

**Supreme and
District Courts
of
Western Australia**

**TECHNICAL GUIDE
FOR
PREPARING & SUBMITTING
DOCUMENTS
FOR e-TRIALS**

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Version 4

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1. Introduction

- 1.1. This document outlines the standards that are used by the Supreme and District Courts of Western Australia for the formatting and delivery of material to the Courts for use in electronic Trials. The Supreme and District Courts have developed an e-Trial database that is used for electronic cases in both courts. To make use of these facilities, parties are required to supply electronic material to the Courts using these standards. The Courts will then compile the e-Trial database and make it available to all parties to a matter, including the presiding judge and the electronic courtroom.
- 1.2. To minimise document management and technology costs, it is important that parties follow these protocols. Compliance with these standards will allow for efficient compilation of the e-Trial, non-compliance may result in delays.
- 1.3. The Court processes document indexes in XML (extensible mark-up language) format. The Court has provided index templates in Excel format to assist in the creation of the XML indexes. Should parties wish to supply the Court with XML files directly from case management/discovery systems, contact should be made with the Judicial Systems Team who can assist.

2. Provision of data

- 2.1. You should deliver electronic trial documents either on:
 - a CD-ROM (ISO-9660) disk
 - a DVD-ROM (ISO-9660) disk
 - USB thumbdrive
 - Portable hard drive
- 2.2. The disk you deliver should have the following information on the label of the disk:-
 - Name of proceedings.
 - Name of party/representative firm.
 - A unique identifying number (see below).
 - Description of contents.
 - Date the disk was delivered to the Court.
 - Clearly indicate whether the disk is a replacement.
 - Indicate that disk has been checked for viruses.

3. File formats

- 3.1.1. The following table lists the types of documents commonly included in an e-Trial database, and the file formats you must use for each.

Document	File format
All documents other than transcript, exhibits, or documents for which a Court has approved a different format	Portable Document Format (PDF)
Transcript	XML
Imaged Documents/Exhibits	Portable Document Format (PDF)
Documents best presented in some other format (e.g., spreadsheets or databases)	As specified by the Court, but likely formats include Excel (.xls) for spreadsheets
Document Indexes	Excel spreadsheet format

3.1.2. In addition to the above, the Court supports an implementation of the RingTail Export.mdb, MS Access format. Please contact judicial.systems@justice.wa.gov.au for more information.

4. Judgments

4.1. Loading Judgments

4.1.1. In some cases, the trial judge may request that previous judgments be loaded into the e-Trial database. These will be loaded by the court. Judgments used as authorities are referred to in Section 8 – **Authorities**.

5. Transcript

5.1. Format

5.1.1. Any electronic transcript of Western Australian Court proceedings will be loaded by the court upon request.

5.1.2. Parties should advise of previous matters transcript is required for. This request should be made as early as possible to the Judge or Registrar case managing the current matter. Requests should indicate the matter(s) transcript required for and the date(s). If Closing Addresses or Sentencing Remarks are needed this should be clearly indicated.

5.1.3. The transcript for the trial itself is loaded automatically by the court's system, and made available to all parties.

6. Court Documents

6.1. What format?

6.1.1. The preferred format is Portable Document Format (.PDF) format. The Court will accept other file formats, in particular Word documents, as Court Documents.

6.1.2. Comparison between functions available in Word and PDF format documents:

Function	Word	PDF
Hyperlink to particular page	Y	N
Hyperlink to particular paragraph (page where paragraph appears)	Y	N
Better for copying and pasting for judges during trial and judgment writing	Y	N
Fuzzy/Variant search	Y	N
Highlight/jump through search matches after search With a PDF, this isn't technically correct. The e-Trial database will indicate that the PDF file has the search item in it. You then need to open the PDF and use its search facility to navigate between occurrences of the search term.	Y	Y
Better search engine (Lotus Notes v PDF)	Y	N
Searching across multiple document returns the page/location where the match is found (as opposed to the file only)	Y	N

6.2. Document File names

- 6.2.1. All documents you provide will be given a document number (see The Court Document Index on page 12). File names should match the document number, for example, the file name used for document 3 would be “3.doc”.

