

Inside Label

XBundle Bundling Guidelines Post 7

The inside label should be a helpful tool for 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 inside label must be visible when the bundle is open. The full name of the action should not be used, nor every party to the action listed, and should be in a small font. The volume letter or number should be in 72-point font and bold (as a minimum) to increase visibility. The inside label can contain a “mini index” containing the document number, the short document title and the page range.

HIGH COURT

Civil Practice Rules Practice Direction 32 – the Practice Direction does not have any specific requirements for the production of inside labels, so the General Recommended Approach (as derived from the other Court guides) should be considered.

Chancery – the inside label should be visible when the bundle is open.

The Commercial Court – this division requires the inside label to contain the short case title, a description of the bundle and the number of the bundle.

The Patents Court – the inside label should be visible when the bundle is open.

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 inside label should be clearly labelled with the bundle number and a brief bundle description.

COURT OF APPEAL

Civil Practice Rules Practice Direction 52C and Form 204 – the sole requirement for the Court of Appeal is that the inside label must be numbered if there is more than one file.

