

ATTACHMENT B

TRANSCRIPT STYLE GUIDE AND JUDGMENT TEMPLATES

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Note:

The word "Court" in this document refers to:

- the Federal Court of Australia
- the Family Court of Australia
- the Federal Circuit Court of Australia
- the Administrative Appeals Tribunal (Tasmania), unless the context indicates otherwise
- or any other Judicial Bodies as applicable

1 COVERING PAGE OF TRANSCRIPT

The first page of Transcript produced for matters being heard in the Court shall contain the following information:

- Service Provider Details
- Service Provider Transcript Order Number
- Title: Federal Court of Australia / Family Court of Australia / Federal Circuit Court of Australia / Administrative Appeals Tribunal (Tasmania) / [name of other Judicial Bodies as applicable]
- Name of the Relevant Registry
- Name(s) of the Judicial Officer(s) Hearing the Matter
- File Number and Year Applying to the Matter
- Names of the Parties in the Matter
- Details of Transcript Provided (If Not the Full Transcript)

Examples:

EXTRACT OF PROCEEDINGS
EX TEMPORE JUDGMENT (COURT ONLY)

- City or Location in which the Matter is Heard
- Time the Hearing Commenced, Day and Date
- Date Continued From (Where Applicable)
- Day of Hearing (eg DAY THREE) where case is continuing
(Note: This need not apply where there is a long break)
- Appearances
- A "Transcript in Confidence" message, where applicable.
- A copyright statement as follows:

"Copyright in Transcript is owned by the Commonwealth of Australia. Apart from any use permitted under the Copyright Act 1968 you are not permitted to reproduce, adapt, re-transmit or distribute the Transcript material in any form or by any means without seeking prior written approval from the [Select the relevant Court or other Judicial Body: e.g. Federal Court of Australia, Family Court of Australia, Federal Circuit Court of Australia, etc. as appropriate.]"

- The following notation, which is to be the last notation appearing on the cover page

© Commonwealth of Australia

2 PAGE SPECIFICATIONS

Each page of the Transcript shall be formatted as follows:

Paper Size:	A4 (210mm x 297mm) paper
Left Margin:	25mm (to commencement of line numbering) 35mm (to commencement of text of Transcript)
Right Margin:	30mm
Top Margin:	25mm
Bottom Margin:	15mm (to footer)
Line Height:	Approx. 5mm
Line Spacing:	Single
Character Spacing:	12 point (proportional spacing)
Font:	Times New Roman
Event Spacing:	There shall be two blank lines before and after key events such as witness events and acceptance of Exhibits and Marked for Identifications (MFIs).
Paragraph Spacing	Paragraphs to be separated by one (1) blank line
Justification:	The text of the Transcript is to be left justified.
Bolding of Text:	All key events in the text of the Transcript are to be in bold type eg: <ul style="list-style-type: none">• witness events including examination status• acceptance of Exhibits and MFIs• adjournment and re-commencement• close of Proceedings for the day
Line Number	To be every fifth line
Footer	To be placed above every soft page break

3 LINE AND PAGE NUMBERING

- Line numbering every fifth line, on the left hand side of the text, commencing 25mm from the edge of the page (with the text of Proceedings indented a further 10mm).
- Page numbering in the footer and centred. All page numbering to be strictly sequential throughout the Proceedings for all Transcript produced.
- The commencement of examination of each new witness is to commence on a new page

4 FOOTER

There shall be a footer in which the following information is to be shown, as applicable:

- * the case identifier, constructed as follows:
 - a full stop, followed by the Matter Number (eg .NSD21/2019)
 - the date of the hearing, represented as dd/mm/yy (eg 26.07.19)
- * the page number (eg P-xxx)
- * the name of the witness, if any, in upper case, followed by one of the examination codes:

XN	Examination-in-chief	
XXN	Cross-examination	
RXN	Re-examination	
FXN	Further	examination-in-chief
FXXN	Further cross-examination	
FRXN	Further re-examination	

(eg J. WEGMAN XN)
- * the name of counsel examining or cross-examining the witness, in multi-party cases, (eg MR GRAHAM)

Where there is more than one witness on a page, the footer shall refer to the first witness on the page. Similarly, if more than one examination is referred to on a page, the first shall be recorded in the footer.