7. Images

7.1. Overview

- 7.1.1. This section of the e-Trial database is used to compile all items that may be tendered as exhibits during the course of the trial. Any item that you may want to tender during the trial, which is available in an electronic format or of suitable scanning quality, should be included in this part of the e-Trial database.
- 7.1.2. As many potential exhibits as possible should be provided to the Court prior to the commencement of the trial. Items may also be supplied to the Court either singularly or in a batch during the trial.

7.2. Image Description

- 7.2.1. Each electronic image must be supplied with a corresponding index entry (see The Images Index on page 14). It is vital that the description supplied in the index is accurate and succinctly describes the image and that all the descriptions for all images are created in a consistent manner.

7.3. Image Format

- 7.3.1. Documents that may become exhibits at the trial must be scanned and supplied as Portable Document Format (PDF) files. The file name must have the suffix ‘.pdf’.

7.3.2. The general rule is that one file (with all pages included) per exhibit is required.

7.4. Other File Formats

7.4.1. There may be some trial exhibits that are not suitable for the file format listed above. For example, financial statements are often presented as spreadsheets. If these are converted to text files, critical formatting may be lost. The document becomes useless.

7.4.2. If you have a document that needs to be in a format other than those listed, discuss the issue with the other parties to the trial and then apply to the Court for approval to use a different format. But before doing so, take advice if necessary on the most appropriate format. There are common spreadsheet and database formats that many programs can read.

7.4.3. It is possible to include graphics, audio and video files in an e-trial database. Contact the Court Technology Officer for the list of supported file formats.

7.5. Image File Names

7.5.1. The file names should match the image number, for example, the file name used for the image of image 100042 would be “100042.pdf”.

7.6. Formatting Requirements

7.6.1. Use of Colour

If images are scanned in colour, this will dramatically increase the file size and will increase the amount of time taken to open and view these documents electronically from the e-Trial database. Therefore, the use of colour images should be avoided unless the colour is an essential element of the document being scanned.

If it is not possible to scan the exhibit without colour, the following guidelines should be followed.

- Images that must be scanned in colour should use the lowest resolution possible without losing legibility or picture integrity.
- Colour settings should also be set to as few colours as possible.

7.6.2. Image Resolutions

In an effort to reduce image file sizes and increase viewing speed in the courtroom, images should be scanned at the lowest resolution possible without losing legibility or picture integrity.

For images of black and white text documents, a resolution of 300 dpi. TIFF subtype CCITT group 4 compressed, 1 bit (bi-tonal). With colour images, it will be a matter for the discretion of the person scanning the image.

7.6.3. Image Rotation

Please ensure that when you are scanning images, that they are the ‘right way up’. If you open up the image for viewing, it should not be necessary to rotate the image in order to see it properly. If images must be scanned sideways, pages can be rotated before they are saved and provided to the Court.

7.6.4. Page Numbering

When scanning documents the first page that is scanned is allocated page number 1, the second page scanned page 2, etc. If a document has a coversheet or several pages at the front that are numbered separately then care must be taken when referring to the page numbers in that document as the physical page numbers may not be the same as the electronic page numbers.

7.7. Continuity and Preservation of the Integrity of the Document

7.7.1. All care must be taken to ensure that the electronically scanned version of a document is an exact replication of the original document. In order to achieve this goal, Counsel should ensure that all scanning is checked to ensure the preservation of the integrity of the document.

7.8. Quality Control for Document Scanning

7.8.1. The following protocols have been developed to ensure scanned images submitted for use in electronic trials are acceptable and of the highest quality possible.

7.8.2. It is acknowledged that this may not always be easy to achieve, as the originals are sometimes not very clear e.g. thermal paper documents, computer printouts, different coloured paper, handwritten notes or those of an awkward shape or size, etc. These guidelines should assist you to improve the quality of the images to be scanned.

7.8.3. Before scanning the original document it may be necessary to use a photocopier to:

Adjust the contrast – darker/lighter, which is especially useful if the originals are:

- Faded documents (thermal paper)
- Computer printouts with stripes down the page
- On coloured paper

Enlarge or reduce the size of a document:

- Enlarge – some small receipts
- Reduce – facsimiles have message lines at the top and/or bottom of each page. To ensure they are not missed when scanned it is wise to photocopy the facsimile message, reducing it slightly, before imaging.

7.8.4. Always check before scanning or photocopying, that the page is sitting straight. However, do not try to straighten an original that is crooked.

