

PRONUNCIATION OF NAMES AND GENDER PRONOUNS

Practice Note

1. OBJECTIVE

- 1.1 The [XX] Court recognises that the correct pronunciation of names and use of the appropriate gender pronoun is a matter of respect and is an important component of ensuring public confidence in the proper administration of justice. As such, the Court seeks to facilitate a simple process by which legal practitioners can provide, and the Court can seek, guidance and clarification.
- 1.2 This Practice Note takes effect from the date it is issued and, to the extent practicable, applies to proceedings whether filed before or after that date.

2. SCOPE

- 2.1 This Note applies to all divisions of the Court.

3. RESPONSIBILITY OF LEGAL PRACTITIONERS

- 3.1 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 Court with the correct phonetic pronunciation for those names. Legal practitioners should also consider the gender pronouns of a person and provide the Court with the appropriate gender pronouns. This includes, but is not limited to, counsel, parties, witnesses, interpreters, solicitors, and entities.
- 3.2 A practitioner may provide guidance as to the pronunciation of names by inserting the phonetic spelling of the name in square brackets directly after the name. For example: *"The Plaintiff intends to call Mr Reynah Tang [Ray-nuh Tang] as an expert witness in X v Y"*.
- 3.3 A practitioner may provide guidance as to the gender pronouns of a person in square brackets directly after the name by inserting the appropriate pronoun. For example: *"The Defendant identifies uses the pronouns 'they/them'"*.
- 3.4 Practitioners may provide such guidance to the Court at the time of filing by an accompanying note or at a later time to the judicial officer's associate by email or in written submissions.
- 3.5 Prior to a hearing, if the Court asks parties for appearances and other preliminary information, a practitioner should, where appropriate, provide the Court with the correct pronunciation of names and gender pronouns.
- 3.6 If appropriate, when announcing appearances at the commencement of a hearing, practitioners may verbally provide guidance as to the pronunciation of their name.

4. CLARIFICATION BY THE COURT

- 4.1 Should the Court wish to clarify the correct pronunciation of any name or gender pronoun before or during a hearing, an associate may contact the parties via their solicitors. A judicial officer may also seek clarification during the running of the case by asking for clarification.



Practitioners must therefore know the correct pronunciation of all names and gender pronouns associated with their client's matter.

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Chief [XX]

XX 2022