- * The copyright notation “© Commonwealth of Australia”
- * a “Transcript-in-Confidence” message, where applicable

The Footer is to occupy two lines and be separated from the text by at least one blank line and a single unbroken line across the page, from the commencement of the indented text on the left hand side to the right hand margin.

The footer is to appear as per the example below:

.NSD21/2019 26.7.19	P-491	J. WEGMAN XN
© Commonwealth of Australia	(Transcript-in-Confidence)	MR GRAHAM

5. TRANSCRIPT CONVENTIONS

Name of Judge.

The Judge or Registrar presiding over Proceedings shall be shown in upper case, in the following way:

HIS/HER HONOUR (for Justice or Judge)
J. REGISTRAR (for Judicial Registrar)
REGISTRAR (generic)

The text of their speech shall follow directly.

Names of Counsel

The name of Counsel, when speaking, shall be typed in upper case, their title (generally MR or MS but to be varied to MRS to MISS if requested) followed by their surname. This also applies if Counsel assisting the Court is appearing.

e.g. MR SMITH

Names of Witnesses

Names of witnesses shall be in full, in upper case and bold. Details of how witness events are to be recorded are shown under the heading "WITNESS EVENTS" in section 6 - "Structured Transcript".

e.g. **JOHN ANDREW SMITH**

Exhibits and MFIs

Exhibits and MFIs shall be in upper case and bold. Details of the recording of exhibits and MFIs are shown under the heading "EXHIBITS AND MFIs" in section 6 – "Structured Transcript".

e.g. **EXHIBIT #15 - FINANCIAL STATEMENTS AND ACCOUNTS OF A COMPANY PTY LTD**

Where an exhibit was previously an MFI, it is to be recorded as an exhibit as follows:

EXHIBIT #16 - FORMERLY MFI F3

Voir Dire

Where a matter involves discussion in voir dire, it shall be recorded as

ON VOIR DIRE

Cessation of evidence discussed in voir dire shall be indicated by the commencement of examination e.g.:

EXAMINATION BY

Indistinct Material

Indistinct material is to be represented by five dots, except for the name of a person which is to be represented by ten dots eg:

“word word wordword word word” (where the dots represent the indistinct word or words)

Where Transcript containing indistinct material is provided to the Court and/or parties, it is to be accompanied by a cover note identifying the indistinct material. This will assist the Court and/or parties in completing the Transcript.

Quotations

Where a quotation is referred to in the Transcript, the general rules are:

- a. the quote is to be recorded in full (unless a very long quote)
- b. the quote is to be in italics
- c. it is to be indented (10 mm)
- d. quotation marks are not required
- e. lead in words by counsel are to be recorded

It will be the responsibility of the monitor to obtain a copy of the quote, for inclusion in the Transcript, either from the associate (or other member of the judge’s chambers staff) during or immediately following the Proceedings or through subsequent contact with the associate (or other member of the judge’s chambers staff).

Recording of Numbers

Numbers one to nine are generally to be written as words appropriate to the context except where accompanied by a fraction or as part of a date, measurement, postal address, or section of an Act, or the context suggests the use of numerical symbols.

Other numbers are generally to be expressed as numeric characters appropriate to their context, except at the beginning of a sentence.

Question and Answer Format

Where appropriate, answers to questions should appear immediately after the question, in the same paragraph, separated by three dots or equivalent, as follows:

“That was because of the early nature of the drafts, in other words, they were relatively early pieces of work, correct?---That is correct.”

6 STRUCTURED TRANSCRIPT

The purpose of a structured Transcript is to enable the end user to more easily obtain reports in electronic form of evidence given by witnesses (“Witness Events”) and on exhibits and MFIs.

WITNESS EVENTS

BEGIN MODE

The format used to introduce new witnesses shall be as follows:

[flag][witness name][witness status]

The [flag] used in the Court shall be the “<” sign

The [witness name] is the full name of the witness (given names followed by surname)

The [witness status] may be any one of the following:

Sworn	On former oath	Recalled
Affirmed	On former affirmation	Re-affirmed
Called	Recalled and resworn	
Recalled	Recalled and re-affirmed	

Others may be added to this list.

