

NOTIFICATION OF VIRTUAL APPEARANCE

As per the Chief Judge's direction dated 17/01/2022: Leave is granted for virtual appearances in the Local Court during the Covid pandemic, unless otherwise ordered.

NOTIFICATION OF VIRTUAL APPEARANCE

MATTER NAME AND FILE NUMBER	
DATE OF COURT and time if known	
PARTY	
PERSON APPEARING	
APPEARING BY TEAMS / PHONE	
DIRECT PHONE NUMBER	
SPECIFIC EMAIL ADDRESS FOR INVITATION TO BE SENT TO	
TYPE OF LISTING	
UNAVAILABLE TIMES	

CHECKLIST

- Have you completed all above information
- All parties must be available throughout the day for when their matter is called on, or specify when they will not be available. The Court may not be able to accommodate unavailable times.
- All telephone numbers must be direct lines and not switchboards or receptions
- Person appearing – requires actual practitioner involved, please refrain from using generic organisation addresses.
- Please ensure you have read and understood the Local Court guide for virtual appearances. Please ensure this form is submitted as early as possible and as a minimum 48 hours prior to the day before the Court proceedings are listed unless in urgent circumstances.

SUBMITTING THIS FORM

This form can be printed, completed and scanned to the relevant Local Court OR if you request an email copy or access the word version of this form you can send electronically by:

- hovering over the top left hand corner of the table above, until you see a small arrow, see yellow highlight above;
- left click on mouse and press copy;
- open an email and click paste;
- complete the details in the table and send to the below email address.

Darwin: DLC.Operations@nt.gov.au

Youth Court: Darwin.ChildrensCourt@nt.gov.au

Alice Springs: ASLC.Listings@nt.gov.au (please copy in the relevant registry as well) see virtual appearance guide

Katherine: Katherine.LocalCourt@nt.gov.au

Tennant Creek: TCLC.Registry@nt.gov.au

Subject line of email: *Virtual appearance – name (of matter) – date*

For urgent issues please call the relevant registry