

**Supreme and
District Courts
of
Western Australia**

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

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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. This is a plain structured text file, and is becoming the industry standard for document information interchange. The Court recognises that parties may not have the tools and interfaces required at this stage, and has provided index templates in Excel format instead. Should parties wish to supply the Court with XML files directly from case management/discovery systems, then 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 or a DVD-ROM (ISO-9660) disk.
- 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.
- 2.3. Parties are required to obtain consent from all other parties to the matter when providing new court documents to the Court.
- 2.4. Material must be accompanied by a letter signed by the solicitor for the party responsible indicating that the disk has been subject to a virus check and found to be uncontaminated; that documents have been prepared in

compliance with the relevant standard; and that where necessary, consent has been received from the other party(s).

- 2.5. In the rare case of urgency, material may be sent to the Court using electronic mail. This is when an urgent situation arises, and the volume of material is low. Note that there is a 4MB limit on individual emails. The email should be sent firstly to the associate to the Judge hearing the matter, or to Judicial Systems via judicial.systems@justice.wa.gov.au.
- 2.6. Note that security cannot be guaranteed over public networks. We recommend that the email contain files in compressed ZIP format, and if possible a password attached. The password can be communicated to the Judge's Associate or to a Judicial Systems Team member via phone.
- 2.7. The sender should take all reasonable precautions to ensure that their data is virus free.
- 2.8. Materials are to be provided to the Court in accordance with orders handed down by the Court. General, the following timeframes are effective :-
- Transcript of other related hearings required within 7 days of order,
 - Court Document, Images required within 28 Days of Order.
 - At least 3 weeks prior to the start of the trial.

3. File formats

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

<i>Document</i>	<i>File format</i>
All documents other than transcript, exhibits, or documents for which a Court has approved a different format	Word 97 - 2003 (.doc) format Portable Document Format (PDF)
Transcript	XML or Marked-Up ASCII
Imaged Documents/Exhibits	Portable Document Format (PDF) or Tagged Image File Format (TIFF)
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	Text index Excel spreadsheet format XML Format

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. Judgments available prior to trial.

In some cases, the trial judge may request that previous judgments be loaded into the e-Trial database. If these are WA Supreme Court or District Court decisions, then they will be loaded by the Court. In all other cases they must be provided as a document in Microsoft Word 2003 format. Judgments used as authorities are referred to in Section 8.4 – Authorities.

4.2. Judgments delivered during the trial.

Judgments delivered during the trial do not need to be provided if they are a judgment of either the WA Supreme Court or WA District Court. In all other cases they must be provided as a document in Microsoft Word 2003 format. In this case, inform the Court Associate who will provide the citation reference for loading purposes.

5. Court Documents

5.1. What format?

The term Court Documents in relation to an e-Trial database refers to Word Processing documents. The Court will accept other file formats, in particular PDF, as Court Documents. Choosing a format other than a Word Processed document means that the full range of functions will not be available.

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	Y	Y
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.		
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

5.2. Document File names

All documents you provide will be given a document number (described later). We encourage you to use file names which match the document number, for example, the file name used for document 3 would be “3.doc”.

5.3. Which word processor?

The default format for documents is Microsoft Word 2003 format. Although the Court does support later versions of Word, this format is still the lowest common format used generally. Documents must be provided as Microsoft Word 2003 files unless another format is specified above, or approved by the Court.

5.4. What if I do not use Word 2003?

5.4.1. If you use a later version of Word, you can easily save files in Word 2003 format. To do so, choose 'Save As' from the File menu, and then scroll down the available file types in the dialog box and select 'Word 97 - 2003 (.doc) format'. Versions of Word after 2003 save by default in a different and incompatible file format, so it is essential that you choose to save in the earlier format.

5.4.2. If you are using Word, it does not matter which operating system you use. Macintosh, Windows and UNIX versions of Word all use the same file format.

5.4.3. Recent versions of other word processing applications such as WordPerfect will save files in Word 2003 format by a similar process.

5.5. What do I do with other parties' documents?

The e-Trial database may include documents your firm has not prepared. The other party's pleadings are one example. The other party may agree to provide those to you in Word 2003 format, or in some other format that you can read and convert to Word 2003. Or, you may have a scanner that you can use to scan the document and convert it into a text file. If you cannot obtain an electronic version, and you do not have a scanner, you will have to retype the document and save it in Word 2003 format.