7.8.5. Scanning cheques

Use the photocopiers overlay feature so that the back and the front of the cheque appear on same sheet of paper and then scan the single sheet of paper.

7.8.6. Scanning of books

DO NOT scan every page of large documents such as diaries, cheque stubs, receipt books, computer printouts etc. unless specifically requested

to do so (refer below). The preferred method is to scan the cover of the book and then scan only the pages/cheque stubs etc. that are referred to or relevant. A Field called “Extract” is included in the image attributes to flag a document as being incomplete.

7.8.7. Scanning multiple page documents

If all pages of a document are to be scanned it is important to check that they are all scanned correctly and none are missing.

7.8.8. Documents with Post-it Notes

- blank post-it notes - remove before scanning;
- a post-it note with writing – scan with the note on a blank part of the document; or
- remove the post-it note and scan, then scan the page again with the note on the page (save as a single document).

NOTE: if this was a **multiple page document**, this process will also change the electronic page numbering so that it does not match the physical page numbering.

7.9. Use of the In-Court Document Camera

- 7.9.1. For those items which it is not possible to scan, the in-court document camera can be utilised to display the item to the Court.

8. Authorities

- 8.1.1. The e-Trial database can be used to store authorities. The provision of authorities is:-

- Useful to Court Reporters who will ensure that cases referred to are correctly cited in transcript.
- Required if parties wish to display passages of case referred to in Court.
- Useful to Judges for searching and referral during judgment preparation.

- 8.1.2. When providing authorities as files, the Courts' preferred format is Portable Document Format (.PDF).

- 8.1.3. You must provide an index of authorities.

8.2. Authority File Names

- 8.2.1. File names should match the authority reference number (see Authorities Index on page 17)

9. Linked References

- 9.1.1. The e-Trial database supports the linking of transcript pages, images and other resources from within a Court Document. For example, a witness statement can be hyperlinked to images referred to. Linked references are enclosed in square brackets and appear within the text. Each linked reference must be prefaced by the relevant link prefix and a colon followed by a space. For example:

The bank statement, document [Img: 100037] shows the balance outstanding.

9.1.2. Below is a table summarising the protocol for linked references. Note that spaces shown are explicitly required:-

Link To	Standard	Example								
Image	[Img: documentID]	[Img: TBGL.00014.080]								
Transcript page of current trial	[Tra: pageNumber]	[Tra: 352]								
Transcript page of another hearing included in the e-Trial database.	[Tra: pageNumber/FileNumberRef] Once it is known which hearings will be included on line, the Court will issue a list of file numbers and aliases you can use. It is necessary to differentiate between hearings as in the case of pre-trial hearings the pagination is not contiguous with current hearing and duplicate page numbers exist. Example: <table border="1" data-bbox="438 936 933 1093"> <thead> <tr> <th>Hearing</th> <th>Alias</th> </tr> </thead> <tbody> <tr> <td>CIV 1464/2000</td> <td>T</td> </tr> <tr> <td>CIV 2061/1996</td> <td>PT</td> </tr> <tr> <td>CIV 1437/2000</td> <td>PT1</td> </tr> </tbody> </table>	Hearing	Alias	CIV 1464/2000	T	CIV 2061/1996	PT	CIV 1437/2000	PT1	[Tra: 2652/T] [Tra: 52/PT1]
Hearing	Alias									
CIV 1464/2000	T									
CIV 2061/1996	PT									
CIV 1437/2000	PT1									
Court Document	[Crt: documentNumber] Note: This opens the document using the associated application eg Acrobat Reader, Microsoft Excel, Microsoft Word	[Crt: WITD.030.005] [Crt: WITD.030.002.13] [Crt: WITD.001.001]								
Reference to a paragraph within a court document	[Crt: documentNumber at paraNumber] This will create a link to the document as well as the numbered paragraph. Note: This will only work for Court documents created using Microsoft Word	[Crt: WITD.006.005 at 23]								
Multiple paragraph references *	[Crt: documentNumber at paraNumber,paraNumber,...] This will create links to the document as well as each paragraph number listed. Note: no spaces after each comma [Crt: documentNumber at startparaNumber-endparaNumber] This will create links to the documents as well as the start and end paragraph numbers listed. It will not create links to each paragraph in the middle of the range. Note: This will only work for Court documents where the linking and linked documents were both created using Microsoft Word	[Crt: WITD.001.001 at 20,30] [Crt: WITD.001.001 at 20-30]								

