

Adoption Act 1994

Adoption Rules 1995

Reprint 1: The rules as at 1 August 2003

Guide for using this reprint

What the reprint includes



Endnotes, Compilation table, and Table of provisions that have not come into operation

- 1. Details about the original rules and legislation that has amended its text are shown in the Compilation table in endnote 1, at the back of the reprint. The table also shows any previous reprint.
- 2. Transitional, savings, or other provisions identified in the Compilation table may be important. The table may refer to another endnote setting out the text of these provisions in full.
- 3. A table of provisions that have not come into operation, to be found in endnote 1a if it is needed, lists any provisions of the rules being reprinted that have not come into operation and any amendments that have not come into operation. The full text is set out in another endnote that is referred to in the table.

Notes amongst text (italicised and within square brackets)

1. If the reprint includes a rule that was inserted, or has been amended, since the rules being reprinted were made, editorial notes at the foot of the rule give some history of how the rule came to be as it is. If the rule replaced an earlier rule, no history of the earlier rule is given (the full history of the rules is in the Compilation table).

Notes of this kind may also be at the foot of Schedules or headings.

- 2. The other kind of editorial note shows something has been
 - removed (because it was repealed or deleted from the law); or
 - omitted under the *Reprints Act 1984* s. 7(4) (because, although still technically part of the text, it no longer has any effect).

The text of anything removed or omitted can be found in an earlier reprint (if there is one) or one of the written laws identified in the Compilation table.

Reprint numbering and date

- 1. The reprint number (in the footer of each page of the document) shows how many times the rules have been reprinted. For example, numbering a reprint as "Reprint 3" would mean that the reprint was the 3rd reprint since the rules were published. Reprint numbering was implemented as from 1 January 2003.
- The information in the reprint is current on the date shown as the date as at which the rules are reprinted. That date is not the date when the reprint was published by the State Law Publisher and it is probably not the date when the most recent amendment had effect.

Western Australia

Adoption Rules 1995

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Reprinted under the Reprints Act 1984 as at 1 August 2003

Adoption Act 1994

Adoption Rules 1995

Part 1 — Preliminary

1. Citation

These rules may be cited as the *Adoption Rules* 1995 ^{1, 2}.

2. Interpretation

- (1) In these rules, "**Registrar**" means the Principal Registrar, a Registrar, or a Deputy Registrar of the Court.
- (2) In these rules, a reference to an "affidavit" includes a reference to the original or a copy of a document exhibited to the affidavit.

[Rule 2 amended in Gazette 21 Mar 2000 p. 1496.]

3. Exemption from rules

The Court may, in relation to proceedings under the Act, exempt any person from compliance with any procedural requirement of these rules, either wholly or subject to conditions, if it would be just to do so.

[4. Omitted under the Reprints Act 1984 s. 7(4)(f).]

Division 1 Filing

r. 5

Part 2 — Procedure generally

Division 1 — Filing

5. Filing of documents

- (1) A document that is to be filed in the Court is to be delivered to the Court in a sealed envelope that is addressed to the "Adoptions Officer".
- (2) The Registrar may refuse to accept for filing in the Court a document in relation to proceedings under the Act that is not
 - (a) legible and printed or copied by a machine on one side only of the paper;
 - (b) on A4 size white paper that is of durable quality;
 - (c) headed in the form of Form 1 of Schedule 1 and does not have a cover sheet headed in the form of Form 1 of Schedule 1 and upon which cover sheet appears a short description of the document (including, in the case of an affidavit, the name of the deponent and the date of swearing) and the name, address and telephone number of the solicitor (if any) filing, delivering, or serving the document or, if the person on whose behalf the document is filed, delivered, or served is not represented by a solicitor, the name, address for service and telephone number (if any) of that person;
 - (d) set out so that there is a margin of approximately 30mm and approximately 6mm of space between each line; and
 - (e) numbered on each page,
 - unless the nature of the document renders such compliance impracticable.
- (3) If a hearing of proceedings under the Act has commenced, a document relating to the proceedings can only be filed with the leave of the Court and in the manner directed by the Court.

[Rule 5 amended in Gazette 21 Mar 2000 p. 1496; 20 Jun 2003 p. 2236.]