5.6. Formatting Requirements

The Court has some particular requirements for formatting. If these are not followed, the documents you provide may not be readable.

5.6.1. Page Numbers

Use hard page numbers in the document body. This is because headers and footers are not included in the versions of the documents included in the court's database. If you put page numbers in a header or footer, they will be lost.

Page numbers must commence at Page 1 for every document, and must be sequential through the document. Use only Arabic numbers (1, 2, 3, ...). Do not use Roman numerals (i, ii, iii, ...), or interleaved numbering such as 10, 10A, 11.

5.6.2. Headers and footers

Do not use headers and footers, as they will be removed in the conversion.

5.6.3. Footnotes and endnotes

Do not use footnotes or endnotes, as they will be removed in the conversion.

5.6.4. Tabs

Ordinary left-aligned tabs are acceptable, but not right-aligned or decimal tabs. If a document uses these, a table may be the best way of preserving the layout. Please refer to 'Use of Tables' below.

5.7. Use of Tables

Simple tables are supported. Do not use merged cells, vertical text or shading as they are not supported by the system and will not format correctly.

5.8. Use of Newspaper-style multiple columns

Multiple columns are not supported. You can achieve the same using tables.

5.9. Use of colours

Colours in the documents may be used, however pale colours such as yellow and pink should be avoided as text in these colours will be difficult to read. Care should be taken if using Revision Mark Colouring to ensure that the colours are removed prior to the document being delivered to the Court. Colours should only be used when the original document is printed in colour and the colour in the document is important.

5.10. Use of Smart Quotes

If "curly" quotes are used they will be replaced with "straight" quotes. For this reason ensure that smart quotes are not used. To remove it go to the **Tools** menu, select **AutoCorrect**, click on the tab **AutoFormat As You Type**, under the "Replace as you type" section ensure that the "Straight quotes" with "smart quotes" box is not selected.

5.11. Use of Symbol Character Replacement

Do not use Symbol character replacements. For example, a double dash "--" becomes "—" which is not supported. To remove it, go to the **Tools** menu, select **AutoCorrect**, click on the tab **AutoFormat As You Type**, under the "Replace as you type" section ensure that the 'Hyphens (--) with dash (—)' box is not selected.

5.12. Use of Styles

Although styles can be used, font formatting such as bold will be lost.

5.13. Use of Bullets

Standard bullets and paragraph numbering are supported, however indentation will be removed in the conversion. Note that automatic paragraph numbering must be avoided as numbers can easily change by mistake, and not supported by the import process. You should use manual paragraph numbering.

5.14. Use of Track Changes

Do not use Track Changes, as they will be cause errors in the in the conversion process. If it's important to show changes, then mark text with strikethrough font.

5.15. Formatting summarised

The following table shows the formats you should **NOT** use because they are not supported, and the acceptable alternatives:

<i>Unsupported feature (Do Not Use)</i>	<i>Use instead</i>
Headers and footers	Page numbers as body text
Footnotes and endnotes	Body text
Right-aligned or decimal tabs	It is usually possible to achieve the same layout with a simple table. If not, use tabs.
Merged cells, vertical text, shading	Keep it simple. If these features are absolutely essential to the presentation of a document, it may be more appropriate to scan it and include it as a .tif/.pdf file, but you must have the approval of the Court.
Multiple columns	Tables or single-column text.
Colours	Ensure colours are removed, unless the colour is important in the document.
Smart Quotes	Use straight quotes only.
Styles	Use Normal.
Bullets	Use manual paragraph numbering and dots.
Track Changes	Use manual colour/underline text if required.

5.16. Linked References

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.

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

Link To:	Standard	Example
Image Document	[Img: documentID]	[Img: TBGL.00014.080]
Transcript page of current trial	[Tra: pageNumber]	[Tra: 352]

