

# SUPREME COURT OF TASMANIA

## CIRCULAR TO PRACTITIONERS

No. 5 of 2025

16 April 2025

### E-filing Documents

This Circular is to be read in conjunction with Circular 2 of 2020 [E-Filing in the Supreme Court of Tasmania.pdf](#).

This Circular sets out the requirements for electronic lodgement of correspondence and documents.

#### E-Filing Address

Currently, when a matter is listed for a hearing many practitioners send correspondence and documents for filing directly to a chambers or judge's associate's email account.

All correspondence and documents for lodgement must be sent to the e-filing address of the registry in which the proceeding is pending. The registry will receive documents, electronically return documents for service, and forward filed copies to the relevant judge's associate.

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)

#### Timeframes for E-Filing

The [Guidelines for eFiling Participants - April 2020](#) state that the e-filing mailbox will be checked at least three times a day (9am, 11.30am and 4pm) or at any other time if the registry is advised that an urgent filing is expected.

Documents to which no other time limits apply should be e-filed no later than 4pm on the business day prior to the listing. Documents filed after 4pm may not be able to be forwarded to the judge's associate in time for the court listing.



PJ Ikedife  
**REGISTRAR**