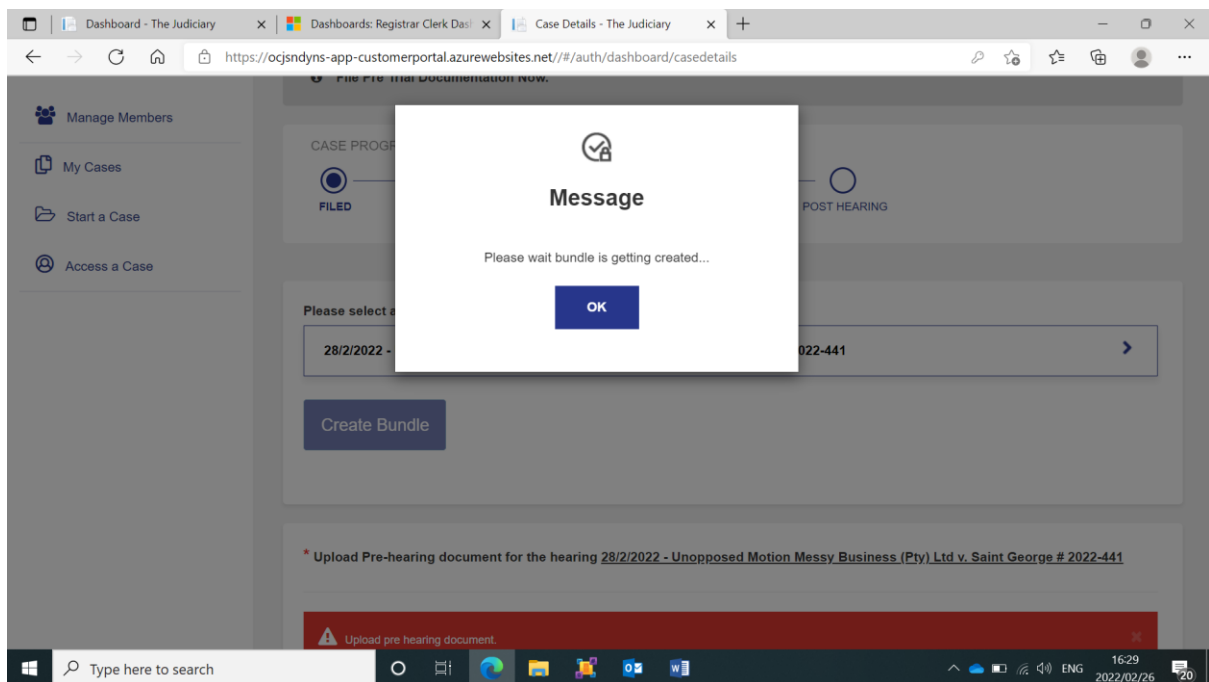
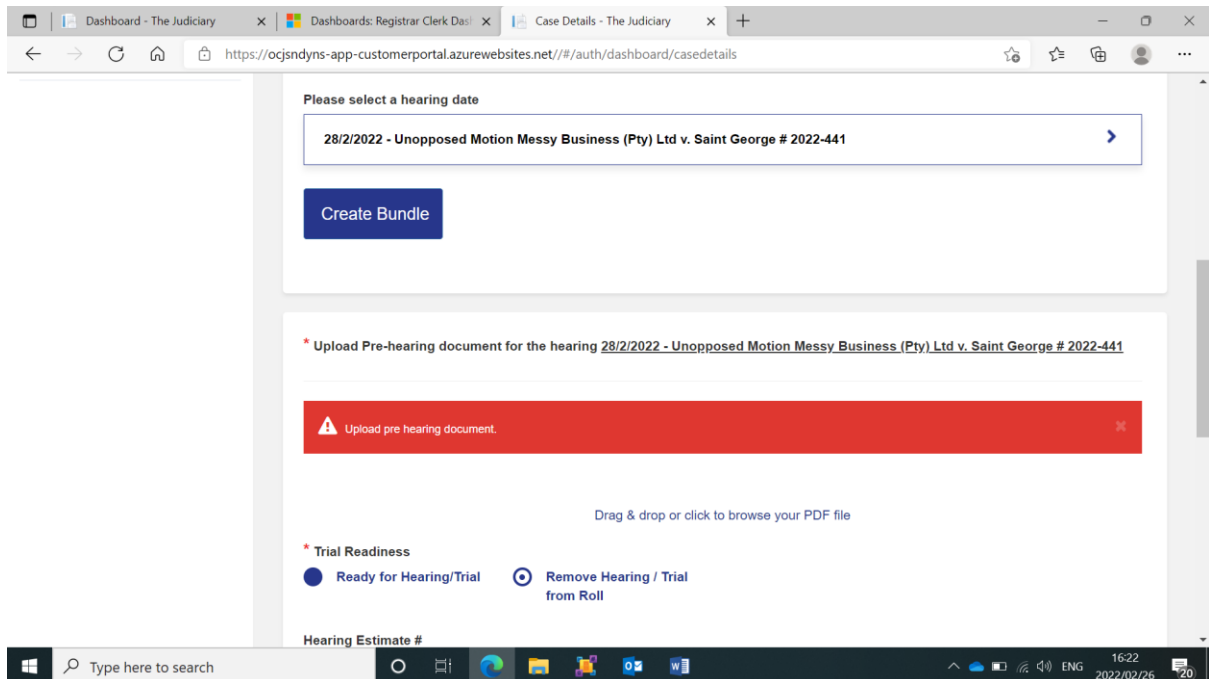
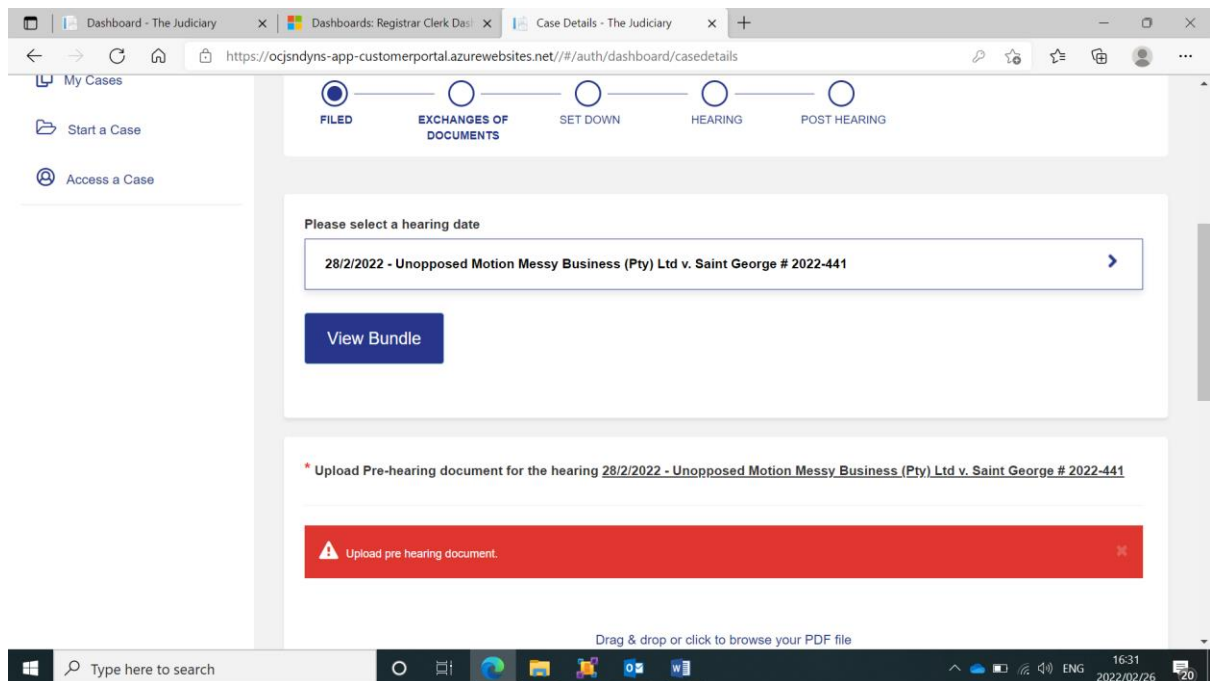