<p>Transcript page of another hearing included in the e-Trial database.</p>	<p>[Tra: pageNumber/FileNumberRef]</p> <p>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</p> <table border="1" data-bbox="437 481 930 741"> <thead> <tr> <th>Hearing</th> <th>Alias</th> </tr> </thead> <tbody> <tr> <td>CIV 1464/2000</td> <td>T or blank</td> </tr> <tr> <td>CIV 2061/1996</td> <td>PT</td> </tr> <tr> <td>CIV 1464/2000 (25/1/2002)</td> <td>PT1</td> </tr> </tbody> </table>	Hearing	Alias	CIV 1464/2000	T or blank	CIV 2061/1996	PT	CIV 1464/2000 (25/1/2002)	PT1	<p>[Tra: 2652]</p> <p>[Tra: 2652/T]</p> <p>[Tra: 52/PT1]</p>
Hearing	Alias									
CIV 1464/2000	T or blank									
CIV 2061/1996	PT									
CIV 1464/2000 (25/1/2002)	PT1									
<p>Court Document</p>	<p>[Crt: documentNumber]</p> <p>Note: This opens the document using the associated application eg Acrobat Reader, Microsoft Excel, Microsoft Word</p>	<p>[Crt: WITD.030.005]</p> <p>[Crt: WITD.030.002.13]</p> <p>[Crt: WITD.001.001]</p>								
<p>Reference to a paragraph within a court document</p>	<p>[Crt: documentNumber at paraNumber]</p> <p>This will create a link to the document as well as the numbered paragraph.</p> <p>Note: This will only work for Court documents created using Microsoft Word</p>	<p>[Crt: WITD.006.005 at 23]</p>								
<p>Multiple paragraph references</p>	<p>[Crt: documentNumber at paraNumber,paraNumber,...]</p> <p>This will create links to the document as well as each paragraph number listed. Note: no spaces after each comma</p> <p>[Crt: documentNumber at startparaNumber-endparaNumber]</p> <p>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.</p> <p>Note: This will only work for Court documents created using Microsoft Word</p>	<p>[Crt: WITD.001.001 at 20,30]</p> <p>[Crt: WITD.001.001 at 20-30]</p>								
<p>Page Reference</p>	<p>[Crt: documentNumber pg pageNumber]</p> <p>This will create links to the document as well as each page number listed. Note: no spaces after each comma</p> <p>Note: This will only work for Court documents created using Microsoft Word</p>	<p>[Crt: WITD.006.005 pg 18]</p>								

Multiple page references	<p>[Crt: documentNumber pg pageNumber,pageNumber,...]</p> <p>This will create links to the document as well as each page number listed. Note: no spaces after each comma</p> <p>[Crt: documentNumber pg startpageNumber-endpageNumber]</p> <p>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 created using Microsoft Word</p>	<p>[Crt: WITD.001.001 pg 20,30]</p> <p>[Crt: WITD.001.001 pg 20-30]</p>
Authority	[Auth: Authority Number]	[Auth: AUTD.00123]
Judgment	<p>[Jud: CitationNumber]</p> <p>This will create a link to a PDF version of the judgment.</p> <p>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]</p> <p>This will create a link to a PDF version of the judgment as well as the paragraph number listed.</p> <p>Note: For linking, the year is NOT enclosed within square brackets as per the normal citation convention.</p>	[Jud: 2009 WASC 107 at 30]

6. Transcript

6.1. Format

- 6.1.1. Provide any preliminary transcript in XML or Marked-Up ASCII format, unless the Court has approved another format. XML is the format the Court reporting contractors NTS use. Marked-Up ASCII is the format the Court reporting contractors Spark and Cannon use. If you have electronic transcript of Supreme Court or District Court proceedings, it is probably in the correct format.
- 6.1.2. If you have transcript in another format and you are unable to convert it, the Court Reporting Contractor will do so. Other service bureaux may be able to do this as well.
- 6.1.3. The transcript for the trial itself is loaded automatically by the court's system, and made available to all parties.

7. Exhibits

- 7.1.1. This section of the e-Trial database is used to compile a list of all documents that may be tendered as exhibits during the course of the trial. Any document that you may want to tender during the trial, which is of suitable scanning quality, should be scanned and included in this part of the e-Trial database.
- 7.1.2. As many documents as possible should be scanned and provided to the Court prior to the commencement of the trial. Documents may be supplied to the Court either singularly or in a batch during the trial.

