



Supreme Court of Victoria

Practice Note SC Gen 12

CONSENT ORDERS

1. INTRODUCTION

- 1.1 The Chief Justice has authorised the issue of the following Practice Note.
- 1.2 The purpose of this Practice Note is to set out the administrative procedure for the filing of consent orders with the Court.

2. COMMENCEMENT

- 2.1 This Practice Note was issued on 30 January 2017 and commences on 30 January 2017.

3. INSTRUCTIONS

- 3.1 Parties must comply with the requirements of any other Practice Note or Notice to the Profession applicable to the proceeding in which they seek consent orders. In particular, parties with a proceeding in a case management or specialist list should refer to the relevant Practice Note.
- 3.2 In addition to any other applicable requirement, any proposed consent orders should be copied to orders@supremecourt.vic.gov.au.
- 3.3 In the absence of any other applicable requirements, when preparing a consent order for the Court to approve and authenticate parties should:
 - (a) access the template General Form of Order available on the Court's website;
 - (b) add the information required in the spaces provided, ensuring all fields are complete and accurate, but leaving the judicial officer's name and "date made" fields blank;
 - (c) email the editable version of the order to orders@supremecourt.vic.gov.au and to the relevant judicial officer's associate if known. Contact details for all associates are on the Court's website. Please ensure the Court file number is included in the subject line of the email;

- (d) 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 proceeding indicating consent to the order sought.
- 3.4 Orders will be forwarded to the relevant judicial officer for approval and/or amendment before being authenticated and sent to the relevant parties.
- 3.5 Forms are not be sent to the Court by facsimile or post.
- 3.6 Parties are reminded that minutes of consent orders are proposed for the Court's consideration and will not necessarily be made in the form sought. As such, parties should not rely upon agreed minutes of consent (particularly in relation to vacating or adjourning any hearing) until written confirmation is received that the proposed orders have been made or that attendance at a hearing is not required.

4. CONTACT

- 4.1 Enquiries regarding the filing of consent orders should be directed in the first instance to the appropriate contact in any applicable case management or specialist list as per the relevant Practice Note.
- 4.2 Any other general enquiries regarding the filing of consent orders should be made with the Supreme Court Registry on 9603 9300.

AMENDMENT HISTORY

30 January 2017: This Practice Note was issued on 30 January 2017 and replaced the Notice to the Profession issued in 2013 entitled Consent Orders Submitted by Email

Vivienne Macgillivray
Executive Associate to the Chief Justice
30 January 2017