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## Office of the Chief Magistrate of the Local Court of New South Wales

### CHIEF MAGISTRATE'S MEMORANDUM

#### INTERIM ARRANGEMENTS FOR APPEARANCES AT DOWNING CENTRE LOCAL COURT FIRST RETURN DATE MATTERS

As a result of the recent flooding and temporary closure of the Downing Centre Local Court complex, first return date matters that would normally be listed at the Downing Centre Local Court have been transferred primarily to a courtroom in the adjoining John Maddison Tower. Consequently, the volume of defendants and practitioners now attending the John Maddison Tower has created significant delays in access to lifts and facilities.

To alleviate this problem, the following interim measures will take effect from Thursday 17 July 2025 and will remain in place until further notice:

#### **For defendants with a legal representative**

1. At the first return date of any criminal matter listed (nominally) at the Downing Centre Local Court:
  - i) An appearance will be deemed to be a physical appearance where the legal representative either
    - a) communicates by email to the Registry the fact of their representation of the defendant and the nature of their request to the Court (an email appearance); or
    - b) communicates by email to the Registry their intention to appear by AVL on the day of the listing of the matter (an AVL appearance).
  - ii) Email appearances must provide the following information:
    - a) Name of defendant;
    - b) Name of representative and firm;
    - c) H number and matter identification;
    - d) Date listed before court;
    - e) Mobile number and email contact of representative; and
    - f) Any plea to be entered and further orders sought.

#### **For self represented defendants**

2. Where a defendant is not legally represented at the first return date they may appear via email so long as they provide the same particulars as noted in 1( ii) above (where applicable).



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### For all appearances

3. Appearance emails are to be sent to [dclc@justice.nsw.gov.au](mailto:dclc@justice.nsw.gov.au)
4. Appearances by email or an AVL appearance will only be accepted where the email is received by the Registry no later than 4pm the business day preceding the first return date.
5. Legal representatives and self represented defendants should ensure they are available by phone on the day of the appearance in the event that any clarification is required by the Court.
6. All persons appearing via AVL must be ready to appear by 0930 on the day of the listing unless a different marking is indicated either by the Court or the Registry.
7. Email appearances may be made subsequent to the first return date but only where the Court has granted leave to do so at the first return date.
8. Any AVL appearance should be conducted from a suitable and quiet environment. AVL appearances from public spaces or vehicles should be avoided.

A handwritten signature in blue ink, appearing to read 'Michael Allen'.

Judge Michael Allen  
**Chief Magistrate**

15 July 2025