

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

FAMILY JUSTICE COURTS PRACTICE DIRECTIONS 2024

AMENDMENT NO. 2 OF 2025

1. It is notified for general information that amendments have been made to Parts 2, 13, 16, 17, 18, 21, 25 and 26 of the Family Justice Courts Practice Directions 2024. The amendments are summarised below:
 - (a) Amendments to paragraph 18 on Documents for use in trials of contested matrimonial proceedings under Part 10 of the Act;
 - (b) Amendments to paragraph 20 on Binding summaries;
 - (c) Amendments to paragraph 105 on Weekend / Public Holiday Duty Registrar and Judge at the Family Courts;
 - (d) Amendments to paragraph 106 on Duty Registrar and Duty Magistrate
 - (e) Amendments to paragraph 107 on Request for urgent hearing before Duty Judge;
 - (f) Amendments to paragraph 124 on Filing of documents and authorities for use in Court generally;
 - (g) Amendments to paragraph 126 on Formatting requirements and page limits for written submissions;
 - (h) Amendments to paragraph 127 on Written submissions and bundles of authorities for special date hearings in the Family Division;
 - (i) Amendments to paragraph 133 on Form of affidavits;
 - (j) Amendments to paragraph 136 on Documentary exhibits to affidavits;
 - (k) Amendments to paragraph 146 on Appeals under Part 19 of the Family Justice (General) Rules 2024;
 - (l) Amendments to paragraph 149 on Appeals from tribunals and applications for a case to be stated or by way of case stated to the Family Division under Part 20 of the Family Justice (General) Rules 2024;
 - (m) Amendments to paragraph 152 on Form of bill of costs;
 - (n) Amendments to paragraph 175 on Form of documents;
 - (o) Amendments to paragraph 176 on Pagination of documents;
 - (p) Amendments to paragraph 188 on Documents;

- (q) Amendments to paragraph 229 on Appeals; and
 - (r) Amendments to paragraph 238 on Documents.
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- 2. The amendments will take effect on 15 September 2025 and will be reflected at <https://epd2024-familyjusticecourts.judiciary.gov.sg> from 15 September 2025.
 - 3. Please find attached a document reflecting the marked-up amendments to the Family Justice Courts Practice Directions 2024.

Dated this 28th day of August 2025



KENNETH YAP YEW CHOH
REGISTRAR
FAMILY JUSTICE COURTS

PART 2

PROCEEDINGS UNDER PART 10 OF THE WOMEN'S CHARTER 1961

18. Documents for use in trials of contested matrimonial proceedings under Part 10 of the Act

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- (3) Documents for use in trial must be filed in Court using the ~~Electronic Filing Service~~ IELS. Hard copies of the same should only be tendered to the Registry if required. The hard copy must tally in all respects with the soft copy, and all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers of the hard copy must correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the IELS, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively. Parties should adhere as far as possible to the guidelines set out on the IELS website at <https://www.elitigation.sg> on the resolution to be used when scanning documents into PDF.

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Bundle of documents

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- (11) ~~The~~ All pages of the bundles of documents ~~should~~ (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated consecutively throughout at the top right hand corner in the manner provided for in sub-paragraph (3). Each separate volume must start at page 1, and every page in that volume must be numbered consecutively.
- (12) The following directions apply to hard copies tendered to the Registry or the Court:
- (a) ~~The bundles of documents should be printed~~ Parties are strongly encouraged to print on both sides of each page where possible piece of paper where hard copies are tendered.

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Opening statements

- (18) A proper opening statement is of great assistance to the Court as it sets out the case in a nutshell, both as to facts and law. It is intended to identify both for the parties and the Judge the issues that are, and are not, in dispute. It enables the Judge to appreciate what the case is about, and what he or she is to look out for when reading and listening to the evidence that will follow. The need for brevity is emphasised as opening statements that contain long and elaborate arguments, and citations from and references to numerous authorities, do not serve this purpose:

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- (d) The following format must be adhered to when preparing opening statements:

- (i) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated, ~~with the first page numbered as "Page 1" so that the page numbers of the hard copy correspond to the page numbers in the Portable Document Format (PDF) version in the manner provided for in sub-paragraph (3);~~
- (ii) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size ~~to be used is~~ must be Times New Roman 12 or its equivalent;
- (iii) the print of every page must be double spaced, except for the following, which may be single-spaced;
 - (A) cover pages and tables of contents;
 - (B) paragraph and section headings or sub-headings;
 - (C) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and
 - (D) extracts of transcripts.
- (iv) ~~the hard copy should be printed~~ parties are strongly encouraged to print on both sides of each page where possible piece of paper where hard copies are tendered; and
- (v) every page must have a margin on all 4 sides, each of at least 35 mm in width.

