



# Court bundling services for busy lawyers

## How does it work?

We use Zylpha software to compile, index and paginate your court bundle into a PDF document. Send us your items in any format (Outlook items, Word, Excel, PDF, images) along with an Index and we will take care of the rest.

## How long does it take?

Quite often it's possible to download, collate, index and produce a PDF of a small bundle (35 items) within an hour.

Many factors can affect the time needed to produce a bundle, including the file size of the items, file type and number of pages. Consideration must also be given to the time taken to transfer and download your files.

As a rough guide, we can process 35 items per hour. Extra time must be allowed if there are significant additions or changes to the bundle, or if the documents are particularly large.

## How are the files transferred?

We recommend using **OneDrive** or **SharePoint** to share your files with us as it is the most secure and efficient way of transferring files and the final PDF. You can also use **WeTransfer**. We can share a link from our secure site to give you access to your completed bundles.

Please share your files with our team at [pa@bluebird.services](mailto:pa@bluebird.services) in all cases.

## Does file size matter?

You do not need to convert files before sending to us. But some formats will affect the preparation time. Individual files exceeding 50mb will be adjusted to enable us to upload them to the platform. Please advise if any of the following are present:

**Excel spreadsheets** – these will need to be formatted for A4 portrait to be readable in the PDF bundle. Please advise us if your bundle contains Excel spreadsheets.

**Images** – images may be large, impacting download time and transfer of the finalised bundle.

**Technical drawings** – these are a very large file size and, again, will incur extra time in making any formatting changes we need to make to fit into the bundle.

**PDF documents** – very large PDF documents will need to be split into parts.

## Can I send my files in batches?

Absolutely. In fact, sending batches of documents – rather than waiting to send everything at once – gives us more time to prepare the bundle.



### **Do I need to send an Index?**

Yes. Your Index is key to the preparation of the bundle as it will be compiled following exactly the names and dates listed in your Index.

An Index will also give us an idea of the amount of time it will take to prepare.

### **What will I get back?**

You will receive a PDF document containing a hyperlinked Index to match the one you send to us. The hyperlink allows you to navigate through the bundle to find the document that you need with the click of a mouse.

Pagination will be A-1, A-2 and B-1, B-2 etc., and the pagination can be aligned left, right or centre.

We can prepare your bundle with separator pages if it needs to be printed but an e-bundle is designed to be produced in electronic format.

### **How much notice do you need?**

Your deadline is crucial for the court and for your client's case. For that reason, we ask for as much notice as possible to allow us to prepare an accurate work product and so that you can make amendments or replace documents if you need to.

We suggest a minimum of 3 days' notice.

Large and complex court cases require multiple bundles and we will be able to give you a broad estimate of timing and the number of bundles only once we see the items.

### **How much does it cost?**

The Zylpha application incurs a charge of **£45** per bundle. If there are a large number of items, more than one bundle will be needed and we will advise you as best we can of what we expect.

In addition, our charge is **£32** per hour to prepare your bundle. All of our charges are exclusive of VAT.

### **Need to know anything else?**

Please get in touch with us if you have any questions or specific.