

This Cumbrian Local Practice Direction may be referred to in orders and other documents by the short form name CLPD4/2023

CUMBRIAN LOCAL PRACTICE DIRECTION 4/2023

Electronic Documents sent to the Court

APPLICATION AND AIM

1. This Cumbrian Local Practice Direction applies to all hearings in the Family Court in Cumbria. It sets out the format and labelling requirement for electronic documents sent to the court either directly or via the Family Law Portal ("FPL").
2. The aim of this CLPD is to standardise the format of documents submitted to the court, including file names so that electronic documents sent to the court are (a) easily identifiable and (b) can be filed in the appropriate electronic file (c) can be read by the court without any technical difficulties.

FILE FORMAT OF DOCUMENTS SENT TO COURT

3. All electronic documents, other than draft orders, sent to the Court must be in Portable Document Format ("PDF") with the file suffix ".pdf".
4. All major word processing packages, including MS Word, Apple Pages and Google Docs have the ability to save documents in PDF format.
5. In MS Word the function is found under "File" then "save a copy" and then selecting "PDF (*.pdf)" from the drop-down box.
6. In Apple Pages: Open the document, then choose File > Export To > [file format] (from the File menu at the top of your screen). Specify export settings: PDF.
7. In Google Docs the function can be found here: Go the File > Download > PDF.
8. A free PDF reader can be downloaded from <https://get.adobe.com/uk/reader/> and there are numerous other free and paid-for readers available for computers, tablets and laptops.
9. Pictures, plans and diagrams should also be sent as PDF documents.
10. Draft orders must be sent in MS Word compatible format and following the File Name protocol set out below.

FILE NAMES

11. Any document being sent to the Court must have a file name that follows the following format:

CASE NUMBER CASE NAME TYPE OF DOCUMENT DATE

12. The suffix ".pdf" will usually be added by the software used to save the document.

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13. Examples of the above would be:

CB20P00024 SMITH CSLA 12042021.pdf
 CA24C01234 JONES STMNTF 01112023.pdf
 CA21C04321 BAKER BUNDLE 18052023.pdf

14. The CASE NUMBER is the number of the main proceedings in the case. This will appear at the top of any orders produced by the Court.

15. The NAME of the case should be:

- a. In Public Law Proceedings ('care cases' or cases where the local authority is a party), the surname of the first respondent should be used; and
- b. In Private Law proceedings (issues between individual parents or family members) the surname of the applicant should be used.

16. The TYPE OF DOCUMENT should be in accordance with the abbreviations below, with the types of document being the first abbreviation and the party identifier of the party submitting the document being the second in accordance with the table below:

Type of Document	Abbreviation
Case Summary	CS
Skeleton Argument	SKEL
Statement	STMNT
Position Statement	PS
Photographs	PHOTO
Other Evidence	EVID
Report	REP
Expert report	EXP
Application	The number on the application form e.g. C100 or C2
Court Bundle	BUNDLE (no party identifier necessary)
Supplementary Bundle	SUPBND (no party identifier necessary)
ORDER	ORDER (no party identifier necessary)

Party Identifier	Abbreviation
Local Authority	LA
Mother (if only one in the case)	M
Father (if only one in the case)	F
Child or Children's Guardian	CG

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Applicant (if not local authority)	APP
First Respondent	1R
Second Respondent	2R
Third Respondent	3R
Intervenor	INT (or 1INT or 2INT as applicable)
Appellant	APL (or 1APL, 2PAL as applicable)

17. Accordingly, a case summary prepared by the applicant in a private law matter would be “CSAPP”. A position statement on behalf of a local authority in public law proceeding would be “PSLA” and skeleton argument submitted on behalf the second respondent in a case would be “SKEL2R”.
18. The date should be in the format DDMMYY i.e. 08112023 for 8th November 2023 or 17042022 for 17th April 2022.
19. The date for draft orders, bundles, case summaries, position statements and skeleton arguments should be the date of the hearing for which they are prepared.
20. The date for all other documents should be the date on the documents – either the date the document was signed e.g. a witness statement or the date the document was created. For example, a letter from a third party written on 3rd December 2021 being submitted as evidence on behalf of the mother in a case where the mother was the applicant and her surname is Smith, would have the following file name:

CA24P00024 SMITH EVIDM 03122021.pdf

PHOTOS, AUDIO AND VIDEO FILES

21. If possible, photographs should be submitted in PDF format. Any photographs, plans, diagrams or other such ‘non-text’ material must be in colour and reproduced as faithfully to any original or source material as possible.
22. Files that are in the format .mp3 or mp4 can usually be accessed by the court. Any other types of video or audio files should be verified with the court.
23. It is the responsibility of the party submitting evidence to the court to ensure that it is a format the court can access.

SECURITY

24. It is the responsibility of the party sending any document to the court by electronic means to ensure that it is sent in a way which is secure.
25. If a document is password protected, it is the responsibility of sending party to ensure that the Court has the correct password for the document.

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COURT BUNDLES

26. This CLPD should be read in conjunction with CLPD3/2023 (Court Bundles in the Cumbrian Family Court).

HHJ C Baker
Designated Family Judge for Cumbria
30th January 2023