

HIGH COURT

June 2016

CONTENTS

SECTION 1

User Notes

		Manual Page
MISCELLANEOUS DOCUMENTS		
HC 00 MASTER	Master File	1
HC 03 INFO	Matter Information Sheet	5
HC 03 ACCT	General Account	7
HC 03 ACCTDISB	General Disbursement Account	10
HC 03 BRIEF	Brief to Barrister	12
HC 03 COVER	File Cover	14
HC 03 FILENOTE	Memo to File	17
HC 03 MEMO	Office Memo	18
HC 03 STATDEC	Statutory Declaration	19

SECTION 2

GENERAL - LETTERS AND FACSIMILES

HC 01 L1	Letter to Client	1
HC 01 L3	Letter General	2
HC 01 LD	Letter to Defendant's Solicitor	3
HC 01 LP	Letter to Plaintiff's Solicitor	4
HC 01 LR	Letter to Respondent's Solicitor	5
HC 01 LA	Letter to Applicant's Solicitor	6
HC 01 LB	Letter to Barrister	7
HC 01 LC	Letter to Court	8
HC 02 F1	Facsimile to Client	9
HC 02 F3	Facsimile General	10
HC 02 FD	Facsimile to Defendant's Solicitor	11
HC 02 FP	Facsimile to Plaintiff's Solicitor	12
HC 02 FR	Facsimile to Respondent's Solicitor	13
HC 02 FA	Facsimile to Applicant's Solicitor	14
HC 02 FB	Facsimile to Barrister	15
HC 02 FC	Facsimile to Court	16

SECTION 3

COURT FORMS

HC H020	Title Document for forms	1
HC H030	General Form of Affidavit by Client	4
HC H035	General Form of Affidavit by Solicitor	4
HC H040	General Form of Affidavit	4
HC H045	General Affidavit of Service	5
HC H050	Notice of Change of Solicitor	6
HC H060	Terms of Settlement	7
HC H070	Notice of Ceasing to Act as Solicitor	8
HC H080	Certificate Identifying Exhibit	9
HC H090	Appeal Reply	10
HC H100	Authorities Index	11
HC H110	Certificate of correctness	12
HC H120	Application/Appeal Index	13
HC FORM1	Notice of a Constitutional Matter	21
HC FORM1A	Notice of Intervention	68
HC FORM2	Judgment	22
HC FORM3	Order	23
HC FORM4	Consent	24
HC FORM5	Arrest Warrant	25
HC FORM6	Committal Warrant	26
HC FORM7	Notice of Appearance	27
HC FORM8	Submitting Appearance	27
HC FORM9	Conditional Appearance	27
HC FORM10	Subpoena to Give Evidence	28
HC FORM11	Subpoena to Give Evidence and Produce Documents	29
HC FORM12	Application for an Order to Show Cause	30
HC FORM13	Writ of Certiorari	32
HC FORM14	Writ of Mandamus	33
HC FORM15	Writ of Habeas Corpus	34
HC FORM16	Writ of Prohibition	35
HC FORM17	Application for Removal	36
HC FORM18	Applicant's Summary of Argument	39
HC FORM19	Respondent's Summary of Argument	41
HC FORM20	Writ of Summons	43
HC FORM21	Summons	45
HC FORM22	Election Petition	46
HC FORM23	Application for Leave or Special Leave to Appeal	48
HC FORM23A	Response – Application for Leave or Special Leave to Appeal	69
HC FORM24	Notice of Appeal	49
HC FORM25	Notice of Discontinuance	51
HC FORM26	Notice of Cross-Appeal	52
HC FORM27	Notice of Contention	53

HC FORM27A Appellant's Submissions..... 54

SECTION 3

COURT FORMS (Continued)

HC FORM27B Appellant's Chronology..... 57
HC FORM27C Intervener's Submissions 58
HC FORM27D Respondent's Submission 60
HC FORM27E Appellant's Reply 63
HC FORM27F Outline of Oral Argument..... 71
HC FORM28 Bill of Costs..... 64
HC FORM29 Certificate of Taxation..... 66
HC FORM30 Ex parte application for leave to issue a proceeding (under Judiciary Act 1903) 67
HC FORM31 Ex parte application for leave to issue a proceeding (subject to direction of a Justice).... 67

ALPHABETICAL TABLE OF FORMS

Section 3
Page

A

Appeal Reply	H090	10
Appellant's Chronology	FORM27B	57
Appellant's Reply	FORM27E	63
Appellant's Submissions	FORM27A	54
Applicant's Summary of Argument	FORM18	39
Application for an Order to Show Cause	FORM12	30
Application for Leave or Special Leave to Appeal	FORM23	48
Application for Removal	FORM17	36
Application/Appeal Index	H120	13
Arrest Warrant	FORM5	25
Authorities Index	H100	11

B

Bill of Costs	FORM28	64
---------------	--------	----

C

Certificate Identifying Exhibit	H080	9
Certificate of correctness	H110	12
Certificate of Taxation	FORM29	66
Committal Warrant	FORM6	26
Conditional Appearance	FORM9	27
Consent	FORM4	24

E

Election Petition	FORM22	46
Ex parte application for leave to issue a proceeding (under Judiciary Act 1903)	FORM30	67
Ex parte application for leave to issue a proceeding (subject to direction of a Justice)	FORM31	67

G

General Affidavit of Service	H045	5
------------------------------	------	---

I

Intervener's Submissions	FORM27C	58
--------------------------	---------	----

J

Judgment	FORM2	22
----------	-------	----

N

Notice of a Constitutional Matter	FORM1	21
Notice of Appeal	FORM24	49
Notice of Appearance	FORM7	27
Notice of Ceasing to Act as Solicitor	H070	8
Notice of Change of Solicitor	H050	6
Notice of Contention	FORM27	53
Notice of Cross-Appeal	FORM26	52
Notice of Discontinuance	FORM25	51
Notice of Intervention	FORM1A	68

ALPHABETICAL TABLE OF FORMS

Section 3
Page

O

Order	FORM3	23
Outline of Oral Argument	FORM27F	71

R

Respondent's Submission	FORM27D	60
Respondent's Summary of Argument	FORM19	41
Response – Application for Leave or Special Leave to Appeal	FORM23A	69

S

Submitting Appearance	FORM8	27
Subpoena to Give Evidence	FORM10	28
Subpoena to Give Evidence and Produce Documents	FORM11	29
Summons	FORM21	45

T

Terms of Settlement	H060	7
---------------------	------	---

W

Writ of Certiorari	FORM13	32
Writ of Habeas Corpus	FORM15	34
Writ of Mandamus	FORM14	33
Writ of Prohibition	FORM16	35
Writ of Summons	FORM20	43