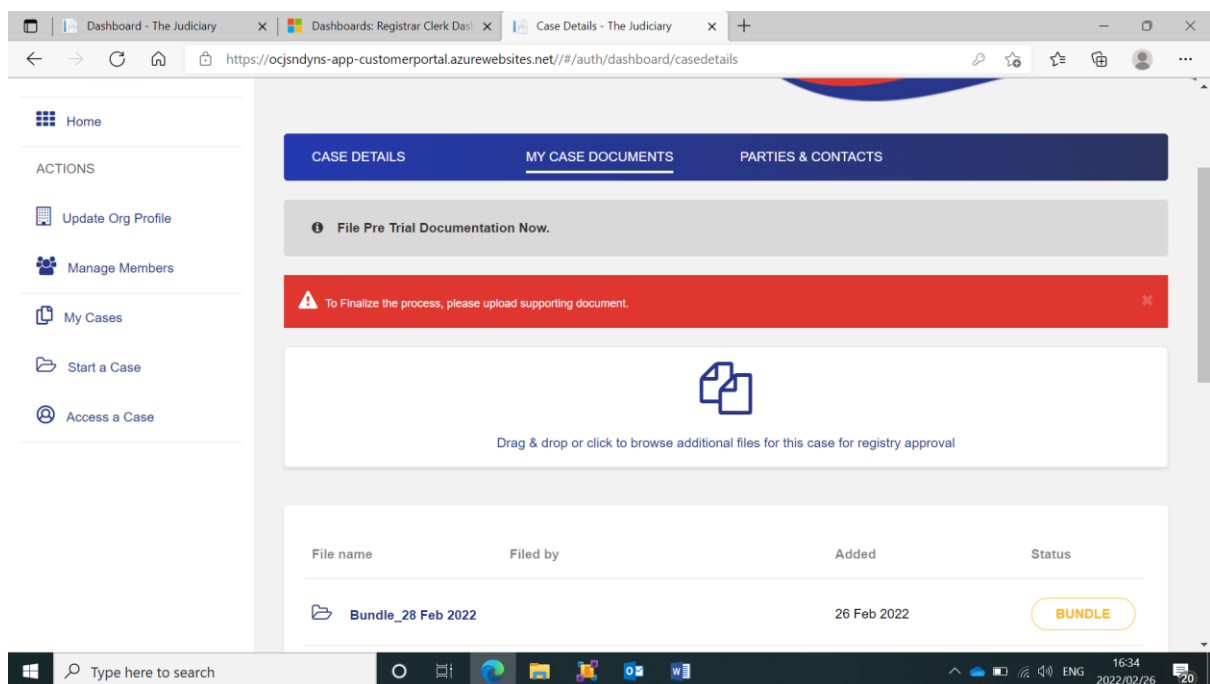
1. To create a bundle, i.e. all the documents that the Judge should be able to see for the purpose of the hearing, select “create bundle”



