

## SERVICES OFFERED BY THE OFFICES OF THE REGISTRY

The Registrars and Registry staff of the High Court of Australia provide information and assistance to legal practitioners, litigants and members of the public in relation to the jurisdiction, practice and procedure of the Court and the status and disposition of matters before the Court.

Most of your contact with the Court will be with Registrars and the Registry staff, therefore it is important for you to understand what we can and cannot do to assist you. Your contact will be by email or telephone.

Most importantly, Registry staff are not permitted to give you legal advice.

### What we can do

- We can assist you if you have questions about the operation of the Court's Digital Lodgment System Portal. Information is also available here: <https://www.hcourt.gov.au/digital-lodgment-system/dls-information-sheets>.
- We can briefly explain and answer questions about how the Court works, its practices and procedures.
- We can give you examples of Court forms. These are available on the Court's website.
- We can check your forms and other court papers for completeness (for example, we check for signatures, and that attachments are present).
- We can give you information about how to apply for an exemption from court fees or how to apply to pay the financial hardship fee.
- We can give you information on how your matter will be managed and what steps may be involved in getting the matter ready.
- We can provide Court lists, or direct you to the Court lists on the Court's website.
- We can give you information about interpreters.
- We can provide you with some details of organisations which may be able to provide you with free or low-cost legal advice or assistance.

### What we cannot do

- We cannot give you legal advice.
- We cannot tell you whether or not you should bring your case to Court. We strongly advise you to seek legal advice before commencing a proceeding or appearing for yourself in a proceeding brought by someone else.
- We cannot recommend a certain lawyer to act on your behalf.
- We cannot tell you what words to use in your court papers such as forms and affidavits.
- We cannot tell you what to say in court if your matter is listed for a hearing.
- We cannot tell you what the decision of the Court will be or give you an opinion about what it might be.
- We cannot change an order once it has been made by the Court.
- We cannot let you communicate with a Judge, other than at a hearing.