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6. Address for service

- (1) A person cannot file a document in relation to proceedings under the Act unless a notice of the person's address for service within the State in the form of Form 2 of Schedule 1 is given in or with the document or has been previously filed in the Court.
- (2) A person who has filed a notice of address for service in relation to proceedings under the Act may change the person's address for service by filing a notice in the form of Form 2 of Schedule 1 and serving a sealed copy of the notice on each other party to the proceedings.

7. Marking of filed documents

Where a document has been filed in the Court in relation to proceedings under the Act, the Registrar is to ensure that —

- (a) the date of filing is marked on the document; and
- (b) each service copy of the document bears the seal of the Court.

Division 2 — Applications

8. Interpretation

A reference in rules 13, 14 and 15 to an application is a reference to an application under a provision referred to in the Table to rule 9 and to an application for an adoption order.

9. Form of general applications

An application under a provision of the Act referred to in the Table to this rule is to be in the form of Form 3 of Schedule 1.

Table

Provision	Description of application
section 24(1)	to dispense with requirement under
	section 17(1) for a person's consent

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Provision	Description of application
section 25(1)	to dispense with a requirement to serve notice under section 21 or to extend the period for service of notice
section 36(1)	to make further provision for a child's guardianship
section 50(1)	in relation to a disputed matter in the negotiation of an adoption plan
section 57	to apply for an adoption order before the expiration of 6 months after the day on which the child was placed with a view to adoption
section 60	in relation to a requirement to give notice under section 58(1) or 59(2)
section 63	to intervene in proceedings for an application for an adoption order
section 68(1)(fa)	for a determination that a child's adoption by a step-parent is preferable to the making of an order referred to in that provision
section 71	for an order other than an adoption order on an application for an adoption order
section 73	to dispense with the requirement for an adoption plan
section 76(1)	to vary adoption plan
section 77(1)	to discharge an adoption order
section 83(1)	to prevent access to information
section 83(4)	by a person affected by an order under section 83(2)
section 84(4)	for a copy of a report under section 61 or a report from a representative of a child submitted to the Court in relation to the child's adoption
section 138(3)	for declaration that an overseas order complies with section 138(1)

[Rule 9 amended in Gazette 17 Sep 2002 p. 4675; 12 Nov 2002 p. 5465; 20 Jun 2003 p. 2236.]

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10. Evidence in support of general applications

An application under a provision referred to in the Table to rule 9 is to be filed in the Court together with supporting affidavit evidence.

11. Form of applications for adoption orders

An application for an adoption order, other than an application for an adoption order under section 78A(1), is to be in the form of Form 4 of Schedule 1.

[Rule 11 amended in Gazette 21 Mar 2000 p. 1496.]

11A. Form of applications for adoption orders under section 78A

An application for an adoption order under section 78A of the Act is to be in the form of Form 4A of Schedule 1.

[Rule 11A inserted in Gazette 21 Mar 2000 p. 1496.]

12. Evidence in support of applications for adoption orders

- (1) An application for an adoption order is to be filed in the Court together with
 - (a) affidavit evidence that would satisfy the Court
 - (i) that the Court has jurisdiction to make the adoption order sought in the application;
 - (ii) in the case of an application for an adoption order in relation to a child, that there has been compliance with such of the provisions of section 68(1) and (2) of the Act as are relevant to the application;
 - (iii) in the case of an application for an adoption order in relation to an adult, that there has been compliance with section 69(1) of the Act; and

r. 12A

- (iv) in the case of an application for an adoption order under section 78A, that there also has been compliance with section 78A(2)(a) to (e) of the Act;
- (b) the birth certificate of the prospective adoptee; and
- (c) if it proposed that the prospective adoptee be adopted by 2 persons jointly, the marriage certificate, if any, of the prospective adoptive parents.
- (2) If an application under section 71 or 73 of the Act is to be made at the hearing of an application for an adoption order
 - (a) the orders to be sought are to be set out in an application that is separate from the application for the adoption order; and
 - (b) the affidavit evidence in support of the application under section 71 or 73 is to be filed separately from the supporting evidence for the application for the adoption order.

[Rule 12 amended in Gazette 21 Mar 2000 p. 1497.]

