

Electronic Papers

This guide sets out instructions for the proper production of electronic papers for submission to the UK Supreme Court or Judicial Committee of the Privy Council. The guidance covers both papers submitted via the Portal and also pre-Portal cases that are emailed or uploaded to the Court via SharePoint.

General Points

- Case papers should be uploaded as PDF. The Registrar may permit filing in a different or additional format (e.g. Word or Excel) for good reason.
- Where possible PDF files should be created by electronic conversion from their original file type rather than being scanned as an image file and then saved as a PDF.
- The text within PDF files must be searchable, able to be highlighted, and capable of being selected to be copied. The PDF must be formatted in such a way that when highlighting is applied to a document it takes effect immediately to avoid delays during hearing annotation.
- Documents that were scanned rather than electronically converted should be subjected to Optical Character Recognition (OCR) processing to ensure this functionality. Scanned documents should be at a resolution of 200-300 dots per inch to avoid excessive file size.
- The file size limit for documents is 50 Mb except for Hearing Bundles which have a limit of 700 Mb. Requests to file documents larger than these limits must be made as a procedural application to the Court. These are upper limits and in practice it is not expected or encouraged that lodged papers be this large.
- The default view size of all pages should be set to 100%.
- PDF files should be optimised by being set as compatible with Acrobat 10.0 (released November 2010) and onwards to help reduce the file size, particularly in the case of hearing bundles.

- Files names should be brief and include the case to which they relate and the nature of the document. The case name should be abbreviated but clearly identifiable. For example, the statement of facts and issues in the matter of ***Paul Smith and Others (Appellants) -v- The Royal Society for the Prevention of Cruelty to Animals (Respondent)*** could be called SmithvRSPCA-SFI.pdf. If a document is confidential or redacted please put 'Confidential' or 'Redacted' at the start of the filename in addition to identifying the sensitivity during document upload. Each uploaded document must have a unique filename to avoid overwriting previously uploaded documents.

Hearing Bundles

- The hearing bundle must be created as a single PDF.
- The hearing bundle must be fully paginated. The pagination of the bundle must match the electronic page numbering of the PDF. This is to ensure that page references are accurate should a party refer to pages from a hard copy they may have printed. Index pages and similar should be included in the pagination and not skipped.
- The written cases within the hearing bundle should contain the name (but not signature) of at least one counsel for each party to the appeal who has appeared in the court below or who will be briefed for the hearing before the Court.
- The hearing bundle must be bookmarked accurately, with the bookmark containing both the number and name of the document and the page range it covers within the bundle.
- The following should be hyperlinked within the bundles:
 - Written cases to documents in the bundle and to the authorities. These links should be done as sidenotes rather than footnotes.
 - Statement of facts and issues to documents in the bundle, again as sidenotes.
 - From the index to the relevant documents within the bundle.
- While the quality of documents that are incorporated into bundles is important, they should not be produced at such a high quality as to increase the size of the bundle beyond reasonable levels. As a guide, an average page to file size ratio of approximately 35 kb per page is considered reasonable. On this basis a bundle of 2,500 pages should be around 90 Mb in size. If a document is produced with a

too high a ratio it causes the PDF to lag when highlighted by the panel during a hearing which is to be avoided.

- The court discourages the production of additional or supplemental bundles for a hearing after the main hearing bundle has been lodged. If such a bundle has been produced, either at the exceptional request of the Court or by application by the parties, it should have its own pagination with a prefix before the numbering clearly identifying it as a separate bundle from the hearing bundle i.e. SB-001.
- The hearing bundle should be set out in the following order:
 1. Cover page
 2. A full index to the bundle
 3. The application form
 4. The agreed statement of facts and issues
 5. The parties' written cases with cross referencing
 6. The order appealed against
 7. The official transcript of the judgment of the court below
 8. The final order(s) of all other courts below
 9. The official transcript of the final judgment(s) of all other courts below
 10. All other documents which any party participating in the appeal wishes to place before the Court hearing the appeal
 11. Index to the authorities
 12. The authorities

The documents described in points 4 – 9 above should be the same as in the hard copy key documents bundle.

Documents described in points 10 & 12 above should only be included in the bundle if they are directly relevant to the appeal.

Please note that non-compliance with these guidelines may result in your electronic bundle being returned and the case / matter being taken out of the list, if not remedied in good time.