

## **Guidance on Digital Statements and Bundles.**

Communications to the Tribunal **MUST** be made by email to [rpmidland@justice.gov.uk](mailto:rpmidland@justice.gov.uk) and must clearly state the Case Number and address of the premises.

- All statements and bundles must be submitted in pdf file format in a single file.
- There should be no repetition of documents.
- All documents should be organised chronologically.
- The bundle should be paginated (numbered consecutively throughout) with an index that refers to the relevant page numbers within the bundle.
- An email trail should not be reproduced in full each time a new response has been made within it; include only the new parts, or provide a single complete e-mail trail.
- If the file exceeds 25mb, please contact the case officer who will give you details about our Document Upload Centre

### **Statements of Case**

A Statement of Case should include all the documents you wish the Tribunal to consider when making its decision. Any witness statements should include a statement of truth.

### **Trial Bundles**

Trial Bundles should include:

- A copy of the application form.
- A copy of the Tribunal's Directions.
- A copy of each party's statement of case
- Any relevant lease or other title documents;
- Any other relevant documents on which any party relies:
- Any witness statements (which should include a statement of truth)

If there are exceptional reasons why you cannot prepare a digital statement/**bundle**, you must contact the case officer who will see if alternative arrangements can be made.