

## SOLICITORS DISCIPLINARY TRIBUNAL

### CASELINES GUIDANCE FOR PARTIES AND THEIR REPRESENTATIVES

#### **What is Caselines?**

1. Caselines is a secure digital court platform with a cloud-based evidence management system for the effective preparation and presentation of trial evidence, replacing paper hearing bundles in lever arch files with electronic bundles.
2. Caselines will be used at the Tribunal with effect from April 2019 for all hearings listed at the Tribunal which are deemed suitable. 'Hearings' includes all appearances before the Tribunal whether for Case Management or Substantive.

#### **How does it work?**

3. Evidence documents are uploaded to a Master Bundle which automatically paginates the bundle and presents the documents as if they were in a paper bundle which can then be accessed on any device with an internet connection, in court, at home or even while travelling.
4. The following is intended to give guidance to parties and their representatives and should be read in conjunction with the "Protocol for the production and use of electronic bundles using the "Caselines" system" and the Caselines User Guide for Parties and Advocates.

#### **What do I need to do?**

5. Parties and their representatives will be invited to the case on Caselines once the case has been issued. If you have not used Caselines before you will need to register and set up a username, which can be your email address, and a password. Once registered you will need to log on to the Caselines site <https://solicitortribunal.caselines.co.uk> to access your case.
6. Caselines can be accessed from any device with an internet connection. It is advisable that you do not save your username and password to any device, unless the device is for your personal use only to which no one else has access, and that you log out after you have finished using the site.
7. Once you have been invited to the case on Caselines you may upload your documentation to the relevant section of the Master Bundle.
8. Parties will not be required to file hard copies of documents at the Tribunal, documents may be emailed to the Tribunals Enquiries mailbox whereupon Tribunal Staff will acknowledge receipt.
9. Parties will still be required to serve documents on the other parties.
10. Only the parties, their representatives and Tribunal Staff have access to the Master Bundle where all documentation in the case is stored.

11. A separate Hearing Bundle must be prepared for each hearing and all documentation relevant to the hearing selected from the Master Bundle and added to the Hearing Bundle. The Hearing Bundle will be created by Tribunal Staff and will be appropriately named so as to properly identify the hearing to which it relates, for example, "Case Management Hearing 06.03.2019".
12. It is the responsibility of the party in the position of Applicant or Appellant at the hearing or, if that person is unrepresented, the first listed Respondent who is represented ("the Bundle Owner") to select all documents from the Master Bundle to be included in the Hearing Bundle as are necessary for the hearing. Not all documents in the Master Bundle will be necessary for every hearing. The Hearing Bundle is the Bundle to which the Tribunal Members and Clerk will be invited and which will be used during the Tribunal Hearing.
13. It is the responsibility of the Parties to give anyone invited by them to the case access to the Hearing Bundle if required. Access to the Hearing Bundle is not automatic and has to be given every time a Hearing Bundle is created.
14. You will be notified by email whenever changes are made to your case on Caselines, for example, when new documents are uploaded or where you are invited to a hearing bundle. If you are uploading documents to Caselines, it is advisable to go to the index page to check the documents you have uploaded appear in the bundle.