**SUPREME COURT OF QUEENSLAND**

REGISTRY:

NUMBER:

Plaintiff: *(NAME)*

AND

Defendant: *(NAME)*

**EXAMPLE INITIAL DOCUMENT PLAN**

**Preservation of documents**

1. The parties agree to take reasonable steps to ensure that all documents which are potentially disclosable will be stored securely and preserved in their original format.

**Document management protocol**

1. The parties agree that the document management protocol will be in accordance with the alternative schedule in UCPR Form 19 using the [Document Management Spreadsheet](https://www.courts.qld.gov.au/__data/assets/excel_doc/0007/699478/example-index-alternative-schedule-to-form-19-ucpr.xlsx/_recache).
2. The Document IDs[[1]](#footnote-1) will be as follows:
   1. for the plaintiff’s documents - [insert]; and
   2. for the defendant’s documents - [insert]*.*
3. The parties agree that:
   1. disclosed documents will be delivered as electronic files, using their Document ID as the filename, together with a list prepared in accordance with the agreed document management protocol;
   2. where documents are in electronic format, the parties may utilise metadata to complete some or all of the details required in the list;
   3. disclosed documents will be exchanged as full text searchable, multi-page PDF files;
   4. reasonable steps will be taken to identify and remove duplicate electronic documents before exchange, with duplication being considered at a document group level (ie host and attachments) rather than at an individual level;
   5. court documents will be served as full text searchable, multi-page PDF files; and
   6. disclosed documents provided to the court in an eTrial will be named using their Document ID and provided as full text searchable, multi-page PDF files.

**Documents referred to in pleadings**

1. Each party agrees to deliver copies of the documents referred to in its pleading in accordance with the agreed document management protocol within [insert] business days of the date that pleading is served.

**Revision of document plan**

1. Within [10] business days of the close of pleadings, the parties agree to confer for the purposes of revising and developing this document plan, including in relation to the following[[2]](#footnote-2):
   1. consenting to an order pursuant to rule 224;
   2. the exchange of critical documents;
   3. the creation of a Resolution Bundle;
   4. the scope of disclosure;
   5. reasonable searches;
   6. processes for supplementary disclosure; and
   7. the resolution of any disputes regarding the document plan or disclosure.

1. This is a unique identifier using letters and numbers to organise documents and indicate their source e.g. PLA.0001 (3 letter party identifier and 4 digit number identifying the document). [↑](#footnote-ref-1)
2. For guidance, see the example Document Plan in the Appendix to [Practice Direction 18 of 2018](https://www.courts.qld.gov.au/__data/assets/pdf_file/0007/579418/sc-pd-18of2018.pdf). [↑](#footnote-ref-2)