



Magistrates Court of Western Australia

PRACTICE DIRECTION 4 OF 2021

Written Submissions to Magistrates Court, Perth

1. Practice Direction 2 of 2012 is revoked.

Criminal, Restraining Orders and Extraordinary Licence Applications

2. For matters in the Court's criminal jurisdiction and in the Court's civil jurisdiction where electronic lodgment of documents is not mandated, if a party is required to or wishes to make submissions or otherwise bring materials to the attention of a Magistrate prior to the hearing date at the Perth Magistrates Court, the attached face sheet should be completed and attached to the materials. The materials can be lodged in person, by mail, by fax or by email.

Civil Matters (Electronic Lodgment)

3. For matters in the Court's civil jurisdiction where electronic lodgment of documents is mandated, if a party is required to or wishes to make submissions or otherwise bring materials to the attention of a Magistrate prior to the hearing date at the Perth Magistrates Court, the materials must be lodged in accordance with the requirements of ECMS. The materials must be lodged using ECMS unless an exemption applies. Where an exemption applies, the materials must be lodged in accordance with paragraph 2.
4. Compliance with this Practice Direction will facilitate the efficient delivery of the materials and assist with tracking.

Dated the *9th* day of *July* 2021

A handwritten signature in black ink, appearing to read 'Steven Heath'.

Steven Heath
Chief Magistrate

MAGISTRATES COURT of WESTERN AUSTRALIA PERTH REGISTRY	Court number/s	
	Jurisdiction	<input type="checkbox"/> Criminal <input type="checkbox"/> Civil
	Lodgment Date	

WRITTEN SUBMISSIONS

Case Details	[Insert Party] vs [Insert Party]
	Submissions Lodged for Magistrate _____

Details of Lodging Party	Name: Address: Email: Contact No:		Date	
---------------------------------	--	--	------	--

HEARING DETAILS This case is listed in Court on:				
Date and time	Date		Time	
Place	Central Law Courts, 501 Hay Street, Perth WA 6000			

Deliver To	<input type="checkbox"/> Email: pmclistings@justice.wa.gov.au <input type="checkbox"/> Fax: 08 9425 2776 <input type="checkbox"/> Mail: Listings, Level 3, 501 Hay Street, Perth, WA 6000 <input type="checkbox"/> Hand Delivery: Front Counter – Registry, 501 Hay Street, Perth
-------------------	---

Office Use Only			
Service details	<input type="checkbox"/> Received by Front Counter on	Date	
	<input type="checkbox"/> Received by Listings on	Date	
	<input type="checkbox"/> Delivered to Magistrate on	Date	