Examples of BEGIN MODE

<JOHN ANDREW SMITH, SWORN
<JOHN ANDREW SMITH, RECALLED

BODY MODE

The format to be used for the different stages of examination are:

[flag][mode status][legal practitioner or advocate][continuing]

The [flag] used for the Court is the “<” sign

The [mode status] can be any of the following phrases:

EXAMINATION-IN-CHIEF BY
EXAMINATION BY
CROSS-EXAMINATION BY
RE-EXAMINATION BY
FURTHER EXAMINATION BY
FURTHER CROSS-EXAMINATION BY
FURTHER RE-EXAMINATION BY

The [legal practitioner or advocate] is the name of the legal practitioner or advocate carrying out the examination

The [continuing] is an optional flag and can be either present or not

Examples of BODY MODES

<EXAMINATION-IN-CHIEF BY MR SMITH
<EXAMINATION BY MR BROWN
<CROSS-EXAMINATION BY MR JONES
<ON VOIR DIRE BY

The conclusion of discussion in voir dire is to be signified by using another BODY MODE eg.

<EXAMINATION BY MR BROWN

END MODE

The format used for the different stages of examination shall be as follows:

[flag][mode status]

The [flag] used in the Court shall be the “less than” sign “<”

The [mode status] shall be the phrase “the witness withdrew”

Examples of END MODE

<THE WITNESS WITHDREW
<WITNESS ASSISTING
<WITNESS INTERPRETING

Note: Words signifying Witness Events in structured Transcript are not case sensitive.

EXHIBITS AND MARKED FOR IDENTIFICATION (MFI)

The format for the recording of exhibits and MFIs shall be as follows:

Exhibit #[number][description]

The [number] is the number of the exhibit

The [description] is the description of the exhibit

Within the description:

- a. there are to be no new lines (hard returns)
- b. there must be two blank lines before and following each exhibit description

c. if the date of the exhibit is available it must be entered as dd/mm/yyyy

d. the next person speaking must be identified

Example of Exhibits/MFIs

EXHIBIT #21 OVERDRAFT FACILITY LETTER

EXHIBIT #25 AFFIDAVIT BY JOHN SMITH DATED 01/05/2019

MFI #3 - FOLDER INCLUDING ITEMS IDENTIFIED BY THE WITNESS

CHECKING OF STRUCTURED TRANSCRIPT

On completion of the preparation of Transcript in electronic form, the Transcript must be checked via “**Transcript Checker**” to verify the integrity of the structured format.

TIME RECORDING

The time is to be recorded when the following events occur:

- all witness events
- an adjournment is called
- Proceedings resume following an adjournment
- the commencement of Proceedings (on the cover sheet)
- the cessation of Proceedings (last page of Transcript)

The time notation is to be right justified on the same line.

Suggested examples are:

<THE WITNESS WITHDREW [2.59 pm]

ADJOURNED [2.59 pm]

RESUMED [2.59 pm]

MATTER ADJOURNED at 3.59 pm UNTIL WEDNESDAY, 28 AUGUST 2019

7 EDITING OF TRANSCRIPT

The Transcript is to be a verbatim record of the words spoken by all participants (justices, judges, registrars, counsel, legal representatives, witnesses and others).

However, some editing should occur in transcribing the Proceedings to make them readable and to provide a professional document for the Court and parties. This might include:

- non-transcribing of such sounds as “um”, “ah”, etc.;
- non-transcribing of administrative matters or matters of no substance to the case. Examples might include:

Discussion of administrative matters prior to an adjournment
(but record time to resume the next day)

A presiding judicial officer may direct that scandalous or otherwise objectionable remarks in a proceeding not be recorded in the Transcript of the proceeding.

8 INDEXES OF WITNESSES AND EXHIBITS AND MARKED FOR IDENTIFICATION (MFI)

At the conclusion of each day's Transcript, two indexes are to be provided:

- (a) an index of Witness events; and
- (b) an index of Exhibits/MFIs.

The Indexes are to include details as recorded for witnesses and exhibits/MFIs using structured Transcript.

Where a Running Index (i.e. a compendium of all previous indexes) is required, this will be the responsibility of the Court to produce using a Transcript Analysis Application. The Court may seek the assistance of the Service Provider in producing this index.