Link To	Standard	Example
Page Reference *	<p>[Crt: documentNumber pg pageNumber] This will create links to the document as well as each page number listed.</p> <p>Note: no spaces after each comma Note: This will only work for Court documents where the linking and linked documents were both created using Microsoft Word</p>	[Crt: WITD.006.005 pg 18]
Multiple page references	<p>[Crt: documentNumber pg pageNumber,pageNumber,...] This will create links to the document as well as each page number listed. Note: no spaces after each comma [Crt: documentNumber pg startpageNumber-endpageNumber] This will create links to the document as well as the start and end page numbers as listed. It will not create links to each page in the middle of the range.</p> <p>Note: This will only work for Court documents where the linking and linked documents were both created using Microsoft Word</p>	<p>[Crt: WITD.001.001 pg 20,30] [Crt: WITD.001.001 pg 20-30]</p>
Authority	[Auth: Authority Number]	[Auth: AUTD.00123]
Judgment	<p>[Jud: CitationNumber] This will create a link to a PDF version of the judgment. Note: For linking, the year is NOT enclosed within square brackets as per the normal citation convention.</p>	[Jud: 2009 WASC 107]
Reference to a paragraph within a judgment	<p>[Jud: CitationNumber at paraNumber] This will create a link to a PDF version of the judgment as well as the paragraph number listed. Note: For linking, the year is NOT enclosed within square brackets as per the normal citation convention.</p>	[Jud: 2009 WASC 107 at 30]

10. Index

10.1. Index File

10.1.1. You must provide the Court with a single Microsoft Excel index file with each CD/DVD submitted. The Court provides the template for this on the Supreme Court Website.

10.1.2. The Index Coversheet needs to be completed as below

10.1.3. Non-standard characters not allowed in the index – double dashes, symbols.

10.2. Cover Sheet

10.2.1. The Coversheet is the 1st worksheet in the Excel workbook. It contains summary information about the material being submitted. It's for tracking purposes and gives the Court and the party a common reference.

Field Name	Data Type	Example/s	Explanation
File Number	Text	CIV 15200 of 2014	Matter number
Matter	Text	Corporation A v The B Team	Matter title
Party	Text	Plaintiff Defendant	Party who supplied the document to be included into the e-Trial database
Date delivered to Court	Date	15/03/2012	The date the disk delivered to the court, in the format dd/mm/yyyy or dd mmm yyyy.
Party Reference	Text	APP123 APP124	Your reference for the material provided
Contents	Text	Submissions for CIV 123/2012 Authorities for CIV 123/2012	What's on the CD
CD Drive containing images	Text	D:\ E:\	The drive letter being used for the CD on the machine the index is being created on
New or Replacement	Text	New Replacement	Whether these are items being submitted for the first time or are replacements for files already submitted eg poor quality image
Party contact Name	Text	Fred Smythington	Who to contact if there is an issue
Party Contact Details	Text	(08) 9999 9999 fred@acme.com.au	Phone number and/or email address to contact the contact person
Method of Delivery	Text	Disk Email PC Copy	How the material is being supplied to the court
CD/Email Title	Text	Applicants Material for CIV 123/2012	Title of the CD
Instructions	Text	Notify Fred once loaded	Any special instructions
File Name	Text	Index.xls	The name of the excel file that is being used
Validation Results	Text	Passed	Produced once Validation is run and no errors have been found. If errors are found, they are listed below the validation results.

10.2.2. Example of an Index Coversheet

COURTS OF WESTERN AUSTRALIA ELECTRONIC TRIALBOOK INDEX:		Version 1.09
File Number	<input type="text" value="CACV 15200 OF 2012"/>	
Matter	<input type="text" value="Corporation A v The B Team"/>	
Party	<input type="text" value="Appellants"/>	
Date delivered to Court	<input type="text" value="19/04/2012"/>	
Party Reference	<input type="text" value="APP001"/>	
Contents	<input type="text" value="CourtDocuments, Images, Pages, Authorities, Chronology"/>	
CD Drive containing images (eg. D:\)	<input type="text" value="D:\"/>	
New or Replacement	<input type="text" value="New"/>	
Party contact name	<input type="text" value="Solicitors1"/>	
Party contact details	<input type="text" value="fred.bloggs@solicitors1.com
mary.bloggsa@solicitors1.com"/>	
Method of delivery	<input type="text" value="Disk"/>	
CD/Email Title	<input type="text" value="Appellants' Indices"/>	
Instructions	<input type="text"/>	
File Name	<input type="text" value="INDEX.XLS"/>	
Validate	Click Validate to check the contents of this index. You must set the path to images in field above to test CD or path.	
Validation Results	<input type="text" value="Passed"/>	

