

# Magistrates Courts

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## Practice Direction No. 2 of 2023

Issued: 6 July 2023

### Pronunciation of names and preferred forms of address

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This Practice Direction applies to all proceedings in the Magistrates Court of Queensland.

1. Recognising that the correct pronunciation of names and use of preferred forms of address is a matter of respect, the Magistrates Court seeks to facilitate a simple process by which prosecutors, legal practitioners and self-represented litigants can provide, and the Court can seek, guidance and clarification of these matters.

#### Responsibility of prosecutors and legal practitioners

2. Where reasonably practicable prior to any contested hearing or application, prosecutors and legal practitioners should consider whether any names associated with their matter may be difficult to pronounce and provide the Court with the correct phonetic pronunciation for those names. This includes, but is not limited to, counsel, solicitors, parties, witnesses, interpreters and entities.
3. Prosecutors and legal practitioners may also wish to provide the Court 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.
4. The preferred method for the provision of such information in a contested hearing or application is by providing the information to the Court Services Officer before the commencement of the hearing using the **Annexure A** Form of Address slip.
5. In an arrest court or mention court where there are large numbers, prosecutors and practitioners may provide guidance as to these matters when announcing appearances at the commencement of a matter. For example, “*Your honour, my name is Ms Green, first initial J.*”

#### Self-Represented Litigants

6. In any matter, the self-represented litigant may provide guidance to the Court as to the correct pronunciation of their name when announcing their appearance at the

commencement of a matter. They may, if they wish to do so, inform the Court of their preferred gender pronoun and title (Mr, Ms, Miss, Mrs, Mx etc).

### **Clarification by the Court**

7. Should the Court wish to clarify the correct pronunciation of any name or the appropriate form of address to be used before or during the proceedings the Magistrate may ask the party or legal practitioner for guidance at the beginning of the proceeding.
  
8. Recognising that the purpose of this practice direction is a matter of respect, practitioners and parties should not expect the Court to adopt or use any form of address for a party that is not considered by the Court to be an appropriate form of address.



Judge Janelle Brassington  
Chief Magistrate  
6 July 2023

## ANNEXURE A to Practice Direction 2 of 2023



### Magistrates Court Form of Address Slip (For use in contested hearings only)

Each party must complete a form of address slip and provide a copy to the Courts Services Officer at the hearing.

#### DETAILS OF CONTESTED HEARING

Name of Matter	V	
	(Prosecution/Applicant)	(Defendant/Respondent)
Hearing Date	Select...	

#### DETAILS OF PARTY

Party Type	Select...
Party Title	
Party Name	
Party Name Pronunciation	(optional)
Party Pronouns (Mr, Ms, Miss, Mrs, Mx etc)	(optional)

#### WITNESS LIST

Name	Pronunciation	Pronouns
	(optional)	(optional)

OTHER (e.g., interpreter)		
Name	Pronunciation	Pronouns
	(optional)	(optional)

DETAILS OF PERSON COMPLETING FORM	
Name	
Signed	
Date	Select...