Front Cover
XBundle Bundling Guidelines Post 5

The front cover should be a helpful indicator of the contents of the bundle and should enable its quick and effective location 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 <u>not</u> be used 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 (<u>as a minimum</u>) to increase visibility. If possible, given time restraints, producing different coloured front sheets 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 front cover should contain a description of the bundle and its number.

The Patents Court – the front cover should be a brief description of the contents of the bundle, and there is no need for the entire title of the action to be used.

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 Technology and Construction Court does not have any specific requirements for the production of front covers, so the General Recommended Approach should be considered.

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 front cover. The front cover must contain the name of the case, its Court of Appeal reference and must be numbered if there is more than one file.