10.3. The Court Document Index

- 10.3.1. The Court Documents index is on the 'CourtDocuments' worksheet in the Excel workbook.
- 10.3.2. Each document to be included should be placed in a separate row in this table.
- 10.3.3. Row 3 in the spreadsheet is hidden for programming reasons. DO NOT unhide this row or enter information into it.

10.3.4. All Fields are mandatory

Field Name	Data Type	Example/s	Explanation
Doc No	Text	10037 DPP.00037 ABC.001.0001	A unique identifier for each document in the database. Discovery numbers are ideal for use here. Composition to be determined by Registrar/Judge prior to settling of index. If numbers are used, then prefix with a “1” and pad with zeroes to fixed length to ensure sorting is accurate.
Supplied By	Text	Plaintiff Defendant	Party who supplied the document to be included into the e-Trial database
File Name	Text	images\10037.pdf	The relative file and path name for the image file, as stored on the disk delivered to the Court. Remember the file suffix.
Doc Date	Date	01/03/2001	The date that appears on the document in the format dd/mm/yyyy or dd mmm yyyy. Documents with only the month and year (eg March 2001) must be coded as the first day of that month (i.e. 1/3/2001)
Number of Pages	Text	72	The total number of pages in the document.
Type of Document	Text	W	The types allowed are: W: word processed document S: scanned document O: other format, by approval
Description	Text	Jones, Edward James, Statement dated 23 March 2001. FUL 30 of 2000: Notice of Appeal dated 12 February 2000 (First Defendant) Notice of Cross Appeal dated 14 February 2000 (FUL 31/2000) Statement of Claim dated 1 January 2000	A title for the document. The title should be less than 150 characters long (including spaces). Document titles should be kept succinct with as little formatting as possible. For ease of use, the Title should include the following components: 1. If the court document is a witness statement or expert report, start with the person’s surname, followed by their given names and the words ‘Statement dated’, or ‘Expert report dated’ and then the date. 2. If there are multiple case matters involved in this trial, and a document only relates to one of those, append the Case Number at the end of the title in brackets. 3. Your description of the document.

10.3.5. Example Court Document index file

	A	B	C	D	E	F	G	
1	Hide Optionals	Show All	All fields are shown					
2	Doc No	Supplied By	File Name	Doc Date	Number of Pages	Type of Document	Description	
4								

10.4. The Images Index

10.4.1. The Images Index is on the 'Images' worksheet within the Excel Workbook. The following table shows the fields in an exhibit index file.

10.4.2. Row 3 in the spreadsheet is hidden for programming reasons. DO NOT unhide this row or enter information into it.

10.4.3. Fields marked with * are mandatory.

Contents	Data type	Example(s)	Explanation
Doc No*	Text	10037 DEFD.00037	A unique identifier for each document in the database. Discovery numbers are ideal for use here. Composition to be determined by Registrar/Judge prior to settling of index. If numbers are used, then prefix with a "1" and pad with zeroes to fixed length to ensure sorting is accurate.
Supplied By *	Text	Plaintiff	Party who supplied the image to be included into the e-Trial database.
Disk No *	Text	APPL001	The name of the disk volume that the image resides on (reference assigned by the party). Useful for when party is checking to see if disk has been received & loaded.
Category	Text	Cheque stubs Witness Statements	A category can be assigned to a document so that related documents can be grouped together when viewing a list of exhibits.
Bundle Start Page No	Number	1	Leave this field blank unless directed by the Court to prepare the index in a different form.
Bundle End Page No	Number	56	Leave this field blank unless directed by the Court to prepare the index in a different form.
File Name*	Text	images\10037.tif	The relative file and path name for the image file, as stored on the disk delivered to the Court. Remember the file suffix.
Doc Date *	Date	01/03/2001	The date that appears on the document in the format dd/mm/yyyy or dd mmm yyyy. Documents with only the month and year (eg March 2001) must be coded as the first day of that month (i.e. 1/3/2001), and "Y" entered into the estimate date field.
Date Est. Flag	Text	Y	Where the date above is estimated, enter a value of "Y", otherwise leave blank.

