



GUIDELINES FOR ACCEPTANCE OF INSTRUCTIONS BY EMAIL

- 1 St Ives Chambers welcomes instructions by email. These guidelines have been prepared to facilitate that process.

Security

- 2 Email is not a completely secure method of communication.
- 3 Where security is a concern consideration should be given to password protecting or encrypting files. Any password or encryption key should be supplied separately by post or telephone.
- 4 Where files have been encrypted or password protected it would assist if the sender could telephone Chambers to confirm that the file has been successfully opened by Chambers.
- 5 Chambers is able to send and receive secure email via the CJSM (Criminal Justice Secure eMail) network. If you wish to use this facility please contact the clerks. Users should be aware that this is a government operated network.

Content

- 6 It will be appreciated that when documents are emailed they have to be separated to enable them to be scanned. It is often not apparent when several documents are scanned then sent together, where one document ends and the next one starts or if pages have been missed. Furthermore it is not uncommon for only one side of a two-sided document to be scanned or for pages to become misaligned
- 7 If instructions are also being sent as hard copy this should be stated in the email as it may avoid the duplication of printing.
- 8 It would assist if all emailed instructions should include a list of contents. This will enable the recipient to check whether all pages have been received. This should include a page count.

Trial Bundles

- 9 Unless an electronic protocol is in place, such as those used by the Supreme Court or the Technology & Construction Court, trial bundles should **not** be sent and will not be accepted by email, unless otherwise agreed by the clerk
- 10 Attention is drawn to the requirements of the Practice Direction CPR 39 para 3.10 and the requirement that all bundles used by the parties should be identical. This cannot be complied with where different printers, dividers and bindings have been used.

Cost & Size

- 11 Where emails and attachments exceed 50 pages we reserve the right to charge 20p per page for each page over 50. Where colour printing is required a charge of 50p per page will be applied to every colour page after the first 10.