**SUPREME COURT OF QUEENSLAND**

REGISTRY:

NUMBER:

Plaintiff: *(NAME)*

 AND

Defendant: *(NAME)*

**EXAMPLE DOCUMENT PLAN (BASIC)[[1]](#footnote-1)**

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[[2]](#footnote-2) will be as follows:
3. for the plaintiff’s documents - [insert]; and
4. for the defendant’s documents - [insert]*.*
5. The parties agree that:
6. 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;
7. disclosed documents will be exchanged as full text searchable, multi-page PDF files;
8. reasonable steps will be taken to identify and remove duplicate electronic documents before exchange;
9. 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.
10. The parties agree that only a small number of documents will be disclosed in the proceeding such that the just and expeditious resolution of the real issues in dispute at a minimum of expense, and the efficient management of documents, do not require any limitation on the duty of disclosure imposed under Chapter 7, Part 2, Division 1 of the *Uniform Civil Procedure Rules 1999* (Qld).
1. The basic plan will be appropriate where there are relatively few documents or where the parties have already made disclosure in accordance with a pre-proceedings regime. [↑](#footnote-ref-1)
2. 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-2)