

# FILING INSTRUCTIONS

## RELEASE 13

Below are the filing instructions for Release 13. 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 12 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](http://www.sweetandmaxwell.co.uk).

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Preliminary pages</b>	Title pages i – iv	Title pages i – iv
<b>2. Funding</b> <i>* Including intermediary stroke pages</i>	2012/1 – 2018*	2012/1 – 2018
<b>4. Parties and Capacity</b>	4019 – 4020 4025 – 4026 4031 – 4034 4039 – 4054 4059 – 4060	4019 – 4020/2 4025 – 4026 4031 – 4034/2 4039 – 4054/2 4059 – 4060
<b>5. Pre-Action Protocol</b> <i>* Including intermediary stroke pages</i>	5009 – 5010  5019 – 5020	5009 – 5010/2  5019 – 5020
<b>8. Provisional Damages</b>	8013 – 8014	8013 – 8014/2
<b>9. Service of Claim Forms and Extension of Time</b>	9005 – 9006	9005 – 9006
<b>11. Amending Statements of Case</b>	11001 – 11004/2 11007 – 11008	11001 – 11004/2 11007 – 11008/2

**15. Fast-Track Case Management**

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**18. Striking Out and Relief from Sanctions**

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* Including intermediary stroke pages 18016/1 – 18018*	18016/1 – 18018
18027 – 18028	18027 – 18028

**19. Interim Payments**

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**20. Disclosure**

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20019 – 20022	20019 – 20022/2

**21. Medical Records**

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**22. Witness Statements and Summonses**

22005 – 22008	22005 – 22008/2
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**23. Expert Evidence**

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23024/3 – 23024/4	23024/3 – 23024/4

**25. Part 36 Offers and Payments**

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25009 – 25012/2	25009 – 25012/2

**27. Settlements**

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**28. Trials**

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**29. Costs**

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* Including intermediary stroke pages 29011 – 29014*	29011 – 29014
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**32. Periodical Payment Orders and Managing Awards**

* Including intermediary stroke pages 32003 – 32010/2*	32003 – 32010/2
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* Including intermediary stroke pages 32023 – 32024/6*	32023 – 32024/6

**34. Industrial Diseases**

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<b>38. MIB Claims</b>	38009 – 38010/2	38009 – 38010/2
<b>39. Rehabilitation</b>	39001 – 39038*	39001 – 39016
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<b>41. Low Velocity and Traffic Collisions</b>	41007 – 41010 41015 – 41016/2	41007 – 41010/2 41015 – 41016/2
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