

# Receiving an eBundle

---

*Court Registry Guide*

---



This guide is produced by Netmaster Solutions Ltd.

Netmaster Solutions Ltd  
Communications House  
26 York Street  
London  
W1U 6PZ

Telephone: 08447 705535  
email: [info@netmastersolutions.co.uk](mailto:info@netmastersolutions.co.uk)  
Website: [www.caselnes.co.uk](http://www.caselnes.co.uk)

CaseLines is a Netmaster Solutions Ltd product.

© *Netmaster Solutions Ltd, 2014*

## Contents

1.	Introduction .....	4
2.	Preparation Activities.....	5
	Register Judges and Individual Members of Court Staff.....	5
	Register a General Email Address.....	6
3.	Accepting an Individual eBundle .....	7
	Monitor the general email address to identify newly submitted eBundles.....	7
	Review the eBundle for 'First Look' Acceptability.....	7
	Add Access Rights to the eBundle for Members of the Court Staff.....	8
	Add Access Rights to Members of the Judiciary as Required.....	8
4.	Support.....	9

## 1. Introduction

This guide describes the method for accepting electronic bundles (eBundles) from court users who are using the CaseLines eBundle facility. It describes the practical steps and what you can expect to happen at each stage.

There are **two** preparation activities around the acceptance of eBundles by a court registry. These are:

1. Register judges and individual members of court staff who will be working with eBundles.
2. Register a general email address.

There are **four** specific activities that apply to the acceptance of an individual eBundle. These are:

1. Monitor the general email address to identify newly submitted eBundles
2. Review the eBundle for 'first look' acceptability
3. Add access rights to the eBundle for members of the court staff
4. Add access rights to members of the judiciary as required.

## 2. Preparation Activities

### Register Judges and Individual Members of Court Staff

Each judge and member of staff should register with the eBundle system. To do this follow these steps:

1. Go to [www.caselines.co.uk](http://www.caselines.co.uk)
2. Click on **Register** (top right)
3. Fill in your details. Use your work email address when asked.
4. Click on Submit to complete your registration.

**Register: Create a New CaseLines Account**

Please fill in all the fields.

**Account Information**

<i>Title (Mr, Mrs, ...)</i>	<input type="text"/>	<span style="color: red;">✖</span> Enter your title. For example: Mr, Mrs, Dr.
<i>First Name</i>	<input type="text"/>	<span style="color: red;">✖</span> Enter your first name.
<i>Last Name</i>	<input type="text"/>	<span style="color: red;">✖</span> Enter your last name.
<i>User Name</i>	<input type="text"/>	<span style="color: red;">✖</span> Enter a user name.
<i>Email Address</i>	<input type="text"/>	<span style="color: red;">✖</span> Please enter your email address.
<i>Password</i>	<input type="text"/>	<span style="color: red;">✖</span> Please enter the password you would like to use.
<input type="checkbox"/> Show Password: <small>&gt;Password should be at least 7 characters and contain an uppercase letter, a lower case letter and a number. For example: 'LondonBridge82'.</small>		
<i>Confirm Password</i> <input type="text"/> <span style="color: red;">✖</span> Please type the password again.		
<b>Data Protection</b> <small>Netmaster Solutions Ltd (the owner of the CaseLines facility) is committed to protecting your privacy. We will only use your information in accordance with the CaseLines <a href="#">Privacy Policy</a> and the CaseLines <a href="#">Terms and Conditions</a>.</small>		
<small>From time to time we may contact you by email, post or phone with details of special offers and promotions about products and services of interest to you or to help us improve our service through customer research. You can opt out of receiving CaseLines information by clicking the 'My Details' link and selecting 'Change' for 'Contact Preferences' when you are logged in.</small>		
<b>Terms and Conditions of Use</b> <small>To protect all our customers use of the CaseLines sites and services are governed by the <a href="#">Terms and Conditions of Use</a>.</small>		
<input type="checkbox"/> I have read and agree to be bound by the terms and conditions above. <span style="color: red;">✖</span> Please agree to the terms and conditions.		
<input type="button" value="Register"/> <span style="color: red;">✖</span> Please check your entries above.		

Figure 1: Register

### Register a General Email Address

Choose a general email address that can be used for the filing of eBundles with the court. Register a general user with the eBundle system using this general email address. An example of a general email address might be “ebundlefiling@courtnname.gov.uk”.

When asked by litigants, provide this email address for the purposes of filing the eBundle. The information to provide is:

- Name: eBundle
- Email: ebundlefiling@courtnname.gov.uk (for example)

### 3. Accepting an Individual eBundle

Monitor the general email address to identify newly submitted eBundles

During the working hours of the registry, monitor the general email address. When an eBundle is submitted to the registry you will see an email inviting you to access the eBundle.

The eBundle will relate to a hearing that has been organised at the court.

If the eBundle does not relate to a recognised hearing you should reply to the email accordingly.

If the eBundle does relate to a recognised hearing you should acknowledge receipt of the email by replying to the email.

Review the eBundle for ‘First Look’ Acceptability

In the eBundle email click on the link that takes you to the ‘Review Page’. Log in to the eBundle system when required using the general email address and designated password.

Review the content of the eBundle for ‘first look’ suitability. Respond to the email as appropriate.

### Add Access Rights to the eBundle for Members of the Court Staff

Access the eBundle by clicking on the link that takes you to the eBundle home page. To add other members of court staff to this eBundle follow these steps:

1. Click on **People**
2. Click on **Invite New Participant**
3. Enter the name of the other person (e.g. John Smith) and their email address (e.g. [john.smith@lawfirm.co.uk](mailto:john.smith@lawfirm.co.uk))
4. Choose the access options. For read-only access tick 'View Documents' and leave the other boxes unticked
5. Click on **Invite**.

Repeat these steps for each person who needs access to the eBundle.

### Add Access Rights to Members of the Judiciary as Required

Follow the previous steps for the judge (or judges) that need access to the eBundle.

Ensure that each judge has a copy of the 'Judge's Guide to using an eBundle'.

*Figure 2: Download the eBundle PDF*

## 4. Support

The CaseLines help line is available during UK working hours on 08447 705535. The line only costs 5p per minute and we will always help you finish your task as quickly as possible. Call us when you need help.

Alternatively email support on [help@caselines.co.uk](mailto:help@caselines.co.uk)

*This page is blank.*

*This page is blank.*



[www.caselines.co.uk](http://www.caselines.co.uk)

Help line: 08447 705535

[help@caselines.co.uk](mailto:help@caselines.co.uk)