

Make a court bundle

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A bundle gathers a matter's documents in the order the court wants, in lettered sections, with an index at the front. You can change it and make it again as often as you need.

Before you start

An admin switches on the **Legal practice** pack first.

1 Pick the documents

Go to **Matters**

Open the matter, press **Open** beside **Documents**, tick the documents you want and press **Make a court bundle**.

Or press **New bundle** under **Court bundles**, give it a title and press **Start it**.

2 Give it a title

Change the **Title** at the top, like "Hearing bundle, 14 November".

3 Arrange the sections

Name each section, and press **Add a section** for another. Add documents to a section from the list under it.

4 Put the documents in order

Use **Up** and **Down** to move a document, or **Remove** to take it out, then press **Save**.

5 Make the PDF

Press **Make the bundle PDF**. The bundle shows how many pages it has after the index, and **Open the last one made** opens it.

If you change it, press **Save** and make it again.

If something goes wrong

Make the bundle PDF is greyed out.

Save your changes first, and make sure the bundle has at least one document in it.