

## **Guidance for E mailed Core Bundles – March 2020**

1. The guiding principle is that only documents which are necessary for the determination of the issues before the Judge at the relevant hearing should be included in an emailed core bundle. The aim is to limit the pages of the core bundle to 50. In no circumstances are there to be more than 100 pages in a core bundle.
2. As an example, the following form the basis of a core bundle for a CCMC:
  - (i) The agreed case summary
  - (ii) Any pleadings necessary for the purposes of the CCMC
  - (iii) Any previous orders relevant to the issues which the Judge will be asked to decide
  - (iv) If costs budgeting is an issue, the budgets and the budget discussion reports
  - (v) If any applications are being dealt with, copies of the application and the witness statements in support and against
  - (vi) Any other key documents (it is only exceptionally that correspondence between solicitors will be necessary).
3. Skeleton arguments (if any) do not form part of the core bundle and may be sent separately, together with a copy of the draft order in Word (if the parties have a significant disagreement as to the terms of the draft order, each may send a draft).
4. If a document might become relevant in the course of a hearing, the party should have an electronic copy of it available so that it can be emailed to the Judge, but that will be an exceptional course. The parties will be able to make oral submissions.
5. The bundle should be agreed and paginated – documents from an existing paginated bundle may be used with the existing pagination so long as they are placed in numerical order in the core bundle.