

# SUPREME COURT OF TASMANIA

## CIRCULAR TO PRACTITIONERS

No. 10 of 2012

22 August 2012

### ASSOCIATE JUDGE'S LIST - CONTACT DETAILS

Practitioners are advised that contact should be made with the Associate to the Associate Judge via the following generic email address:

[Associate.Judge.List@justice.tas.gov.au](mailto:Associate.Judge.List@justice.tas.gov.au)

Practitioners are encouraged to use this generic email address (rather than the Associate's personal email address) to avoid communications not being received if the Associate is on leave.

### CONSENT MEMORANDA

Consent memoranda can be sent to the Associate to the Associate Judge:

- by emailing a PDF document to the above email address ; or
- by facsimile to the Hobart Court Registry on 6223 7186.

If parties are in the process of preparing a consent memorandum to take a matter out of the List, please contact the Associate Judge's Associate by the generic email address or by telephone on 6233 3430. For enquiries or confirmation that a matter has been taken out of the List, the Associate Judge's Associate can be contacted by email at the above address, or by telephone.

### DRAFT ORDERS - SETTling

Draft orders can be emailed to the relevant Court registry for settling. Draft orders must be in Microsoft Word format so that the document can be edited.

Settled orders will be printed, signed and sealed in the registry and (unless sealed) will be returned to the sender either via the pigeon holes where available, or via the DX or ordinary mail. Registry email addresses are:

Hobart:	<a href="mailto:SupremeCourtHobart@justice.tas.gov.au">SupremeCourtHobart@justice.tas.gov.au</a>
Launceston:	<a href="mailto:SupremeCourtLaunceston@justice.tas.gov.au">SupremeCourtLaunceston@justice.tas.gov.au</a>
Burnie:	<a href="mailto:SupremeCourtBurnie@justice.tas.gov.au">SupremeCourtBurnie@justice.tas.gov.au</a>

This Circular to Practitioners replaces Circular 10/2010.

J A Connolly  
REGISTRAR