

**PRACTICE DIRECTION GEN 1 OF 2008
DOCUMENTS FILED FOR IMMINENT HEARINGS**

1. Application

- 1.1 Subject to paragraph 1.2, this Practice Direction applies to any correspondence that is sent to the Court, or document that is filed at the Court, less than 2 clear working days before a hearing in Court.
- 1.2 This Practice Direction does not apply to documents filed through the Court's eLodgment system.

2. Correspondence

- 2.1 Where a letter is sent to the Court to which this Practice Direction applies, the letter is to contain a reference line at the commencement of the letter containing the name of the matter, the matter or case number, the date of the hearing and the type of the hearing. For example:

**STATE v SMITH, IND 1234 of 2008
SENTENCING HEARING 4 NOVEMBER 2008**

**SMITH v BROWN CIV 1234 of 2007
DIRECTIONS HEARING 4 NOVEMBER 2008**

- 2.2 Where a facsimile is sent to Court to which this Practice Direction applies, the name of the matter, the matter or case number, the date of the hearing and the type of the hearing is to appear on the first page of the facsimile transmission.
- 2.3 Where an email is sent to the Court to which this Practice Direction applies, the name of the matter, the matter or case number, the date of the hearing and the type of the hearing is to appear in the subject matter field in the email.

