

CHECKLIST FOR ELECTRONIC BUNDLES (E-BUNDLES)

An e-bundle is an organised collection of electronic copies of documents for use at a court hearing. Ordinarily the applicant is responsible for preparing the e-bundle. If a Litigant in Person (LIP) is the applicant, the e-bundle must still comply with the Practice Direction on the Submission and Format of e-bundles. This can be found at https://www.judiciaryni.uk/judicial-decisions/type/practice_decision/date/2022. The court office cannot offer any technical advice or assistance in preparing or compiling the e-bundle.

ESSENTIALS

Check [here](#) if there is a Practice Direction relevant to your specific case type which specifies how an e-bundle must be formatted (eg Judicial Review, Commercial Hub etc)

Otherwise, each e-bundle must:

- **be a single editable PDF** - unless otherwise directed by the court. (PDF stands for "Portable Document Format." It is a file format designed to present documents consistently across multiple devices and platforms.)
- **number pages starting with 1 on the first page in ascending order and with no gaps** (numbering must be computer-generated and be positioned clearly in the bottom right-hand corner of each page). Pagination should begin with the first page (whether or not this is a cover page or the index) and follow sequentially to the last page. It should not mask relevant detail.
- **be clear and easily read** on opening without need for manipulation or additional software, and must not be password protected.
- **allow text to be selected** to facilitate comments and highlights.
- include a **hyperlinked index page**.
- have **significant documents and sections bookmarked** and highlighted (with appropriate labelling).
- be a **'clean copy' agreed** as complete and final between the parties **within the timeframe required** by the court.

- in order to be uploaded into the court system, the filename must contain:
 - **ICOS case reference number¹**
 - **Party Filing** eg Plaintiff, 1st Defendant, 3rd Party etc
 - **Description of Document**
 - **Date of the Document**

For example “**19-012345 - Plaintiff - Core Bundle - 20210401**”

- be **shared at the same time** with the court and other parties by way of email including cloud-based link with clear instructions for accessing, or PDF attachment (ensuring that each attachment is less than 10MB in size).
- be lodged with the court office in **hard-copy format** unless otherwise stated.
- **not be changed after it has been lodged** ie thereafter any additional documents must be lodged separately, clearly marked as a supplemental e-bundle, and numbered to continue from the end of the ‘master e-bundle’ already lodged.

BEST PRACTICE

- **Where possible, documents should be subject to OCR** (optical character recognition) so they are **text searchable**.
- Text in typed submissions or arguments should be in **Book Antiqua font size 12** where possible.
- Where appropriate **hypertext links should be used within documents** (eg submissions and skeletons arguments) to link to the relevant paragraphs cited. The parties should seek to agree on the extent to which this is required.
- Any paragraphs to be cited should be **highlighted** for ease of reference.
- A read receipt will be required as proof of lodgement with the court office.

¹ This **must** be written using a - (a hyphen) between the year and number **not** / (a backslash) eg. 19/012345 must be written as 19-012345. **NB - please use the full six digit ICOS number including 00's**