

[Sample]

Document Protocol

For the Supreme Court case of

[CASE NAME AND COURT FILE NUMBER GOES HERE]

This document has been prepared following a document protocols meeting involving legal representatives from all parties in the above case in order to streamline their disclosure and to ensure that disclosed documents are processed and described consistently.

It is estimated that there will be [insert number] lever arch folders of documents involved however not all of these will necessarily be included in the agreed bundle.

1 Document Fields

1.1 In accordance with Form 19, the following fields of information must be provided for every disclosed document:

- Doc ID
- Document Type
- Title**¹
- Author
- Author Organisation
- Recipient
- Recipient Organisation
- Date

1.2 Parties have also agreed to exchange the following additional fields²:

- Host Doc ID
- End Page
- Document Group (Host, Attachment, Unattached)
- Status (Copy or Original)
- Parties (i.e. to an Agreement)
- Cc's
- Estimated date
- Privilege
- Privilege basis
- Attachments
- Source
- Non-Paper Record

¹ **Optional

² Modify as appropriate

2 Document Types

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

3 Document ID Format

- 3.1 The Document ID (Doc ID) is a unique identifier for each document.
- 3.2 Pages are to be consecutively numbered in the bottom right-hand corner of each page without obscuring any text.
- 3.3 Attachments and enclosures are to be treated as documents in their own right, described and listed separately.

- 3.4 The Document ID will include the source of the document, the folder number and the number appearing on the first page of each document. For example:

ABC.001.0001 (a 6 page document)

ABC.001.0007 (the first page of the next document)

- ABC** is the alphabetic shorthand for the party name from whom the document was sourced;
- 001** Folder number 1;
- 0001** Page of the document.

- 3.5 If a page has been inadvertently missed after the labelling process or an additional page(s) has been added, it will be given a page number, an underscore and a minimum two digit suffix number. For example, if you need to insert a page between ABC.004.0037 and ABC.004.0038, it will be called ABC.004.0037_01. If you need to insert two pages in that position the second page will be called ABC.004.0037_02.

4 Image and Exchange Format, Names and Directory Structure

- 4.1 Parties agree that documents are to be imaged as follows except as otherwise provided for below:
- (i) Single page TIFF– Compression Group 4 300 dpi, A4 black and white or PDF.
 - (ii) Colour photographs, diagrams, plans and drawings are to be imaged as black and white tiff images. Originals will be called upon if required.
 - (iii) Images may be named identically to the relevant Document ID or according to the agreed folder structure. If images are named in accordance with the naming convention of the full Document ID then the dots within the Document ID may be omitted (other than the dot preceding the file extension).
 - (iv) [add others as agreed].

Parties have agreed to exchange images and data in accordance with the selections from the following checklist:

Court Documents and Witness Statements					
Format:		If Electronic Document Format:		To Be Delivered By:	
Hard copy	<input type="checkbox"/>	ASCII text file	<input type="checkbox"/>	Hand Delivery	<input type="checkbox"/>
Electronic copy	<input type="checkbox"/>	Word Processed Document	<input type="checkbox"/>	Australia Post	<input type="checkbox"/>
		XML	<input type="checkbox"/>	DX	<input type="checkbox"/>
		RTF	<input type="checkbox"/>		
		HTML	<input type="checkbox"/>		
		Other (to be specified)	<input type="checkbox"/>		

Disclosure		
Exchange of Disclosure Lists:	Electronic List Disclosure Format:	To Be Delivered By:
Hard copy <input type="checkbox"/>	Delimited ASCII text file <input type="checkbox"/>	Hand Delivery <input type="checkbox"/>
Electronic copy <input type="checkbox"/>	Word Processed Format <input type="checkbox"/>	Australia Post <input type="checkbox"/>
	Spreadsheet <input type="checkbox"/>	DX <input type="checkbox"/>
	XML <input type="checkbox"/>	
	RTF <input type="checkbox"/>	
	HTML <input type="checkbox"/>	
	Floppy Disk <input type="checkbox"/>	
	Electronic Mail <input type="checkbox"/>	
	CD Rom <input type="checkbox"/>	
	Internet <input type="checkbox"/>	
	Other (to be specified) <input type="checkbox"/>	
Electronic Image Format:		
TIFF (as per item 4 above) <input type="checkbox"/>		

Trial Preparation		
Exchange of Agreed Bundle:	Electronic Document Index Format:	To Be Delivered By:
Hard copy <input type="checkbox"/>	Delimited ASCII text file <input type="checkbox"/>	Hand Delivery <input type="checkbox"/>
Electronic copy <input type="checkbox"/>	Word Processed Format <input type="checkbox"/>	Australia Post <input type="checkbox"/>
	Spreadsheet <input type="checkbox"/>	DX <input type="checkbox"/>
	XML <input type="checkbox"/>	
	Other (to be specified) <input type="checkbox"/>	
Electronic Image Format:	Court Tender/Service Provider:	
TIFF (as per item 4 above) <input type="checkbox"/>	Obtain 3 Service Provider quotes <input type="checkbox"/>	
	Enquire as to Court resources <input type="checkbox"/>	
	Request Court to tender <input type="checkbox"/>	

5 Viruses

- 5.1 While the party supplying an electronic version of a document should make every effort to provide a virus-free copy, it is the responsibility of the recipient to check for viruses.
- 5.2 Where a copy of a document or disclosed document is provided electronically and is found by the recipient to be corrupted, infected by a virus, or otherwise unusable, a sound copy shall be provided within 1 working day of receipt of a written request, unless the original version is itself corrupted and is not reasonably practicable to repair it.

6 Questions and Further Information

- 6.1 Please contact the Court Registry in relation to questions arising on the interpretation or application of this Sample Protocol.

7 Glossary

7.1 ASCII (American Standard Code for Information Interchange)

ASCII is the most common format for text files in computers and on the internet. In an ASCII file, each alphabetic, numeric, or special character is represented with a 7-bit binary number.

7.2 Delimiter

A delimiter is a character that identifies the beginning or the end of a character string (a contiguous sequence of characters).

7.3 HTML

HTML is the set of “mark-up” symbols or codes inserted into a file intended for display on a World Wide Web browser.

7.4 RTF

RTF is a file format that allows exchange of text files between different word processors in different operating systems.

7.5 TIF or TIFF (Tagged Imaged File Format)

TIFF is a common format for exchanging raster (bitmapped) images between application programs, including those used for scanning purposes.

7.6 XML (extensible markup language)

XML is a flexible way to create common information formats and to share both the format and the data on the World Wide Web, intranets and elsewhere.