

Note from the Judge in Charge of the Commercial Court

Following the Commercial Court Users' Meeting in November, this Note picks up on a number of points; to the extent that they are not already covered by the Admiralty and Commercial Courts Guide ("the Guide"), all will be considered for inclusion in the next Supplement to the Guide.

I. Bundles of Authorities:

1. Save exceptionally (e.g. when to do otherwise would involve ending a bundle in mid-case), bundles of authorities should not exceed 300 pages in length.
2. The Court is concerned that bundles of authorities are being produced using basic digital printouts. These copies frequently omit the head-note and are not paginated. Bundles of authorities should (save for good reason) be made up as follows:
 - (i) Where the authority is reported, PDF copies or photo copies of the original report with the head-note;
 - (ii) Where the authority is unreported, the official transcript where available (e.g. the printable RTF version which is available on Bailii).

II. Service of documents by e-mail:

3. Users should have regard to Appendix 17 of the Guide and the e-mail guidance there given, in particular paragraphs 2, 7, 8 and 10. If a document is filed by e-mail a hard copy should not be sent unless there are good reasons for doing so. An e-mail to the address comct.listing@hmcourts-service.gsi.gov.uk or comct.registry@hmcourts-service.gsi.gov.uk will provide an automatic receipt.
4. There are certain differences between Appendix 17 of the Guide and CPR Part 6.26 in relation to service by email. These will be addressed in the next Supplement to the Guide but in the meantime, insofar as they differ, Users should follow the (stricter) requirements of Appendix 17 as to timing.
5. Please note: The automated response from the List Office and the Registry will now say: "Your e-mail has been received by the Commercial Court Listing Office/Registry and appropriate action is being taken. Provided the document is not one for which a fee is payable upon filing and is no more than 40 pages, please do not send hard copies of this e-mail, unless requested to do so."



The Hon Mr Justice Gross, Judge in Charge of the Commercial Court

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