


E-bundles Hearing Checklist (Legal Profession / LIP)

| Step | Action | Done |
|--|---|------|
| Preparation, Submission and use of e-bundle | | |
| 1 | Preparation of e-bundle for hearing (timing to take into account any court directions; format as per Practice Direction 2/22 or as otherwise directed by judge). | |
| 2 | Final e-bundle checked and agreed as accurate, compliant and complete. The checklist at Annex A provides an aide-memoire and should be referred to. | |
| 3 | Final (clean court copy) e-bundle issued to the court office and all other legal reps as per PD2/22. A read receipt will be required as proof of lodgement with the Court Office. | |
| 4 | Unless otherwise directed, hard copy bundle(s) delivered physically to the court office in the usual way (hard copy version to be identical to e-bundle). | |
| 5 | Each practitioner must navigate their own e-bundle. Courtroom technology is primarily for viewing remote participants via Sightlink and for the display of digital evidence. | |
| 6 | Practitioners must ensure that witnesses are provided with a hard copy of their evidence / exhibits in advance of the hearing, or have access to this from their own device (if access to wifi is required in the courtroom the public wifi can be accessed by witnesses). | |

| Technical Requirements | | |
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| 1 | Adobe Acrobat Reader DC – this can be downloaded for free using this link . | |
| 2 | <p>Access to the NICTS secure Court Wi-Fi System (CWS) to be obtained if not in place already or password reset requested – requests to be sent to NICTS Digital Services at ICTServices@courtsni.gov.uk</p> <div style="text-align: center;">  CWS WIFI Reg Form.pdf </div> | |
| 3 | <p>Own device / laptop – sufficiently charged or with back-up battery.</p> <p>There are limited power points available in the Courtrooms. The location of these will be labelled on the benches.</p> <p>Please note you should not remove any plugs already in use as these will be required for the Courtroom technology.</p> | |
| 4 | Check access to final e-bundle (must be version shared with the court). | |
| 5 | Any additional papers to be submitted separately as PD2/22 – do not submit revised e-bundle as numbering will be affected and cause confusion. | |