

PREPARING A BUNDLE

The rules on preparing a bundle can be found at Practice Direction 27A of the Family Procedure Rules (which can be found [here](#)) .

A bundle is an organised file of all the documents to be used by the court and the parties during a hearing. It is important that a bundle is prepared properly so that everyone in the hearing has the same documents in the same order.

A bundle should be divided in the following sections:

- Section A: applications
- Section B: court orders in chronological order
- Section C: witness statements
- Section D: experts' reports and other reports (including those of a children's guardian)
- Section E: police disclosure
- Section F: medical notes
- Section G: any other documents

The bundle **must** be paginated. This is when each page is given a reference. Numbering pages allows all of the parties, and the Court, to find a certain page quickly.

There are two ways of numbering pages. The easiest way is simply to number each individual page from 1 until the end of all of the documents. The other method is to number each section e.g. A1, A2 until the end of section A. Then start again with section B, e.g. B1, B2 until the end of section B. Do the same for each section. This is the best method for finding documents quickly in court.