Contents	Data type	Example(s)	Explanation
Doc From Date	Date	01/03/2010 31 Aug 2007	This is the start date if the document covers a range (such as an annual report). It may be left blank. Date must be entered in the format dd/mm/yyyy, or dd mmm yyyy and can be estimated.
Doc To Date	Date	01 Mar 2010 or 31/08/2008	This is the end date the document relates to. It may be left blank. Date must be entered in the format dd/mm/yyyy, or dd mmm yyyy and can be estimated.
Image Flag*	Text	Y or N	Indicate whether the document is imaged (“Y”) or not (“N”).
Restrict*	Text	Y or N	A document can be supplied as a Restricted document, which means that it does not appear in the list of documents in the e-Trial database and the corresponding document is not distributed to the other parties. The document is only made available once the document is tendered as an exhibit. Mark restricted document with a “Y” in this field, or “N” for unrestricted distribution.
Description*	Text	Defendant’s file memo dated 6 November 2010	A title for the document. The title should be less than 150 characters long (including spaces). Document titles should be kept succinct with as little formatting as possible. For ease of use, the Title should include the following components: 1. If the court document is a witness statement or expert report, start with the person’s surname, followed by their given names and the words ‘Statement dated’, or ‘Expert report dated’ and then the date. 2. If there are multiple case matters involved in this trial, and a document only relates to one of those, append the Case Number at the end of the title in brackets. 3. Your description of the document.
Party Discovery No	Text	100037	This is the party’s own discovery number.
Other Party Discovery No	Text	293212	Where the document has been discovered by other party, then this is the other party’s discovery number if known.
Document Type	Text	Letter	The classification of the document such as a letter, fax, minutes of meeting. Parties must exchange a list of standard document types to

Contents	Data type	Example(s)	Explanation
			ensure consistency in use.
Enclosures	Text	134954, 134955, 1394956, 134957	Where a document has annexure(s), such as where a report is in a number of sections, and each section has been given a discovery number, this field notes the discovery numbers of the part documents separated with commas.
Host Document	Text	100037	Where a document has been given more than one discovery number, or it has annexure(s), the parts should reference the host document.
Extract	Text	N or Y	Where only a part of a discovered document has been included in the e-Trial database, (example where blank pages or unnecessary parts of a bulky document have been removed), the extract flag must be marked with a “Y”. Where there is no value or “N”, the complete document has been supplied.
Author	Text	Smith-J or The-Director or Smith-J, Jones-P	Person(s) who wrote the document where apparent on the face of the document. Format is last name, followed by hyphen and first initial. If author is identified by title only, then the title should be entered. Commas separate multiple values.
Author Organisation	Text	NAB	The organisation from which the document emanated. To be completed where apparent from the face of the document.
Addressee	Text	Bloggs-F	Person(s) to whom the document was addressed to, where apparent on the face of the document. Format is last name, followed by hyphen and first initial. If author is identified by title only, then the title should be entered. Commas separate multiple values.
Addressee Organisation	Text	WestCarCo	The organisation which the addressee is associated with, where apparent from the face of the document.
Translation Included	Text	Y or N	Where a foreign language document and its translation are scanned and data entered together, enter a “Y”, otherwise “N” or leave blank.
Produced By	Text	CarWestCo	The name of the person or organisation that had actual possession of a document at the time it was delivered to either the plaintiffs or defendants.
Number of Pages	Number	26	Number of pages included in scanned document.

10.4.4. Documents not imaged

There are some exhibits that cannot be imaged. Even if an exhibit is not imaged, you can still provide an entry for it in the index, and set the Image Flag field to N.

