

SUPREME COURT
T A S M A N I A

Guidelines for eFiling Participants

December 2018

These Guidelines are for the assistance of parties who have been approved by the Registrar pursuant to the *Supreme Court Rules 2000 Part 7, Division 2A.*

eFiling Procedures :

The following steps document the general process for authorised users to file a document electronically in the Supreme Court in its original jurisdiction:

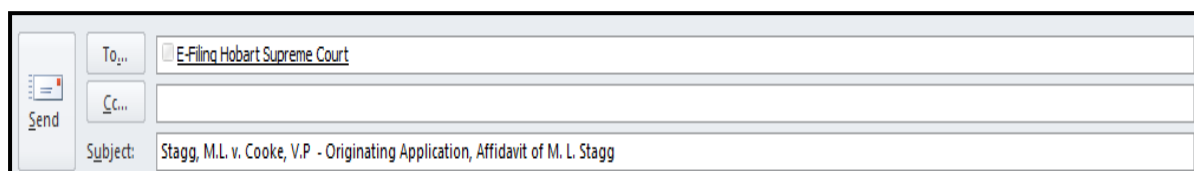
1. The submitting party (solicitor for the party or the party in person) creates a PDF version of the document (including Cover Sheet), and attaches this to a covering email and forward it to the relevant Registry E-Filing Mailbox (Hobart, Launceston or Burnie);
2. If the lodging party requires confirmation of delivery they should request a delivery confirmation receipt or a read receipt or both.
3. If the lodging party submits the document outside normal registry hours (9.00am to 4.30pm) the document is deemed to have been filed at 9am on the next day upon which the Registry is open for business;
4. A court officer will check the mailbox at a minimum of three times a day (9am, 11.30am and 4pm) or at any other time if advised that an urgent filing is expected;
5. A court officer will move the original email from the “In Box” to the “Processing” box in the Supreme Court email account (to prevent a document being processed twice);
6. A court officer will check the document for compliance with the Supreme Court Rules 2000 (as they would normally do with a physical document);

7. A court officer will, if the document is correct, record the details of the document on the Civil Registry Management System (CRMS), noting the filing date and time (the date and time the email was originally received or deemed to have been received) and attach an electronic copy of the document on the event on CRMS;
8. A court officer will, if the document is correct, move the email from the “Processing” box to the “Filed” box in the email account (and then proceed to step 11);
9. A court officer will, if the document is not correct,
 - a) advise the lodger of the reason for the document being rejected; and
 - b) move the email from the “Processing” box to the “Rejected” box in the email account (the flow for a rejected document would end at this point);
10. A court officer will endorse on the document : the Supreme Court received stamp, the hearing date (if applicable), a copy of the court seal and/or court officer signature (if applicable);
11. A court officer will then print a copy of the filed document for placing on the Court file. Lodging parties must note that the Registrar reserves the right to also require the lodging party to provide a hard copy of any electronically filed document if it is considered to be lengthy or voluminous.
12. A court officer will forward an electronic copy of the endorsed cover sheet and original document back to the lodging party for storage and/or service.

eFiling Requirements:

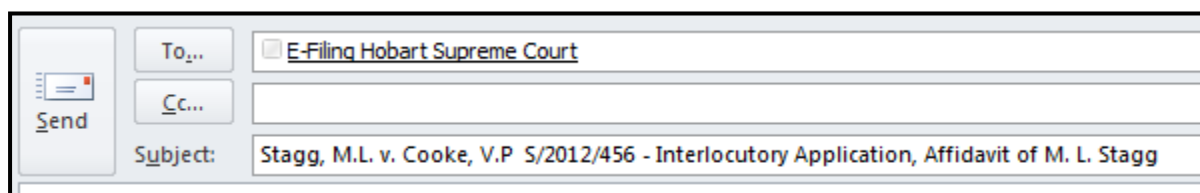
The following are guidelines for participant law firms in the Supreme Court eFiling Pilot:

- a) The layout of, and information contained in, an electronically filed document should not differ from one filed physically;
- b) Each email should be in regard to one matter only. Multiple documents relating to the same matter may be submitted in one email;
- c) The subject line of the email should include the title of the matter, the matter number (if applicable) and the type and amount of documents to be efiled (see example):



The screenshot shows an email composition window. On the left is a 'Send' button. The 'To:' field is populated with 'E-Filing Hobart Supreme Court'. The 'Subject:' field contains the text 'Stagg, M.L. v. Cooke, V.P - Originating Application, Affidavit of M. L. Stagg'.

or



The screenshot shows an email composition window. On the left is a 'Send' button. The 'To:' field is populated with 'E-Filing Hobart Supreme Court'. The 'Subject:' field contains the text 'Stagg, M.L. v. Cooke, V.P 5/2012/456 - Interlocutory Application, Affidavit of M. L. Stagg'.

- d) All documents should be directed electronically to the mailbox for the Registry in which the document would normally be filed, these are:
 - eFiling.SupremeCourt.Hobart@supremecourt.tas.gov.au
 - eFiling.SupremeCourt.Launceston@supremecourt.tas.gov.au
 - eFiling.SupremeCourt.Burnie@supremecourt.tas.gov.au
- e) All documents are to be in PDF format but not locked for editing (to enable the affixing of an electronic seal or receipt stamp);
- f) All affidavits should contain an index on the front page which should be hyperlinked to the various Annexures (see example):

MIECREDIT UNION LTD

Applicant

-and-

EDGAR VICTED

Respondent

Index to Annexures

Annexure A – Extract from ASIC	5
Annexure B – Certificate of Title	7
Annexure C – Mortgage	12
Annexure D – Plain English Home Mortgage	25

I Edgar Allan Poe of 123 Raven Street, Usher in Tasmania, Debt Recover Manager,
make oath and say as follows:

- g) If the participant requires confirmation of delivery they should request a delivery confirmation receipt or a read receipt or both
- h) Where a document is received outside normal registry hours (9.00am to 4.30pm) the document would be deemed to have been filed at 9am the next day upon which the Registry was open for business;
- i) Any document filed electronically should contain an endorsement stating whether the return document is to be returned electronically or held for collection;
- j) If the document is not in order for filing the person lodging the document will be notified electronically of the reasons for refusal;
- k) Documents in excess of 10 pages in length may be filed electronically in order to comply with any timetable or limitation period; but must also be filed in hard copy.

Jim Connolly

Registrar

12 December 2018