



GUIDE TO ALTERNATIVE FORM 19/INDEX TO eCOURTBOOK

1. Introduction

1.1. The alternative schedule to Form 19 enables parties to quickly and cost effectively keep control over documents in proceedings without incurring the setup costs of an electronic document management solution.

1.2. It achieves this by encouraging parties to describe documents in a consistent, unambiguous and objective way in their disclosure list and subsequently throughout proceedings.

1.3. As a result, parties using the alternative schedule to Form 19 can expect to streamline document management during proceedings, thereby reducing overall document management costs.

1.4. The alternative schedule to Form 19 can be completed from standard word processing or spreadsheet software.

1.5. As the overriding objective of the alternative schedule to Form 19 is to encourage consistency, it is important that the parties adhere to the document management protocol they have agreed on when completing the form.

1.6. To assist in the preparation of the alternative schedule, the litigants may use the eTrial Document Management Spreadsheet available on the Qld Courts' website but need not do so.

1.7. The schedule may be provided in Word or Excel spreadsheet format, in hard copy or electronically.

1.8. The parties may agree on what information should be included in the schedule. Failing agreement to the contrary, the alternative schedule to Form 19 is the default protocol (see xxx).

1.9. On listing of an eTrial, the alternative schedule can be adapted to form the Index to the eCourtbook.

3. What is a Document ID?

3.1. The Document ID (Doc ID) is a unique identifier for each document.

3.2. Attachments and enclosures are to be treated as documents in their own right, described and listed separately. These may be given the same ID Number, with further information provided in the "Title" field to assist in identifying the documents.

4. Document Type

4.1. It is important that the parties agree to a limited number of document types and the way the document types are to be applied.

For example, parties may agree that all types of deeds (for example, Deed of Guarantee and Indemnity, Deed of Trust, Deed of Agreement) will be called "Deed" in the "Document Type" field, but will be further described in the "Document Title" field.

The more specific the document type, the easier it will be to search for and collate documents within the eCourtbook, once this has been created in preparation for trial or mediation.

4.2. Generic document types include:

Accounting Record	Agenda	Agreement (<i>contracts and deeds</i>)
Facsimile	Annual Return	Article
Bank statement	Brochure (<i>advertising material</i>)	Financial Report
Business Card	Certificate	Chart
Cheque	Company Records	Computer Disk / CD Rom / DVD
Computer Printout	Court Document	Diary / Notebook
Drawing (<i>diagram, design, sketch</i>)	Email	Extract
File Cover / Divider	File Note	Form
Graph	Guidelines	Handwritten Note
Invoice	Letter	List (<i>also used for file indexes</i>)
Minutes (<i>informal and formal</i>)	Memorandum	Note
Photograph	Plan	Policy
Presentation	Receipt	Report
Schedule	Specification	Spreadsheet
Table	Tender	Video

5. Document Title (optional)

5.1. The Document Title is the description of the document, identifying its content.

6. Author/Recipient (Addressee) Name

6.1. An author/recipient's name may be recorded as surname [space] first initial.

For example, a letter from Joe Bloggs may be described in this field as: **Bloggs J**

In instances where it is necessary to distinguish between people with the same surname and initial, the full first name can be used.

6.2. Where the author/recipient's name is not specified but a position (eg Marketing Manager) or initials (eg JND) is specified, these can be used instead.

6.3. Where multiple author/recipient names are to be captured, they are to be separated by a semicolon [space]. For example: **Bloggs J; O'Reilly M; Brown A.**

6.4. No other punctuation is to be used in this field.

7. Author/Recipient Organisation

7.1. Organisation names should be recorded as they appear on the face of the document (ie, not last name first, as is the method for Author/Recipient name). For example, A.B.C. Pty. Ltd. would be described in this field as: **ABC Pty Ltd.**

7.2. Where multiple organisation names are to be captured, they should be separated by a semicolon [space]. For example: **ABC Pty Ltd; Brown & Smith Limited.**

7.3. No other punctuation is to be used in this field.

8. Date

8.1. The date should be recorded as DD/MM/YYYY. For example, a letter dated 5 March 2002 should be recorded in this field as follows: **05/03/2002.**

8.2. If there is no date available or there is a day and a month only, or where a document spans over a certain period, or contains multiple dates, leave the date blank and include any details in the document Title, for example, Bank Statements for period 01/01/2002 to 31/12/2003.