Pagination

XBundle Bundling Guidelines Post 2

Pagination for bundles is generally division-specific, meaning that it must be checked in the relevant Court guide. However, it is generally required that pagination is sequential, and in one of three formats:

1. per individual ring binder or lever arch file; or
2. per volume (where a particular bundle runs to more than one folder); or
3. per tab.

General Recommended Approach – use sequential pagination per folder so that each individual file starts at page one (e.g. A pgs 1-600, B1 pgs 1-550, B2 pgs 1-450, C pgs 1-599) and take a common sense approach to dividers. Pagination should be in the bottom right of the page and distinguishable from the rest of the text.
NB: remember to check the relevant division guide to see if a more specific format is required!

HIGH COURT

Civil Practice Rules Practice Direction 32 – the Practice Direction requires that pagination should be sequential. Numbered dividers should be used at regular intervals where the bundle contains more than 100 pages, but these should not be used to separate every document.

Chancery – pagination in this division should be sequential per file, however pagination per tab is also accepted.

The Commercial Court – bundles for this division must be paginated sequentially per individual file.

The Patents Court – pagination in the Patents Court must be per tab. As a result, lengthy documents with clear pagination in their original format (i.e. technical publications) do not need to be repaginated. These documents can be placed behind a tab and their original pagination retained.

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 – pagination should be sequential per bundle. However, lengthy documents with clear pagination in their original format (i.e. a 250 page report) do not need to be repaginated. These documents can be placed behind a tab and their original pagination retained.

COURT OF APPEAL

Civil Practice Rules Practice Direction 52C and Form 204 – bundles for the Court of Appeal should be sequentially paginated in no smaller than 12-point font in the bottom right hand corner. The new pagination should be distinguishable from the text of the document.