

# List of documents: standard disclosure

## Notes:

- The rules relating to standard disclosure are contained in Part 31 of the Civil Procedure Rules and Section E of the Circuit Commercial Court Guide.
- Documents to be included under standard disclosure are contained in Rule 31.6
- A document has or will have been in your control if you have or have had possession, or a right of possession, of it **or** a right to inspect or take copies of it.

<b>In the High Court of Justice Business and Property Courts of England and Wales London Circuit Commercial Court (QBD)</b>	
<b>Claim No.</b>	
<b>Claimant(s)</b> <small>(including ref)</small>	
<b>Defendant(s)</b> <small>(including ref)</small>	
<b>Date</b>	
<b>Party returning this form</b>	

## Disclosure Statement of (Claimant)(Defendant)

1. (I/We), (name(s)) state that (I/we) have carried out a reasonable search to locate all the documents which  
(I am or  here name the party is)

required to disclose under (the order made by the court or the agreement in writing made between the  
parties on) (insert date)

2. The extent of the search that (I/we) made to locate documents that

(I am or  here name the party is)

required to disclose was as follows:

3. (I/We) limited the search in the following respects:-

I did not search for documents:-

pre-dating

located elsewhere than

in categories other than

for electronic documents

I carried out a search for electronic documents contained on or created by the following:  
(list what was searched and extent of search)

I did not search for the following:-

documents created before

documents contained on or created by the  Claimant  Defendant

- |  |  |
|--|--|
| <input type="checkbox"/> PCs           | <input type="checkbox"/> portable data storage media |
| <input type="checkbox"/> databases     | <input type="checkbox"/> servers                     |
| <input type="checkbox"/> back-up tapes | <input type="checkbox"/> off-site storage            |
| <input type="checkbox"/> mobile phones | <input type="checkbox"/> laptops                     |
| <input type="checkbox"/> notebooks     | <input type="checkbox"/> handheld devices            |
| <input type="checkbox"/> PDA devices   |  |

documents contained on or created by the  Claimant  Defendant

- |  |   |
|--|---|
| <input type="checkbox"/> mail files        | <input type="checkbox"/> document files                 |
| <input type="checkbox"/> calendar files    | <input type="checkbox"/> web-based applications         |
| <input type="checkbox"/> spreadsheet files | <input type="checkbox"/> graphic and presentation files |

documents other than by reference to the following keyword(s)/concepts  
(delete if your search was not confined to specific keywords or concepts)

4. The facts considered in arriving at the decision that it was reasonable to limit the search in the respects identified above were as follows

*(the facts must be set out in detail: see paragraph E3.6 of the Circuit Commercial Court Guide):*

5. (I/We) certify that (I/we) understand the duty of disclosure and to the best of (my/our) knowledge

(I have or  *here name the party has*)

carried out that duty. (I/We) further certify that the list above is a complete list of all documents which are or have been in (my or  *here name the party's*) control which (I am or *here name the party is*) obliged under (the said order or the said agreement in writing) to disclose.

6. (I or  *here name the party*)

understand(s) that (I or  *here name the party*) must inform the court and the other parties immediately if any further documents required to be

disclosed by Rule 31.6 comes into (my or

*here name the party's*) control at any time before the conclusion of the case.

7. ((I or  *here name the party*)

(have/has) not permitted inspection of documents within the category or class of documents (as set out below) required to be disclosed under Rule 31(6)(b) or (c) on the grounds that to do so would be disproportionate to the issues in the case.

**Signed**

**Date**

**Name(s)**

**Position or office held**

Please state why you are the appropriate person(s) to make the disclosure statement.

**A.** (I)(The claimant)(The defendant) (have/has) control of the documents numbered and listed here. (I)(the claimant)(the defendant) (do not)(does not) object to you inspecting them/producing copies.

List and number here, in a convenient order, the documents (or bundles of documents if of the same nature, e.g. invoices) in your/the claimant's/the defendant's control, which you/the claimant/the defendant do/does not object to being inspected. Give a short description of each document or bundle so that it can be identified, and say if it is kept elsewhere i.e. with a bank or solicitor

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**B.** (I)(The claimant)(The defendant) (have)(has) control of the documents numbered and listed here, but (I)(the claimant)(the defendant) (object)(objects) to you inspecting them:

List and number here, as above, the documents in the claimant's/the defendant's control which the claimant/the defendant objects to being inspected.  
(Rule 31.19)

(I)(The claimant)(The defendant) (object)(objects) to you inspecting these documents because:

Say what the claimant's/the defendant's objections are

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**C.** (I)(The claimant)(The defendant) (have)(had) the documents numbered and listed below, but they are no longer in (my)(the claimant's)(the defendant's) control.

List and number here, the documents the claimant/the defendant once had in his/her/its control, but which the claimant/the defendant no longer has. For each document listed, say when it was last in the claimant's/the defendant's control and where it is now.