

# List of Documents: Standard Disclosure

Notes:

- The rules relating to standard disclosure are contained in Part 31 of the Civil Procedure Rules.
- Documents to be included under standard disclosure are contained in Rule 31.6.
- A document has or will have been in your control if you have of have had possession, or a right of possession of it or a right to inspect or take copies of it.

|  |  |
|--|--|
| In the { MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_name } |  |
| Claim No.  | { MERGEFIELD TK_PICOURTDETS_tkCLAIMNO }  |
| Claimant<br>(Including ref)                          | { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }   |
| Defendant<br>(Including ref)                         | { IF { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1CONAME } = "" "{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1FORENAME } { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1SURNAME }" "{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1CONAME }" } |
| Date   | { FORMTEXT }   |

## Disclosure statement

I, the above named

{ FORMCHECKBOX } Claimant    { FORMCHECKBOX } Defendant

{  
FORMC  
HECKB  
OX }  
Party

(if party making disclosure is a company, firm or other organisation identify here who the person making the disclosure statement is and why he is the appropriate person to make it)

{ FORMTEXT }

state that I have carried out a reasonable and proportionate search to locate all the documents which I am required to disclose under the order made by the court on (date of order) { FORMTEXT }

{ FORMCHECKBOX } I did not search for documents:-

{ FORMCHECKBOX } pre-dating { FORMTEXT }

{ FORMCHECKBOX } located elsewhere than

{ FORMTEXT }

{ FORMCHECKBOX } in categories other than

{ FORMTEXT }

{ FORMCHECKBOX } for electronic documents

{ FORMCHECKBOX } I carried out a search for electronic documents contained on or created by the following:

(list what was searched and extent of search)

{ FORMTEXT }

{ FORMCHECKBOX } I did not search for the following:-

{ FORMCHECKBOX } documents created before { FORMTEXT }

documents contained on or created by the { FORMCHECKBOX } Claimant { FORMCHECKBOX } Defendant

{ FORMCHECKBOX } { FORMCHECKBOX } portable data storage media  
{ FORMCHECKBOX } PCs

{ FORMCHECKBOX } servers

{ FORMCHECKBOX } databases { FORMCHECKBOX } off-site storage

{ FORMCHECKBOX } { FORMCHECKBOX } laptops  
{ FORMCHECKBOX } back-up tapes

**{ FORMCHECKBOX } handheld devices**

{ FORMCHECKBOX } mobile phones

{ FORMCHECKBOX } notebooks

**{ FORMCHECKBOX } PDA devices**

documents contained on or created by the { FORMCHECKBOX } Claimant { FORMCHECKBOX } Defendant

{ FORMCHECKBOX } { FORMCHECKBOX } document files

**{ FORMCHECKBOX } mail files**

{ FORMCHECKBOX } web-based applications

{ FORMCHECKBOX } { FORMCHECKBOX } graphic and presentation files

**{ FORMCHECKBOX } calendar files**

{ FORMCHECKBOX } spreadsheet files

documents other than by reference to the following keyword(s)/concepts (delete if your search was not confined to specific keywords or concepts)

**{ FORMTEXT }**

I certify that I understand the duty of disclosure and to the best of my knowledge I have carried out that duty. I further certify that the list of documents set out in or attached to this form, is a complete list of all documents which are or have been in my control and which I am obliged under the order to disclose.

I understand that I must inform the court and the other parties immediately if any further document required to be disclosed by Rule 31.6 comes into my control at any time before the conclusion of the case.

{ FORMCHECKBOX } I have not permitted inspection of documents within the category or class documents (as set out

below) required to be disclosed under Rule 31(6)(b) or (c) on the grounds that to do so would be disproportionate to the issues in the case.

{ FORMTEXT }

Signed

(Claimant)(Defendant)(’s litigation friend)

Date

List and number here,  
in a convenient order,  
the documents (or  
bundles of documents if  
of the same nature, e.g.  
invoices) in your  
control, which you do  
not object to being  
inspected. Give a short  
description of each  
document or bundle so  
that it can be identified,  
and say if it is kept  
elsewhere i.e. with a  
bank or solicitor

I have control of the documents numbered and listed here. I do not object to you inspecting them/producing copies.

{ FORMTEXT }

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List and number here,  
as above, the  
documents in your  
control which you  
object to being  
inspected.  
(Rule 31.19)

I have control of the documents numbered and listed here, but I object to you inspecting them:

{ FORMTEXT }

Say what your  
objections are

I object to you inspecting these documents because:

{ FORMTEXT }

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List and number here,  
the documents you  
once had in your  
control, but which you  
no longer have. For  
each document listed,  
say when it was last in  
your control and where  
it is now.

I have had the documents numbered and listed below, but they are no longer in my control.

{ FORMTEXT }

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