12A. Form of application under section 136B

An application for an order under section 136B of the Act is to be in the form of Form 4B of Schedule 1.

[Rule 12A inserted in Gazette 21 Mar 2000 p. 1497.]

12B. Form of application under section 136F

An application for a declaration under section 136F of the Act is to be in the form of Form 4C of Schedule 1.

[Rule 12B inserted in Gazette 21 Mar 2000 p. 1497.]

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12C. Evidence in support of applications under section 136B or 136F

A reference in rules 13, 14 and 15 to an application is a reference to an application under a provision of the Act referred to in the Table to this rule.

Table

Provision	Description of application
section 136B	to terminate relationship of child and parent in relation to a simple adoption
section 136F	to refuse to recognise an adoption or a decision to convert a simple adoption

[Rule 12C inserted in Gazette 21 Mar 2000 p. 1497.]

13. Service of applications

A sealed copy of an application and any supporting affidavit is to be served on such persons as the Court directs.

14. Hearing not necessary if application non-contentious

A non-contentious application may be dealt with, subject to section 133 of the Act —

- (a) in chambers;
- (b) in the absence of any party to the application or the party's lawyer,

unless the Court directs otherwise.

15. Notice of hearing of applications

If the Court decides that there should be a hearing in relation to an application, the Registrar is to give not less than 28 days' notice of the time and place of the hearing, or such other period of notice as the Court directs, to all persons entitled to be heard.

Division 3 Appeals

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Division 3 — Appeals

16. Notice of appeal

An appeal under section 114(1) or (2) of the Act is to be instituted by filing a notice of appeal in the form of Form 5 of Schedule 1.

17. Time in which to appeal

- (1) An appeal under section 114(1) or (2) is to be instituted
 - (a) not more than 28 days after the day on which the appellant received notice of the decision that is the subject of the appeal; or
 - (b) within such further time as the Court may allow.
- (2) For the purposes of this rule, a person is to be taken as having received notice of the decision that is the subject of the appeal on the day on which written notice of the decision would have been received by the person in the ordinary course of post.

18. Registrar to appoint time for directions hearing

In addition to the requirements of rule 7, the Registrar is to ensure that a notice of appeal and any service copy of the notice of appeal contain details of an appointment for a directions hearing and that the appointment is set for a day not less than 21 days from the day on which the notice was filed.

19. Service of notice of appeal

A sealed copy of the notice of appeal under rule 16 is to be served within 14 days after the notice is filed or within such other time as the Court directs —

(a) in the case of an appeal under section 114(1) of the Act, on the Director-General and on any other party to the appeal;

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(b) in the case of an appeal under section 114(2) of the Act, on the Director-General in accordance with section 116 of the Act and on any other party to the appeal.

20. Directions hearing

At the directions hearing the Court may give such directions as it thinks are reasonably required in relation to the hearing of the appeal, service on any other person and the procedure and evidence relating to the appeal.

21. Notice of hearing of appeal

The Registrar is to give not less than 28 days' notice of the time and place of the hearing of the appeal, or such other period of notice as the Court directs, to all persons entitled to be heard on the appeal.

Division 4 — Serving and sending documents

22. Time for service

Where a document is to be served on a person in relation to proceedings under the Act but the time in which it is to be served has not been provided for under these rules, the document is to be served within such time as the Court directs.

23. How service effected

Service of a document in proceedings under the Act other than a witness summons may be effected —

- (a) in any case, by personal service of a sealed copy of the document upon the person to be served;
- (b) if a person has not filed a notice of address for service, by sending by prepaid post addressed to the person to be served at the person's last known address
 - (i) a sealed copy of the document; and
 - (ii) an acknowledgment of receipt in the form of Form 6 of Schedule 1:

- (c) if a person has filed a notice of address for service
 - (i) by leaving a sealed copy of the document at the address stated in the notice;
 - (ii) by sending a sealed copy of the document by prepaid post addressed to the person to be served at the address stated in the notice;
 - (iii) by transmitting a facsimile of the document to a facsimile machine at the address; or
 - (iv) where the address includes the number of a document exchange box of the lawyer of the person to be served, by sealing the document in an envelope (complying with any pre-payment requirements of the document exchange and addressed to the lawyer) and causing the envelope to be placed in the box;

or

(d) in such other manner as the Court directs.

