

UPPER TRIBUNAL, LANDS CHAMBER

Guidance for use of Electronic Hearing Bundles

If an electronic bundle is directed by the Tribunal the bundle **must** be suitable for use with Adobe Acrobat Reader. It should be prepared as follows:

1. The document must be a single PDF.
2. It must be numbered in ascending order regardless of whether multiple documents have been combined together (original page numbers of documents will be ignored and only the bundle page number will be referred to).
3. It should contain only documents and authorities that are essential to the remote hearing. Large electronic files can be slow to transmit and unwieldy to use.
4. Index pages and authorities must be numbered as part of the single PDF document.
5. The default display view size of all pages must always be 100%.
6. Texts on all pages must be selectable to facilitate comments and highlights.
7. The bookmarks must be labelled indicating what document they are referring to (best to have the same name or title as the actual document) and also display the relevant page numbers.
8. 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
9. The index page must be hyperlinked to the pages or documents they refer to.