

Using an eBundle

Judge's Guide



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1. Introduction

This guide describes the method for accessing eBundles filed at the court. It describes the practical steps and what you can expect to happen.

There is one preparation step. This is:

1. Register with the eBundle facility.

There is one access step. This is:

1. Log in to the eBundle facility and select the relevant eBundle.

There are a range of facilities available to you within the eBundle. The frequently used facilities are described in this guide.

2. Register with the eBundle Facility

Follow these steps to register with the eBundle facility:

1. Go to 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.

3. Log in and select the relevant eBundle

Follow these steps to log in and select the relevant eBundle:

1. Go to www.caselines.co.uk
2. Click on **View Case List** (top middle)
3. Click on **Go To Case**
4. Click on **Review**
5. Navigate the bundle using the index on the left and the 'ribbon bar' options at the top.

4. Frequently Used Facilities Available in the Court Room

After you have clicked on **Review** (see page 5) you are presented with an eBundle review page. On this page you can carry out a full review of the papers that have been presented in the eBundle.

You are able to:

1. Navigate the eBundle using the index on the left hand side.
2. Go directly to a bundle page number:
 - a. Click on **Notes** (top of web page)
 - b. Click on **Go to Page**
 - c. Type the bundle page number
 - d. Click on **Go to Page**.
3. Go to the previously viewed page:
 - a. Click on **Notes** (top of web page)
 - b. Click on **Previous Page**.
4. Recommend a page to the rest of the court:
 - a. Go to the page
 - b. Click on **Notes** (top of web page)
 - c. Click on **Display to Court**.

5. Add a note:

- a. Click on **Notes** (top of web page)
- b. Click on Choose Colour and choose a colour for the note
- c. Click on the type of note (box, text highlighting or freehand)
- d. Drag the mouse across the page holding down the left mouse button (or drag your finger across on a touch screen)
- e. Type in your note into the box
- f. Click on **Save**.

6. Share the note with others:

- a. Identify the note in the list of notes on the right hand side
- b. Click on **Edit**
- c. Select **Tightly** or **Widely Shared Comment** (tightly shared is for people with the same email address ending as yours, widely shared is for everyone)
- d. Click on **Save**.

5. 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



www.caselines.co.uk

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