

GUIDELINES TO COMPLETION OF FORM 19 LIST OF DOCUMENTS

1 Introduction

- 1.1 The amended Form 19 enables parties to quickly and cost effectively keep control over documents in proceedings without incurring the setup costs of a technology-based 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 amended Form 19 can expect to streamline document management during proceedings thereby reducing overall document management costs.
- 1.4 The amended Form 19 can be completed from standard word processing or spreadsheet software. So long as it is completed in accordance with these guidelines, parties will be able to subsequently transfer the contents of the Form 19 into document management software if later required, avoiding "throwing away" initial Form 19 preparation costs.
- 1.5 The amended Form 19 can also be generated from document management software.
- 1.6 As the overriding objective of the amended Form 19 is to encourage consistency, it is important that the parties adhere to the following guidelines when completing the form.
- 1.7 Parties considering using electronic document management software are encouraged to also consider Practice Direction No. 8 of 2004: "Electronic Management of Documents (www.courts.qld.gov.au) and the sample protocol (www.ecourts.courts.qld.gov.au) for the electronic exchange of information **before** actual disclosure commences.
- 1.8 For assistance with the application of Form 19, Guidelines and Practice Direction to your matter, contact the Association of Legal Support Managers (ALSM) at www.alsm.com.au or by email, info@alsm.com.au.

2 Description of documents

- 2.1 The following applies to Schedule 1 Part 1 and optionally to Schedule 1 Part 2¹:
 - (a) All documents will be described in the table format specified in Form 19.
 - (b) This information may be provided in any of the following formats:
 - (i) Word Processed document eg Word or WordPerfect;
 - (ii) Spreadsheet; or
 - (iii) An agreed exchange format (for electronic exchange purposes only).and may be produced in portrait or landscape format.

¹ Alternatively, Practitioners may elect to use a more general description

3 What is a Document ID?

- 3.1 Pages are to be consecutively numbered in the bottom right-hand corner of each page without obscuring any text.
- 3.2 The Document ID (Doc ID) is a unique identifier for each document.
- 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)

- (a) **ABC** is the alphabetic shorthand for the party name from whom the document was sourced;
- (b) **001** Folder number 1;
- (c) **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 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:
- (a) All types of deeds (ie Deed of Guarantee and Indemnity, Deed of Trust, Deed of Agreement) will be called “Deed” in the “Document Type” field, but can be further described in the “Title” field.
- 4.2 A generic list of document types is as follows.

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	

5 Document Title

5.1 Capture of Document Title is optional.

5.2 Where captured the Document Title is the 're', subject line or specified title of a document.

6 Author/Recipient² Name

6.1 An author/recipient's name will be recorded as surname [space] first initial. For example, a letter from Joe Bloggs would 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, it should 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

² Please note, Recipient is referred to as Addressee in the Practice Direction.

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

7 Author/Recipient Organisation³

7.1 Organisation names are 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 are to 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 is to be recorded as DD/MM/YYYY. For example, a letter dated 5th March 2002 should be recorded in this field as follows:

05/03/2002

8.2 If there is no date available, or, a day and a month only, insert the word “Undated”.

8.3 Where a document spans over a certain period, or contains multiple dates, insert the word “Various”.

9 Sample Form

The screenshot shows a document with several fields circled in red. Red lines connect these circles to a table below. The table has columns for Document ID, Document Type, Title, #Author, #Recipient, #Recipient Organization, and Date. The data in the table is as follows:

Document ID	Document Type	Title	#Author (Surname Initials)	#Recipient Organisation	#Recipient Organization	Date
ABC.001.001.001	Memorandum	Replacement Window for Shop Front	Parker T	Acme Pty Ltd	Smith	20.11.2001

³Please note, Recipient is referred to as Addressee in the Practice Direction.