9 PRODUCTION OF TRANSCRIPT

Transcript is to be produced to meet the following requirements:

- (a) Transcript is to be prepared in electronic form, including:
- line and page numbering
 - the footer and footer information
 - the indexes
 - page specifications
 - structured Transcript
- (b) The Transcript production process is to include a quality checking mechanism, to ensure that the Transcript meets the Courts' Structured Transcript requirements.
- (c) Transcript is to be produced in the following electronic formats for the Courts, being:

Transcript Requirements	Transcript to be provided to the Courts in the following electronic format
General Transcript provided to the Court (this will be used with the Courts' word processing application - Microsoft Word)	Microsoft Word, including all the requirements shown above.
Transcript for draft judgments, <i>ex tempore</i> judgments and Decisions made by Registrars	As above but indexes unlikely to be required
With a Transcription Analysis Application , where Transcript is requested for this purpose by the FCA	Microsoft Word, including all the requirements shown above.
Judgment templates for the Family Court of Australia and Federal Circuit Court of Australia	In Microsoft Word, as per the Judgment templates* (see Section 12).

Official Transcript

The electronic Transcript produced to the format in this document shall be the official Transcript for the Proceedings in the Court.

Only the official Transcript is to be referred to during the Proceedings and for appeal purposes (for inclusion in an appeal book).

10 EXTRACTS OF TRANSCRIPT

Extracts of Transcript may be provided to the Court on request in lieu of the full Transcript.

This service will apply only to identifiable blocks of Transcript such as:

- oral evidence (all or nominated witnesses)
- submissions (all or nominated days)
- judgment only (*ex tempore* or oral)
- other combinations, where these can be clearly identified

11 REAL-TIME TRANSCRIPT

Where Real Time Transcript Services are provided, two versions of the transcript are produced:

- (a) the real-time transcript produced in the Court Room and displayed via monitors in the Court Room; and
- (b) the final Transcript which is produced from the real-time transcript.

The final Transcript is to meet the Court's Transcript Style Guide specifications as outlined in this document.

12 JUDGMENT TEMPLATES FOR THE FAMILY COURT OF AUSTRALIA AND FEDERAL CIRCUIT COURT OF AUSTRALIA

When transcribing a judgment, the Service Provider is to use the relevant judgment templates for each of the FCoA and the FCC (see below). When transcribing a judgment, it is important that the transcribers only use the formatting styles provided, rather than create their own.

At the time of entering into this contract, there are four (4) judgment templates:

- Federal Circuit Court Judgment Template (**Annexure 1**)
- Family Court First Instance Judgment Template (**Annexure 2**)
- Family Court Single Judge Appeal Judgment Template (**Annexure 3**)
- Family Court Full Court Appeal Judgment Template (**Annexure 4**)

Watermark

It is important that chambers staff can easily identify the differences between their own work, and that of the Service Provider. To this end, it is a requirement that the Transcribers include a watermark of the word "DRAFT" when sending the transcribed judgment back to the Court.

The watermark details are:

Watermark: DRAFT

Font: Times New Roman

Point size: 80 pt

Layout: Diagonal

Colour: Gray-40%

13 UPDATES TO TRANSCRIPT STYLE GUIDE AND JUDGMENT TEMPLATE SPECIFICATIONS

For the purposes of this Contract, the Service Provider shall rely upon the existing Transcript Style Guide and Judgment Templates. Where an update or revision is made to the Transcript style guide and/or judgment templates, the Court will provide the updated or revised specifications or templates to the Service Provider as soon as is reasonably possible to enable the Service Provider to transition to the updated specifications and/or revised templates.

FEDERAL CIRCUIT COURT OF AUSTRALIA

SMITH & SMITH

[2019] FCCA #

Catchwords:

Legislation:

Cases cited:

Applicant:	JOHN SMITH
Respondent:	JANE SMITH
File Number:	MLC 222 of 2019
Judgment of:	Judge Justice
Hearing date:	20 August 2019
Date of Last Submission:	20 August 2019
Delivered at:	Melbourne
Delivered on:	20 August 2019

REPRESENTATION

Counsel for the Applicant:

Solicitors for the Applicant:

Counsel for the Respondent:

Solicitors for the Respondent:

ORDERS

- (1) Orders Style
 - (a) Orders-abc Style
 - (i) Orders-123 Style

**FEDERAL CIRCUIT COURT
OF AUSTRALIA
AT MELBOURNE**

MLC 222 of 2019

JOHN SMITH
Applicant

And

JANE SMITH
Respondent

REASONS FOR JUDGMENT

Heading 1 style

1. This paragraph is in Body Text 1 style which is 13 point Times New Roman with a 1.5 cm tab stop and a 1.5 cm hanging indent. The text is justified with straight lines left and right. All paragraphs of a judgment, other than those given “quotation” style, should be in Body Text style.
2. The line spacing is single spacing with an 18 point line height. This spacing should be retained as it provides text that is easier to read, while simplifying the process of preparing rich text format (.rtf) files for Austlii and other electronic publishers.
3. All paragraphs are automatically outline numbered, commencing at 1 for the first paragraph. Each paragraph is set up with automatic spacing of 12 points after the paragraph.

