**ELECTRONIC FILING IN THE TCC**

1. From 10 November 2014 the Technology and Construction Court of the High Court in London will commence using the new CE-File electronic court file and some data stored on the old IT system will be transferred to CE-File.
2. In all claims, save for adjudication enforcement claims, schedules to statements of case will be scanned and filed only if they do not exceed 30 pages in the aggregate. Where the schedules in statements of case exceed this limit, they are to be returned to the parties The parties should be invited to submit in suitable electronic form schedules in statements of case that exceed 30 pages, but they will not be required to do so unless directed by Judge.
3. In Part 7 claims, save for adjudication enforcement claims, exhibits to witness statements will be scanned and filed only if they do not exceed 30 pages in the aggregate. Where the exhibits to any witness statement exceed this limit, they are to be returned to the parties unless they are relevant to a hearing that is to take place within the next 21 days (in which case they should be retained but not scanned). The parties should be invited to submit in suitable electronic form exhibits that exceed 30 pages, but they will not be required to do so unless directed by Judge.
4. In Part 8 proceedings, the same will apply save that the limit will be 100 pages in the aggregate
5. In the adjudication enforcement claims the following documents will be scanned:
	1. The Claim Form.
	2. The Application Notice.
	3. The witness statement in support of the application.
	4. The Notice of Intention to Refer.
	5. The Referral Notice.
	6. The Adjudicator’s Decision.

The other documents submitted with the application will be retained until the application has been heard and the order sealed. The papers will then be returned to the parties (save for those documents, if any, required to be kept on file by the CPR).

1. Where a case is settled by an order in Tomlin form (in which a schedule is attached to the order setting out the terms of the settlement), both the order and the schedule are to be scanned, save where the schedule is stated to be confidential. Confidential schedules should not be filed but retained by the parties.
2. Any documents that contained pages larger than A3 will not scanned and filed. The parties should submit these documents electronically.
3. Paper documents lodged with the court, after having been scanned to the file, will be retained in day files for a period of 6 months. They will be available only in the event that scanning errors need to be corrected. They will be destroyed at the end of the 6 month period.
4. In claims involving one or more parties resident outside the UK, the allocating judge will indicate on the application form the country that is most closely connected with the dispute or the country where the subject matter of the dispute is situated.

10 November 2014 AES