24. Affidavits of service

An affidavit of service of any document in proceedings under the Act must provide evidence of —

- (a) who served the document;
- (b) the day of the week and date on which the document was served;
- (c) where and how it was served; and
- (d) if the document was served personally, the means by which the person served was identified.

25. Acknowledgment of service

- (1) A person on whom a document is served may acknowledge service of the document by an acknowledgment of service.
- (2) An acknowledgment of service must be in the form 6 of Schedule 1 and may be signed by the person on whom the document was served or by that person's lawyer.

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Division 4

Part 2

- (3) If an acknowledgment of service purports to be signed by the person on whom the document was served then, unless the contrary is proved, service of the document is to be taken to have been effected in accordance with the acknowledgment.
- (4) If a lawyer signs an acknowledgment of service on behalf of the person on whom the document was served, the filing of an acknowledgment is to be taken as being proof that service of the document has been effected in accordance with the acknowledgment.

26. Proof of certain kinds of service

- (1) If service of a document is conducted in accordance with rule 23(c)(ii) then, unless the contrary is proved, service of the document is to be taken to be effected at the time when the document would have been delivered in the ordinary course of post.
- (2) If a facsimile of a document is transmitted in accordance with rule 23(c)(iii) then service of the document is to be taken to be effected upon completion of the transmission of the document unless it is subsequently established by or on behalf of the person to be served that the document was not in fact received by a facsimile machine at the address or that the facsimile received was not legible or complete.

27. How documents to be sent by Court

- (1) A document to be sent by the Court to a person for the purposes of the Act may be sent by properly addressing and posting (by pre-paid, first class airmail post) the document as a letter to the last known address of the person in which case, unless the contrary is proved, the person is to be taken as having received the document
 - (a) if posted to an address within Australia, at the time when the letter would have been delivered in the ordinary course of post; and

- (b) if sent overseas, 28 days after the day on which the letter was posted.
- (2) The Registrar is to ensure that a document to be sent to a person by the Court for the purposes of the Act is sent in a sealed envelope which is marked "Private and Confidential".

Division 5 — **Miscellaneous**

28. Witness summonses

- (1) At the direction of the Court the Registrar is to issue, and at the request of a party the Registrar may issue, a witness summons in relation to proceedings under the Act, commanding the person named in the summons to attend before the Court at the time stated in the summons and there to
 - (a) give evidence;
 - (b) give evidence and produce any books, documents or things in the person's possession or custody or under the person's control; or
 - (c) produce any books, documents or things in the person's possession or custody or under the person's control,

in accordance with the summons.

- (2) A witness summons is to be in the form of Form 7 of Schedule 1.
- (3) A witness summons is to be served personally on the prospective witness or in such other manner as the Court directs.
- (4) A person who serves a witness summons must, at the time of service, tender to the person served sufficient money for that person's return travel between his or her place of residence or employment (whichever is appropriate) and the Court.

29. Failure or refusal to comply with witness summons

A person who is served with a witness summons issued under rule 28 must not fail or refuse to comply with the summons

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without reasonable cause or excuse, proof of which lies on the person.

Penalty: \$1 000.

[30. Repealed in Gazette 5 Dec 1995 p. 5587.]

31. Register of applications, appeals and orders

The Registrar is to keep a register of all applications and appeals made to the Court under the Act and record in the register the orders made on each application and appeal.

32. Court to provide certain information to Director-General

The Registrar is to cause to be given to the Director-General —

- a copy of the orders made in relation to each application for an adoption order and each application for an order to discharge an adoption order;
- notice of each application under section 83(1) of the Act (b) for an order to prevent the Director-General from giving his or her authority in relation to access to information; and
- a copy of the orders made in relation to each application (c) made under section 136B or 136F of the Act.

[Rule 32 amended in Gazette 21 Mar 2000 p. 1497-8.]