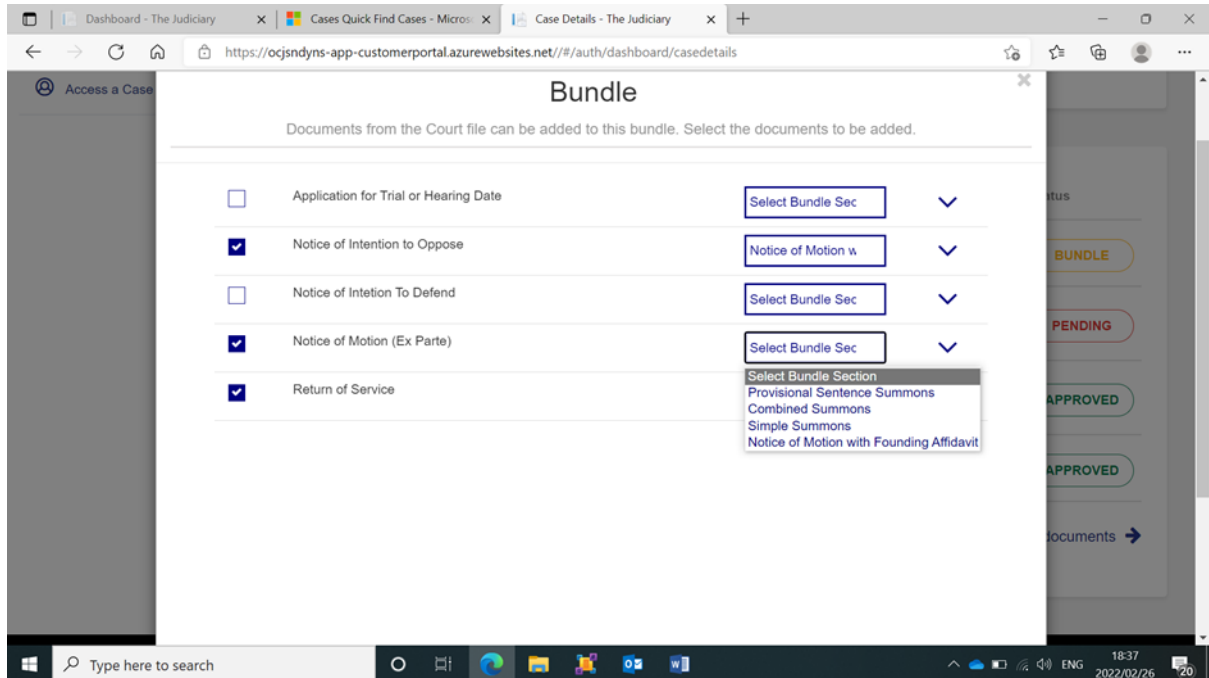
2. Once the bundle is created, the options changes to “View bundle”. At this stage there will not be any documents in the bundle, as the documents must still be added to the bundle.



