

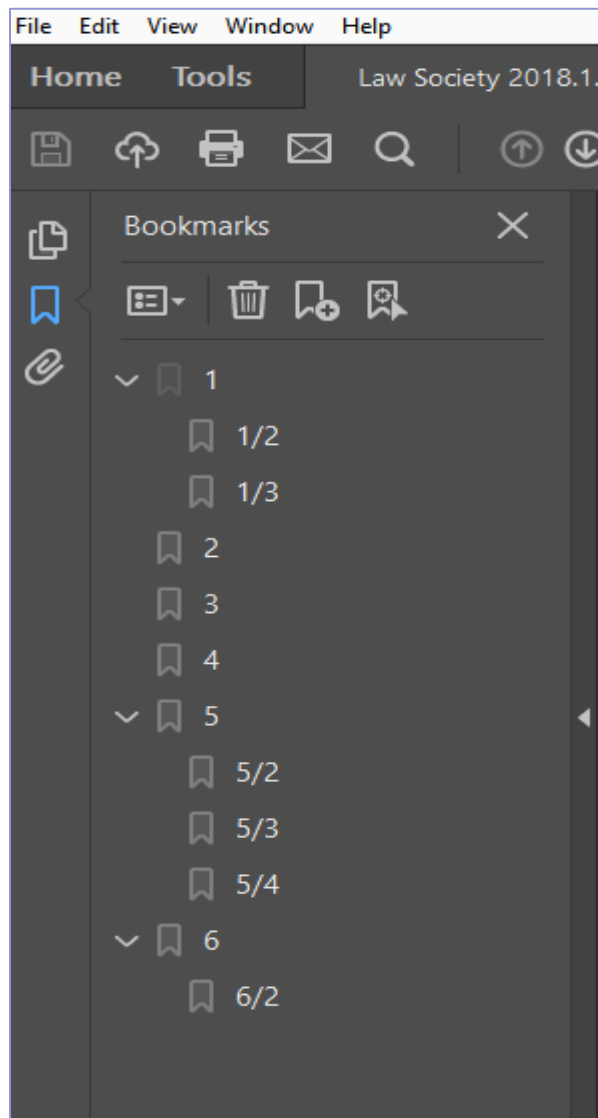
This guidance applies where parties of a case require to lodge documents.

Electronic and Principal Productions must be lodged within the timescales of the Tribunal Rules.

The Electronic Productions must be identical to the principal paper set. The principal paper set will be available for witnesses.

Guidance on Preparation of electronic Productions

- Productions to be in PDF format.
- Default display view size is 100% & Page Display is to enable scrolling.
- First Page is the Inventory List clearly setting out each individual document contained there.
- Marked at the top right corner with Production Number / Page Number.
- To allow for ease of navigation, each Production to be bookmarked with each page bookmarked under the relevant Production. (See picture).



Lodging the Paper Set and Electronic Productions

A principal Paper set of Productions are to be sent via post/DX to the Tribunal Office no later than 14 days prior to the hearing.

The electronic Productions are to be sent via email, preferably using egress or an encrypted format. If the Productions are a large file which cannot be sent by email, an encrypted pen drive is acceptable. The password should be send to the Tribunal office separately.

During the Hearing

When referring to Productions, the parties should refer to the Production Number and then Page Number. i.e. Production 1 / Page 3. This allows members to navigate and find the correct document.

Late Lodging of Productions

Late Productions can only be accepted in electronic form at the latest 24 hours before the hearing. Otherwise, five copies must be provided in paper form at the hearing. This guidance is merely to facilitate provision of electronic copies in the event the motion is granted. A motion for late lodging will continue to be required.