

The Commercial Court: Your up-to-date guide to eBundling

WHAT IS A BUNDLE?

It is no more or less than a collection of documents which are considered to be relevant to a case.

WHAT IS A CORE BUNDLE?

A core bundle should contain only the most important documents which are to be relied upon in the case.

KEY POINTS

Courts now require only electronic bundles to be filed, unless hard-copy bundles are requested by the Judge specifically.

Co-operation between the parties is a duty required by all legal representatives when it comes to bundling.

This infographic is for educational purposes only; for a full overview of the Commercial Court requirements, please click [here](#).

BUNDLE FORMATS

- All hearing bundles (save for the core bundle) should be combined into one .pdf file
- The file name for each .pdf should contain: the Claim No., a short version of the case name, and an indication of the number/letter of the bundle - e.g. "Bundle A (CL-2022-000111), Smith v Bloggs"
- All significant documents should be bookmarked, and should contain the page number of the document
- Individual bundles should be indexed, and the index should be searchable
- A separate index or table of contents should be provided, an indexed documents should be hyperlinked
- No more than one copy of each document should be provided, unless there is a justifiable reason
- Contemporaneous documents and correspondence should be included in the chronological order
- Bundles should be paginated in the bottom right-hand corner, and begin afresh at the beginning of each bundle
- Pagination should be computer-generated (i.e. not handwritten) so they are searchable

CROSS-REFERENCING

- Cross-referencing is central and prescriptive to the new guideline changes; it aids the Judge in quickly being able to understand the relationship between documents, particularly where specific exhibits or witness statements mention or rely on specific documents
- Hyperlinking is a easy and routine way to cross-reference across your bundle

CORE BUNDLE REQUIREMENTS

- Should be separately paginated
- Each page should bear its main bundle and page number reference
- Must be in PDF format
- Must be lodged with the Court by 4pm on the working day before the first day of the trial or hearing

GENERAL GUIDANCE

- Bundles should only contain documents and authorities which are necessary for the hearing
- Large electronic files can be slow to transmit and unwieldy to use and therefore should be avoided where possible
- Each bundle needs to be named concisely, identifying its type
- The core bundle is different to a chronological bundle (or chronological run): a chronological bundle contains all contemporaneous documents relevant to the case, whereas the core bundle should contain only the very key documents which supports the Judge's reading in and high-level overview of the case.

DOCUMENT FORMATS

- Documents must be subject to OCR
- Documents should appear in portrait mode, save for bundles which contain only landscape-format documents, such as spreadsheets
- Metadata should be removed
- Documents which are not fully legible should be transcribed and placed adjacent to their original counterpart
- Documents in a foreign language should be translated and placed adjacent to their original counterpart

DELIVERY

All bundles should be delivered:

- By upload to CE File (depending on file size)
- By email to the Judge's Clerk either by (i) attaching the bundle(s) or (ii) providing access to a secure download site; If bundles are sent via email, the email subject line must contain the following detail:
 - Case number; Case name; Hearing date; Judge name (if known); The words in capitals "REMOTE HEARING" if applicable.
- By using [Document Upload Centre](#) by prior arrangement with the Court
- By providing the Judge with personal secure and confidential access to a digital workspace hosting the case materials, if such a workspace is being used by the parties