

## PRACTICE DIRECTION NUMBER 3 OF 2021

### INDUSTRIAL REGISTRAR

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#### ELECTRONIC FILING AND HARD COPIES OF DOCUMENTS

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

This Practice Direction must be complied with. However, the Industrial Registrar may, in appropriate circumstances, waive compliance with this Practice Direction. 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 Direction:

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

**soft copy**—means a document in a non-printed format, electronic or computer-based format (e.g. word format, PDF format, Excel spreadsheet, image format).

**hard copy**—means the original or 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. It is the responsibility of a party to ensure that any document filed with the Industrial Registry is collated correctly and in its final form.
4. Documents over 30 pages filed with the Industrial Registry will not be accepted for filing unless it is in the final, collated form.
5. 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 document is supplied to the Industrial Registry.

6. 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.
7. A document will only form part of the file once it is accepted for filing.
8. This Practice Direction will commence operation immediately.

**M.P. Shelley**  
Industrial Registrar  
6 May 2022