



## **ELECTRONIC FILING POLICY**

### **1. Commencement**

This policy commences on 19 June 2023.

### **2. Application**

This policy applies to all civil proceedings in the Land and Environment Court's jurisdiction.

### **3. Purpose**

3.1 On 5 June 2023, the file size limit for documents filed using the Online Registry was increased, permitting larger documents to be filed electronically.

3.2 There is still a need, however, for hardcopies of electronically filed documents to be filed in certain circumstances.

3.3 This policy sets out the details of when, what and how documents are to be provided to the Court in hardcopy when documents have been filed electronically.

### **4. Definitions**

*Electronic filing* means filing a document in the Land and Environment Court by the Online Registry.

*Document* means any document that is permitted to be filed in the Land and Environment Court by the Online Registry.

*Attachment* means any annexure, exhibit, report or plan that relates to the document.

### **5. Requirements for electronically filed documents**

5.1 Each electronically filed document (including attachments) is to be uniquely paginated.

5.2 Each attachment to an electronically filed document is to have a simple and plain English file name for easy reference (eg: Town Planning Joint Expert Report).



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**6. Requirements for hardcopy documents**

- 6.1 If the total number of pages of an electronically filed document (including any attachment) is greater than 50 pages, then the filing party must file a hardcopy of that document with the Court.
- 6.2 The hardcopy document filed with the Court must include the Online Registry coversheet with the Court seal, case name, proceedings number and the time and date of filing clearly visible.
- 6.3 The hardcopy document is required to be stapled securely or in a functioning ring binder. If a ring binder is used, it is to be appropriately sized, not filled beyond its capacity and with all pages hole punched accurately. The ring binder cover and spine are to clearly state the case name, the proceedings number and the number of ring binders comprising the hardcopy document. Parties are encouraged to use tabs and a table of contents for any hardcopy document provided to the Court to assist with easy referencing.
- 6.4 The filing party must file the hardcopy document within five working days of electronically filing the document.
- 6.5 Hardcopy documents may be filed by being hand delivered to the Registry or sent by courier or by post.

**7. Failure to comply with the policy**

A failure to comply with this policy may delay the matter progressing in a just, quick and cheap manner. If such a delay occurs, the Court may order the defaulting party to pay the costs of the other party that may be occasioned by failing to comply with this policy.

**Issued by:**

The Hon. Justice Brian J Preston  
Chief Judge  
Land and Environment Court of New South Wales  
On 19 June 2023