

**Annexure B**

**FEDERAL COURT OF AUSTRALIA  
SUGGESTED FIELDS**

<b>SUGGESTED FIELD</b>	<b>DATA TYPE AND LENGTH OF FIELD</b>	<b>NOTES</b>
<b>Document ID</b>	Text and Numbers; length depends on field structure	<p>Each document should be uniquely identified. The parties should agree upon a consistent format for capturing <i>Document ID</i> before discovery is commenced. Some suggestions for capture of <i>Document ID</i> are set out below.</p> <p>The field may be broken into different components such as First Page and Last Page. The field or fields might comprise a 4 part number in the form of AAA.NNN.NNN.NNNN where "AAA" represents an alphabetic shorthand for the party name. The other 3 sets of numbers could be used to suit the convenience of the parties. It may be useful if the first set is used to refer to an archive box number, the second to the number of the folder within the box, and the third to the page number.</p> <p>Consideration should be given to number those pages or documents that are accidentally omitted; a suffix may be added to the <i>Document ID</i>, for example, if a page has a <i>Document ID</i> XXX.001.001.0002 and a page has to be added, the added page <i>Document ID</i> may be XXX.001.001.0002_A.</p> <p>The parties should consider whether each page should be individually numbered or agree on some other satisfactory arrangement. If agreement is not reached then the parties should seek the Court's direction.</p> <p>If the parties agree not to number each page, consideration should be given to an additional field recording the number of pages in each document.</p> <p>Attachments to documents may be separately listed and numbered. Attachments can be numbered sequentially following the host document. For example, if a host document was numbered XXX.001.001.0001 then its attachments would be numbered as XXX.001.001.0002, XXX.001.001.0003 and XXX.001.001.0004.</p> <p>If documents are to be imaged, the parties may agree on additional information about document identification.</p> <p>Some image file names may be restricted to a maximum of 8 characters; this may affect the <i>Document ID</i> structure if documents are to be imaged and image files are to be named identically to the <i>Document ID</i>.</p>
<b>Attachments</b>	Text and Numbers; length depends on the number of attachments	<p>The <i>Attachments</i> field does not include documents that are only referred to in a discovered document.</p> <p>Each attachment can be listed separately, with its own discovery number and details.</p>

		It is important to agree on the correct separator to be used where there are multiple <i>Attachments</i> ; for example, if a comma is used as a separator, this may cause problems in some exchange formats such as comma delimited files.
<b>Host Document Number</b>	Text and Numbers; length depends on the <i>Document ID</i> structure	The <i>Host Document</i> Number field contains First Page and, if agreed, Last Page of the host document to which an attachment is attached. Each attachment should only ever have one host document.
<b>Document Group</b>	Text, 3	Suggested naming conventions for the <i>Document Group</i> field are:  HWA: Host with attachment HNA: Host no attachment ATT: Attachment  The <i>Document Group</i> field may be required if parties agree to exchange image files.
<b>Date</b>	Date, 10, or Text, 25 (to be agreed)	Depending on the databases used, and exchange formats agreed, the <i>Date</i> field may be a Date field or a Text field. If a date range is to be used (for example, where Bundles of Documents are being referred to), then a text field should be used; alternatively, the parties may agree that instead of using one <i>Date</i> field, two date fields may be used eg “Date From” and “Date To”.  <i>Date</i> can be inserted as: DD/MM/YYYY for example 05/09/1996 where DD = Day, MM = Month and YYYY = Year  If there is no way of ascertaining the date of the document, then the parties may agree upon what naming convention to use, for example, “Undated”, or 00/00/0000, however, it should be noted that some database formats may not recognise these codes.  It is suggested that documents with only the month and year (ie. August 1997) can be coded as 01/08/1997 and an entry made in the <i>Estimated Date</i> field.  Documents with the day and month but no year should be considered as undated documents. For example a document dated 04/04 will be coded as if it were undated.
<b>Estimated Date</b>	Text, 3	The <i>Estimated Date</i> field should be left blank if a date is clearly evident on the document (for example 04/08/1963).  This field should be completed as “Yes” where the actual date of the document cannot be ascertained for certain. For example if a partial date is shown on the document (e.g. August 1979), the date has been stamped on, the date has been amended by hand or the only visible date is on a fax machine print out, then this field should be marked “Yes”.  If a document contains what may be an original date as well as a subsequent date (possibly as a result of alterations being made to the document), it is suggested that the later

