

## **LAND AND ENVIRONMENT COURT REGISTRY NOTICE**

### **EARLY CLOSURE ON 29 APRIL 2011 AND RELOCATION OF REGISTRY DURING MAY & JUNE**

**The Land and Environment Court registry counter, located on level 4, will be closed from 12noon on Friday 29 April 2011 and registry services will resume at 8:30am on level 1 on Monday 2 May 2011.**

Level 4 of 225 Macquarie Street (Windeyer Chambers), which comprises the registry office and counter area, is undergoing a refurbishment in May and June 2011.

During the period of the refurbishment, the registry office and counter will be relocated to level 1 of 225 Macquarie Street (Windeyer Chambers).

The registry office and counter area will continue to operate as normal on level 4 until Thursday 28 April 2011.

On Friday 29 April 2011, the registry counter will close at 12noon for the relocation to occur. Telephone enquiries can still be made until 4:30pm on 9113 8200, but from 12noon the registry staff will not have the resources available to provide the usual standard of telephone service. Facsimile messages and e-court messages received after 11am on 29 April 2011 will not be dealt with until Monday 2 May 2011.

Please note that court users and practitioners will be expected to organise their business to ensure that all documents due to be filed on 29 April 2011 are filed by close of business on Thursday 28 April 2011 or by 12noon on 29 April 2011.

Pursuant to rule 2.5 of the *Land and Environment Court Rules 2007*, a registrar of a Local Courts is an agent for the registrar for the purpose of accepting documents for filing. Therefore practitioners and court users can file their documents at local court registries if convenient.

For any urgent filings after 12noon on 29 April 2011 (for example, where a statutory appeal period expires on 29 April), a temporary counter will be available for Land and Environment Court filings on level 5 of the Law Courts Building from 2-4:30pm. Please note that the temporary counter will not provide general registry services such as access to court files, access to subpoenaed material, allocation of hearing dates or applications to the registrar. Special arrangements will need to be made (prior to 12noon) for any urgent filings accompanied by applications to the registrar (including applications for abridgement of time or applications for waiver/postponement of court fees).

Registry services will then resume on level 1 at 8:30am on Monday 2 May 2011. During the period that the registry is located on level 1, some services may take longer to provide. For example, practitioners and court users can expect some delay in accessing files and subpoenaed material, and a delay of 48-62hours for the retrieval of closed files and for the sealing of court orders. The registry remains committed to providing high quality client services, and your patience during this time will be greatly appreciated.