

FEDERAL COURT OF AUSTRALIA

REGISTRY
SERVICES





Welcome to the Federal Court of Australia.

Until your case is heard by a Judge or Registrar, most of your contact with the Court will be with staff of the Court's District Registries. Therefore it is important for you to understand what staff can and cannot do to help you prepare your case.

Most importantly, Registry staff are not permitted by law to give you legal advice.

What we can do

- We can briefly explain and answer questions about how the Court works, its practices and procedures.
- We can tell you what forms you may need to use and provide you with guides to help you fill out some of the forms.
- We can give you blank copies of Court forms. These are also available on the Court's website at www.fedcourt.gov.au.
- We can check your forms and other court papers for completeness (for example, we check for signatures, and that attachments are present and signed by an authorised person within your State or Territory).
- We can give you information about how to apply for a waiver or exemption from paying court fees.
- We can provide Court lists and information on how to get a case listed.
- We can give you information about how your case is managed and the processes involved in each step along the way to a hearing. You can also obtain some information online about the listing of your case, orders made and other case details through the eSearch facility on the Court's website.
- We can give you basic information about mediation.
- We can give you information about interpreters.

- We can provide you with contact details of organisations which may be able to provide you with free or low-cost legal advice or assistance.
- We can give you information about Court-appointed referrals for legal assistance under Order 80 of the Federal Court Rules.
- We can provide you with all of the above services in relation to the Federal Magistrates Court of Australia (except for family law matters).

What we can't do

- We cannot give you legal advice.
- We cannot tell you whether or not you should bring your case to Court. We strongly advise you to seek legal advice before commencing a proceeding or appearing as an unrepresented respondent in a proceeding brought by someone else.
- We cannot recommend a certain lawyer to act on your behalf.
- We cannot tell you what words to use in your court papers such as forms and affidavits.
- We cannot tell you whether you have included enough information in your court papers.
- We cannot tell you what to say in court.
- We cannot tell you what the decision of the Court will be or give you an opinion about what it might be.
- We cannot explain orders made by a Judge or Registrar.
- We cannot change an order once it has been made by the Court.
- We cannot let you communicate with a Judge, other than at the hearing.

FEDERAL COURT REGISTRIES

ACT Registry

Commonwealth Law Courts Building
Childers Street, Canberra City ACT 2601

Phone: (02) 6267 0566
Fax: (02) 6267 0625
TTY: (02) 6267 0537
Email: actman@fedcourt.gov.au

NSW Registry

Level 16, Law Courts Building
Queens Square, Sydney NSW 2000

Phone: (02) 9230 8567
Fax: (02) 9230 8535
TTY: (02) 9230 8270
Email: nswdr@fedcourt.gov.au

NT Registry

Level 3, Supreme Court Building
State Square, Darwin NT 0800

Postal address:
PO Box 1806 DARWIN NT 0801
Phone: (08) 8941 2333
Fax: (08) 8941 4941
TTY: (08) 8982 0838
Registry Filing Fax: (08) 8941 4941
Email: ntreg@fedcourt.gov.au

QLD Registry

Level 6, Commonwealth Law Courts
119 North Quay, Brisbane QLD 4000

Postal Address:
P.O. Box 13084
George Street Post Shop
Brisbane QLD 4003
Phone: (07) 3248 1100
Fax: (07) 3248 1260
TTY: (07) 3248 1272
Email: qldreg@fedcourt.gov.au

VIC Registry

Commonwealth Law Courts
305 William Street, Melbourne VIC 3000

Phone: (03) 8600 3333
Fax: (03) 8600 3281
TTY: (03) 9670 0320
Email: vicreg@fedcourt.gov.au

SA Registry

Level 5 Commonwealth Law Courts
3 Angas Street, Adelaide SA 5000

Postal address:
GPO Box 1350 Adelaide SA 5001
Phone: (08) 8219 1000
Fax: (08) 8219 1001
TTY: (08) 8219 1011
Email: sareg@fedcourt.gov.au

TAS Registry

Commonwealth Law Courts Building
39-41 Davey Street, Hobart TAS 7000

Postal address:
GPO Box 903 HOBART TAS 7001
Phone: (03) 6232 1715
Fax: (03) 6232 1701
TTY: (03) 6232 1865
Email: tasreg@fedcourt.gov.au

WA Registry

Commonwealth Law Courts
1 Victoria Avenue, Perth WA 6000

Postal address:
GPO Box A30 PERTH WA 6834
Phone: (08) 9268 7100
Fax: (08) 9221 3261
TTY: (08) 9325 7053
Email: waregistry@fedcourt.gov.au

Principal Registry

Level 17, Law Courts Building
Queens Square, Sydney NSW 2000

Phone: (02) 9230 8542
Fax: (02) 9223 7706
Email: query@fedcourt.gov.au