



**Birmingham Peoples
Centre**

Putting People First

Documents for the hearing

It will always be the case that there are going to be a number of documents that are relevant to your case. Both you and the other side will have to produce any documents that are relevant during the hearing. We have already outlined in our factsheet entitled Disclosure of Documents how each side deals with the exchange of documentation before the hearing.

For the hearing both sides and the judge will require a Bundle for the hearing. The bundle is a series of documents that are important for the case both from a claimant's perspective and a respondent. The bundle is usually organised and sent out by the respondent or their representative. The bundle will need to be indexed and be marked with individual page numbers on the bottom right hand side of the document. We have an example of a bundle index in the factsheet entitled the Bundle Index that you can download and use.

It is important that all documents that you wish to use as evidence or produce during the hearing are included in the bundle. If you go to the hearing and produce something that was not included in the bundle it is very likely that the judge will refuse to allow you to use that document as evidence during the hearing, this is also the case for the other side.



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