

## PRACTICE NOTE NUMBER 1 OF 2018

### INDUSTRIAL REGISTRAR

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#### ELECTRONIC FILING AND HARD COPIES OF DOCUMENTS

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This Practice Note applies to all documents sought to be filed with the Industrial Registry.

This Practice Note must be complied with. However, the Industrial Registrar may, in appropriate circumstances, waive compliance with this Practice Note. The Industrial Registrar may also stipulate other requirements for the filing of documents in addition to those contained in the *Industrial Relations (Tribunals) Rules 2011* (Qld).

In this Practice Note:

**electronically file**—means to file by electronic or computer-based means.

**soft copy**—means a document in a non-printed, electronic or computer-based format.

**hard copy**—means the original and printed version of a document.

**page**—means a page conforming to rule 13 of the *Industrial Relations (Tribunal) Rules 2011* (Qld).

1. A person may only electronically file a soft copy of a document with the Industrial Registry that is 30 pages or fewer in length.
2. If a soft copy of the document which a person seeks to electronically file is more than 30 pages then the document will not be accepted for filing until a hard copy of the document is supplied to the Industrial Registry.
3. If a person seeks to electronically file more than one document at a time, or within a short period of time, and the combined length of the documents is more than 30 pages then the documents will not be accepted for filing until a hard copy of each of the documents is supplied to the Industrial Registry.
4. If a person is required to file a hard copy of a document as a consequence of 2 or 3 above then the document will only be filed upon receipt of the hard copy by the Industrial Registry.

5. A document will only form part of the file once it is accepted for filing.
6. This Practice Note will commence operation on Monday 14 April 2018.

**M. P. Shelley**  
Industrial Registrar  
5 April 2018