FILING INSTRUCTIONS

RELEASE 12

Below are the filing instructions for Release 12. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 11 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit the subscriber information page at *www.sweetandmaxwell.co.uk.*

	Remove old pages	***Insert new pages***
Preliminary pages		
	Title pages i – iv	Title pages i – iv
Table of contents		
	Contents 9 – 16	Contents 9 – 16
	Contents 21 – 22	Contents 21 – 22
	Contents 25 – 26	Contents 25 – 26
2. Funding		
** Including intermediary stroke pages*	2012/1 – 2016*	2012/1 – 2016
3. Limitation		
	3005 – 3008	3005 – 3008/2
4. Parties and Capacity		
	4001 – 4006	4001 – 4006/2
	4017 – 4022/2	4017 – 4022/2
	4031 – 4042	4031 – 4042/2
5. Pre-Action Protocol		
** Including intermediary stroke pages*	5005 – 5012/4*	5005 – 5012/8
9. Service of Claim Forms and Extension of Time		
	9001 – 9002	9001 – 9002
	9003 – 9004	9003 – 9004
	9009 – 9014	9009 – 9014

	Remove old pages	*Insert new pages*
10. Defendants Statements of Case		
	10001 – 10002	10001 – 10002
** Including intermediary stroke pages*	10007 – 10010/2	10007 – 10010/2
11. Amdending Statements of Case		
	11001 – 11004/2	11001 – 11004/2
	11007 – 11008	11007 – 110010
15. Fast-Track Case Management		
	15013 – 15014	15013 – 15014
17. Default and Summary Judgment		
	17002/1 – 17006/2	17003 – 17006/2
	17011 – 17016/2	17011 – 17016/2
18. Striking Out and Relief from Sanctions		
	18001– 18002	18001– 18002
	18014/1– 18014/2	18014/1– 18014/2
19. Interim Payments		
** Including intermediary stroke pages*	19005 – 19012/2	19005 – 19012/4
23. Expert Evidence		
** Including intermediary stroke pages*	23011 – 23014/4*	23011 – 23014/2
	23017 – 23022/2	23017 – 23022/2
	23024/3 – 23024/4	23024/3 – 23024/4
24. Videos		
	24009 – 240010	24009 – 240010
25. Part 36 Offers and Payments		
	25001 – 25006/2	25001 – 25006/2
	25009 – 25010	25009 – 25010
27. Settlements		
	27003 – 27004	27003 – 27004
29. Costs		
	29001 – 29002/2	29001 – 29002/2
	29007 – 29008	29007 – 29008/2
	29015 – 29016/2	29015 – 29016/2
30. Appeals		
	30027 – 30030/2	30027 – 30030/2

31. Enforcement		
	31007 – 31008/2	31007 – 31008/2
	Remove old pages	***Insert new pages***
32. Periodical Payment Orders and Managing Awards		
** Including intermediary stroke pages*	32001 – 32010/2*	32001 – 32010/2
33. Fatal Accidents		
	33001 – 33002	33001 – 33002
	33005 – 33008/4	33005 – 33008/4
	33009 – 33010/2	33009 – 33010/2
	33049 – 33064	33049 – 33062
34. Industrial Diseases		
	34006/1 – 34006/2	34006/1 – 34006/2/2
	34007 – 34008	34007 – 34008/4
	34015 – 34016/2	34015 – 34016/2
36. Group Actions		
	36003 – 36004	36003 – 36004
38. MIB Claims		
	38007 – 38010/2	38007 – 38010/2
40. Ethical Issues		
	40011 – 40014/0/2	40011 – 40014/0/2
42. Dishonest Claims		
** Including intermediary stroke pages*	42001 – 42012/2*	42001 – 42012/2
	42017 – 42022	42017 – 42024
Service Information		
	Filing Instructions 1 – 4	Filing Instructions 1 – 4
	Checklist 1 – 8	Checklist 1 – 8
	Service Information 1 – 4	Service Information 1– 4
	Missing Pages Request Form	Missing Pages Request Form
Tables		
	—	Supplementary Cases 1 – 4
	—	Supplementary Statutes 1 – 2
	—	SIs 1 – 2
	—	Supplementary Rules 1 – 2
Index		
	—	Supplementary Index 1 – 2