This style is “quotation” and is used in the body of the judgment. It is single line-spaced with a 2.5 cm hanging indent and automatic spacing of 12 points after the paragraph.

This style is “quotation2” and is used in the body of the judgment. It is single line-spaced with a 3.5 cm hanging

indent and automatic spacing of 12 points after the paragraph.

*This style is “**quotation3**” and is used in the body of the judgment. It is single line-spaced with a 4.5 cm hanging indent and automatic spacing of 12 points after the paragraph.*

This paragraph is in Body Text style with the auto numbering removed using the Remove Autonum button. The style is 13 point Times New Roman with a 1.5 cm tab stop and a 1.5 cm hanging indent. The text is justified with straight lines left and right. This style should be used when a paragraph immediately follows a quotation and the paragraph is to continue after the quotation.

- This style is Bullet for a bulleted list and has single spacing with an 18 point line height and automatic spacing of 12 points after.
- Hitting the return key produces another bullet.

Heading 2 style

4. There are 8 levels of paragraph numbering associated with Body Text.
 - a) This is Level 2 (**Body Text 2**) – a single-bracketed lower case letter indented 1.5 cms with a 1 cm hanging indent.
 - i) This is Level 3 (**Body Text 3**). To change the numbering, all that is needed is to advance or decrease the outline level of the paragraph. This is done by clicking on the INCREASE INDENT or DECREASE INDENT icon on the Word toolbar. To obtain this level of numbering, increase the indent.
 - ii) Hitting the return key produces the same level of indent.
 - (1) Increase the indent – this is **Level 4**. This level is ideal for listing orders within the text of a judgment.
 - (a) Increase the indent – this is **Level 5**.
 - (i) Increase the indent – this is **Level 6**.
 1. Increase the indent – this is **Level 7**.

- a. Increase the indent – this is **Level 8**.

Heading 3 style

5. This is the final paragraph of each judgment.

I certify that the preceding five (5) paragraphs are a true copy of the reasons for judgment of Judge Justice

Associate:

Date:

FAMILY COURT OF AUSTRALIA

[2019] FamCA <Number>

APPLICANT:

RESPONDENT:

INTERVENOR:

INDEPENDENT CHILDREN’S LAWYER:

FILE NUMBER: _____ of

DATE DELIVERED:

PLACE DELIVERED:

PLACE HEARD:

JUDGMENT OF:

HEARING DATE:

REPRESENTATION

COUNSEL FOR THE APPLICANT:

SOLICITOR FOR THE APPLICANT:

COUNSEL FOR THE RESPONDENT:

SOLICITOR FOR THE RESPONDENT:

ORDERS

- (1) Orders Style
 - (a) Orders-abc Style
 - (i) Orders-123 Style

Note: The form of the order is subject to the entry of the order in the Court's records.

IT IS NOTED that publication of this judgment by this Court under the pseudonym <*pseudonym*> has been approved by the Chief Justice pursuant to s 121(9)(g) of the *Family Law Act 1975* (Cth).

Note: This copy of the Court's Reasons for Judgment may be subject to review to remedy minor typographical or grammatical errors (r 17.02A(b) of the Family Law Rules 2004 (Cth)), or to record a variation to the order pursuant to r 17.02 Family Law Rules 2004 (Cth).

FAMILY COURT OF AUSTRALIA AT

FILE NUMBER:

Applicant

And

Respondent

REASONS FOR JUDGMENT

HEADING 1 STYLE

1. This paragraph is in **Body Text** style which is 13 point Times New Roman with a 0.5in tab stop and a 0.5in hanging indent. The text is justified with straight lines left and right (A4 page size with 1” margins all around). All paragraphs of a judgment, other than those given “quotation” style, should be in Body Text style.
2. The line spacing is single spacing with a 16 point line height. This spacing should be retained as it provides text that is easier to read, while simplifying the process of preparing rich text format (.rtf) files for Austlii and other electronic publishers.
3. All paragraphs are automatically outline numbered, commencing at 1 for the first paragraph. Each paragraph is set up with automatic spacing of 6 points after the paragraph.

