

# FILING INSTRUCTIONS

## RELEASE 20

Below are the filing instructions for Release 20 of *Best Value*. 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 19 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 <http://www.sweetandmaxwell.co.uk/catalogue/looseleafs>.

## VOLUME 1

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Preliminary pages</b>		
	Filing Instructions 1–4	Filing Instructions 1–4
	Checklist 1–4	Checklist 1–4
	Title page	Title page
	SI/1–SI/2	—
	Missing Pages Request Form	Missing Pages Request Form
<b>Contents</b>		
	Contents/1–Contents/2	Contents/1–Contents/2
	Contents/11–Contents/12	Contents/11–Contents/12
	Contents/15–Contents/16	Contents/15–Contents/16
	Contents/19–Contents/26	Contents/19–Contents/26
<b>Bulletin</b>		
<i>*insert after Bulletin 19</i>	—	BULL0075–BULL0078*
<b>Introduction</b>		
<i>*entire Introduction is replaced</i>	INT001–INT008 *	INT001–INT006
<b>Tables</b>		
<b>Table of Cases</b>	1–4	1–4
<b>Table of Statutes</b>	1–18	1–10
<b>Table of SIs</b>	1–6	1–6

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Table of European Legislation</b>	1-2	1-2
<b>Table of International Treaties and Conventions</b>	—	1-2*
<i>*note: the Table of International Treaties and Conventions will be moved here</i>		
<b>Table of Bills</b>	1-2	1-2
<b>Table of Figures</b>	1-4	1-2
<b>Table of International Treaties and Conventions</b>	1-2	—
<b>Section A</b>		
<b>Chapter A1</b> <i>*entire chapter replaced</i>	A1001–A1028*	A1001–A1028
<b>Section B</b>		
<b>Chapter B5</b>	B5007–B5010	B5007–B5010
<b>Section D</b>		
<b>Chapter D4</b>	D4009–D4016	D4009–D4016
<b>Chapter D5</b>	D5007–D5008 D5011–D5012	D5007–D5008 D5011–D5012
<b>Section F</b>		
<b>Chapter F1</b> <i>*entire chapter replaced</i>	F1001–F1006*	F1001–F1008
<b>Section G</b>		
<i>*title page replaced</i>	Section G title page*	Section G title page
<b>Chapter G1</b> <i>*entire chapter replaced</i>	G1001–G1006*	G1001–G1002
<b>Chapter G2</b>	G2001–G2002	G2001–G2002
<b>Chapter G3</b> <i>*entire chapter replaced</i>	G3001–G3016*	G3001–G3006
<b>Chapter G4</b> <i>*new chapter to follow on from page G3006</i>	—	G4001–G4006*

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Section I</b>		
<b>Chapter 14</b>	I4013–I4014	I4013–I4014
<b>Chapter 18</b> <i>*entire chapter replaced</i>	I8001–I8020*	I8001–I8006
<b>Chapter 19</b> <i>* title page removed</i>	I9001–I9002*	—
<b>Chapter 10</b> <i>* title page removed</i>	I10001–I1002*	—

**You have now finished filing Volume 1**

## VOLUME 2

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Appendices</b>		
<b>Contents page</b>	APP CONTENTS 1– APP CONTENTS 4	APP CONTENTS 1– APP CONTENTS 4
<b>Appendix 1</b>	1–2 APP1061–APP1090 APP1101–APP1106	1–2 APP1061–APP1092 APP1101–APP1112
<b>Appendix 2</b>	1–2	1–2
<b>Appendix 4</b>	1–2	1–2
<b>Appendix 5</b>	1–2 5001–5002	1–2 5001–5002
<b>Appendix 8</b>	1–2	1–2
<b>Index</b>		
<b>Supp Index</b> <i>*remove Supplementary Index</i>	Supplementary Index 1– Supplementary Index 4*	—
<b>Index</b> <i>*entire Index replaced</i>	Index 1–Index 32	Index 1–Index 32*

**You have now finished filing Volume 2**

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