

QCAT Practice Direction No. 5 of 2023

PRONUNCIATION OF NAMES AND PREFERRED FORMS OF ADDRESS

1. This Practice Direction applies to all proceedings in QCAT, including QCATA.
2. Recognising that the correct pronunciation of names and use of preferred forms of address is a matter of respect, QCAT seeks to facilitate a simple process by which legal practitioners and self-represented litigants can provide, and the Tribunal can seek, guidance and clarification of these matters.

RESPONSIBILITY OF LEGAL PRACTITIONERS

3. Where reasonably practicable prior to any hearing, legal practitioners should consider whether any names associated with their client's matter may be difficult to pronounce and provide the Tribunal with the correct phonetic pronunciation for those names. This includes, but is not limited to, counsel, solicitors, parties, witnesses, interpreters and entities.
4. Legal practitioners may also wish to provide the Tribunal with information as to the appropriate gender pronouns and title of any party, witness or other participant in the hearing who wants that information to be provided.
5. The preferred method for the provision of such information is by email from the practitioner to the associate to the judicial member or senior member hearing the matter, in written submissions or on the [appearance slip](#) to be handed up to the Tribunal.
6. If appropriate, practitioners may provide guidance as to these matters when announcing appearances at the commencement of a hearing or appeal.

SELF-REPRESENTED LITIGANTS

7. Prior to a hearing, a self-represented litigant should, where possible, provide the Tribunal with the correct pronunciation of their name. They may, if they wish to do so, inform the Tribunal of their preferred gender pronoun and title (Mr, Ms, Mrs, Mx etc). This may be done by email to the associate to the judicial member or senior member hearing the matter, or in written submissions or by writing on the [appearance slip](#) handed up to the Tribunal.

8. If appropriate, the self-represented litigant may provide guidance as to these matters when announcing appearances at the commencement of a hearing or appeal.

CLARIFICATION BY THE TRIBUNAL

9. Should the Tribunal wish to clarify the correct pronunciation of any name or the appropriate form of address to be used before or during the proceedings, an associate may contact the parties through their legal representatives, or directly if the party is self-represented. A decision-maker, that is, a judge, judicial member, member or adjudicator, may also seek clarification during the proceedings.
10. Recognising that the purpose of this practice direction is a matter of respect, practitioners and parties should not expect the Tribunal to adopt or use any form of address for a party that is not considered by the Tribunal to be an appropriate form of address.



Judge Geraldine Dann
Acting President

11 December 2023