This style is “**quotation**” and is used in the body of the judgment. The font is 12.5 pt Times Roman and it is single line-spaced with automatic spacing of 6 points before and 12 pt after the paragraph.

- This style is **Bullet** for a bulleted list and has single spacing with a 16 point line height and automatic spacing of 6 points after.
- Hitting the return key produces another bullet.

Heading 2 style

4. There are 8 levels of paragraph numbering associated with Body Text.
 - a) This is Level 2 (**Body Text 2**) – a single-bracketed lower case letter indented 0.5in with a 0.5in hanging indent.
 - i) This is Level 3 (**Body Text 3**). To change the numbering, all that is needed is to advance or decrease the outline level of the

paragraph. This is done by clicking on the increase indent or decrease indent icon on the Word toolbar. To obtain this level of numbering, increase the indent.

- ii) Hitting the return key produces the same level of indent.
- (1) Increase the indent – this is **Level 4**). This level is ideal for listing orders within the text of a judgment.

Increase the indent – this is **Level 5**.

- (i) Increase the indent – this is **Level 6**.

- 1. Increase the indent – this is **Level 7**.

- a. Increase the indent – this is **Level 8**.

Heading 3 style

- 5. This is the final paragraph of each judgment.

I certify that the preceding <number of paras in words> (<numerals>) paragraphs are a true copy of the reasons for judgment of the Honourable Justice <Name> delivered on <insert date judgment delivered>.

Associate:

Date:

ANNEXURE 3 – FAMILY COURT SINGLE JUDGE APPEAL JUDGMENT TEMPLATE

FAMILY COURT OF AUSTRALIA

[2006] FamCAFC <Number>

APPELLANT:

RESPONDENT:

INTERVENOR:

INDEPENDENT CHILDREN’S LAWYER:

FILE NUMBER: _____ of

APPEAL NUMBER: _____ of

DATE DELIVERED:

PLACE DELIVERED:

PLACE HEARD:

JUDGMENT OF:

HEARING DATE:

LOWER COURT JURISDICTION:

LOWER COURT JUDGMENT DATE:

LOWER COURT MNC:

REPRESENTATION

COUNSEL FOR THE APPELLANT:

SOLICITOR FOR THE APPELLANT:

COUNSEL FOR THE RESPONDENT:

SOLICITOR FOR THE RESPONDENT:

ORDERS

- (1) Orders Style
 - (a) Orders-abc Style
 - (i) Orders-123 Style

Note: The form of the order is subject to the entry of the order in the Court's records.

IT IS NOTED that publication of this judgment by this Court under the pseudonym <*pseudonym*> has been approved by the Chief Justice pursuant to s 121(9)(g) of the *Family Law Act 1975* (Cth).

Note: This copy of the Court's Reasons for Judgment may be subject to review to remedy minor typographical or grammatical errors (r 17.02A(b) of the Family Law Rules 2004 (Cth)), or to record a variation to the order pursuant to r 17.02 Family Law Rules 2004 (Cth).

THE APPELLATE JURISDICTION OF THE FAMILY COURT OF AUSTRALIA AT

Appeal Number:

File Number:

Appellant

And

Respondent

REASONS FOR JUDGMENT

HEADING 1 STYLE

1. This paragraph is in **Body Text** style which is 13 point Times New Roman with a 0.5in tab stop and a 0.5in hanging indent. The text is justified with straight lines left and right (A4 page size with 1” margins all around). All paragraphs of a judgment, other than those given “quotation” style, should be in Body Text style.
2. The line spacing is single spacing with a 16 point line height. This spacing should be retained as it provides text that is easier to read, while simplifying the process of preparing rich text format (.rtf) files for Austlii and other electronic publishers.
3. All paragraphs are automatically outline numbered, commencing at 1 for the first paragraph. Each paragraph is set up with automatic spacing of 6 points after the paragraph.

This style is “**quotation**” and is used in the body of the judgment. The font is 12.5 pt Times Roman and it is single line-spaced with automatic spacing of 6 points before and 12 pt after the paragraph.

- This style is **Bullet** for a bulleted list and has single spacing with a 16 point line height and automatic spacing of 6 points after.

Hitting the return key produces another bullet.

