



محكمة قطر الدولية
ومركز تسوية المنازعات
QATAR INTERNATIONAL COURT
AND DISPUTE RESOLUTION CENTRE

Guidance on E-Bundles

1. E-Bundles must be provided in PDF format.
2. Consideration should be made as to the number of E-Bundles required; usually only 2 E-Bundles will be appropriate:
 - a. A hearing E-Bundle.
 - b. An authorities E-Bundle.

The Court may direct that additional E-Bundles be provided where appropriate, and a core E-Bundle might also be ordered of the documents that are likely to be referred to most frequently.

3. E-Bundles for hearings should contain all documents relevant to the hearing; the arrangement of the E-Bundles should be discussed with the Registrar; and it will usually be appropriate to arrange the contemporaneous documentation in chronological order.
4. The authorities E-Bundle must contain all of the legislation and caselaw referred to by the parties.
5. All E-Bundles, must, where the character of the document permits, be the subject of OCR (optical character recognition). This is the process which turns the document from a mere picture to one in which the text can be read as text so that the document becomes word-searchable, and words can be highlighted in the process of marking them up.
6. All documents should appear in portrait form. If an original document is in landscape form, it should be inserted so that it can be read with a 90-degree rotation clockwise. No document should appear upside down.
7. The default view for all pages should be 100%.
8. All pages in an E-Bundle must be numbered, and if possible, by computer-generated numbering, or at least in typed form (if added by a scanner). E-Bundles should not be numbered by hand. If computer-generated or typed, the number becomes machine-readable and can be located via a search. Again, if possible, the number should be preceded by a letter, whether the letter of the E-Bundle or not.

9. Pagination should not mask relevant detail on the original document.
10. Any scans of documents should not be greater than 300 dpi, in order to avoid slow scrolling or rendering.
11. No more than one copy of a document should be included in an E-Bundle, unless there is a good reason for doing so.
12. All significant documents and all sections in E-Bundles must be bookmarked, with an appropriate description as the bookmark. The bookmark should contain the page number of the relevant document.
13. An index or table of contents of the documents in the E-Bundle should be prepared and – if possible – must be hyperlinked to the pages or documents to which they refer.
14. When parties are transferring large files/E-Bundles to the Court, or where the Court is transmitting the same to parties, parties must follow the directions of the Registry as to the manner in which these files are to be transmitted.
15. It is the ultimate responsibility of the parties to ensure that E-Bundles ordered by the Court confirm to these requirements, and any specific requirements that the Court has ordered in a particular case. All E-Bundles should therefore be checked by both parties prior to final submission to ensure that there are no errors. The table of contents, in particular, must be checked to ensure that that it matches the pagination.
16. If there is any dispute between the parties as to the form or content of a E-Bundle, the decision of the Registrar is final.

Qatar International Court

April 2023

