

# PRONUNCIATION OF NAMES AND GENDER PRONOUNS

## Guide to Applicants and Representatives

### 1. OBJECTIVE

- 1.1 The [XX] Tribunal 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 XX. As such, the Tribunal seeks to facilitate a simple process by which legal practitioners can provide, and the Court can seek, guidance and clarification.
- 1.2 This Guide takes effect from the date it is issued and, to the extent practicable, applies to applications whether filed before or after that date.

### 2. SCOPE

- 2.1 This Notice applies to all divisions of the Tribunal.

### 3. RESPONSIBILITY OF REPRESENTATIVES

- 3.1 Where reasonably practicable prior to any hearing, representatives 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 [details of family name and correct form of address]. Representatives 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 representative 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 applicant intends to call Professor Tim Soutphommasane [Soot-pom-ma-sarn] as an expert witness in X v Y".*
- 3.3 A representative 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 as 'they/them'"*
- 3.4 Representatives may provide such guidance to the Tribunal at the time of filing by an accompanying note or at a later time to the XX by email or in written submissions.
- 3.5 Prior to a hearing, if the Tribunal asks parties for appearances and other preliminary information, a representative should, where appropriate, provide the Tribunal with the correct pronunciation of names or form of address and gender pronouns.
- 3.6 If appropriate, during preliminary explanations conducted by Tribunal officers prior to the commencement of a hearing, representatives may verbally provide guidance as to the pronunciation of their name and gender pronouns.

#### **4. UNREPRESENTED APPLICANTS**

- 4.1 Prior to a hearing, the applicant should, where possible, provide the Tribunal with the correct pronunciation of names and form of address, and gender pronouns.
- 4.2 If appropriate, when announcing appearances at the commencement of a hearing, the applicant(s) may verbally provide guidance as to the pronunciation of their name and appropriate gender pronouns.

#### **5. CLARIFICATION BY THE TRIBUNAL**

- 5.1 Should the Tribunal 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 representative. A Tribunal member may also seek clarification during the hearing 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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