Heading 2 style

4. There are 8 levels of paragraph numbering associated with Body Text.

- a) This is Level 2 (**Body Text 2**) a single-bracketed lower case letter indented 0.5in with a 0.5in hanging indent.
 - i) This is Level 3 (**Body Text 3**). To change the numbering, all that is needed is to advance or decrease the outline level of the paragraph. This is done by clicking on the increase indent or decrease indent icon on the Word toolbar. To obtain this level of numbering, increase the indent.
 - ii) Hitting the return key produces the same level of indent.
- (1) Increase the indent – this is **Level 4**. This level is ideal for listing orders within the text of a judgment.
 - Increase the indent – this is **Level 5**.
 - (i) Increase the indent – this is **Level 6**.
 - 1. Increase the indent – this is **Level 7**.
 - a. Increase the indent – this is **Level 8**.

Heading 3 style

- 5. This is the final paragraph of each judgment.

I certify that the preceding <number of paras in words> (<numerals>) paragraphs are a true copy of the reasons for judgment of the Honourable Full Court delivered on <insert date judgment delivered>.

Associate:

Date:

FAMILY COURT OF AUSTRALIA

[2006] FamCAFC <Number>

APPELLANT:

RESPONDENT:

INTERVENOR:

INDEPENDENT CHILDREN’S LAWYER:

FILE NUMBER: _____ of

APPEAL NUMBER: _____ of

DATE DELIVERED:

PLACE DELIVERED:

PLACE HEARD:

JUDGMENT OF:

HEARING DATE:

LOWER COURT JURISDICTION:

LOWER COURT JUDGMENT DATE:

LOWER COURT MNC:

REPRESENTATION

COUNSEL FOR THE APPELLANT:

SOLICITOR FOR THE APPELLANT:

COUNSEL FOR THE RESPONDENT:

SOLICITOR FOR THE RESPONDENT:

ORDERS

- (1) Orders Style
 - (a) Orders-abc Style
 - (i) Orders-123 Style

Note: The form of the order is subject to the entry of the order in the Court's records.

IT IS NOTED that publication of this judgment by this Court under the pseudonym <*pseudonym*> has been approved by the Chief Justice pursuant to s 121(9)(g) of the *Family Law Act 1975* (Cth).

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THE FULL COURT OF THE FAMILY COURT OF AUSTRALIA AT

Appeal Number:

File Number:

Appellant

And

Respondent

REASONS FOR JUDGMENT

HEADING 1 STYLE

1. This paragraph is in **Body Text** style which is 13 point Times New Roman with a 0.5in tab stop and a 0.5in hanging indent. The text is justified with straight lines left and right (A4 page size with 1” margins all around). All paragraphs of a judgment, other than those given “quotation” style, should be in Body Text style.
2. The line spacing is single spacing with a 16 point line height. This spacing should be retained as it provides text that is easier to read, while simplifying the process of preparing rich text format (.rtf) files for Austlii and other electronic publishers.
3. All paragraphs are automatically outline numbered, commencing at 1 for the first paragraph. Each paragraph is set up with automatic spacing of 6 points after the paragraph.

This style is “**quotation**” and is used in the body of the judgment. The font is 12.5 pt Times Roman and it is single line-spaced with automatic spacing of 6 points before and 12 pt after the paragraph.

- This style is **Bullet** for a bulleted list and has single spacing with a 16 point line height and automatic spacing of 6 points after.

Hitting the return key produces another bullet.

Heading 2 style

4. There are 8 levels of paragraph numbering associated with Body Text.

- a) This is Level 2 (**Body Text 2**) a single-bracketed lower case letter indented 0.5in with a 0.5in hanging indent.
 - i) This is Level 3 (**Body Text 3**). To change the numbering, all that is needed is to advance or decrease the outline level of the paragraph. This is done by clicking on the increase indent or decrease indent icon on the Word toolbar. To obtain this level of numbering, increase the indent.
 - ii) Hitting the return key produces the same level of indent.
- (1) Increase the indent – this is **Level 4**. This level is ideal for listing orders within the text of a judgment.
 - Increase the indent – this is **Level 5**.
 - (i) Increase the indent – this is **Level 6**.
 - 1. Increase the indent – this is **Level 7**.
 - a. Increase the indent – this is **Level 8**.

Heading 3 style

- 5. This is the final paragraph of each judgment.

I certify that the preceding <number of paras in words> (<numerals>) paragraphs are a true copy of the reasons for judgment of the Honourable Full Court delivered on <insert date judgment delivered>.

Associate:

Date: