

COURT OF SESSION

PRACTICE NOTE

No.3 of 2015

Format of electronic documents for summar roll hearings

1. This Practice Note has effect from 17th August 2015.
2. This Practice Note applies where the Court has appointed parties to lodge electronic documents. For the avoidance of doubt, parties should continue to comply with RCS 4.7.
3. All electronic documents for use at summar roll hearings must be prepared in accordance with the following provisions and parties are encouraged to co-operate in their preparation.
4. The electronic documents (which must be identical to the hard copies) should be contained in a single pdf and must be numbered in ascending order throughout. Pagination should begin with the first page of the first document and should be continued throughout the entire series of documents. New pagination must not be used for separate documents or folders within the single pdf. Index pages and authorities must be numbered as part of the single pdf document.
5. When referring to documents, counsel should first refer to the page number on the electronic version. It will also be necessary, where this is different, to refer to the hard copy bundle number. The hard copy bundle should bear the same page numbering as the electronic document as well as any internal page numbering. This should appear at the top of the page on the right.

6. The default display view size on all pages must be 100%. Text on all pages must be in a format that will allow comments, highlighting and copying. The format should not allow for editing of the text.
7. The resolution on the electronic bundle must be reduced to about 200 to 300 dpi to prevent delays whilst scrolling from one page to another. It is advisable for parties to print off the hard copy before reducing the resolution or creating the hyperlinks.
8. The index page must be hyperlinked to the pages or documents to which it refers.
9. Unless otherwise directed or permitted by the court, the appendices and volumes of authorities must be bookmarked in accordance with the index so that each individual document can be accessed directly by hypertext link both from the index page and from bookmarks on the left-hand side. Bookmarks must be labelled so as to identify the document to which each refers. The bookmark should have the same name or title as the actual document and also display the relevant page numbers.
10. Wherever possible, pdf documents within the appendices and within volumes of authorities and otherwise lodged with the Court must be converted to pdf from their original electronic versions rather than scanned as images. Where documents are only available in hard copy and have to be scanned, the resultant pdf files should, where the quality of the scan allows, be subjected to a process of optical character recognition (OCR). This is to enable the documents to be text searchable and annotatable by the Court.
11. The electronic documents - the reclaiming print / appeal print, grounds of appeal, answers to grounds of appeal, notes of argument, appendix and authorities - must be submitted on a memory stick, clearly marked or labelled with the title of the case and the identity of the party.

12. Supplementary documents or bundles lodged during or close to the start of the hearing must be created as a separate single pdf numbered in ascending order starting from 1 and lodged on a new memory stick.

13. The Court does not intend, at this stage, to impose detailed requirements as to hypertext linking and referencing within documents. However, it wishes to encourage parties to employ hypertext links within documents. In particular, it would be helpful if hypertext links were introduced at the time the core volumes are produced to link the notes of argument to documents in the appendix and relevant authorities. The parties should seek to agree on the extent to which hypertext linking is to be used. It would also assist the Court, in notes of argument and written submissions, if page references included both the page number of the electronic document (see paragraph 4 above) and the page number of the original printed document.

Edinburgh

28 July 2015

Lord Justice Clerk