Schedule 1

Forms

FORM 1 — HEADINGS

		[Rule 5(2)	(c)]
Adoption	Act 1994		
In the Family Court	of Western Australia		
	No.	of	
IN THE MATTER OF			
BETWEEN			
		nt/s/Appellan	
AND			
			•••••
	Other parties to app		
	La Fention to upp	The state of the s]

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Schedule 1

FORM 2 — NOTICE OF ADDRESS (OR CHANGE IN ADDRESS) FOR SERVICE

		`	Change in Address) for Service	oj
Name of lav	vyer an	d lawyer's firm	(if applicable):	
Address for	Service	<u>)</u>		
Telephone n	no: ())	[address must be within Western Austr	ralia]
			SIGNATURE of party or party's la	

FORM 3 — APPLICATION (GENERAL)

[Rule 9]

	Application
(oth	er than for an adoption order)
	te full name/s and address/es]
order/s —	of the Adoption Act 1994 for the following
	1 0
DATED this	day of .
	SIGNATURE of applicant/s or lawyer of applicant/s
	wish to oppose this application you must file a e within 14 days of the day on which you received

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FORM 4 — APPLICATION FOR ADOPTION ORDER

[Kule 11]
Application for an adoption order
I/We
[State full name, address and occupation of each prospective adoptive parent]
apply to adopt
[State full name by which prospective adoptee is known and the date and place of birth of the prospective adoptee]
a child from [insert the name of the Convention country], a Convention country, who is to live in Western Australia. [include if applicable]
In the event that an adoption order is made, I/we apply for the Court to declare that the adoptee be known by the name
DATED this day of .
SIGNATURE/S of applicant/s
[*Note that if the application for the adoption order is in relation to a child, a written memorandum of the provisions of the adoption plan in relation to the child is to be filed with the application unless an application will be made for the Court to dispense with the requirement for the adoption plan: section 62 of the Act.]
[Form 4 inserted in Gazette 21 Mar 2000 p. 1498.]

FORM 4A — APPLICATION FOR ADOPTION ORDER UNDER SECTION 78A OF THE *ADOPTION ACT 1994*

[Rule 11A]

Application for an adoption order of child who is to live in a	l
Convention country	

-	-	tion of each prospective adoptive parent]
- •		e adoptee is known and the sex and date the prospective adoptee]
an Australian child country], a Conver	-	sert the name of the Convention
		nade, I/we apply for the Court to declare
DATED this	day of	
		SIGNATURE/S of applicant/s
relation to the chil	ld is to be filed with to ourt to dispense with	ne provisions of the adoption plan in the application unless an application will the requirement for the adoption plan:
[Form 4A inserted	l in Gazette 21 Mar 2	2000 p. 1498-9.]

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Schedule 1

FORM 4B — APPLICATION FOR ORDER

[Rule 12A]

Application for an order terminating the legal relationship of child and parent in relation to a simple adoption
I/We
[State full name, address and occupation of each applicant]
apply, under section 136B of the <i>Adoption Act 1994</i> , for an order terminating the relationship between
[State the full names of the pre-adoptive parents and any other names by which either parent is, or was previously, known]
and
[State the full name, sex, and date and place of birth of the child]
DATED this day of .
SIGNATURE/S of applicant/s
[Form 4B inserted in Gazette 21 Mar 2000 p. 1499; amended in Gazette 17 Sep 2002 p. 4675.]

FORM 4C — APPLICATION FOR A DECLARATION

		[Rule 12B]
Application for a	a declaration under	section 136F of the Adoption Act 1994
[State fu	all name and address	of the State Central Authority]
Act 1994, for a decaccordance with A	claration by the Court rticle 27 of the Hague	er section 136F of the <i>Adoption</i> that the adoption of*/decision made in e Convention in relation to*[whichever
-	e full name, sex, date	and place of birth of the child]
is not recognised.		
DATED this	day of	
		SIGNATURE/S of applicant/s
[Form 4C inserted	l in Gazette 21 Mar 20	000 р. 1500.1

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Schedule 1

FORM 5 — NOTICE OF APPEAL

[Rule 16]

Notice of Appeal under section 114

TAKE notice	that the	appellant	appeals	against -	– [strike	out that	which	is
inapplicable]								

11 3	
[section 114(1)] a decision of the Director-General on the revi Division 1 of Part 5 of the Act made on [date] as foll	
[section 114(2)] a decision of the adoption applications common [date] as follows —	
[set out decision appealed from]	
The decision appealed from is <i>the whole of OR part of</i> the decision of <i>Director General OR adoption applications committee</i> . [strike out the inapplicable]	
The grounds on which this appeal is made are as follows —	
[Set out the grounds of the appeal briefly but with particular The appellant seeks the following orders —	rity]
DATED this day of .	
SIGNATURE of appellant/s or lawyer or	f appellant/s

