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| **ORDER** | **In the County Court at** | Case number: |
| <<{dateFormat($nowUTC ,‘d MMMM yyyy’)} >> | **<<courtName>>** | <<caseNumber>> |
|  |  |  |
|  | <<judgeNameTitle>> |  |
|  |  |  |
| Parties | << claimant1Name>> | <<claimantNum>> |
| <<cr\_{claimant2Name!=null}>> |  |  |
|  | << claimant2Name>> | Claimant 2 |
| <<er\_>> |  |  |
|  | << defendant1Name>> | <<defendantNum>> |
| <<cr\_{defendant2Name!=null}>> |  |  |
|  | << defendant2Name >> | Defendant 2 |
| <<er\_>> | | |
|  | | |

IT IS ORDERED THAT:

1. Where this Order, or any rule or practice direction, requires a party to file, serve or exchange a document which can be uploaded to the digital portal then the document must be uploaded to the digital portal (and need not separately be filed, served or exchanged).
2. This case is allocated to the multi-track.
3. A Costs and Case Management Conference is to be listed on the first available date after [insert number] days before a [Circuit] [District] Judge with an estimated length of hearing of [ ] hour [ ] /minutes (+ [ ] minutes pre-reading).
4. The Costs and Case Management Conference has been listed for further active case management by the Court and for approval of the parties’ costs budgets.
5. [The Costs and Case Management conference will be conducted remotely by [telephone] [video hearing]] [The Costs and Case Management Conference will not be conducted remotely].
6. All parties must ensure that they have complied with CPR 3.13 (filing and exchanging costs budgets and budget discussion reports) save that CPR 3.13(1)(a) is disapplied and all parties except litigants in person must file and exchange budgets in accordance with CPR 3.13(1)(b), namely not later than 21 days before the first case management conference.
7. The Claimant shall not less than 3 clear days before the hearing upload to the digital portal a bundle which must:
   1. have a file name containing the type of hearing (e.g. CCMC) and the words “hearing bundle”;
   2. include
      1. draft directions, preferably agreed, by all parties
      2. a chronology
      3. a case summary (limited to 500 words)
      4. a one page summary of the Precedents H of both parties to enable the judge to undertake a comparison of the total for each party of each phase of the litigation
      5. a breakdown of the pre-action and issue/pleadings costs included in the respective Forms H;
   3. be indexed, paginated and bookmarked. The pagination should start at page 1 for the first page of the bundle and must run sequentially thereafter;
   4. comply with paras 1-10 of the Court’s general guidance on electronic court bundles ([https://www.judiciary.uk/guidance-and-resources/general-guidance-on-electronic-court-bundles/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.judiciary.uk%2Fguidance-and-resources%2Fgeneral-guidance-on-electronic-court-bundles%2F&data=05%7C02%7CHHJ.Ivan.Ranson%40ejudiciary.net%7Ce4c12142f41a4a6025bc08dca1996ec5%7C723e45572f1743ed9e71f1beb253e546%7C0%7C0%7C638562927556680887%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=%2BtrtuqoWig9QAj86fRINpAINAhR9XgNSGmdnuYfI9Q0%3D&reserved=0)); and
   5. otherwise comply with the requirements of Civil Procedure Rules Practice Direction 32 paragraph 27.
8. If at the time for compliance with the above direction the claim is not proceeding in the digital portal, then instead of uploading a bundle to the digital portal it must be filed at court.
9. [The Claimant shall no less than 3 days before the hearing file at Court a paper version of the bundle in addition to any electronic bundle prepared in accordance with the above paragraphs]
10. [If the Claimant is unrepresented and the Defendant is legally represented, then the Defendant must, where applicable, comply with the requirements set out above in relation to the hearing bundle.]

**This Order has been made without hearing. Each party has the right to apply to have**

**this Order set aside or varied. Any such application must be received by the Court**

**(together with the appropriate fee) by 4pm on <<dateNowPlus7>>.**