



Telephone Directions

The Supreme Court has a dedicated telephone conference call facility used principally at this stage for common law directions hearings before the Registrar.

What type of matters can be heard in the telephone directions list?

Matters considered suitable for telephone directions hearing include consent matters and matters where parties or their legal representatives are located outside the Sydney CBD.

It is also worth noting that a telephone conference can still proceed even if one or more parties choose to appear in person.

What type of orders may be made via telephone?

Directions and orders that may be obtained by telephone callover include:

- adjournments
- directions
- allocation of hearing dates

When will the telephone directions list take place?

Telephone directions will take place every Tuesday, and at other times by special arrangement.

Entry into and removal from the telephone directions list

Matters in the telephone directions list may move to the general directions list at the direction of the Registrar. Matters in the general directions list may move to the telephone directions list by consent, or at the direction of the Registrar.

Parties who wish to have their matter entered into, or removed from, the telephone directions list should write to the Common Law Case Management Registrar. The application must be received at least three working days prior to the scheduled conference.

Applications can be emailed to Common_Law_Registrar@courts.nsw.gov.au and should:

briefly outline

- i) why the matter is unsuitable for hearing via telephone (if seeking removal to the general directions list), or
- ii) why a telephone hearing is preferred (if seeking entry into the telephone directions list)
- indicate whether or not the request for removal or entry is by consent

The Registrar will contact the parties with a determination within one working day of receipt of the application.

How does telephone directions list work?

1. Parties should email any proposed directions to Common_Law_Registrar@courts.nsw.gov.au by 5pm on the day before any scheduled telephone directions hearing. The proposed directions should indicate if they are consent directions.
2. Five minutes prior to the appointed time the parties dial into the telephone directions. The dial in number for all parties is 02 8251 8144.
3. The operator will welcome the parties and request their names, telephone numbers and the conference Registrar's name. The parties will be placed on hold with music playing until connected;
4. Once connected the Registrar will deal with the matter in a three-way conference call (unless one party mentions the matter for another party) and make directions/ orders. Parties should identify themselves on each occasion before speaking.
5. At the end of the conference call the parties will hang up.

Can I get a transcript of the telephone callover?

The conference will be taped and a copy of the tape sent to the Court by the conference call provider. Copies of the tape may be purchased from the Court.

How much does it cost to participate in telephone callover?

The cost to parties participating in telephone callover is:

- total price \$0.44 per minute / per link (\$0.40 + \$0.04 GST) for the duration of the conference; plus the cost of the call to the '02' number. This could involve local, STD or IDD call charges depending on the location of the party dialing in.

These charges will be billed to the parties' nominated Australian fixed telephone number.