



## HIGH COURT OF AUSTRALIA

### Filing documents

Documents lodged in the DLS Portal will not be filed unless approved by the HCA Registry.

### Information on preparing application books

Pursuant to Rule 41.07 of the *High Court Rules 2004* (“The Rules”), the applicant must now prepare and file the application book. This must be done within 21 days from the time fixed for the filing of the reply.

Example indexes are available on the High Court website at:

[https://www.hcourt.gov.au/registry/filing-documents/registry\\_forms-2020](https://www.hcourt.gov.au/registry/filing-documents/registry_forms-2020). Please deliver a draft application book to the Registry for checking at least one week prior to its due date. Do not lodge the draft application book through the DLS Portal until it is ready to be filed.

Application books must be prepared in accordance with the Rules. It is the applicant who has the responsibility for preparing and filing the application books. Application books which do not comply with the Rules will not be accepted for filing.

Application books are only required to be filed electronically, hard copies are not required to be filed or served.

### Please note the following:

#### Date for the filing of application books

1. Unless otherwise directed by a Registrar, the application book is to be filed within twenty-one (21) days after the applicant’s reply falls due.

#### Requirements concerning the contents of the application book generally

2. Please see Rule 41.07 generally concerning the contents and layout of application books. Please also note the reference in Rule 41.07.4 that application books are to be prepared in the same manner as the core appeal book, apart from any necessary amendments as required by these notes.
3. Any order included in the application book must be the sealed order of the court below. Minutes of order are not acceptable.
4. Where a document has been wholly superseded by an amended document and the original document is still listed in the index, that original document should be marked "NR" (not reproduced). However, where a document has been only partially superseded by an amended document, it may be necessary to both list and reproduce both documents.

#### Requirements concerning format

5. An application book must have a title page which sets out the full title of the proceedings. It must include the heading “Application Book”, the details of the solicitors for all parties (or the names of parties who are unrepresented).
6. The page size must be A4. There should be a 2.5 cm margin on each side of each page.
7. No volume of the application book can exceed 500 pages (250 sheets). Where an application book comprises of more than one volume, the title page of each volume is to be identified accordingly and the pages contained in each volume are to be identified (i.e. pages 1 to 249). A copy of the entire index, amended to show the volume breaks, is to be included in each volume.
8. The application book must be paginated, with the pagination itself to commence on the title page. All pages of the application book must be paginated, including the index and any intentionally blank pages. Any original pagination of documents, such as those on judgments of the courts below, should however be retained.
9. Every tenth line is to be numbered in the left-hand margin.
10. Where separate judgments are given by the members of the court below, a page number must be listed in the index for the commencement of each judgment.
11. All pages are to be clearly legible and contain no handwritten marks or comments.
12. The formal headings should not be removed from documents (including pleadings, notices of appeal, orders and reasons for judgment of the court below) when they are reproduced in the application book.

#### General requirements

13. Please deactivate any security settings in the document. Please also remove any hidden text, such as markings or annotations (including track changes), from source documents before converting them to PDF.
14. When documents are scanned the resolution should be set to 300 dpi.
15. Please enable the “commenting” functionality for the PDF document.

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