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20. Binding summaries

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Use of Core Document Bundle with the binding summary

- (8) Parties shall prepare a Core Document Bundle in Form 18 of Appendix A of these Practice Directions, containing key documents which he or she intends to rely on for the hearing. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the IELS, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

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PART 13

COURT HEARINGS AND EVIDENCE

13A: Conduct of Court Proceedings and Hearings-Related Matters

105. Weekend / Public Holiday Duty Registrar and Judge at the Family Courts

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- (4) The Duty Registrar or the Duty Judge may, in lieu of filing, direct the applicant to tender the application and supporting documents by email or in hard copies. In this case, the applicant is to provide a signed undertaking that all documents (including the originating application if applicable) will be filed the next available working day. Where the Duty Registrar or the Duty Judge directs the applicant to provide hard copies of the relevant documents, the applicant must bring three copies each of the application, the supporting affidavit and the appropriate draft orders of Court (Form 115 of Appendix A of these Practice Directions) for the hearing of the application without notice. Parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

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106. Duty Registrar and Duty Magistrate

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Attendance before the Duty Registrar by video conferencing

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- (13) If parties wish to tender any hard copy documents ahead of the hearing before the Duty Registrar, parties should as far as possible provide the hard copies and ensure that they have been placed before the Duty Registrar sufficiently far in advance before the scheduled hearing. Parties should check with the Registry that the documents have been placed before the Duty Registrar before the scheduled hearing. Parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

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107. Request for urgent hearing before Duty Judge

Request for urgent hearing before Duty District Judge or Assistant Registrar of the Family Justice Courts

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(7) The applicant's skeletal submissions ~~should~~ must be in the following format:

- (a) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) ~~should~~ must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively;

...

- (c) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size ~~to be~~ used ~~is~~ must be Times New Roman 12 or its equivalent;
- (d) the print of every page must be double-spaced~~;~~ and except for the following, which may be single-spaced:
- (i) cover pages and tables of contents;
 - (ii) paragraph and section headings or sub-headings;
 - (iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and
 - (iv) extracts of transcripts;
- (e) every page must have a margin on all 4 sides, each of at least 35mm in width~~;~~ and
- (f) parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

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13B: Documents and Authorities for use in Court

124. Filing of documents and authorities for use in Court generally

Time for filing of documents

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- (2) In the event that it is not possible to file the documents in advance of the hearing, solicitors may apply to the Judge or Registrar conducting the hearing for permission:
- (a) to use hard copy documents during the hearing. ~~The hard copy documents should be printed~~ Parties are strongly encouraged to print on both sides of each page where possible piece of paper where hard copies are tendered; or

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General requirements as regards documents filed for use in Court

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- (4A) Pleadings, the texts of affidavits (as opposed to the exhibits), opening statements and written submissions filed in or submitted to the Court must comply with the following requirements:
- (a) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively;
- (b) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size used must be Times New Roman 12 or its equivalent;
- (c) the print of every page must be double-spaced, except for the following, which may be single-spaced:
- (i) cover pages and tables of contents;

(ii) paragraph and section headings or sub-headings;

(iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and

(iv) extracts of transcripts;

(d) every page must have a margin on all 4 sides, each of at least 35mm in width; and

(e) parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

(4B) Sub-paragraph (4A) does not apply to any documents for which specific directions on formatting are provided for in these Practice Directions.

Bundle of authorities

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(7) The party using the hard copy of the bundle of authorities must produce the bundle at every hearing at which it is required. ~~The hard copy of the bundle of authorities should be printed~~ Parties are strongly encouraged to print on both sides of each ~~page where possible~~ piece of paper where hard copies are tendered. The Court will neither retain nor undertake to produce for hearings the hard copy of the bundle. The Judge or Registrar may, if he or she so chooses, retain the hard copy of the bundle of authorities for his or her own reference. The hard copy so retained will not, however, form part of the Court's record in respect of the proceedings in which it was used

(8) Solicitors must adhere to the following directions when preparing bundles of authorities for use in Court:

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(h) ~~The bundle of authorities must be paginated consecutively at the top right hand corner of each page. Each~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

...

