

Dear Registrar,

Re [name of matter and court number]

I am the solicitor for [Inset name of accused/party] whose matter is listed for [Insert listing purpose [first Return/Reply to Brief etc] on [date] at [location] Local Court.

### Appearance

Pursuant to Chief Magistrate's Memorandum 19, I seek to appear by email and ask that this email could be placed on the Court file for the Magistrate's attention, in lieu of a physical appearance from either me or my client.

### Orders sought (delete what is not applicable)

1. An adjournment of [ ] weeks is sought by the [prosecution/ applicant/ accused/ defendant/ respondent] because [state reason no more than 1 paragraph]. **OR**
2. I seek to enter **a plea of guilty** on behalf of my client and seek the matter be adjourned to [suggested date] to allow for the matter to proceed for sentence or further order of sentence assessment reports. **OR**
3. I seek to enter a **plea of not guilty** on behalf of my client:
  - a. The matter does not require brief service order and I ask the matter be listed for hearing. My unavailable dates are [insert dates] **OR**
  - b. The matter requires a brief to be served and seek the matter be adjourned for reply to a brief on [date] **OR**
4. The proceedings are listed for **reply to the brief** and I confirm the proceedings are still a plea of not guilty and ask the matter be listed for hearing. My unavailable dates are [insert dates]
5. This is a **Domestic Violence related offence** and I seek to enter a plea of not guilty on behalf of my client and see the matter be adjourned for hearing. The unavailable dates for the defence are [specify unavailability] and the matter listed for reply on [ insert date]

I would be grateful if the matter could be adjourned until [date].

This application is [by consent/ not opposed]

I have copied the [other party(s)/Prosecutor and OIC] into this email.

### Bail (where Applicable)

My client is/not on conditional bail and I ask that bail [continue/non contentious variation with attached application for variation].

### Contact details

I may be contacted on [phone number] on the day of the mention and am available to appear by phone or AVL should that be necessary.

Regards