, in appropriate circumstances, Parramatta Children's Court.

For Children's Court bail variations, the young person should contact either the Children's Legal Service on 1800 101 810 or the Aboriginal Legal Service on 1800 765 767 for advice and representation.

CORONIAL ARRANGEMENTS

The Coroners Court Registry will be open on all days except the Public Holidays (Christmas Day Public Holiday, Thursday 25 December 2025, Boxing Day Public Holiday, Friday 26 December 2025, and New Years Day Public Holiday, Thursday 1 January 2026).

The Forensic Medicine office at FMCCC (Forensic Medicine and Coroner's Court Complex) is closed to the public on Wednesday 31 December 2025 as this is a NSW Health public holiday. Any clients attending Forensic Medicine on this day will be directed to call the Court registry who will attend at the entrance to accept any documents seeking to be filed.

During the shutdown period, a duty Senior Coroner will be available during normal business hours at the State Coroner's Court for all deaths reported in NSW. The duty Senior Coroner is also available 24 hours on call for urgent issues arising out of hours.

Christmas and New Year Coronial Reporting Arrangements for the Coroner's Court will be distributed by the Coroner's Court to impacted stakeholders.

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

There is no change to Police procedure for reporting P79A's to the Coroner.

Further information regarding arrangements for the Coroners Court can be provided by Alex Jobe, Manager, Coronial Operations via email to: Lidcombe.coroners@justice.nsw.gov.au

DISTRICT COURT ARRANGEMENTS

The District Court vacation will commence at the conclusion of sittings on Friday 19 December 2025.

A duty Judge will be available to hear any urgent matters, by arrangement only, from Monday 12 January 2026. Please contact ag_sdc_crime@justice.nsw.gov.au to obtain a listing date or request further information.

Sydney District Court will resume sitting on a limited basis from 19 January 2026. All other locations will commence sitting from Monday 2 February 2026, the first day of the 2026 Law Term.

Further information regarding arrangements for the District Court can be provided by Martin Kane, Director Metro via email to: martin.kane@justice.nsw.gov.au

DRUG COURT ARRANGEMENTS

Drug Court Registries will remain open, and courts will sit on selected days during this period.

Note: After Hours Registry (AHR) provides limited access for Drug Court participants to complete urinalysis via designated entry points. No court sittings occur on AHR days.

Parramatta & Sydney

- **Court Sitting:**
22–24 Dec, 29–31 Dec, 5–8 Jan
- **Registry Open (including AHR):**
22–24 Dec, 26 Dec (AHR), 29–31 Dec, 1 Jan (AHR), 2 Jan, 5–9 Jan
- **No Court:**
26 Dec, 1–2 Jan, 9 Jan

Hunter & Dubbo

- **Court Sitting:**
22–23 Dec, 29–30 Dec, 5–6 Jan

- **Registry Open (including AHR):**
22–23 Dec, 26 Dec (AHR), 29–30 Dec, 2 Jan (AHR), 5–6 Jan, 9 Jan (AHR)
- **No Court:**
26 Dec, 2 Jan, 9 Jan

For further details, please contact **Gillian Dodimead, Registrar, Drug Court** via email to Gillian.Dodimead@justice.nsw.gov.au

DUST DISEASES TRIBUNAL

The Dust Diseases Tribunal Registry will be closed from 4:00pm on Wednesday 24 December 2025 and re-open on Monday 12 January 2026 at 9:00am. For urgent matters please email: dust.diseases.tribunal@justice.nsw.gov.au or telephone 0411 023 169 (text message not available).

REGISTRY SERVICES

Downing Centre Local Court, Parramatta Children's Court and various Drug Court registries will be open for urgent enquiries only.

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

ALTERNATIVE ARRANGEMENTS FOR ACCESSING REGISTRY SERVICES

The NSWCS will manage telephone calls for all Local Court Registries State-wide and will contact a Senior Registry Officer at Downing Centre 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 DIRECTOR ON CALL

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

From 25 December 2025 to 31 December 2025 – Sue Jenner, Director Hunter/North Region via email to: suzanne.jenner@justice.nsw.gov.au or mobile 0472 869 152.

From 1 January 2026 to 11 January 2026 - Martin Kane, Director Metro Region via email to: martin.kane@justice.nsw.gov.au or mobile 0419 509 628.

Yours faithfully



Jenni Priestley
Executive Director Court Services