7.2. Exhibit Descriptions

- 7.2.1. Each scanned exhibit must be supplied with a corresponding index entry (see 8.3 The Exhibit Index File on page 16). It is vital that the description supplied in the index is accurate and succinctly describes the scanned document and that all the descriptions for all documents 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 Tagged Image File Format (TIFF) files or Portable Document Format (PDF) files. The file name must have the suffix **‘.tif’** or **‘.pdf’** accordingly. If an exhibit document has multiple pages, all pages are to be scanned and included in the same TIFF file or PDF as the main image file.
- 7.3.2. The general rule is that one file (with all pages included) per exhibit is required.
- 7.3.3. To minimise the complexity of the e-Trial database, an attempt should be made to provide all imaged exhibits in the same format.
- 7.3.4. If the e-Trial database will be made available to parties over the Court’s Extranet (i.e. the Internet), then individual pages must be provided in TIFF format as well as in a consolidated file, preferably in PDF format. Individual TIFF files allow for more efficient document navigation, whereas the merged PDF document works best in a high bandwidth environment and for printing purposes.

7.4. Batched Exhibits

- 7.4.1. It is intended that through the course of the trial exhibits will be given an exhibit number which is the number of the document you provided as a potential exhibit. The number of the exhibit will not relate to the order of tendering. They will, therefore, not necessarily be sequential and will serve only as an identifying number for the exhibit.
- 7.4.2. In some circumstances it may be necessary to sub-number your (potential) exhibits; however, the use of this should be limited. If you feel that it is necessary to do so, please discuss the issue with the other parties to the trial and then apply to the Court for approval. To sub-

number exhibits, you should use a decimal place system e.g. 14.1, 14.2, 14.3 etc.

7.5. Exhibit File Names

- 7.5.1. The Court strongly encourages the use of file names which match the exhibit number, for example, the file name used for the image of exhibit 100042 would be “100042.pdf”.
- 7.5.2. If you wish to use longer file names you should not include any spaces.
- 7.5.3. If the e-Trial database contains a high number of images, then place the files into sub folders. A useful guide is to keep the number of files per folder to less than 250. This assists with navigation and maintenance of image folders.

7.6. Use of Colour

- 7.6.1. If images are scanned in colour, this will dramatically increase the file size of the exhibit 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.
- 7.6.2. 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.

7.7. Image Resolutions

- 7.7.1. 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.
- 7.7.2. 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.

7.8. 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.

7.9. Page Numbering

When scanning documents the first page that is scanned is allocated physical 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. For this reason, refer to the physical page as “TIFF x” rather than “Page x”.

7.10. Continuity and Preservation of the Integrity of the Document

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.

7.11. Quality Control for Document Scanning

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

7.11.2. 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.

7.11.3. 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.

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

7.11.5. 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.

7.11.6. 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.

7.11.7. 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.

7.11.8. 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.

7.12. Use of the In-Court Document Camera

For those documents that are not possible to scan for any reason the in-court document camera can be utilised to display the document to the Court.

8. Document and Exhibit Index Files

8.1. Index Files Needed

8.1.1. You must provide the Court with separate index files, one listing Court Documents, and one listing images. The Court will provide you with the templates for producing these indices.

8.1.2. Court Documents that might potentially be tendered as exhibits should be placed into both indices. These Court Documents (for example signed versions of witness statements) should be provided in an image format for the exhibit index and in a Word or other appropriate format for the Court Document index.

8.1.3. Each CD must have a unique volume reference consisting of party ID and a 3 digit number, padded with zeros, numbered sequentially. This is the identifying number of the volume (as delivered to the Court) on which the exhibit is stored. If the documents require more than 1 volume (CD or DVD), each volume requires a unique identifying number. When you create the CD or DVD, you should try to make the electronic name of the CD (e.g. the Volume Label) the same as the Disk Name you refer to in the Index. If multiple disks are required for the content relating to the index supplied, then include all disk references separated with a comma.

8.2. The Court Document Index File

8.2.1. The Court Documents index is a text based index. The Court will supply a Word-based template to assist in creation of this index. The format of a Court Document Index shown below:

Document Index						
Document No	Party	Disk Name	File Name	Num Of Pages	Type of Document	Description

8.2.2. Each document to be included should be placed in a separate row in this table, containing prescribed information. Below is a description of what is required in each of the fields. Note that all fields are mandatory.

