

## SUPREME COURT OF TASMANIA

### CIRCULAR TO PRACTITIONERS

No 2 of 2020

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#### e-Filing in the Supreme Court

The objectives of this Circular are to limit the risk of the spread of coronavirus through court users and staff attending Court to file and handle documents, and to reduce disruption to the conduct of the civil business of the Court. This Circular takes immediate effect and will apply until further notice.

Practitioners are advised that, with immediate effect, all law firms (including sole practitioners) are approved to use the Supreme Court's electronic filing services pursuant to the *Supreme Court Rules 2000* Part 7, Division 2A for all documents relating to proceedings at first instance and on appeal from lower courts and statutory tribunals, as well as appeals to the Full Court and the Court of Criminal Appeal.

The e-filing service involves the electronic lodgement of documents for filing with the Court by way of email attachment in portable document format (.pdf); and also provides for exchange of filed electronic documents between the parties. E-filing mailboxes for each registry are:

- [eFiling.SupremeCourt.Hobart@supremecourt.tas.gov.au](mailto:eFiling.SupremeCourt.Hobart@supremecourt.tas.gov.au)
- [eFiling.SupremeCourt.Launceston@supremecourt.tas.gov.au](mailto:eFiling.SupremeCourt.Launceston@supremecourt.tas.gov.au)
- [eFiling.SupremeCourt.Burnie@supremecourt.tas.gov.au](mailto:eFiling.SupremeCourt.Burnie@supremecourt.tas.gov.au)

Approval to use the e-Filing service is subject to compliance with the *Supreme Court Rules 2000 Part 7 Division 2A*, and the *Guidelines for e-Filing Participants* published by the Registrar on the Supreme Court website from time to time. The Rules and the Guidelines prescribe the required standard of electronic format of documents (including cover sheets, indexing, consistent page numbering; document trees and hyper-linking), the requirements for affidavits filed electronically, email format and subject description, and the addresses of the various Court registries' e-Filing mailboxes.

The e-filing procedures are being implemented in phases dependent on upgrades to the Court's IT infrastructure. At this stage, the e-filing procedures do not yet provide features that are available in some other courts and tribunals. These features will be added in due course, such as:

- a web based portal for authorised users that offers 24/7 access to filed documents; and
- automated EFT or credit card payments at time of lodgement.

At this stage, upon filing the Court will issue an invoice to approved debtors for payment of fees instead of requiring up-front payment at the time of lodgement.

A condition of e-Filing is an obligation on parties to lodge documents (including large documents such as affidavits and appeal books) via the e-Filing mailboxes, not leave them in a dropbox for collection by the Court. The maximum limit for email attachments able to be received by the Court is 150 MB. Any attachment above that limit will require the lodging party to deliver the e-Filed document(s) by USB stick.

This Circular replaces Circular 16/2013.

**JA Connolly**  
**REGISTRAR**