


SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY AND ACT MAGISTRATES COURT

Notice to practitioners

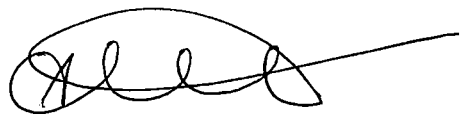
Procedure for bringing dangerous and large exhibits to court

1. This notice is to inform practitioners of the procedure to follow when bringing exhibits to court that would breach the security policy of the court or may not be able to pass through the court security screening point.
2. Where it is necessary for you to bring to court an item which may breach the security policy of the ACT Law Courts and Tribunal such as a firearm, knife, aerosol can or other dangerous items, or an item that will not easily pass through the courts' security screening you must contact the Courts' Security Manager, Mr Lloyd Meehan, in writing to arrange for the exhibit to be brought to court.
3. Emails may be sent to Lloyd.meehan@act.gov.au and must state:
 - a. The case name and number for which the exhibit is required;
 - b. The date on which the exhibit is to be brought to the court;
 - c. A description of the exhibit; and
 - d. Any other information about the exhibit that will assist in ensuring appropriate safeguards are made when the exhibit is brought to court.
4. The Courts' Security Manager must be contacted at least 2 working days prior to the time the exhibit needs to be brought to court.
5. The security manager will then make suitable arrangements for the exhibits to be brought to the court and securely stored until required to be put into evidence.
6. Failure to make appropriate arrangements with the court security manager may result in the exhibit not being permitted to be brought into the court until appropriate security arrangements can be put in place.

Dated:



Registrar Supreme Court



Registrar Magistrates Court

29 April 2013