

PRACTICE DIRECTION NUMBER 2 of 2016

LAND COURT OF QUEENSLAND

ELECTRONIC HEARINGS (eTrials)

- (1) The purpose of this Practice Direction is to facilitate the conduct of electronic hearings (eTrials).
- (2) The procedures set out in this practice direction may be varied by direction of the Court.
- (3) An eTrial will only be conducted when the Court has so ordered. Parties who wish a matter to proceed by way of an eTrial should bring this to the Court's attention as soon as practicable, preferably before or at the first directions hearing.
- (4) An eTrial is conducted using the computer hardware and software within the courtroom which allows documents/files to be viewed in electronic form by the Court and by the parties involved in the hearing.
- (5) An eTrial is conducted using a secure eCourtbook portal hosted by the Court. Documents and files are uploaded to the site by the registry. Parties will have read-only access. The eCourtbook becomes the repository of the documents/files to be referred to during the hearing.
- (6) Within 28 days of orders being made for an eTrial, and after consultation with the registry, parties are to agree on a Document ID protocol for the numbering of their documents/files *e.g. XYZ001*.
- (7) Each party shall provide to the Court and all other parties a spreadsheet (see column headings below) containing that party's documents giving each document/file a Document ID in accordance with the protocol. This spreadsheet is to be provided to the registry at least 28 days prior to commencement of the hearing.

Document ID	Document title	Document date	Document type	Date filed	Filed by (party submitting)
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- (8) The spreadsheet should only include those documents/files which the parties have filed, intend to tender or otherwise use or rely upon during the hearing and should not include all documents/files disclosed in the matter.
- (9) Parties are to provide the Court with all documents/files referred to in their spreadsheet at least 14 days prior to the hearing. Those documents/files should be provided on a USB or DVD. The maximum allowable size for any document/file is 90 Megabytes.

- (10) Practice Direction 1 of 2016 sets out how and in what format electronic documents should be provided to the Court.
- (11) At the commencement of the hearing the parties are to provide to the Court an agreed list of exhibits referencing their Document IDs.
- (12) During the hearing, any new documents/files to be relied upon are to be provided to the registry by e-mail if under 10 Megabytes or on a USB or DVD if over 10 Megabytes prior to their use in Court.

Carmel MacDonald
President
13 May 2016