LICENSING COURT OF SOUTH AUSTRALIA
PRACTICE DIRECTION NO. 5

I, Brian Patrick Gilchrist, the Licensing Court Judge, by virtue of the provisions of section 16A of the *Liquor Licensing Act 1997* and Rule 7 of the *Licensing Court Rules 2012* do hereby make the following Practice Direction.

A. Filing

1. Any complaints filed by for or on the behalf of the Commissioner of Police* seeking disciplinary action are to be filed electronically through the Court's electronic filing system as a MS Word document.

2. In the event that the Electronic Filing System is unavailable due to the Court experiencing technical difficulties, the filing party should contact the Clerk to make alternative arrangements.

3. If the document is being filed conventionally, except as expressly provided for herein it must be accompanied by an affidavit stating the reason(s) as to why the document is being filed conventionally.

4. In the case of a complaint filed electronically the provision of an action number and the Clerk's signature and a computer generated image of the Court's seal and the insertion of a hearing date shall be regarded as sufficient proof that the document has been filed and fit for service.

B. Service

1. Service shall be affected by serving a paper copy of the document filed electronically.

2. The Certificate of service of the complaint is to be filed electronically through the Court's electronic filing system as a MS Word document.

C. Signatures

1. Use of the applicant's login/password constitutes the applicant's signature for all purposes for documents which must contain original signatures.

2. Any document containing original signatures shall indicate on the electronically filed document a signature by noting - "signed: John Smith." The originally executed document shall be maintained by the applicant.

3. Retention of Original Signature Documents. The applicant electronically filing a document shall retain the paper document containing the original signature(s) for the longer period of one year after the case is closed or all appeals are finalised unless the Court orders a different period. This retention does not affect or replace any other retention period required by other applicable laws or rules.

This practice direction is to apply to all complaints filed in this Court on or after Monday 5 May 2014.

** This practice direction has been limited to complaints filed by the Commissioner of Police so as to enable this system to be trialled. It is intended that this means of filing will be extended in due course to complaints lodged by other entities in which case the Practice Direction will be reissued.*

Dated this 1st day of May 2014.

Judge Brian Gilchrist
The Licensing Court Judge

Licensing Court of South Australia