

6.8 PAGINATION, INDEXING, BINDING AND GENERAL PREPARATION OF PAPERS

1. The plaintiff shall, not less than ten days prior to the date allocated for the hearing of the trial -
 - 1.1 collate, number consecutively and suitably bind all the pleadings relating to the trial as a separate bundle and ensure that they are in the court file;
 - 1.2 collate, number consecutively and suitably bind all the notices relating to the trial as a separate bundle and ensure that they are in the court file;
 - 1.3 collate, number consecutively and suitably bind all pleadings which were amended after delivery thereof;
 - 1.4 collate, number consecutively and suitably bind the pre-trial minute and all documents relating thereto;
 - 1.5 prepare and attach an index to the pleadings bundle, the notices bundle and the pre-amendment pleadings bundle and the pre-trial bundle respectively. The index must briefly describe each pleading, notice or document as a separate item.
2. In binding the pleadings, notices and documents, care must be taken to ensure that the method of binding does not hinder the turning of pages and the bundle should remain open without being held open.
3. The pleadings, notices and documents should not be bound in volumes of more than 120 pages.
4. The pleadings bundle must only contain the original pleadings (as amended, if applicable).
5. If a document or documents attached to the pleadings, or contained in the bundles as referred to in para 1, is or are
 - 5.1 in manuscript, or
 - 5.2 not readily legible

the plaintiff shall ensure that legible typed copies of the document or documents are provided.