

FILING INSTRUCTIONS

RELEASE 192

Below are the filing instructions for Release 192 of the *Encyclopedia of Housing Law and Practice*. 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 191 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.

Looseleaf Contents Move

Due to increasing space constraints in Volume 5, certain content needs to be moved to Volume 4 to allow for the new material in this release to fit into the binders correctly. Please ensure you make the following move of material **before** filing this release:

Volume 5: please move the following pages to appear at the end of Volume 4, immediately after page 41026:

- Pages 41043 to 41354/294 (excluding pages i to xii).

Please see the checklist for this release for confirmation of all the pages which should be contained in each of the binders.

VOLUME 1

Remove old pages

Insert new pages

Preliminary pages

Filing Instructions 1 – 4
Checklist 1 – 14

Filing Instructions 1 – 4
Checklist 1 – 14

Service Information

Release Bulletin [RB1] to [RB6]
Service Information 1 – 8
Missing Pages Request Form
Title Page

Release Bulletin [RB1] to [RB6]
Service Information 1 – 8
Missing Pages Request Form
Title Page

| | <i>Remove old pages</i> | <i>Insert new pages</i> |
|--|--|--|
| Key Issues | | |
| | K/7 – K/10 U/1 – U/4 | K/7 – K/10 U/1 – U/6 |
| Principal Housing Acts | | |
| | 10059 – 10060 10159 – 10160 10163 – 10164* | 10059 – 10060 10159 – 10160 10163 – 10164 |
| <i>*Do not remove pages 10164/1 – 10164/10</i> | | |
| | 10792/1 – 10806 10919 – 10926/2 10945 – 10946 11324/1 – 11326* | 10793 – 10806/4 10919 – 10926/2 10945 – 10946/2 11325 – 11326/2 |
| <i>* Including all stroke pages</i> | | |
| | 11509 – 11510 11519 – 11526* | 11509 – 11510/2 11519 – 11526/4 |
| <i>* Including all stroke pages</i> | | |
| | 11539 – 11540 11575 – 11578 11588/1 – 11594 11624/1 – 11630/2/2 11630/13 – 11630/16 11630/49 – 11630/50 | 11539 – 11540/2 11575 – 11578/2 11589 – 11594/2 11625 – 11630/2/4 11630/13 – 11630/16/2 11630/49 – 11630/50 |

You have now finished filing Volume 1

VOLUME 2

| | <i>Remove old pages</i> | <i>Insert new pages</i> |
|--------------------------------------|------------------------------|-------------------------------|
| Principal Housing Acts, cont. | | |
| <i>* Including all stroke pages</i> | 11860/202/71 – 11860/202/76* | 11860/202/71 – 11860/202/76/2 |
| Principal Rent Acts | | |
| | 12081 – 12092/2 | 12081 – 12092/6 |

You have now finished filing Volume 2

VOLUME 3

| | <i>Remove old pages</i> | <i>Insert new pages</i> |
|-------------------|-------------------------|-------------------------|
| Other Acts | | |
| | 20549 – 20554 | 20549 – 20554 |
| | 20755 – 20756 | 20755 – 20756 |
| | 20807 – 20808 | 20807 – 20808 |
| | 20821 – 20822 | 20821 – 20822/2 |
| | 21073 – 21074 | 21073 – 21074/2 |
| | 21211 – 21212 | 21211 – 21212/2 |
| | 21342/15 – 21342/18 | 21342/15 – 21342/18 |
| | 21342/25 – 21342/28 | 21342/25 – 21342/28 |

You have now finished filing Volume 3

VOLUME 4

| | <i>Remove old pages</i> | <i>Insert new pages</i> |
|--|-------------------------|-------------------------|
| Civil Procedure Rules | | |
| | 60001 – 60022/10 | 60001 – 60022/20 |
| | 60023 – 60030 | 60023 – 60030/14 |
| <i>* Including all stroke pages</i> | 60031 – 60052* | 60031 – 60052/8 |
| | 60057 – 60066 | 60057 – 60060 |
| | 60075 – 60076 | 60075 – 60076/8 |
| <i>* Including all stroke pages</i> | 60133 – 60160* | 60133 – 60134 |
| | 60166/1 – 60166/2 | 60166/1 – 60166/30 |
| Statutory Instruments from 1995 | | |
| | 4/xiii – 4/xiv | 4/xiii – 4/xvi |
| <i>* Including all stroke pages</i> | 40775 – 40820* | 40775 – 40798 |

You have now finished filing Volume 4

VOLUME 5

| | <i>Remove old pages</i> | <i>Insert new pages</i> |
|---|-------------------------|-------------------------|
| Statutory Instruments from 1995, cont. | | |
| | i – xii | i – viii |
| | 41354/905 – 41354/910 | 41354/905 – 41354/910/2 |
| Selected Circulars, Guidance Notes, etc. | | |
| | 51481 – 51482 | 51481 – 51524 |

You have now finished filing Volume 5

TABLES & INDEX

| | <i>Remove old pages</i> | <i>Insert new pages</i> |
|--|--|------------------------------|
| Tables | | |
| | [*Please insert each supplementary table before the relevant main table] | |
| Statutes | — | Supplementary Statutes 1 – 2 |
| Statutory Instruments | — | Supplementary SIs 1 – 4 |
| Government Circulars and Guidance Notes | 17 – 18 | 17 – 20 |
| Cases | — | Supplementary Cases 1 – 4 |
| Index | — | Supplementary Index 1 – 4 |

You have now finished filing the Tables & Index