



## **Children's Court of Western Australia**

### **Practice Direction 5 of 2023**

#### **Requirements for documents lodged with the Court**

##### **1. Application of Practice Direction**

- 1.1. Documents lodged with the Court must be prepared in accordance with the requirements provided for in this Practice Direction.
- 1.2. This Practice Direction has effect from 1 November 2023.

##### **2. Electronically lodged documents**

This Practice Direction does not apply to documents lodged electronically via the Electronic Case Management System.

##### **3. Requirements of documents lodged with the Court**

- 3.1. Unless the Court otherwise orders, any document that is lodged with the Court, other than a document lodged electronically:
  - (a) must use white A4 paper;
  - (b) must, in order to allow the document to be bound with others, have a 5 cm margin on the left of the first side of each sheet of paper and, if the sheet is printed on both sides, a 5 cm margin on the right of the second side of each sheet of paper; and
  - (c) must comply with paragraph 3.2; and
  - (d) if the document is more than 1 page long, the document:

(i) must have its pages numbered consecutively in the top right corner; and

(ii) may be printed on both sides of each sheet of paper.

3.2. Any document that is lodged other than a document lodged electronically with the Court must be typed using:

(a) at least 12 point Times New Roman; and

(b) a line spacing of 1.5; and

(c) black font colour where possible.

#### **4. Submissions**

4.1. Any written submission in relation to an interlocutory or sentencing hearing is to be no more than 5 pages in length, without leave of the Court.

4.2. Any written submission in relation to a trial is to be no more than 10 pages in length, without leave of the Court.

#### **5. Document not prepared for a court matter**

This Practice Direction does not apply to a document that is not prepared for a court matter by a party to the matter.

#### **6. Unrepresented party**

Compliance by an unrepresented party with this Practice Direction is at the Court's discretion.



Judge Hylton Quail

**President**

**Children's Court of Western Australia**

23 October 2023