



6A. The Document Bundle

DISCLAIMER

The information on these slides is for general guidance only and is not legal advice. *It should not be regarded or relied upon as a complete or authoritative statement of the law.* The Law Clinic does not represent or warrant that the information on the website is accurate, complete or up to date.

Please see the full disclaimer available [here](#).

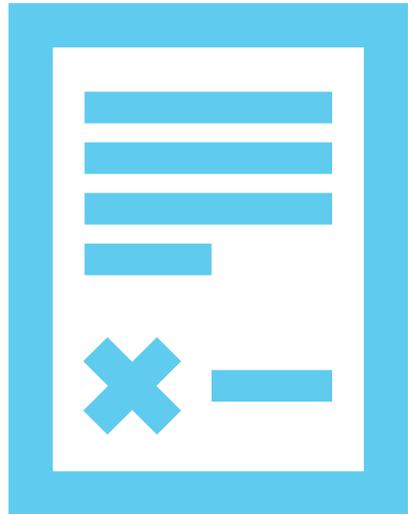
Outline

- ▶ What is the document bundle?
- ▶ When should the bundle be ready?
- ▶ How should the bundle be formatted?
- ▶ Electronic bundles

What is the Document Bundle?

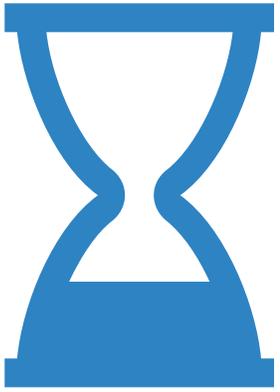
You and the Respondent or their representative will be asked to prepare a joint bundle of documents in advance of the Merits Hearing containing all the documents that either side want to rely on or refer to or use at the merits hearing.

You do not have to agree with all the documents - it is an administrative tool to pull all the relevant documents in a case into one labelled bundle.



The document bundle is:

- ▶ A joint bundle;
- ▶ Containing all relevant documents;
- ▶ Prepared by the Respondent;
- ▶ Added to by the Claimant - send a copy of the documents you want included;
- ▶ Not unnecessarily lengthy - only documents you want to refer to in evidence and the Tribunal to look at;
- ▶ In chronological order;
- ▶ With numbered pages.



When Should the Bundle be Ready?

If the Tribunal hasn't issued a case management order setting out when document lists should be exchanged then ensure you are in contact with the other side **at least 2 or 3 weeks** before the Merits Hearing.

If you are preparing a bundle (whether joint or not), make sure you bring enough copies for everyone. If you want one for yourself, one for the other side, one for the witness table, between 1 and 3 for the Judge or panel (depending on if there are lay members on the panel) and a spare copy. In total, between 5 and 7 copies.

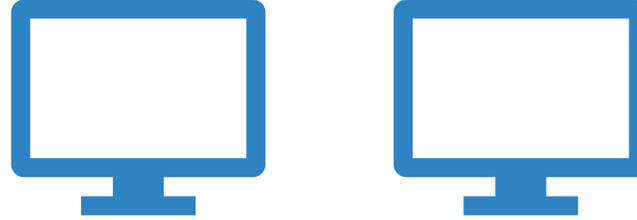
How Should the Bundle be Formatted?



Bundles also need to be marked up - meaning that each document needs a new number in chronological order - normally at the top of the page

In addition, every single page needs to be numbered, usually along the bottom.

Electronic Bundles



- At the time of writing, all Employment Tribunal cases are being heard online or virtually through an online video platform due to the COVID-19 crisis. It is usually up to each party to decide if they will use a paper copy of the bundle or an electronic bundle. The Tribunal may ask for an electronic bundle at the moment. Do not worry too much as the Respondent will prepare this usually. However you may need to find a way to scan documents to the Respondent's representative.
- One difficulty with an electronic bundle is it can be difficult to look at it while focussing on the screen during the video conference where the hearing is taking place. One solution is to have more than one screen/device to use for the hearing. For example, you could have one screen for the bundle and one for the hearing if you are computer literate. Or else make sure you find a way to print out the bundle in advance of the hearing so you can work from this if you find it easier.
- In the case management hearing the Judge will usually raise the issue of bundles and how they are to be arranged.
- If the Merits Hearing is held online, there is no need to print copies for anyone other than yourself. You would be emailing scanned copies of documents in advance either to the Respondent representative or to the Tribunal and the Respondent if they are unrepresented.