



## ANNOUNCEMENT

### New Case Management System and the update of Court Forms

The Court is pleased to announce that our case management system has been upgraded and will come into operation from 1 July 2022.

The new system (Case Vision) will deliver significant operational efficiencies. Behind the scenes in our effort to become a “less paper office” it will mean the eradication of hard copy court files. There will be a strong emphasis for as many court processes and lodgements to occur electronically. With these new initiatives we do however appreciate that change can be difficult, so we have endeavoured to minimise the impact to court users as much as possible.

Please note that listings have not been affected. All existing hearing dates and times remain the same.

#### **NUMBERING OF EXISTING CASES AND NEW CASES**

From July 2022, case numbers are allocated as follows:

- LC-22-12345
- LC – Licensing Court
- 22 – calendar year i.e. 2022

Numbers for existing cases will be retained albeit with the addition of a 0 prefix to make a 5 digit number.

- 42/2022 to become 00042/2022

#### **UPDATED FORMS AND LODGEMENT**

Forms are currently being revised with new Word and/or PDF versions to be available from our website on **30 June 2022**.

Importantly initiating Applications (as dot pointed below) on the old forms will **not be accepted** after 1 July 2022 as they will no longer be compatible for upload into the new computer system.

- LL – 01 – Referral from Commissioner (s 17(B))
- LL – 02 – Application for Review of or an Appeal from the Commissioner’s Decision (s 22)
- LL – 03 – Conciliation of Complaint (s 106)
- LL – 04 – Complaint and Summons (s 120)

Word and/or PDF versions of applications should be emailed to one single point: [licensingcourt@sa.gov.au](mailto:licensingcourt@sa.gov.au)

At the discretion of the Clerk of the Court, voluminous hard copy documents may still be accepted via our Registry (note sub-registry of SAET) on Level 6, Riverside Centre, North Terrace if required.

## **CORRESPONDENCE**

From July 2022 new templates are used for Licensing Court Orders and Notices. These documents contain predominately the same information as before.

Licensing Court correspondence (eg notices, orders, letters) will only be sent to one recipient per party. If a party is represented, only the representative will be receiving correspondence and they need to ensure that their clients are informed as they see fit.


## **CASE LISTS**

Electronic case lists will still be posted on our website on the days when matters are listed. However for those matters that are being heard at the Court an electronic case list of hearing details and locations will now be visible via the touch screen board in the Level 7 Waiting Area.

## **CONCLUSION**

As you can appreciate going live with a new computer system will have its initial hiccups and we ask for your patience and understanding when dealing with Court staff. Please continue to check our website [www.licensingcourt.sa.gov.au](http://www.licensingcourt.sa.gov.au) for future updates/amendments. We will be issuing a new Practice Direction to formally provide for the revised forms prior to 1 July 2022.

We welcome your feedback and are happy to be contacted to discuss any problems with the new processes via email [licensingcourt@sa.gov.au](mailto:licensingcourt@sa.gov.au) or by phone on 8207 0954 (please leave a voicemail message).



**His Honour Judge Gilchrist  
The Licensing Court Judge**



**1 June 2022**

### **User Tips:**

- Delete any old Licensing Court forms you have downloaded– these will be out of date from 1 July 2022.
- Visit the Forms page on our website for the latest forms from 30 June 2022.
- All applications and documents should be lodged by email to one single point: [licensingcourt@sa.gov.au](mailto:licensingcourt@sa.gov.au)
- Contact Licensing Court Registry with any queries on (08) 8207 0954.