10.4.5. Example Exhibit Index

The exhibit index should look like the following table (which is split for display purposes):

Doc No	Supplied By	Disk Name	Category	Bundle Start Page No	Bundle End Page No	File Name	Doc Date
15391	Plaintiff	APPL-012	Bank Records	1	6	images\15391.pdf	31/05/2010
15392	Plaintiff	APPL-013	Bank Records	1	2	images\15392.pdf	31/6/2011
15393	Plaintiff	APPL-013	Bank Records	1	6	images\15393.pdf	1/05/2012

Date Est. Flag	Doc from date	Doc To Date	Image Flag	Restrict	Description
N	1/05/2004	31/05/2004	Y	N	Bank statement for Westpac account number 161794 XYZ Corp
N	1/06/2004	30/06/2004	Y	N	Bank statements for Westpac account number 920027 Mr Fred Bloggs N0 2 Account
Y	1/05/2004	31/05/2004	Y	N	Letter from National Australia Bank re closure of account number 8856429 Ex-why-zed WA Pty Ltd ATF The Ex-why-zed WA Unit Trust

Party Discovery No	Other Party Discovery No	Document Type	Enclosures	Host Document	Extract	Author	Author Organisation
15391	D2382321	Statement	15391.001, 15391.002	1	N	Jones-P	Westpac
15392	D3483243	Statement	1	1	N	Smith-A	Westpac
15393	D2345553	Letter	1	1	N	Jones-P	NAB

Addressee	Addressee Organisation	Translation Included	Produced By	Number of Pages
Angus-P	XYZ Corp	N	XYZ Corp	6
Bloggs-F, Kirk-C		N	Westpac	4
The-Director	Ex-Why-Zed Corp	N	NAB	6

10.5. Authorities Index

10.5.1. The Authority Index is on the Authority worksheet in the Excel Workbook. The following table shows the fields in an Authority Index

10.5.2. Row 3 in the spreadsheet is hidden for programming reasons. DO NOT unhide this row or enter information into it.

10.5.3. Fields marked with * are mandatory.

Contents	Data type	Example(s)	Explanation
Ref No*	Text	P00037 D00028	The sequential number for ordering of the list of authorities, and for uniquely identifying an entry in order to facilitate updating of an existing record. Must be of at least 6 characters in length, with padded zeros.
Category	Text	Property Ownership	Authorities can be grouped by category. This will allow viewing authorities per issue.
Description*	Text	Cambridge International Dictionary of Idioms (Cambridge University Press 1998), 366-367	A full description of the authority.
Short Reference	Text	Land Case	Counsel can refer to authorities in short form during the hearing. The short form can thus be searched for if provided.
Volume Ref	Text	1 132	Where Authorities are provided to the Court in hard copy, this is a reference to the tab number in the file. This is useful as a single index can be created to support both hard copy and electronic versions of the list of authorities.
Citation Reference	Text	authorities\AOTP. 00040.pdf Justices Act 1902 (WA), s1, s 2, s 4, s 5(1), s 20(2) [2001] WASC 309	The source of the authority. W, P, - The file name, with full path relative to the location of the index file. A - The Act name as it appears in legislation, followed by section numbers separated with commas. C - If the authority is a High Court, Supreme Court or District Court Decision, the reference is the citation number in the format [YYYY] CourtIdentifier IndexNumber.
Resource Type	Text	W P A C (Blank)	W - Authority is provided in Word format. P - Authority is provided in PDF format. A - Reference to a WA Act. C - Citation reference to WA Case Law. (Blank) - No resource attached.
Comments	Text		

10.5.4. Example Authority index

Ref No	Category	Description	Short Reference	Volume Ref	Citation Reference	Resource Type
100001	Overseas Hearings	Cerini v Minister for Transport [2001] WASC 309	Cerini Case	1	[2001] WASC 309	C

100003	Overseas Hearings	Corporations (Taxing) Act 1990, S 3	Companies Act	2	Corporations (Taxing) Act 1990, S 3	A
100004	Overseas Hearings	Justices Act 1902 (WA), s1, s 2, s 4, s 5(1), s 20(2)	Justices Act	3	Justices Act 1902 (WA), s 1, s 2, s 4, s 5(1), s 20(2)	A
100005	Overseas Hearings	SHAVE -v- WEST AUSTRALIAN NEWSPAPERS LTD [2003] WASC 83	West Case	4	authorities\2003WASC0083.PDF	P
100006	Overseas Hearings	Ford and Lee. Principles of the Law of Trusts	Trusts Law	5	authorities\100006.pdf	P

11. Validating the Index File

Once you have completed the indices as required, return to the 'Cover' sheet and click on the 'Validate' button. This will indicate any errors that might exist within the indices. If errors within the index are indicated and you are unsure of how to resolve them, contact Judicial Systems via judicial.systems@justice.wa.gov.au