



Commercial Division Court Book Guidelines

1. A single Court Book must be prepared unless prior leave for separate Court Books has been granted. The Court will grant leave only in exceptional circumstances.
2. The Court Book must be divided into two sections. The first section is to contain current pleadings and particulars and any other Court document which a party intends to refer to at trial. The second section is to contain, in chronological order, all documents which a party intends to put to a witness or to tender at trial. Inclusion of a document in a Court Book does not constitute a concession by the opposing party that the document is relevant or admissible in evidence.
3. As far as possible, the parties should ensure that counsel is consulted for the purpose of complying with guidelines 1-2 above.
4. The Court Book must be saved in a single PDF file. The Court Book index must be a separate document. No tabs should be included. Each page should be clearly numbered, commencing on the first page. Do not restart the numbering for each section. The first document in the Court Book should be numbered page 1 and the subsequent documents should then follow in numerical order (that is, 1, 2, 3; not 1, 1A, 1B). This is intended to ensure that the page numbers of the paginated PDF match the automatically generated page numbers of the electronic copy in Adobe, which in turn assists the Court in navigating the electronic copy.
5. It is important that there is uniformity of page numbering between the PDF copy of the Court Book and any paper copies used by practitioners or witnesses, and that the pages are easily searchable electronically.
6. If, with leave of the Court, additional pages are added to the Court Book after the electronic Court Book has been provided to the Court, they are to be added at the end of the Court Book.
7. The Court Book index must be saved in a separate PDF file. The Court Book index should be separately paginated. Do not include the Court Book index in the pagination for the Court Book.
8. Unless otherwise ordered, the Plaintiff must email the Court Book and Court Book index to the trial judge's associate or, if the trial has not yet been allocated, to the Commercial Division Registry.