

Annexure A

FEDERAL COURT OF AUSTRALIA
INFORMATION TECHNOLOGY CHECK LIST

Parties are encouraged to use this checklist to identify information technology issues that may arise during proceedings. Ideally, this checklist should be completed at the time proceedings are commenced.

1. CHECKLIST FOR COURT DOCUMENTS AND WITNESS STATEMENTS

a. Document Format

Select which document format that will be used for Court Documents and Witness Statements:

- Hard copy only
- Electronic only
- Hard copy and electronic copy

b. Electronic Document Format

If electronic Court Documents and Witness Statements are to be exchanged between parties, it is suggested that documents be created in a Structured Format so that parties wishing to use tools such as hypertext links can do so.

Select which electronic format/s are to be used for preparation of Court Documents and Witness Statements:

- ASCII text file
- Word Perfect, Version
- Microsoft Word, Version
- Word Pro, Version
- RTF
- PDF
- HTML
- Other

2. DOCUMENT LISTS

a. List Format

Select the format in which Document Lists are to be prepared:

- Hard copy only

- Electronic only
- Hard copy and electronic copy

b. Electronic List Format

If Document Lists are to be prepared in electronic format, select the format/s in which they will be prepared:

- ASCII text file
- Word Perfect, Version _____
- Microsoft Word, Version _____
- Word Pro, Version _____
- RTF
- PDF
- HTML
- Other _____

c. Data Collection Repositories

Consideration should be given to which data collection repositories the parties will use. Some examples are:

- Microsoft Access
- Lotus Notes
- Filemaker Pro
- SQLBase
- Excel Spreadsheet

3. DOCUMENT INSPECTION

a. Document Inspection Format

Select the format/s in which documents are to be offered for inspection:

- Hard copy only
 - Electronic format and/or images of hard copy
 - Both hard copy and electronic copy
 - Non paper format ie an object that is not a paper document
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- Combination of hard, electronic and non paper format (non paper objects should be noted in electronic data)
- Other medium

b. Electronic Image Type

If documents are to be imaged for inspection, select the image type/s that will be used:

- TIFF
- PDF
- JPEG
- GIF
- Black and White
- Colour
- Other

c. Electronic Image Structure

If documents are to be imaged for inspection, select the image structure to be used:

- Multi-Page
- Single-Page

d. Image Resolution

It is suggested that images should be scanned in at around 200 dpi; any greater and file size may be unworkable.

e. Filename Structure

It is suggested that images should be named identically to the relevant Document ID.

f. Special Considerations

Consideration should be given to whether there are any special requirements such as redacting or masking.

4. EXCHANGE OF AGREED BUNDLE/COURT BOOK INDEXES

a. Document Inspection Format

Select the format in which the agreed bundle/court book index will be prepared:

- Hard copy only
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- Electronic format and/or images of hard copy
- Both hard copy and electronic copy
- Other medium

b. Electronic Document Index Format

If an electronic document index is to be used, select the format in which the index will be prepared:

- Delimited ASCII text file
- Word Processing Format
- Excel Spreadsheet
- Database Tables
- Other

5. DOCUMENT EXCHANGE METHOD

Select the method by which Court Documents and Witness Statements, Documents Lists and Indexes are to be exchanged:

- DX
 - Courier
 - Australia Post
 - Floppy disk
 - CD-Rom
 - Electronic Mail
 - Internet
 - Intranet
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