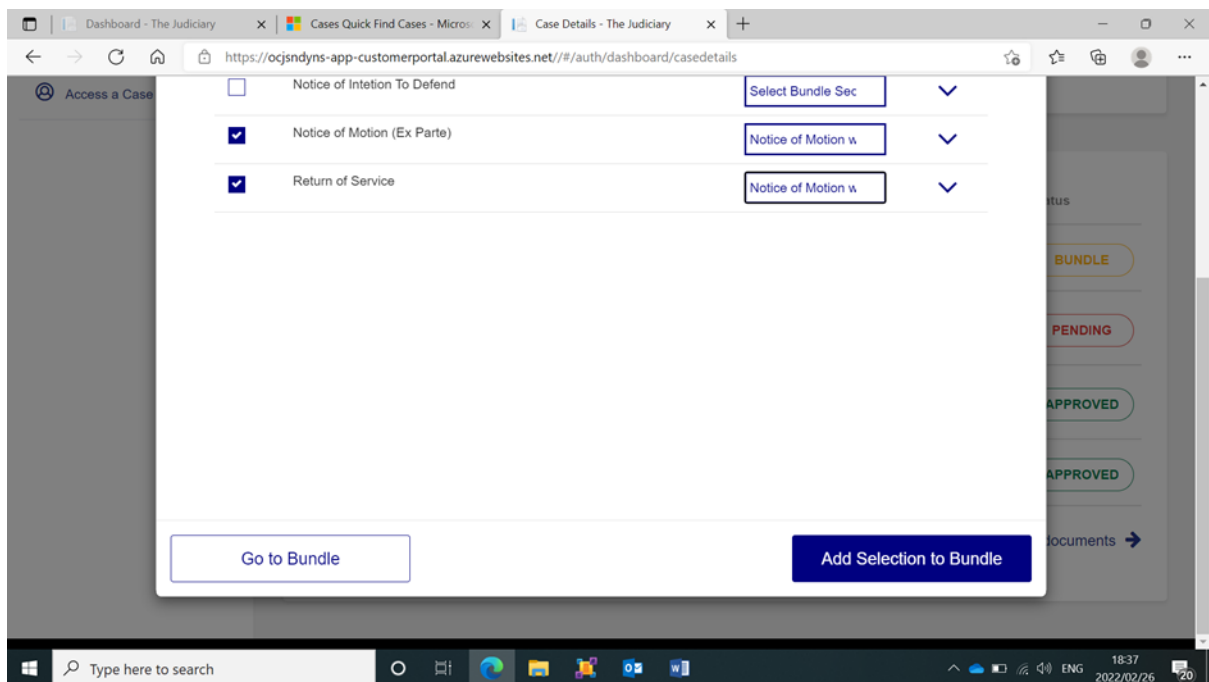
3. To add documents to the bundle, select the “my case documents” tab and then click on the **bundle** button

