|  |  |  |
| --- | --- | --- |
| **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 or serve 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).

<<cs\_{claimTrack=’Yes’}>>

1. <<trackAndComplexityBandText>>

<<es\_>>

1. A 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 [ ] /mins (+ [ ] minutes pre-reading).
2. The case management conference has been listed for further active case management by the Court.
3. [The case management conference will be conducted remotely by [telephone] [video hearing]] [The case management conference will not be conducted remotely].
4. At least 7 days before the case management conference the Claimant and Defendant must upload draft directions to the digital portal which should preferably be agreed.
5. At The claimant shall, not less than 3 clear days before the case management conference, upload to the digital portal a bundle, preferably agreed, which must:
   1. have a file name containing the type of hearing (e.g. CMC) and the words “hearing bundle”;
   2. include :
      1. draft directions
      2. a chronology
      3. a case summary (limited to 500 words) ;
   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.
6. If at the time for compliance with the above directions the claim is not proceeding in the digital portal, then instead of uploading a document or bundle to the digital portal it must be filed at court and, where required, served.
7. [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 directions]
8. [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>>.**