

15 MAR 2019

Zane Collins
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Dear Mr Collins

Official Information Act 1982 request

I refer to your Official Information Act 1982 (OIA) request dated 16 February 2019. You have requested the following information:

All manuals and standard operating procedures of the family court registry and case management and scheduling team for the following parts

- 1- *When a without notice application is filed.*
- 2- *When an on-notice application is filed.*
- 3- *Ways to serve the respondents with notices, judgements, judge's minutes and all other related.*
- 4- *Standard operating procedures of allocating hearings.*

On 27 February 2019 we advised that your request as originally framed would require substantial collation. We requested clarification to confirm the scope of the request. I acknowledge your further request of 13 March 2019 asking for a list of [Family Court] manuals, guidelines, policies and operation procedures.

Parts 1 to 3 of your 16 February request remain unchanged. However, I have interpreted part 4 of your 16 February request as a being for all [Family Court] manuals and standard operating procedures used by Ministry staff to support the judiciary in allocating hearings. This is because, while the allocation of hearings is a judicial function, the Ministry does have procedures that support that function.

Please note that any documents held by the judiciary in relation to the allocation of hearings would be considered judicial information under Schedule 1 of the District Court Act 2016. This category of information is excluded from the operation of the OIA under section 2(6)(a).

The OIA requires that I advise you of my decision on your request no later than 20 working days after the day we received your request. Unfortunately, it will not be possible to meet that time limit as your request necessitates a search through a large quantity of information and meeting the original time limit would unreasonably interfere with operations. I am therefore extending the time limit by 10 working days, from 15 March 2019 to 29 March 2019, as allowed under section 15(a) of the OIA.

If you are not satisfied with this decision, you have the right to complain to the Ombudsman under section 28(3) of the OIA. You can contact the Office of the Ombudsman by writing to PO Box 10152, Wellington 6143; calling 0800 802 602; or emailing info@ombudsman.parliament.nz

Yours sincerely



Jacquelyn Shannon
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