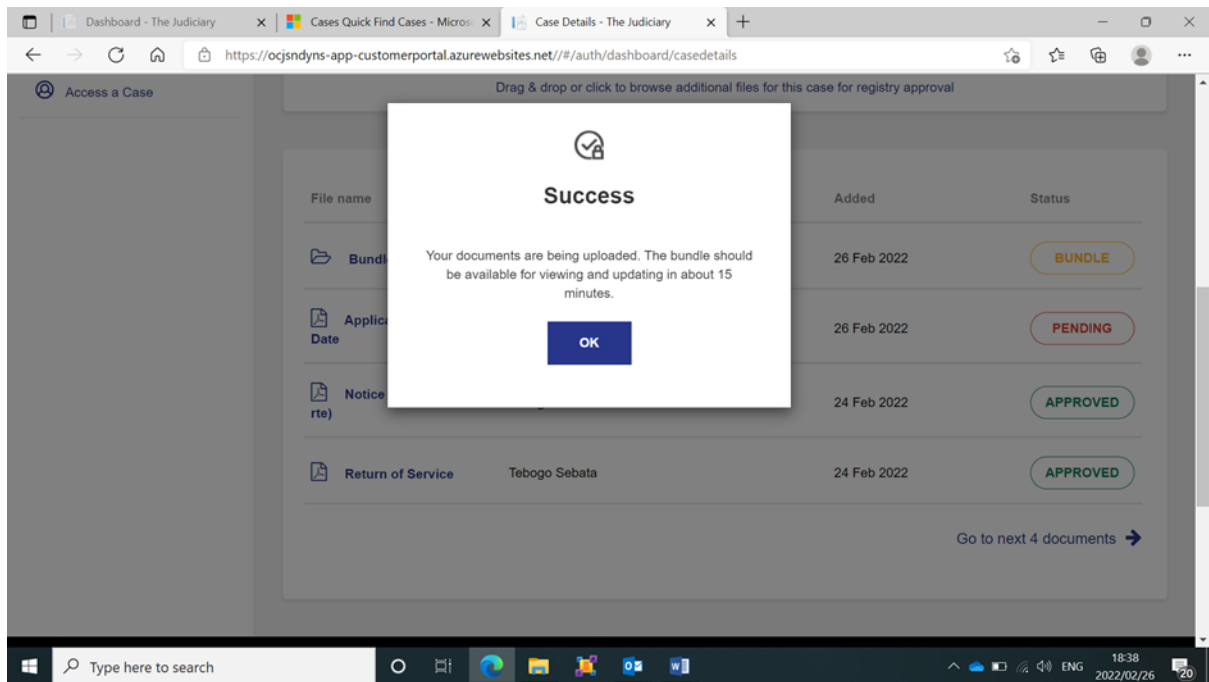


4. The title of all documents uploaded to the case file will display. Select the documents to add to the bundle and select the bundle section.



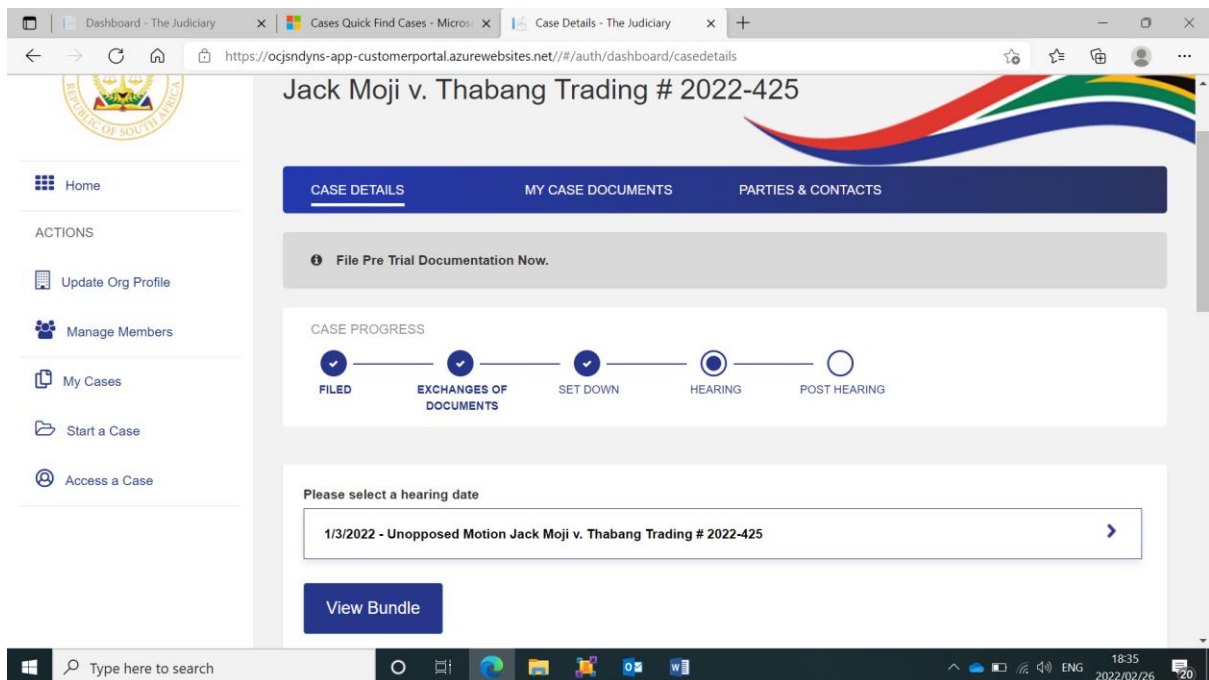
5. Ensure to click on "Add selection to bundle"



