
QUESTIONNAIRE

To be answered in circumstances where the authenticity of a hard copy document is in question

1. Please confirm what third party was responsible for the creation of the original of the relevant document and your relationship to them.
2. Please confirm how you came to be in possession of the hard copy document, this to include the place, date and time it was received.
3. If the document was received in hard copy form from the relevant third party,
 - a. please confirm the original document is in your possession [*please note that the Court will not rely upon copies of hard copy documents without production of the original documents upon request*]
4. If the document was received in electronic form from the relevant third party:
 - a. Please forward the relevant email with all attachments to the email address(es) provided to you by the Court and the other party;
 - b. Please confirm the date and time the email was sent (and received, if different);
 - c. Please confirm the format of the file the relevant document was received in as an attachment to the email;
 - d. Please confirm whether following receipt of the relevant document,
 - i. You have changed the format of the file;
 - ii. You have amended or edited the content of the file in any way;

- iii. You have saved the file as a different version, whether in the same format or otherwise;
- iv. All devices and/or cloud storage facilities where you have saved the file;
- v. A list of all software programmes used by you to open and/or print the relevant document at any time since receipt;
- vi. What passwords, if any, are required to open any electronic files containing the relevant document. Please provide said password(s).

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