

Practice Direction 3 of 2022

DIGITALLY RECORDED PROCEEDINGS: MEANS OF IDENTIFYING PROCEEDINGS, THOSE APPEARING AND WITNESSES

Digital recording of court proceedings in the State of Queensland is now being undertaken by two outsourced Transcript Service Providers (**TSP**) namely VIQ Australia and EPIQ.

The system being used does not require the physical presence within the courtroom of any TSP personnel and so measures must be taken to ensure the sufficient identification of:

- a) The proceeding being recorded;
- b) The legal representatives appearing, or parties appearing in person; and
- c) The names of witnesses giving evidence.

To that end, the following requirements must be met.

Lists of witnesses

1. When a party intends to call on one or more witnesses to give oral evidence at a trial or other hearing, they must, no later than the day before the matter is listed to commence, provide the witness list to the presiding Member's associate for uploading to QTranscripts.
2. The witness list must contain the following information:
 - a. The full title of the trial or hearing (including the file number);
 - b. The commencement date of the trial or hearing;
 - c. The name of the Member presiding (if known) and;
 - d. The full names of the witnesses intended to be called.

Announcing a proceeding

3. At a review, the Member's associate will announce the title of the proceeding in sufficient detail to identify the proceeding – by naming the parties and specifying the file number.
4. In all other cases, principally trials, appeals and hearings, the presiding Member will direct the associate, to “call the matter”, that is, to state the parties to the proceeding and the file number.

Announcing appearances

5. A party appearing in a proceeding, whether a legal representative or a person appearing without legal representation, will, at the commencement of proceedings, state:
 - (a) Their surnames and initials (spelling the surname);
 - (b) The professional capacity, if any, in which they appear;
 - (c) The party or parties whom they represent, if that be the case; and
 - (d) The name of the instructing solicitor, or the solicitor with whom the person is connected, as the case may be.

Calling witnesses

6. When a witness is called to give evidence, the person calling the witness will spell the given name and surname of the witness.

Appearance slips

7. A party in a proceeding must complete an appearance slip and provide two copies to the associate as, or immediately before, the appearances are announced.
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Commencement

This Practice Direction takes effect from 24 August 2022.

A handwritten signature in blue ink, appearing to read 'Fred Kingham', with a stylized flourish at the end.

***President FY Kingham
Issued 24 August 2022***