

**IN THE HIGH COURT OF JUSTICE
BUSINESS AND PROPERTY COURTS IN LEEDS
INSOLVENCY AND COMPANIES LIST (ChD)**



CR-2022-LDS-000923

IN THE MATTER OF THE GOOD BOX CO LABS LTD

**HIS HONOUR JUDGE-DAVIS KC – SITTING AS A JUDGE OF THE HIGH COURT
24 NOVEMBER**

BETWEEN:-

NGI Systems & Solutions Limited

Claimant

and

The Good Box Co Labs Ltd (IN ADMINISTRATION) Defendant

NOTICE OF HEARING

UPON considering the papers on the court file

IT IS ORDERED that:

The case is listed for a Hearing on **21 December 2022 at 10:30 am with a time estimate of 1 day** at the **Leeds Combined Court Centre, The Courthouse, 1 Oxford Row, Leeds LS1 3BG.**

- 1. This is a FACE-TO-FACE hearing. You must attend the court building for the hearing.**

Documents for the hearing

- The party responsible for preparing a hearing bundle is the Claimant / Applicant if they are legally represented. If the Claimant / Applicant is not legally represented and the Defendant / Respondent is, the responsibility for preparing the hearing bundle lies with the Defendant / Respondent. If no party is legally represented there is no requirement for any party to prepare a hearing bundle.

The court may vacate the hearing or impose costs sanctions on the responsible party if no bundle is filed or if the bundle does not comply with the requirements of this order.

- Unless the court directs otherwise the responsible party shall prepare an **electronic** hearing bundle in accordance with the 'General guidance on electronic court bundles' found here: <https://www.judiciary.uk/announcements/general-guidance-on-electronic-court-bundles/>.

4. **At a minimum** the bundle should include a hyperlinked index, bookmarked sections and printed pagination which matches the digital pdf number for each page.
The contents of the bundle should be agreed where possible and it should contain:
a case summary
a list of issues to be determined at the hearing
a draft order
only those documents which are essential for the court to determine the issues before it that day.
5. **Not less than 5 working days before the hearing** the responsible party shall deliver the bundle to all other parties.
6. **Not less than 3 working days before the hearing** the responsible party shall deliver the bundle to the court*, with a copy of the draft order in Word format (or equivalent), by email to bpc.leeds@justice.gov.uk. The subject line of the email must contain the case details in the following order: case number, parties' names, date and time of the hearing (e.g. A00LS123 AAAAAA v BBBBBB 01/01/2022 10am).
7. **Not less than 1 working day before the hearing** all skeleton arguments must be served and filed electronically as a Word attachment to an email to BPC.Leeds.Skeletons@justice.gov.uk as well as (where applicable) being uploaded to CE File.
8. **Not less than 1 working day before the hearing** the responsible party An electronic authorities bundle must:
- 8.1 only contain essential authorities;
 - 8.2 be a single PDF;
 - 8.3 be fully bookmarked;
 - 8.4 if convenient, have a hyperlinked index;
 - 8.5 be prepared so that the default view when a document is opened is 100%;
 - 8.6 display pages so that none need to be rotated in order to be read;
 - 8.7 have had OCR applied to it so that it can be searched and edited; and
 - 8.8 where possible, contain a pdf of the relevant law report in the form it appears in the hard bound version of the law report in question.
 - 8.9 be given an electronic file name that identifies it with the relevant case by including at the start the parties' names in short form and the case number: eg. "Auths.Salmon v Trout CR-LDS-2015-00032"

**Note on electronic filing of bundles*

CE-File: If the hearing bundle is 50MB or less it should be uploaded to CE-File. For bundles larger than 50MB consideration should be given to splitting the bundle if it can be done conveniently. When using CE-File the 'File Description' box should be used to give details of the document uploaded and the hearing date in order to alert staff e.g. "Bundle for hearing on [insert hearing date]".

HMCTS Document Upload Centre: This service enables PDF hearing bundles (only) to be uploaded so that the court may access them. This is an invitation-only service so arrangements must be made with the court to access it well in advance. You will be required to provide an email address to the court office for login purposes. An invitation will be sent to the email address provided and a separate pin, which you will need to gain access to the service and allow you to upload your documents. You may upload single or multiple documents as well as a folder. There is no limit on volume or size and the speed of transfer will be dependent on internet connection upload speeds. For further details and a guide please contact the court staff.