Court Document Index				
#	Field Name	Data Type	Example/s	Explanation
1	Document ID	Text	10037 DPP.00037	A unique identifier for each document in the database. Composition to be determined by Registrar/Judge prior to settling of index. If numbers are used, then prefix with a "1" and pad with zeros to fixed length to ensure sorting is accurate.
2	Party	Text	Plaintiff Defendant	Party who supplied the document to be included into the e-Trial database
3	Disk Name	Text	CD 322	Your volume reference
4	File Name	Text	items\DPP00037.doc	Include the relative pathname of the document as on the disk supplied to the Court.
5	Num of Pages	Number	19	The total number of pages in the document.
6	Type of Document	Text	W	The types allowed are: W: word processed document S: scanned document (eg, exhibits) O: other, format, by approval
7	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, avoiding the use of commas & using dashes instead. For ease of use once the e-Trial database is created, the Title should include the following components: 1. If the court document is a witness statement or expert report, then start with the person's surname followed by a comma, followed by their given names, followed by a comma, and the words 'Statement dated', or "Expert report dated" and then the date. Example :- 2. If there are multiple case matters involved in this trial, and a particular 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.

8.2.3. Annexures to documents should be scanned separately and listed separately. To indicate that a document is an annexure, a decimal point system should be used to number the document as well as indicating in the description that it is an annexure to another Court Document.

8.2.4. When allocating a decimal point number to an annexure, you should bear in mind that 3.8, 3.9, & 3.10 will be sorted as if 3.10 is a lower numbered document than 3.8. Therefore include at least 3 digits padded with zeros in the number. In the above example the documents would be numbered 3.008, 3.009 & 3.010 accordingly.

8.2.5. Example Court Document index file

Supreme Court of Western Australia - e-Trial database - Trial Document Index						
Document No	Party	Disk Name	File Name	Num Of Pages	Type of Document	Description
MISP.00106.001	Plaintiff	CD 332	MISP.00106.001.doc	28	W	Draft Minute of Proposed Judgment, Final Declarations and Orders in Word (court format)
MISP.00106.002	Plaintiff	CD 332	MISP.00106.002.doc	1	W	Letter from Blake to Fred dated 20 January 2009 in Word (court format)
MISP.00106.003	Plaintiff	CD 332	MISP.00106.003.doc	3	W	Plaintiffs' Notice of Objections to the Defendants' Explanation and Proposed Orders for Relief in Word (court format)

8.3. The Exhibit Index File

8.3.1. Index

You must provide an index of exhibits. This is a separate file from the Court Document Index file.

8.3.2. The Index file format is an Excel Workbook. It contains a cover sheet which must be completed. It is set out in the first sheet, named "Cover", in the workbook. Information regarding the exhibits is entered on the Images sheet in the workbook.

8.3.3. The following fields are required in the cover sheet:-

Field	Example
Party	Applicant
Matter	Smith -v- Jones
File Number	CIV 184/2001
Date delivered to Court	10/07/2004

Field	Example
Party Reference	APPL-012, APPL-013
Contents	Images, Pages
Path to images (on your PC) This is used to validate the submission	D:\
New or Replacement	New
Party contact name	Fred Bloggs
Party contact details	0411 111 111 or bloggsf@party.com.au
Method of delivery	Disk
CD/Email Title	Applicants Court Document index and data supplied 10 July 2004
Instructions	Please load by Monday 19/7/2004

The following table shows the fields in an exhibit index file:

Note that fields marked with * are mandatory. Other fields may become mandatory if ordered by the Court.

Exhibit Index			
Contents	Data type	Example(s)	Explanation
Doc No*	Text	10037 DEFD.00037	A unique identifier for each document in the database. Format to be determined by Registrar/Judge prior to settling of index. If numbers are used, then prefix with a "1" and pad with zeros to an agreed 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	APPL-012	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 to prepare the index in a different form. This field is only relevant when there has been a preliminary hearing that has resulted in the tendering of a bundle of exhibits. In this case contact the Court for further instructions on the use of these exhibit bundles.

Exhibit Index			
Contents	Data type	Example(s)	Explanation
Bundle End Page No	Number	56	See above (Start Page No)
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 .tif or .pdf suffix. This field is only mandatory if the image is supplied.
Doc Date	Date	01/03/2001	This is the date as at 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.
Doc From Date	Date	01/03/2001	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 2001 or 31/08/1988	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 1993	A textual description of the imaged document. Descriptions should be kept succinct (try to keep them less than 400 characters long including spaces).
Party Discovery Number	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 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

Exhibit Index			
Contents	Data type	Example(s)	Explanation
			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	Westpac	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	Westpac	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.