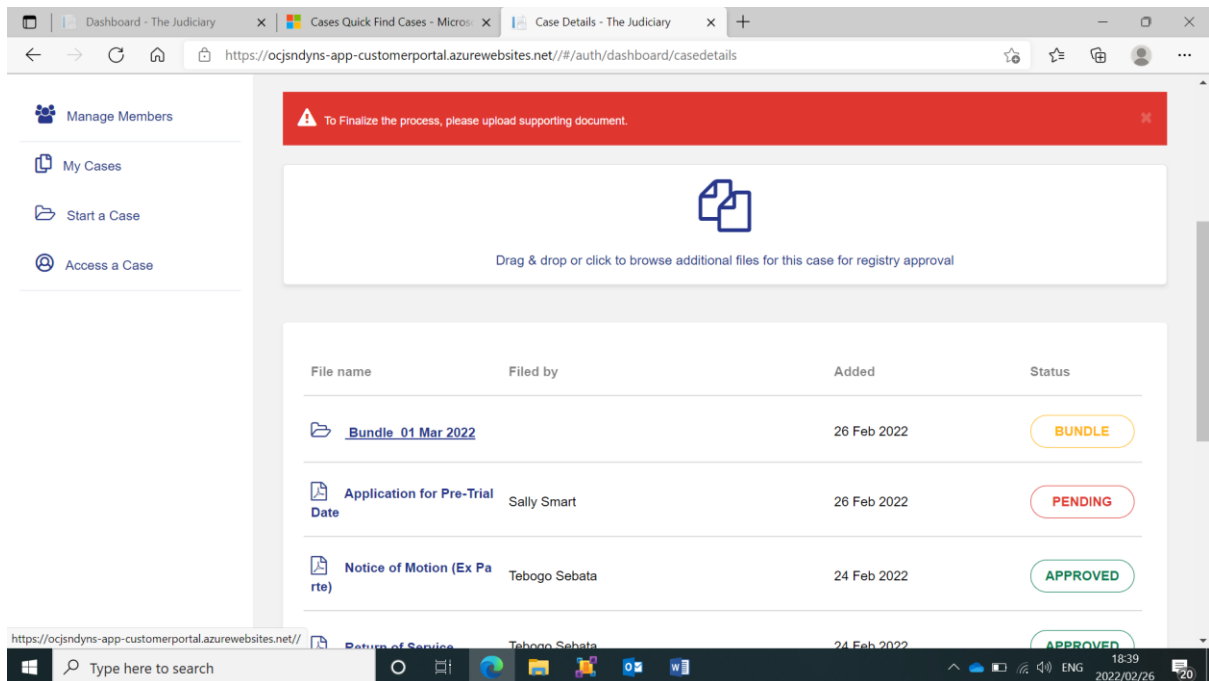


6. The bundle can be accessed in 2 ways:

(a) under the “case details” tab, click on “View Bundle”



(b) Under the “My case documents” tab, click on the blue bundle name.



7. The bundle will open in a separate window/tab. The bundle will look familiar: it is what you would see on CaseLines when clicking on “review case”. Note that NO documents should be added to the bundle directly from CaseLines – only documents added to the bundle from the Portal will be visible to the Judge.

