

Short Minutes of Order

COURT DETAILS

Court Land and Environment Court of New South Wales

Class

Case number

TITLE OF PROCEEDINGS

[First] applicant [name]

#Second applicant #Number of applicants (if more than two)

[First] respondent [name]

#Second respondent #Number of respondents (if more than two)

[#FILING #ISSUING #PREPARATION] DETAILS

[#Filed #Issued #Prepared] for [name] [role of party eg applicant]

#Legal representative [solicitor on record] [firm]

#Authorised agent [agent's name] [#agent's firm]

#Legal representative reference [reference number]

#Authorised agent reference

Contact name and telephone [name] [telephone]

SHORT MINUTES OF ORDER

Note: Strike through/amend as required.

Usual directions at second directions hearing

1. The matter is fixed for hearing on the following dates [insert dates obtained from the Registry and approved by the List Judge].
2. The parties are to confer and prepare a paginated Court Book with a table of contents in a white folder (or folders) containing the following sections with dividers between them:
 - (a) a copy of the summons, each respondent's response to the summons (in judicial review proceedings) and (if applicable) pleadings;
 - (b) an agreed list (or competing lists) of the real issues for determination;
 - (c) a summary of the applicant's argument (not exceeding 10 pages);
 - (d) [in judicial review proceedings only] the decision under review and the statement of reasons (if any) of the decision-maker;
 - (e) any statement of facts able to be agreed between the parties;

(f) an agreed chronology or, failing agreement, the parties' respective chronologies;

(g) an agreed schedule of any relevant legislative provisions or, failing agreement, the parties' respective schedules of any relevant legislative provisions;

(h) each party's list of objections (if any) to evidence;

(i) spaces for the summary of the respondent's argument and any summary of the applicant's argument in reply (when filed).

3. The parties are to confer and prepare a paginated Evidence Book in a non-white folder (or folders) with a table of contents containing the following copy documents with dividers between them:

(a) documents the parties jointly or separately propose to tender, with a table of contents indicating any objections to admissibility and the grounds;

(b) affidavits of the applicant's lay witnesses;

SIGNATURE

Signature of applicant or legal representative for applicant

Capacity

[eg solicitor, authorised agent for (role of party), role of party]

Date of signature

Signature of respondent or legal representative for respondent

Capacity

[eg solicitor, authorised agent for (role of party), role of party]

Date of signature