

PRACTICE NOTE NO. 1 OF 2025
IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND
FAMILY DIVISION
MATRIMONIAL OFFICE

**THE SUBMISSION AND USE OF E-BUNDLES WHEN SETTING DOWN AND
HEARING A DEFENDED CAUSE**

1. This Practice Note applies to defended causes as defined by rule 1.3 of the Family Proceedings Rules (Northern Ireland) 1996 ("the Rules") and the Matrimonial Causes (Northern Ireland) Order 1978.
2. The party making a request for a cause to be entered for hearing under rule 2.28 of the Rules by lodging a certificate of readiness shall at the same time deliver to the Matrimonial Office a bundle of pleadings in e-bundle format only, duly indexed and compliant with Practice Direction no. 2 of 2022 on the Submission and Format of E-Bundles.
3. The e-bundle should contain:
 - (a) the certificate of readiness;
 - (b) the petition;
 - (c) any other pleadings;
 - (d) acknowledgements of service;
 - (e) notices for particulars and answers thereto;
 - (f) any affidavit of service;
 - (g) interlocutory orders;
 - (h) any statement as to arrangements for children under rule 2.3(2);
 - (i) any statement under rule 2.29(4);
 - (j) the requisite legal aid documents;
 - (k) any matrimonial or separation agreement for consideration by the court.

4. If any further document is required to be filed in accordance with rule 2.28(4) then that further document should be added to the e-bundle.
5. A hard copy bundle should only be lodged when specifically directed by the trial judge.
6. This Practice Note takes effect from Monday 1 December 2025.

Dated this 21st day of November 2025.

Signed M. Hynes
Senior Family Judge