



Upgrade of District Court system in April 2010



Possibility of increased waiting times in the civil registry in the week beginning Tuesday 27 April.

All civil proceedings – current and closed – will be allocated new case numbers.

Court documents filed after 23 April should include the full name of the solicitor on record and his/her Practising Certificate Number (PCN) on relevant documents.

In April 2010, the District Court's registry staff will start using a new computer system to administer and manage civil cases. The new system, called JusticeLink will completely replace the outdated Courtnet.

JusticeLink is a modern, Windows-based system that allows the Supreme, District and Local Courts in New South Wales to administer their cases on the same, integrated system. JusticeLink is already used in the criminal jurisdictions of these three Courts, and costs assessment applications have been managed on JusticeLink for some time now. Later releases will enable court users to file documents and access case information online, without contacting the registry.

While every effort is being made to minimise disruption to court users during JusticeLink's implementation, there will be some unavoidable changes. Some of these changes are temporary, others permanent; some will affect all court users, while others only affect select types of users:

The new system requires more information to be entered into the system to produce a case number.

We ask that you please be patient with registry and call centre staff while they adjust to the new system.

Clients seeking to file five or more documents per day will be given a batch receipt and be required to leave those documents for later processing by Registry.

All cases registered on Courtnet by close of business on Friday, 23 April will get a new case number when the data is migrated to JusticeLink.

- The new format for case numbers in JusticeLink is yyyy/nnnnnnnn (e.g. 2009/00001234).
- Because the old Courtnet case number will be migrated across to JusticeLink, until you learn your new JusticeLink number, counter staff will still be able to search for your case using the old number.
- However, once you know your new JusticeLink number, you should start including this in the "Case number" field of any new documents you file in the case.

This affects all legal practitioners involved in ongoing civil proceedings at the Court, or those about to commence new proceedings. Unlike Courtnet (which only recorded a legal representative's address for service and the firm for whom he/she worked), the actual name of the solicitor on the record for each legally represented party in a case must be recorded in JusticeLink.

- JusticeLink maintains a single record for each solicitor acting in any proceedings in the Supreme, District or Local Courts. Once created, this record can be re-used when registering a new court proceeding, or when other supplementary court documents are filed.
- To help identify the correct legal practitioner responsible for a particular case, every time a "Statement of Claim", "Defence" or "Notice of Change of Address of Solicitor" is filed you should include the PCN of the solicitor on the record.