		<p>date should be taken as the document date and the <i>Estimated Date</i> field should be left blank.</p> <p>If, for example, a newspaper clipping has a handwritten date only, then it is suggested that the handwritten date should be recorded and that the <i>Estimated Date</i> field should be marked "Yes".</p> <p>Other options that may be considered for this field are:</p> <ul style="list-style-type: none"> <li>• AFT = After</li> <li>• BEF = Before</li> <li>• MTH = Month</li> <li>• ABT = About</li> </ul>
<b>Document Type</b>	Text, 254	<p>The <i>Document Type</i> field can be completed using commonly received document types, for example: "Letter", "Memo", "Deed", "Coversheet".</p> <p>Parties should endeavour to create a list of agreed <i>Document Types</i> prior to discovery.</p> <p>If the document has been faxed, this field can include "Facsimile".</p> <p>If a group of documents is being discovered as a bundle, this field may be completed as "Bundle of <i>Document Type</i>".</p>
<b>Document Classification</b>	Text, 254	<p>The <i>Document Classification</i> field can specify whether the document is handwritten, draft, a duplicate or a fax. For example, <i>Document Type</i> may be "Coversheet" and <i>Document Classification</i> may be "Fax".</p>
<b>Privilege</b>	Text, 6	<p>The <i>Privilege</i> field identifies whether privilege has been claimed over the document. The permissible entries in this field are "Yes", "No", and "Part".</p> <p>If this field is completed with "Yes", or "Part", the <i>Privilege Basis</i> field should also be completed.</p>
<b>Privilege Basis</b>	Text, 50 (or combination of text and numbers)	<p>The <i>Privilege Basis</i> field identifies the basis on which privilege is claimed over the document. Parties may agree on the way in which privilege may be claimed. One possibility is to set out the type of privilege claimed, or the section or sections of any statute on which a party relies to claim that a document is privileged.</p>
<b>Status</b>	Text, 10	<p>The <i>Status</i> field will simply be either "Copy" or "Original".</p>
<b>Author</b>	Text, 254 or as appropriate	<p>The <i>Author</i> field identifies the person or persons who wrote the document. This field should be completed using information on the face of the document.</p> <p>It is important that names of persons be captured consistently and parties should agree on a consistent name capture format. A suggested way to capture names is to use surname first, followed by the person's initial, for example, "Smith, A". It is also important to ensure that people of the same name are not captured in different ways, for example, "Smith, A" may be Anthony Smith who is also called Tony:</p>

		<p>there is a danger that this person may be captured as "Smith, T".</p> <p>If a document has multiple <i>Authors</i>, then it is important to agree upon which separator symbols will be used. For example, these names may be captured as "Brown J/Jones J ... " etc, or as "Brown J, Jones J..." etc.</p> <p>It is important to agree upon a the separator to be used; for example, if a comma is used as a separator, this may cause problems in some exchange formats such as comma delimited files.</p>
<b>Author Organisation</b>	Text, 254 or as appropriate	<p>The <i>Author Organisation</i> field captures the organisation from which the document was produced. This field should be completed from the information on the face of the document.</p> <p>The standard spellings and/or abbreviations to be used to identify <i>Organisations</i> should be agreed by the parties prior to document preparation being commenced.</p> <p>It is important to agree on the correct separator to be used where there are multiple <i>Author Organisations</i> (see explanation in <i>Author</i> above).</p>
<b>Addressee</b>	Text, 254 or as appropriate	<p>The <i>Addressee</i> field identifies the person or persons to whom the document is addressed. This field may include persons to whom copies are circulated. This field is to be completed from information on the face of the document</p> <p>See explanation in <i>Author</i> above for a suggested way to capture names.</p> <p>It is important to agree on the correct separator to be used where there are multiple <i>Addressees</i> (see explanation in <i>Author</i> above).</p>
<b>Addressee Organisation</b>	Text, 254 or as appropriate	<p>The <i>Addressee Organisation</i> field identifies the organisation to which the document is addressed. This field is to be completed from information on the face of the document.</p> <p>The standard spellings and/or abbreviations to be used to identify <i>Addressee Organisations</i> should be agreed by the parties prior to document preparation being commenced.</p> <p>It is important to agree on the correct separator to be used where there are multiple <i>Addressee Organisations</i>; for example (see explanation in <i>Author</i> above).</p>
<b>Parties</b>	Text, 254 or as appropriate	<p>The <i>Parties</i> field identifies the parties to an agreement or other legal document (not correspondence).</p> <p>It is important to agree on the correct separator to be used where there are multiple <i>Parties</i> (see explanation in <i>Author</i> above).</p>
<b>Source</b>	Text, 20 or as appropriate	<p>Parties may find the <i>Source</i> field useful to identify documents that have been obtained from someone other</p>

		<p>than the party making discovery; for example, documents that have been obtained on subpoena or through some other compulsory process of obtaining access to documents.</p> <p>This field would identify the party from whom such documents were obtained.</p>
<b>Non-Paper Record</b>	Text, 3	<p>The <i>Non-Paper Record</i> field can be used to identify discoverable items that are not “documents”. These items may be objects such as video and audio tapes, disks, etc. Entries should be either “Yes” or “No”.</p>