



SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY

NOTICE TO PRACTITIONERS

Criminal Callover - Joint Callover Instruction Forms

Joint callover instruction forms are to be filed electronically with the court no later than **7 days prior** to the call over, or as otherwise directed by the Registrar. It is the expectation of the court that parties will liaise with one another to ensure that the completed instructions can be filed by that date.

Practitioners should ensure that the instruction form is compliant with the following:

- Both witness and counsel availability is limited to the sittings that the callover is listing into, as published in the relevant Notice to Practitioners. Instructions should not include dates outside of that listing period.
- The unavailability of a witness is not to be included unless it cannot be accommodated during the trial itself. For example, single days of unavailability of witnesses should not be included, or where a witness is able to be called during the second week of a two-week trial.
- The availability of witnesses on Witness List B should not be included in the instruction form unless the prosecution has been advised by defence that the witness is required.
- Where instructions are updated following the initial filing, this should be clearly identified on the updated instructions.

Parties should expect that forms which do not comply with this Notice to Practitioners will be returned and must be resubmitted.

Practitioners should take care to ensure that the information provided is complete and accurate. Information provided to the court for the first time at the callover may not be considered when listing a matter for trial.

Where parties identify during the course of completing the form that the matter is not ready to be allocated a trial date, for example where a party seeks further pre-trial applications or pre-trial evidence, it is the expectation of the Court that parties will take steps to have the matter removed from the call over and relisted for directions.

Jayne Reece

Registrar

20 October 2026