

**BRISBANE MAGISTRATES COURTS**  
**PRACTICE DIRECTION 3 AND 4 OF 2020 COURT ARRANGEMENTS (COVID-19)**  
**AMENDED**

**DESIGNATED MATTERS AND URGENT APPLICATIONS: LISTING**  
**PROCEDURES**

**EMAIL GUIDELINES**

**THESE ARRANGEMENTS TAKE EFFECT FROM 27 APRIL 2020**

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**Appearances by telephone**

1. Parties to a proceeding may contact the Brisbane Magistrates Court (BMC) by phoning 1800 325 085 or emailing [Courthouse.Brisbane@justice.qld.gov.au](mailto:Courthouse.Brisbane@justice.qld.gov.au) to request to have appearances by telephone. Requests should be made by 3pm the day prior to the appearance.
2. Parties to matters emailing the court for telephone appearances are requested to use the subject line ***PD 3 or 4 of /2020- request for phone appearance, party name, court date.***
3. BMC registry will reply acknowledging receipt of the email and provide the following information.

*Thank you for your request. We are processing your request urgently and will be in contact with you within 4 hours. If you have not received a response within this time and your request is for court tomorrow, please email: [BMCurgentapplications@justice.qld.gov.au](mailto:BMCurgentapplications@justice.qld.gov.au) marked with the parties to the matter.*

4. If a response has not been received within 4 hours and the request is for court the next day, parties can email [BMCurgentapplications@justice.qld.gov.au](mailto:BMCurgentapplications@justice.qld.gov.au) and are requested to use the subject line ***Request for phone appearance, party name, court date.***
  - a. A Deputy Registrar will then progress the matter and contact the parties within one hour.

**Urgent Applications**

5. Parties to a matter emailing the court for an urgent application for leave under paragraph 19 can email [BMCurgentapplications@justice.qld.gov.au](mailto:BMCurgentapplications@justice.qld.gov.au) and are requested to use the subject line ***PD 3 or 4 of /2020 – Request to Hear Urgent Matter: Name of Matter/Listing Date.***

- a. A Deputy Registrar will then progress the matter for leave to the magistrate.

### **Designated Matters**

6. Parties to a matter emailing the court to bring on an application for leave to hear a designated matter under paragraph 20 which matter has already been adjourned to a date in the future can email [Courthouse.Brisbane@justice.qld.gov.au](mailto:Courthouse.Brisbane@justice.qld.gov.au) and are requested to use the subject line ***PD 3 or 4 of /2020 – Request to List Designated Matter: Name of Matter/Adjournment Date***
  - a. A Deputy Registrar will then progress the matter for leave to the magistrate.
7. If the matter is already listed for a long plea or other hearing that meets the description of a designated matter and a party wishes the matter to be heard (and not adjourned in accordance with paragraph 14 of PD 3/2020) the parties can email [Courthouse.Brisbane@justice.qld.gov.au](mailto:Courthouse.Brisbane@justice.qld.gov.au) and are requested to use the subject line ***PD 3/2020 – Request to Hear Designated Matter: Name of Matter/Listing Date***
  - a. A Deputy Registrar will then progress the matter for leave to the magistrate.