

Drafting statements and affidavits

Tuesday 25 May | 8-11.30am
Law Society House, Brisbane

Overview

Level: Essentials

Equip yourself with the essential skills to draft witness statements and affidavits in civil litigation matters. In this practical workshop, our expert presenters will provide you with tips to draft documents clearly and concisely, examples of well and poorly written witness statements and affidavits, as well as guidance in putting theory into practice.

3 CPD Points



7.30am **Registration**

8am **Welcome remarks**

Presenter: **Sharon Sangha**, Professional Development Solicitor, Queensland Law Society

8.05am **Witness statements vs affidavits: An introduction**



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:

- provide an introduction to witness statements and affidavits
- canvass the things to consider when you are choosing between them
- share tips on when (and how) to use them to your advantage.

Presenter: **Michael Lawrence**, Barrister, Queensland Bar

Chair: **Sarah Cahill**, Senior Associate, Projects – Infrastructure and Construction, Minter Ellison

8.35am **A practical workshop: Witness statements and affidavits**



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
- other fundamental considerations when interviewing and drafting.

Presenter: **Michael Lawrence**, Barrister, Queensland Bar

Chair: **Sarah Cahill**, Senior Associate, Projects – Infrastructure and Construction, Minter Ellison

9.35am **Morning tea**

9.55am **Affidavits: Perfecting the art of drafting**



Affidavit evidence is generally the most common form of evidence tendered in civil proceedings, whether at interlocutory (at least as to evidence in chief) or 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 expert presenter will adopt a practical and illustrated approach to the following:

- the formal requirements of an affidavit
- truth and knowledge—identifying the evidence which the witness is capable of giving
- basic rules of evidence to consider when drafting affidavits
- ethical obligations
- language—including what to avoid and some useful alternatives
- practical tips for assembling the evidence.

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

Chair: **Sarah Cahill**, Senior Associate, Projects – Infrastructure and Construction, Minter Ellison

11.30am **Close**