



9 GOUGH CHAMBERS

### **Digital Instructions protocol for 9 Gough Chambers**

From 1<sup>st</sup> July 2020 all instructions and briefs should wherever possible be in digital Adobe PDF format.

We are finding that emails attached to or embedded within other emails is creating a real risk of papers being lost or overlooked.

#### Best practice:

- Digital papers (including instructions) should be sent in **one** pdf file.
- An index should be included so we can make sure no documents have been missed.
- We can receive documents either directly by email or via a variety of document sharing services such as Dropbox, OneDrive, Egress etc.

#### Instructions:

Please send a copy of the instructions to the Clerks so that they can be logged onto our computer systems.

#### Updating instructions

Please just send the new documents in one pdf file with no old ones.

#### For Hearings

These pdf documents should comply with the current CPR / practice directions

[https://www.judiciary.uk/wp-content/uploads/2020/03/Remote-hearings.Protocol.Civil\\_.GenerallyApplicableVersion.f-amend-24\\_03\\_20-1.pdf](https://www.judiciary.uk/wp-content/uploads/2020/03/Remote-hearings.Protocol.Civil_.GenerallyApplicableVersion.f-amend-24_03_20-1.pdf)

We cannot prepare electronic bundles for hearings for you.

We appreciate that many of you already follow the above requested approach but if preparing electronic papers is difficult for your firm at this time please contact our Clerks to discuss alternative arrangements.

If there is no alternative but to send papers in hard copy you should get in touch with our Clerks to give us advance warning - unless specifically arranged in advance we are not able to currently take any deliveries of papers.