

Hardcopy Core Bundle Preparation

Referred to in Para 7.1.2 of Practice Note 1of 2007

1. These suggestions are intended as guidance to lawyers who are contemplating the preparation of a core bundle of documents for use at trial. They may be varied and adapted by order of the Court or by agreement between the parties.
2. A subset of the court book documents will commonly form the basis of a hardcopy core bundle. The bundle will contain the principal documents which the parties expect will be used frequently during the trial. It is not intended to be a replacement for the court book, but rather a tool which will avoid time-consuming resort to the court book for reference to documents to which intense or frequent scrutiny will be made in evidence or argument. It has the added advantage of being in hard copy.
3. The content of the core bundle will, of course, depend upon the issues in the particular case. The emphasis, however, must be to keeping it as small as possible, for it is a bundle of documents which are, after all, core documents. It may be, for example, that it will include some pages only of a lengthy document. It will not usually include the pleadings or witness statements.
4. The bundle should contain an index of its contents and should be prepared in chronological order, subject to any necessity to deal with the host documents and related attachments in a logical rather than a chronological order.
5. Using electronic sorting, it is possible to renumber the pages when they are produced in hard copy form for inclusion in the core bundle. This allows the documents to be referenced in chronological order while maintaining the link to the original discovery number allocated to the document when it was discovered.
6. Pagination of the core bundle will be required. It should be noted that the pagination can be produced by the original database used to export the courtbook documents for printing in hardcopy form. It may be necessary to insert documents into the core bundle during the trial. In such cases the use of a suffix in the form of a three place decimal can be used to identify the document in the bundle. For example, a three

page document inserted between pages 1006 and 1007 can be numbered pages 1006.001, 1006.002 and 1006.003. This will ensure the document is located in the core bundle in the correct chronological order. A document inserted into the core bundle that was not included in discovery will also be allocated a Document ID as part of its overall identification when it is included in the document database.

4. A hyperlink to a core document prepared before the core bundle is produced will normally use the Document ID allocated by the database when it is first captured. When the document is included in the core bundle, the database will record its core bundle page number. Witness statements can be later processed to reference the core bundle page by a reverse look-up on the original Document ID reference. This procedure ensures that the hyperlinking of witness statements, transcript and other documents produced after the preparation of the core bundle or during the trial can either use the original Document ID or the core bundle page number. If a party does not have a database it can simply list the cross referenced Document ID and core bundle page reference in an Excel spreadsheet form.
5. Exhibit numbers during the trial may be based on a numerical form. An electronic table may be generated in an Excel file by the Courtbook Operator to produce an exhibit list of all the documents tendered through a witness by witness statement, or the Court's database system may be used to generate this table. Where a core bundle is used, the exhibit list will include, in addition to other fields, the Document ID and the core bundle page number. The exhibit number of the witness statement through which the document is sought to be tendered may be shown, for example, as Exhibit 20 and the documents referred to in it may be numbered using a three place decimal. The first sub-exhibit, then, will be numbered Exhibit 20.001, the second Exhibit 20.002 etc. These exhibit numbers can again be cross-referenced to the original Document ID and to the core bundle page number, if available.
