

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 or have had possession, or a right of possession, of it **or** a right to inspect or take copies of it.

In the	
Claim No.	
Claimant (including ref)	
Defendant (including ref)	
Date	

Disclosure Statement

I, the above named

☐ Claimant ☐ Defendant

☐ 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)

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)

☐ I did not search for documents:-

☐ pre-dating

☐ located elsewhere than

☐ in categories other than

☐ for electronic documents

☐ I did carried out a search for electronic documents contained on or created by the following:
(list what was searched and extent of search)

☐ I did not search for the following:-

☐ documents created before

documents contained on or created by the ☐ Claimant ☐ Defendant

- | | |
|--|--|
| <input type="checkbox"/> PCs | <input type="checkbox"/> portable data storage media |
| <input type="checkbox"/> databases | <input type="checkbox"/> servers |
| <input type="checkbox"/> back-up tapes | <input type="checkbox"/> off-site storage |
| <input type="checkbox"/> mobile phones | <input type="checkbox"/> laptops |
| <input type="checkbox"/> notebooks | <input type="checkbox"/> handheld devices |
| <input type="checkbox"/> PDA devices | |

documents contained on or created by the ☐ Claimant ☐ Defendant

- | | |
|--|---|
| <input type="checkbox"/> mail files | <input type="checkbox"/> document files |
| <input type="checkbox"/> calendar files | <input type="checkbox"/> web-based applications |
| <input type="checkbox"/> spreadsheet files | <input type="checkbox"/> graphic and presentation files |

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

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.

☐ I have not permitted inspection of documents within the category or class of 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.

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.

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:

Say what your objections are

I object to you inspecting these documents because:

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.

Intentionally left blank