NOTICE OF DIRECTIONS HEARING

This appeal has been SET DOWN FOR A DIRECTIONS HEARING in the Family Court of Western Australia at 150 Terrace Road, Perth in the State of

Adoption Rules 1995

Schedule 1	Forms	
Western Au at	stralia on thed a.m./p.m.	ay of
		REGISTRAR
[Form 5 am	ended in Gazette 20 Jun 2003 p. 2230	5.]
		-

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FORM 6 — ACKNOWLEDGMENT OF SERVICE

	[Rules 23(b)(ii) and 25(2)]
[State ful	l name of person served with documents]
Date of service:	
Document/s served:	
I acknowledge that the d date specified above.	ocuments specified above were served on me on the
	[Signature of person served]
	[Date of signing]
OR	
	person served. On behalf of my client I acknowledge affied above were served on my client on the date of
	[Signature of lawyer]
	[Date of signing]
	[Name of lawyer and name of firm (print)]
	[Address]
	[Telephone no.]
	[Fax no.]
	[DX no.]

FORM 7 — WITNESS SUMMONS

	FORM / — WITNESS SUMMONS
	[Rule 28(2)]
T.	Summons to Witness
_	
on	reby ordered to attend at this Court ata.m./p.m. the day of
day to day	race Road, Perth in the State of Western Australia and to attend from unless excused by the Court or a Registrar, until the hearing of the ationed matter is completed, to —
(a)	give evidence; or
(b)	give evidence and produce any books, documents or things in your possession or custody or under your control as are set out below; or
(c)	produce any books, documents or things in your possession or custody or under your control as are set out below.
	[Delete the inapplicable paragraphs]
The books,	documents or things to be produced are
•••••	
If you fail	or refuse to comply with this summons then —
-	a warrant may issue for your arrest; and
(b)	if you so fail without reasonable cause or excuse you commit an offence punishable by a fine not exceeding \$1 000.
DATED th	is day of .
	REGISTRAR
[Form 8 de	eleted in Gazette 5 Dec 1995 p. 5587.]
·	1 1
[Schedule]	1 amended in Gazette 5 Dec 1995 p. 5587; 21 Mar 2000
-	00; 17 Sep 2002 p. 4675; 20 Jun 2003 p. 2236.]

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Notes

This reprint is a compilation as at 1 August 2003 of the *Adoption Rules 1995* and includes the amendments made by the other written laws referred to in the following table. The table also contains information about any reprint.

Compilation table

Citation	Gazettal	Commencement
Adoption Rules 1995 ²	19 Jan 1995 p. 179-99	19 Jan 1995
Adoption (Amendment) Rules 1995	5 Dec 1995 p. 5586-7	5 Dec 1995
Adoption Amendment Rules 2000	21 Mar 2000 p. 1495-1500 (correction 24 Mar 2000 p. 1643)	21 Mar 2000
Adoption Amendment Rules 2002	17 Sep 2002 p. 4675-6	21 Sep 2002 (see r. 2 and <i>Gazette</i> 20 Sep 2002 p. 4693)
Adoption Amendment Rules (No. 2) 2002	12 Nov 2002 p. 5465	12 Nov 2002
Adoption Amendment Rules 2003	20 Jun 2003 p. 2235-6	20 Jun 2003

Reprint 1: The Adoption Rules 1995 as at 1 Aug 2003 (includes amendments listed above)

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If no provision is made by law or rule under subsection (1) in relation to a matter for which rules may be made under that subsection —

- (a) the provisions of the rules and regulations under the *Family Court Act 1975* that are most nearly applicable in relation to the matter are to apply; or
- (b) if there is no provision such as that mentioned in paragraph (a), the rules and regulations under the *Family Law Act 1975* of the Commonwealth that are most nearly applicable in relation to the matter are to apply.

These rules are made by the Judges of the Family Court under section 142 of the *Adoption Act 1994*. Section 142(2) of the Act provides —