

## Glossary to Practice Direction 10 of 2011

**Child Document** (or Attachment) means a document attached to a Parent Document whether electronically (eg as an attachment to an email) or physically (eg by staple, paperclip).

**CD-ROM** means "Compact Disc – Read Only Memory", a medium for the storage and exchange of Electronic Documents and Electronic Images.

**De-Duplication** means the process of identifying and removing duplicate Documents from a collection of Documents so that only one (1) unique copy of each document remains. At a basic level for Electronic Documents, a cryptographic hash function such as the Message Digest algorithm 5 ("MD5") may be used to generate a digital fingerprint for a Document. The digital fingerprint of a document can then be electronically compared against any other Document to determine whether both Documents are exact duplicates.

**Default Document Management Protocol** ("DDMP") is the alternative schedule contained in UCPR Form 19.

**Document Description** means the set of data fields used to describe a Document pursuant to a Document Management Protocol.

**Document Family** means one (1) or more Child Documents, in a group with their Parent Document, to form a Document Family. It is desirable that Documents which form a Document Family are managed together, and not separated, to avoid the occurrence of Orphan Documents.

**Document ID** (or Document Identifier or Document Number) means an alphanumeric sequence which uniquely identifies a Document within a collection of Documents.

**Document Management** means the processes associated with the management of Documents during the litigation lifecycle including identification, preservation, collection, processing, analysis, review, production and exchange.

**Document Management Protocol** means a documented standard for Document Management in a proceeding.

**Document** means a document as defined by the *Evidence Act 1977* (Qld)

**Document Type** means the Document Description data field containing the category or classification of a Document (e.g. Letter, Facsimiles, Reports, E-mail).

**DVD-ROM** means "Digital Versatile Disc – Read Only Memory", a medium for the storage and exchange of Electronic Documents and Electronic Images.

**eCourtbook** is the repository where all documents to be relied upon at a hearing are stored and managed electronically and displayed through computer equipment using specific software which facilitates the indexing, searching, filtering, referencing, display and management of Documents throughout the hearing. It can include pleadings, witness statements, expert reports and any Documents to be tendered as evidence

**Electronic Document** means a Document, stored electronically.

**Electronic Image** means an electronic representation of a Paper Document or Electronic Document. An Electronic Image may be a Searchable Image or an Unsearchable Image.

**List of Documents** means the Document list exchanged by parties to a proceeding in accordance with rule 214 UCPR.

**Metadata** are described as “data about data”. In the case of an Electronic Document, metadata comprise typically embedded information about the Document which is not readily obtained from converting the Electronic Document to an Electronic Image or Paper Document.

**Native Electronic Document** (or Native Form) means an Electronic Document, stored in its original form by the computer software program which originally created it.

**Objective Coding** means the review and classification of a Document, based on the objective elements of a Document.

**Optical Character Recognition** (“OCR”) means the computer-facilitated recognition of printed or written text characters in an Unsearchable Image.

**Orphan Document** means a Child Document without a Parent Document.

**Page Number Label** means a label containing a unique Page Number placed on each page of a Document to enable it to be uniquely referenced. The Page Number Label may optionally include a machine readable barcode version of the Page Number.

**Page Number** means sequence of alphanumeric digits determined in accordance with a Document Management Protocol to enable each page of each Document to be referenced uniquely.

**Paper Document** means a Document, stored in paper form. This does not include a printed version of an Electronic Document.

**Parent Document** (or Host Document) means a Document with one (1) or more Child Documents.

**Party Code** means a sequence of alphanumeric characters in a Document ID which uniquely identify a party to the proceedings.

**Portable Document Format** (“PDF”) is an Electronic Image format.

**Placeholder Page** means a page inserted into a collection of Documents to represent a Document which, for whatever reason, has not been included in the collection of Documents.

**Pre-Trial Conference** means a meeting of the parties with the eTrials Registrar to finalise document management protocols and identify any issues with the use of technology.

**Pre-Trial Checklist** (“PTC”) means a checklist of relevant matters to be considered at the Pre-Trial Conference.

**Redaction** means the process of rendering part of a Document unreadable. Redaction is typically used to render privileged portions of an otherwise Discoverable Document unreadable.

**Searchable Image** means an Electronic Image, in which the text-based contents can be searched electronically.

**Subjective Coding** means the review and classification of a Document, based on the subjective elements related to the Document and the proceeding.

**Tagged Image File Format** (“TIFF”) is an Electronic Image format.

**Unsearchable Image** means an Electronic Image, in which the text-based contents cannot be searched electronically.