

11. Documents

- (1) Unless the nature of the document renders it impracticable, every document prepared by a party for use in the Court shall, subject to any directions given from time to time by the Clerk, under the direction of the Court, direct or approves —
 - (a) be legibly and clearly typewritten or printed without blotting, erasure or such alterations as cause material disfigurement;
 - (b) have a space of not less than 6 millimetres between each line;
 - (c) be upon white paper of good and durable quality and capable of receiving ink writing and of such size as the Clerk from time to time directs;
 - (d) be upon one side only of the paper with a quarter margin upon the left hand side of each sheet;
 - (e) have each page numbered;
 - (f) have a cover sheet upon which appears the number and a short title of the proceedings, a short description of the document (including, in the case of an affidavit, the name of the deponent and the date of swearing) and the name, address and telephone number of the solicitor (if any) filing, delivering or serving the document or, if the person on whose behalf the document is filed, delivered or served is not represented by a solicitor, the name, address for service and telephone number (if any) of that person.
- (2) The Clerk may refuse to file or accept a document to which paragraph (1) applies if it does not comply with the provisions of that paragraph, and the costs of the document may be disallowed.
- (3) A typewritten copy of a document to which paragraph (1) applies shall not be filed, registered or marked as an office copy unless it is a first black ink copy.
- (4) Any notice, request or consent required or allowed by these Rules may not be given orally except with the leave of the Court.
- (5) The Court may require any document required for use in the Court to be printed or otherwise produced in any particular manner that it thinks fit.