

Spine

XBundle Bundling Guidelines Post 6

The spine should enable the quick and effective location of a bundle during a hearing by Court staff, the judge and counsel. The volume letter or number should be suitably large to be easily visible from a distance of at least a metre. There is no need to use long lists of details such as the full case name.

General Recommended Approach – the full name of the action should not be used, nor every party to the action listed, and should be in a small font. This enables the page to be used to display the volume letter or number in 72-point font and bold (as a minimum) to increase visibility. If possible, given time restraints, producing different coloured spines for each bundle can help to differentiate between them quickly.

HIGH COURT

Civil Practice Rules Practice Direction 32 – the Practice Direction only requires that each bundle is clearly distinguishable by colour or big letters.

Chancery – the Chancery guide specifically requires that the full case title is omitted. The bundles must be easily identifiable with large and visible lettering.

The Commercial Court – this division requests that the short title of the case is used. The spine should contain a description of the bundle and its number.

The Patents Court – the spine should have a large sticker with the volume letter on, and the description of the bundle should be legible from a distance. The spine should contain the brief case name.

The Queen’s Bench – this division always requests that bundles follow the CPR Practice Direction rules. Consider following the General Recommended Approach for any specifics not contained within the CPR Practice Direction.

The Technology and Construction Court – the spine should be clearly labelled with the bundle number and a brief description of its contents.

COURT OF APPEAL

Civil Practice Rules Practice Direction 52C and Form 204 – the Court of Appeal requires that the bundle is clearly identified from its spine. The spine must contain the name of the case, its Court of Appeal reference and must be numbered if there is more than one file.

