



NOTICE TO THE PROFESSION CONSENT ORDERS TO BE SUBMITTED VIA EMAIL

The Chief Justice has authorised the issue of the following notice.

To further improve the service delivery of consent orders the Supreme Court Principal Registry has simplified and improved the way these orders are filed with the Court. All civil consent orders requiring approval and authentication are now to be filed via email.

A list of form templates to be used for orders being emailed to the Court is available on the Supreme Court website at:

www.supremecourt.vic.gov.au/home/forms+fees+and+services/forms/

Please replace your current consent order precedents with the updated forms.

Instructions

To facilitate the expeditious authentication of orders, the following process has been implemented and is to be followed by the Profession:

1. When preparing a consent order for the Court to approve and authenticate:
 - i Access the template form relevant to your list,
 - ii Add the information required in the spaces provided, ensuring all fields are complete and accurate,
 - iii. Email the editable version of the order to orders@supremecourt.vic.gov.au and copy in the Judge's Associate if known. Please ensure the court reference number is included in the subject line of the email.
2. In addition to the editable version of the order, attach a non-editable copy of the consent order in PDF format that has been signed by all parties to the case indicating consent to the order sought.

The consent order must leave the Judge's name, dates and times blank, which will be entered by the Court.

Orders will be forwarded to the relevant Judge for approval and/or amendment before being authenticated and sent to the relevant parties.

General

1. Please ensure that consent orders are signed by all parties on the court record.
2. The forms must not be sent to the Court by facsimile or post.

Contacts

Any enquiries regarding the filing of consent orders should be made with the Supreme Court Registry on 9603 9301

Rod Ratcliffe
Prothonotary