

## **E-FILING PROCEDURES FOR SERVICE OF DOCUMENTS:**

### **1. SERVING ON SOLICITORS :**

Not all other firms of solicitors may be aware of the details of the E-Filing project and may question documents, which are not sealed being served on their office. If such a question is raised then it is recommended that your firm serve on them a copy of the Practice Direction, which is self explanatory as to why the E-Filed documents are not sealed.

### **2. SERVING ON AN INDIVIDUAL:**

An individual who has no experience with the legal system will not be aware as to whether the documents should be sealed or unsealed. However, they may instruct solicitors who question the service of a non-sealed copy of documents on their clients. If they engage solicitors you can provide them with a self-explanatory copy of the Practice Direction. However, it is requested that you serve on the individual when serving upon them the other documents a copy of the attached notice so regardless of whether or not they may subsequently instruct solicitors they will not be able to object to the service of non-sealed documents upon them.