



JG00 - Witness statements

Work that relates to the identification of potential witnesses and preparing their evidence for trial (excludes witness evidence in relation to interim applications).

JG10 - Taking, preparing and finalising witness statement(s)

Work involved in identifying appropriate witnesses, tracing and communicating with same, taking instructions for, preparing and serving witness statements or affidavits, preparing and serving witness summaries, preparing and serving any notices under Civil Evidence or similar Acts, preparing and serving witness summonses, including reviewing other materials for these purposes and all dealings with client, witnesses, inquiry agents, counsel, Other Party(s) and others in relation to own side witness statements.

JG20 - Reviewing Other Party(s)' witness statements(s)

Considering Other Party(s)' witness statements, affidavits, witness summaries, Civil Evidence Act or similar notices, reviewing same in context of other evidence and material, considering strategy to deal with issues raised.

ACTIVITY (Not Exhaustive)

PREPARATION	COMMUNICATION WITH	MISCELLANEOUS
<ul style="list-style-type: none"> • A101 - Plan & Prepare For • A102 - Research • A103 - Draft/Revise • A104 - Review/Analyse 	<ul style="list-style-type: none"> • A105 - Legal Team • A106 - Client • A107 - Other Party/Outside Lawyer • A108 - Other External • A113 - Witnesses • A114 - Experts • A129 - Counsel 	<ul style="list-style-type: none"> • A109 - Appear For/Attend • A110 - Manage Data/Files/Document • A112 - Travel • A111 - Other