8.3.4. Documents not imaged

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

8.3.5. 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.tif	31/05/2004
15392	Plaintiff	APPL-013	Bank Records	1	2	images\15392.tif	31/6/2004
15393	Plaintiff	APPL-013	Bank Records	1	6	images\15393.tif	1/05/2004

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

8.3.6. Pages Index

If the e-Trial database will be made available to parties over the Court's Extranet and individual pages are provided in TIFF format as well as in a consolidated file, each page must be listed in the page index. This is a separate tab within the Excel workbook.

Page Index			
Contents	Data type	Example(s)	Explanation
Doc No	Text	100037	The Document number that the pages relate to.
Page Sequence	Number	1	A numeric sequence number.
Page Label	Text	001	The label associated with the page.
Page File Name	Text	100037001.tif	The file name associated with page. Note that the file path is not required, as it is derived from the file name of the full document above. The page images must be located in the same folder as the image of the full document.

8.3.7. Example Pages Index

Doc No	Pages Sequence	Page Label	Page FileName
15391	1	001	100037001.tif
15391	2	002	100037002.tif
15391	3	003	100037003.tif
15391	4	004	100037004.tif
15391	5	005	100037005.tif
15391	6	006	100037006.tif

8.3.8. Validating the Index File

Once you have completed the Images and/or Pages 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.

8.4. Authorities

8.4.1. The e-Trial database can be used to list Authorities as well as provide a link to the authority. The list 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.

8.4.2. It is not mandatory that authorities are referenced to an online resource, but this may prove useful. In addition, it is acknowledged that resource links to Internet Sites may have limited currency given the dynamic nature of the Web, but this may not be an issue for shorter trials.

8.4.3. When providing Authorities as files, the Courts' preferred format is PDF. Word processed and TIFF format files will be accepted.

8.4.4. You must provide an index of authorities.

8.4.5. Authority Index file

The Authority Index file format is an Excel Workbook. This is the same workbook as the Images and Page Indices and the same file can be used if appropriate. The cover sheet information is set out in the first tab in the spreadsheet, which is named "Cover".

8.4.6. The following fields are required in the cover sheet:-

Field	Example
Party	Applicant
Matter	Smith -v- Jones

Field	Example
File Number	CIV 184/2001
Date delivered to Court	10/07/2004
Party Reference	APPL-012, APPL-013
Contents	Authorities(, Images, Pages)
Path to images (on your PC) This is used to validate the submission	D:\
New or Replacement	New
Party contact name	Fred Bloggs
Party contact details	0411 111 111 or bloggsf@party.com.au
Method of delivery	Disk
CD/Email Title	Plaintiffs list of authorities - AOTP.00001 to AOTP.0017000
Instructions	Please load by Monday 19/7/2004

The following table shows what the fields in an Authority Index are:

Note that fields marked with * are mandatory.

Authority Index			
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.

Authority Index			
Contents	Data type	Example(s)	Explanation
Volume Reference	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\AUTP.00 040.pdf http://www.austlii.edu u.au/au/cases/nsw/NS WCA/1999/402.html 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, T - The file name, with full path relative to the location of the index file. U - If the authority is available on the Internet, please supply the full URL to the source. 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 T U A C	The following types of resources are supported: - W - Authority is included as a Word document. P - Authority is provided in PDF format. T - Authority is provided in TIFF format. U – Authority is provided as a URL. A – Reference to a WA Act. C – Citation reference to WA Case Law. (Blank) – No resource attached – just the description is provided in field 3 above.

8.4.7. 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
100002	Overseas Hearings	Abigroup v Peninsula Balmain Pty Ltd BC [2001] 06971	Abigroup Case	2	http://www.austlii.edu.au/nsw/cases/6971.html	U
100003	Overseas Hearings	Corporations (Taxing) Act 1990, S 3	Companies Act	3	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	4	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	5	authorities\2003WASC0083.PDF	P
100006	Overseas Hearings	Ford and Lee. Principles of the Law of Trusts	Trusts Law	6	authorities\100006.pdf	P

8.4.8. Validating the Authority Index File

Once you have completed the Authorities index as required, return to the 'Cover' sheet and click on the 'Validate' button. This will indicate any errors

that might exist within the index. 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.

9. Other File Formats

- 9.1. There may be some trial documents that are not suitable for the file formats 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.
- 9.2. 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.