

**PRACTICE DIRECTION NUMBER 8 OF 2006**

**MAGISTRATES COURT OF QUEENSLAND**

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**MEANS OF IDENTIFYING PROCEEDING, THOSE APPEARING, AND  
WITNESSES**

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- 1 To facilitate the accurate transcription by the State Reporting Bureau (SRB) of Magistrates Court proceedings, measures must be taken to ensure the sufficient identification of:
  - (a) the proceeding being recorded;
  - (b) the persons appearing, including legal representatives and parties appearing in person.
  - (c) the names of witnesses giving evidence.

**Announcing a proceeding**

- 2 The person requesting that the matter be dealt with, must announce the title of the proceeding in sufficient detail to identify the proceeding – by stating the full name of the matter before the court, and specifying the file number if known.

**Announcing appearances**

- 3 Subject to paragraph 5, anyone appearing in a proceeding including a person who appears without legal representation will at the outset clearly state:
  - (a) his or her surname and initials (spelling the surname, save where the spelling is obvious);
  - (b) the capacity, including the professional capacity, if any, in which he or she appears;
  - (c) the party or parties whom he or she represents, if that be the case;
  - (d) the name of the instructing solicitor, or the solicitor with whom, the person is connected (including the name of any legal firm) as the case may be;

- (e) the name of any solicitor (including the name of any legal firm) for whom the legal representative is acting as town agent; and
  - (f) when the legal representative is a barrister and paragraph (d) does not apply, whether he or she has accepted a direct access brief.
- 4 To make it clear the requirement in paragraph 3 applies to the prosecution, whether represented by a legal practitioner or not.
- 5 If a person is appearing at a callover or a bulk review sitting and the court elects to consecutively deal with multiple matters involving that person, he or she need only comply with paragraph 3 at the commencement of the first of those matters.

**Calling witnesses**

- 6 When a witness is called to give evidence, the person calling the witness will spell the given and surname of the witness (save where the spelling is obvious).
- 7 This Practice Direction is effective immediately.



**Judge M Irwin  
Chief Magistrate  
2 November 2006**