

# Drafting statements and affidavits

Wednesday 20 February 2019 | 8.30am-12pm  
Law Society House, Brisbane

## Overview

Equip yourself with the essential skills in drafting witness statements and affidavits and learn how to differentiate between using the two. Throughout the sessions you will be provided with practical tips and examples to draft documents clearly and concisely.

3 CPD Points



8am **Registration**

8.30am **Welcome remarks**

Presenter: **Juliet Chand**, Legal Professional Development Executive, Queensland Law Society

8.35am **Witness statements vs affidavits**



So you want to present your client's (or a third party's) version of events to the court – do you use a witness statement or an affidavit? In this practical session our presenter will canvass the things to consider when you are choosing between an affidavit and witness statement, and also provide tips on when (and how) to use them to your advantage.

Presenter: **David Topp**, Barrister, Queensland Bar and author "Tennyson Breach"

Chair: **Amy Dunphy**, Senior Associate, Projects Infrastructure and Construction, Minter Ellison

9.10am **Affidavits: Practical tips for preparation**



Knowing how to prepare a credible and sensible affidavit is a fundamental skill that every lawyer should have. Join our presenter and brush up on the key things to do when preparing to draft an affidavit.

Presenter: **Brett Heath**, In-house Advocate, Carter Newell Lawyers

Chair: **Amy Dunphy**, Senior Associate, Projects Infrastructure and Construction, Minter Ellison

9.55am **Morning tea**

10.10am **Affidavits: Perfecting the art of drafting**



Affidavit evidence is generally the most common form of evidence tendered in civil proceedings, whether at interlocutory or (at least as to evidence in chief) final hearings. Shaping the evidence into its best form to achieve your client's objectives is a necessary and powerful skill for any litigator.

Our presenter will adopt a practical and illustrated approach to the following:

- the difference between witness statements and affidavits, and their objectives and limitations
- the formal requirements of an affidavit pursuant to the UCPR
- truth and knowledge – identifying the evidence which the witness is capable of giving
- basic rules of evidence to consider when drafting affidavits
- practical tips for assembling the evidence
- language – including things to avoid and some useful alternatives.

Presenter: **Nola Pearce**, Barrister, Queensland Bar

Chair: **Amy Dunphy**, Senior Associate, Projects Infrastructure and Construction, Minter Ellison

10.55am **Witness statements 202**



Delegates will brush up on the principles of witness statement preparation before getting involved in an interactive workshop on how witness statements should be written, what material should be included and excluded, and other fundamental considerations when interviewing and drafting.

Presenter: **David Topp**, Barrister, Queensland Bar and author "Tennyson Breach"

Chair: **Amy Dunphy**, Senior Associate, Projects Infrastructure and Construction, Minter Ellison

12pm **Close**