



2010

AGS Legal training program

ADMINISTRATIVE LAW TRAINING MODULE

Affidavits – Preparation, Use and Pitfalls

Target group

This course has been designed as an introduction to the nature of affidavit evidence for anyone responsible for, or involved with the writing and submission of, affidavits to courts and tribunals.

Course outline

In this half-day course, we will discuss when affidavits are used, how to draft persuasive affidavits, and the possible consequences of filing inadequate or misleading affidavit evidence. We will also explain and discuss:

- statutory declarations
- witness statements
- commonly used terms
- affidavits under Rules of Courts, including Order 14 of the Federal Court Rules.

We will outline the professional duty of practitioners and Model Litigant obligations, as well as the requirements for:

- annexures and exhibits to affidavits
- signing and administering the oath
- service of affidavits.

The course is interactive, and examples and exercises will be used to illustrate key concepts. Comprehensive course materials will be given to each participant for future reference.

Objectives

Participants will achieve an enhanced understanding of structuring an affidavit and the rules and procedures outlining their submission in various courts and tribunals.

Presenters

Our presenters are AGS lawyers who have a great depth of knowledge of the government environment, and who practise extensively in the area of law covered by a particular session. They illuminate important principles with real-world examples, encourage active discussion of the issues and lead participants through practical problem-solving exercises.

Duration

This is a half-day course, either 9 am to 12.30 pm or 1.30 pm to 5 pm. The calendar indicates when sessions are being offered by either 'am' or 'pm'. Morning/afternoon tea will be provided.

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Cost

Standard fee – \$560.00 (inclusive of GST) per person.

If three or more people from one agency attend the same course on the same day, **or** if one person attends three or more courses in the same week of training – \$504.00 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email cbrtraining@ags.gov.au.

Website

For a full review of AGS services,
visit www.ags.gov.au