**ANNEXURE A**

**CERTIFICATE OF URGENCY IN SUPPORT OF LISTING BEFORE A DUTY JUDGE**

**Defined terms have the same meaning as given in the GPN-DUTY Practice Note.**

“I NAME of ADDRESS/STATUS/FIRM (Party/Solicitor/Barrister) (\*delete whichever is inapplicable), certify that:

1. I am the [applicant/legal representative of the applicant] and am authorised to provide this certificate to the Court for the purpose of the Duty Judge determining if the application (in whole or in part) warrants an urgent listing before the Duty Judge.
2. I have read and thoroughly familiarised myself with the GPN-DUTY Practice Note.
3. This application [is/is not] made in an existing proceeding which has been docketed to, or is being case managed by, a Judge.
4. If the application has been docketed or is being case managed by a Judge:
5. I have sought to have the matter heard urgently before Justice [insert name of Docket/Case Management Judge] but could not for the following reasons:
6. I have **not** sought to have the matter heard urgently before Justice [insert name of Docket/Case Management Judge] for the following reasons:
7. Is this application related to any other proceeding? [Yes/No]
8. If yes what is the proceeding number and what is the connection to the proceeding?
9. I provide the following brief description of the dispute that has given rise to this application:
10. The principal final relief that is (or will be) sought in the substantive proceeding is most closely connected to the following National Practice Area of the Court (tick only one NPA, and/or one Sub-area as applicable):

**PART 1: General Duty**

□ Administrative and Constitutional Law and Human Rights NPA

□ Migration

□ Admiralty & Maritime NPA

□ Employment & Industrial Relations NPA

□ Federal Crime & Related Proceedings NPA

□ General and Personal Insolvency (Note: applications in this Sub-area of the Commercial and Corporations NPA are to be made as General Duty Applications and not Commercial and Corporations Duty Applications)

□ Intellectual Property NPA

□ Patents & Associated Statutes

□ Trade Marks

□ Copyright & Industrial Design

□ Native Title NPA

□ Taxation NPA

□ Other Federal Jurisdiction NPA

**PART 2: Commerial and Corporations Duty**

□ Commercial & Corporations NPA

□ Commercial Contracts, Banking, Finance & Insurance

□ Corporations & Corporate Insolvency

□ Economic Regulator, Competition & Access

□ Regulator & Consumer Protection

□ Commercial Arbitration

1. [TO BE COMPLETED ONLY FOR DUTY APPLICATIONS IN REGION 1 (NSW and ACT) AND REGION 2 (VICTORIA, QUEENSLAND AND TASMANIA)]

Based on my identification of the NPA that is most closely related to the principal final relief sought in the substantive proceeding, the applicant seeks an urgent hearing before the \*Commercial and Corporations Duty Judge / \*General Duty Judge (\*delete whichever is not applicable).

*Note: See [4.8] of the GPN-DUTY Practice Note for information on identifying the most closely connected NPA and Sub-area.*

1. I provide the following brief description of the reason why this application (or part of it) is sufficiently urgent to be listed to be heard and determined as a Duty Application:
2. All documents necessary for the Duty Judge to hear and determine this application as a Duty Application are attached to this application or have been filed or otherwise supplied to the Chambers of the Duty Judge.

*-or-*

This matter is so urgent that it must be listed/heard without all the necessary documents being filed but materials will be provided to the Chambers of the Duty Judge by [TIME/DATE] or handed up during hearing.

1. The estimate length of the duty hearing is: [insert].
2. The duty application will be ready to proceed at [TIME, DATE] (Best present estimate, which must be updated if required).
3. State whether there is any reason which may make the matter unsuitable to proceed as a remote hearing if in the opinion of the Duty Judge that is a preferable course of action.
4. The contact details for the applicant(s), including solicitor where retained and counsel where briefed, are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant | Solicitor  | Counsel  |
| Name:  |  |  |  |
| Email:  |  |  |  |
| Phone:  |  |  |  |

1. Where known, the contact details for the respondent(s), including solicitor where retained and counsel where briefed, are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Respondent | Solicitor  | Counsel  |
| Name:  |  |  |  |
| Email:  |  |  |  |
| Phone:  |  |  |  |

1. Notice of the duty application has been given to the respondent(s) and/or their legal representatives and any other necessary interested person and or their representatives at [TIME, DATE, by METHOD OF COMMUNICATION].

*-or-*

I have considered the need to give notice or to serve any other party or parties or necessary interested persons and at the hearing of the application I will seek to justify the application being made without notice being given to the other party/parties and/or interested persons (that is, on an *ex parte* basis).

1. [Complete if notice of application has been given] At the time of providing this certificate I have not received any response from those to whom notice has been given.

*-or-*

At the time of providing this certificate I have received the following responses from those to whom notice has been given [insert brief details of response(s)].

1. [Complete if application will be made for closed court or confidentiality orders] At the hearing of the application, I will be applying for \*the hearing to proceed in closed court/ \*confidentiality and/or non-publication orders (\*delete if inapplicable).
2. At the time of providing this certificate, there is no other information of which I am aware that I ought bring to the Court’s attention for the purpose of determining whether the application is appropriate to be heard and determined on an urgent basis before the Duty Judge.
3. In the event that I become aware of any material information that impacts the information provided in this certificate I will bring it to the attention of the Chambers of the Duty Judge at the earliest opportunity.
4. This information is true and correct and is based on having made all necessary enquiries in the time available to me.

Name

[Applicant/Solicitor/Counsel]

Date: DD/MM/YYYY