

DOUGHTY STREET CHAMBERS

Protocol for Electronic Sharing of Documents

Doughty Street Chambers is committed to working efficiently and effectively with our clients to share information electronically. Not only does this serve to avoid duplication and confusion, but electronic bundles also provide an environmentally sound way for distributing papers and other case material. We are pleased to receive bundles electronically, and would ask for your assistance in ensuring they are managed effectively by meeting the standards set out in this document.

We are grateful to those people and organisations who have co-operated with us for our collective benefit to define the protocols below. We strongly encourage all our clients to adopt these protocols and to work with us in our constant bid to improve the service we offer.

Protocol

- Papers received by email should not exceed 500 pages. If papers are likely to exceed this limit, such as large bundles, please send these by share file. If you have any queries, please contact the relevant clerk to discuss.
- The maximum allowable size for email attachments received by Chambers is 50MB.
- Papers should be emailed in pdf format and should be titled with the name of the case and all relevant references/case numbers.
- All electronic documents should be fully indexed and searchable.
- Papers should be sent in a single document. Where this is not possible and papers are sent in a series of documents, those documents should be clearly sequentially numbered - e.g. Jones 1, Jones 2, Jones 3, etc.
- Papers should, as far as possible, (i) be in chronological order, (ii) be indexed (pagination is not necessary, but a list of documents included is essential), and (iii) if scanned, be clearly scanned so that the whole page is visible.
- All papers should be emailed to the barrister's clerk or should be cc'd to the clerk if sent directly to the barrister.
- If you have any queries, please do not hesitate to contact either Tom Street (t.street@doughtystreet.co.uk) or Sian Wilkins (s.wilkins@doughtystreet.co.uk).