

Indexes and Table of Contents

XBundling Guidelines Post 4

Courts prefer indexes and tables of contents to be short and concise – but not so brief that they become unhelpful! The use of the full heading of the action, division details, solicitors' details and long descriptions of documents should be avoided. Indexes and tables of contents should be short and should increase efficiency in locating documents during hearings.

NB: bundles of inter-solicitor correspondence – if produced at all – should not normally be indexed.

General Recommended Approach – ideally, an index or table of contents should be no longer than one side of A4. It should refer to the bundle name, tab, title of document, date of document and page range. Do not include the full heading of the action, and instead use the page to list the documents themselves.

HIGH COURT

Civil Practice Rules Practice Direction 32 – indexes should contain a description of the document, and the page number it is located at.

Chancery – any index or table of contents should not be longer than a single sheet of A4 paper, and the full headings of actions should not be used. This division requires that documents are identified briefly using the bundle number, page number and a short document description.

The Commercial Court – the Commercial Court does not have any specific requirements for the production of indexes and table of contents, so the General Recommended Approach should be considered.

The Patents Court – indexes or tables of contents should fit on a single sheet of A4 paper and should contain short references to the documents. The Patents Court requires that indexes indicate whether documents are amended, redacted or confidential. The full heading of an action should not 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 – indexes and tables of contents for this division should be a helpful guide to the content of the bundle and should not be an “interminable list” or contain “bland descriptions”. It should be located at the front of the bundle.

COURT OF APPEAL

Civil Practice Rules Practice Direction 52C and Form 204 – indexes or tables of contents should be at the front of the bundle in the Court of Appeal. The full case name should not be used, and documents should be briefly and accurately identified, including the relevant page numbers. They must be served on all parties before hearings and a copy of a bundle set index and every bundle index must be included in the first bundle where more than one bundle is being used. Good indexes are extremely important in the Court of Appeal.

