

TECHNOLOGY CHECK LIST

This is the CHECK LIST OF TECHNOLOGY ISSUES to which Practice Direction 2.1.5 refers.

Parties are encouraged to use this checklist to identify technology issues that may arise during proceedings.

Pre-Trial

1.

Document Exchange of Court Documents and Witness Statements	Electronic Document Format	Document Exchange via
<input type="checkbox"/> Hard copy only <input type="checkbox"/> Electronic copy only <input type="checkbox"/> Hard copy & electronic copy	<input type="checkbox"/> ASCII text file <input type="checkbox"/> Word Perfect Version____ <input type="checkbox"/> Microsoft Word Version____ <input type="checkbox"/> Word Pro Version____ <input type="checkbox"/> RTF <input type="checkbox"/> HTML <input type="checkbox"/> LegalXML <input type="checkbox"/> Other	<input type="checkbox"/> DX <input type="checkbox"/> Courier <input type="checkbox"/> Australia Post <input type="checkbox"/> Floppy disk <input type="checkbox"/> Electronic mail <input type="checkbox"/> CD Rom <input type="checkbox"/> Internet <input type="checkbox"/> Website

2.

Exchange of Documents Lists	Electronic Document List Format	Document Exchange via
<input type="checkbox"/> Hard copy only <input type="checkbox"/> Electronic copy only <input type="checkbox"/> Hard copy & electronic copy	<input type="checkbox"/> Delimited ASCII text file <input type="checkbox"/> Word processing format <input type="checkbox"/> Excel Spreadsheet <input type="checkbox"/> LegalXML	<input type="checkbox"/> DX <input type="checkbox"/> Courier <input type="checkbox"/> Australia Post <input type="checkbox"/> Floppy disk <input type="checkbox"/> Electronic mail <input type="checkbox"/> CD Rom <input type="checkbox"/> Internet <input type="checkbox"/> Website

Example Database Formats

- | |
|---|
| <input type="checkbox"/> Access
<input type="checkbox"/> Lotus Notes
<input type="checkbox"/> Filemaker Pro
<input type="checkbox"/> SQL
<input type="checkbox"/> Sybase
<input type="checkbox"/> Excel Spreadsheet
<input type="checkbox"/> Oracle
<input type="checkbox"/> Other |
|---|

3.

Document Inspection Format	Electronic Image Formats	Special Considerations
<input type="checkbox"/> Hard copy only <input type="checkbox"/> Electronic/image copy of hard copy <input type="checkbox"/> Hard copy and electronic/image copy <input type="checkbox"/> Non-paper record for example, video/audio tape, database, microfiche, etc. <input type="checkbox"/> Other Medium _____	<input type="checkbox"/> TIFF – Multi <input type="checkbox"/> TIFF – Single <input type="checkbox"/> PDF <input type="checkbox"/> GIF <input type="checkbox"/> Other	<input type="checkbox"/> Redacting/ Masking
Exchange of Agreed Bundle/Court Book Indexes	Electronic Document Index Format	Document Exchange via
<input type="checkbox"/> Hard copy only <input type="checkbox"/> Electronic/image copy only <input type="checkbox"/> Hard copy and electronic/image copy <input type="checkbox"/> Other Medium ____	<input type="checkbox"/> Delimited ASCII text file <input type="checkbox"/> Word Processing Format <input type="checkbox"/> Excel Spreadsheet <input type="checkbox"/> LegalXML <input type="checkbox"/> Other	<input type="checkbox"/> DX <input type="checkbox"/> Courier <input type="checkbox"/> Australia Post <input type="checkbox"/> Floppy disk <input type="checkbox"/> Electronic Mail <input type="checkbox"/> CD Rom <input type="checkbox"/> Internet/Intranet <input type="checkbox"/> Website

a. **Image Resolution**

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

b. **Filename Structure**

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

c. **Special Considerations**

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