- (11) Where bundles of authorities are filed through the Electronic Filing Service, the following applies:

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- (c) ~~The page number of each printed volume of the bundle must correspond to the page number in the Portable Document Format (PDF) version of that volume of the bundle. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated in the manner provided for in sub-paragraph (8)(h).~~

126. Formatting requirements and page limits for written submissions

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- (3) The formatting requirements for written submissions are as follows:

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- (c) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated, ~~with such that the printed~~ page numbers corresponding ~~ing~~ to the page numbers in the soft copy Portable Document Format (PDF) version of the document, the page number must be inserted at the top right hand corner of the page;
- (d) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size ~~to be~~ used is must be Times New Roman 12 or its equivalent;
- (e) the print of every page must be double-spaced, ~~and~~ except for the following, which may be single-spaced:
- (i) cover pages and tables of contents;
 - (ii) paragraph and section headings or sub-headings;
 - (iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and
 - (iv) extracts of transcripts;

- (f) every page must have a margin on all 4 sides, each of at least 35 mm in width;
and

- (g) parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

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127. Written submissions and bundles of authorities for special date hearings in the Family Division

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- (2) For any contested special date hearing before a Judge sitting in the Family Division, subject to the Family Justice (General) Rules 2024 and unless otherwise directed by the Court, each party must:
- (a) submit to the Court and serve on the other party a hard copy of the following documents at least 1 clear day before the hearing:
- (i) written submissions (with a cover page and a table of contents in compliance with the requirements under paragraph 124(4A) of these Practice Directions); and

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13D: Evidence – Witnesses, Affidavits and Exhibits

133. Form of affidavits

- (1) In addition to the requirements under Part 15, Rule 24 of the Family Justice (General) Rules 2024, affidavits ~~should~~ must comply with the requirements set out in this Practice Direction.

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- (3) ~~Affidavits shall have a blank margin of not less than 35mm wide on all 4 sides of each page~~ Every page must have a margin on all 4 sides, each of at least 35mm in width.

- (4) The text of ~~the~~ affidavits, ~~(as opposed to the exhibits,)~~ must be printed or typed ~~and doubled spaced~~ on white paper, ~~and the print of every page of the text of affidavits (as opposed to the exhibits) must be double-spaced, except for the following, which may be single-spaced:-~~

~~(a) cover pages and tables of contents;~~

~~(b) paragraph and section headings or sub-headings;~~

~~(c) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and~~

~~(d) extracts of transcripts.~~

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- (6) ~~Every page of the affidavit must be paginated consecutively, and the page number must be inserted at the centre top of each page of the affidavit other than the exhibits and separators. Exhibits and separators must be paginated in accordance with paragraph 136(3)~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

- ~~(6A) Except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size used must be Times New Roman 12 or its equivalent.~~

Hard copy affidavits

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- (9) Unless otherwise directed by the Court, ~~parties are strongly encouraged to print hard copies of affidavits should be printed~~ on both sides of each ~~page piece of paper where hard copies are tendered.~~

136. Documentary exhibits to affidavits

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Pagination

- (3) ~~Every page of the exhibits, including cover pages, dividing sheets or separators between exhibits, must be consecutively numbered at the top right hand corner of each page, following from the page numbers of the text of the affidavit (i.e. the first page of the exhibits must take the page number following the last sheet of the text of the affidavit). The page number of the affidavit must correspond to the page number in the Portable Document Format (PDF) version that is filed through the Electronic Filing Service~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

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PART 16 APPEALS

146. Appeals under Part 19 of the Family Justice (General) Rules 2024

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Formatting requirements and page limits for appeals under Part 19 of the Family Justice (General) Rules 2024

- (2) The formatting requirements for written submissions, appellant's Case and respondent's Case filed under Part 19 of the Family Justice (General) Rules 2024 are as follows:

- (a) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document, the page number must be inserted at the top right hand corner of the page;
- (~~a~~ b) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size ~~to be~~ used is must be Times New Roman 12 or its equivalent;
- (~~b~~ c) the print of every page must be double-spaced; ~~and~~ except for the following, which may be single-spaced:
 - (i) cover pages and tables of contents;
 - (ii) paragraph and section headings or sub-headings;
 - (iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and
 - (iv) extracts of transcripts;
- (~~e~~ d) every page must have a margin on all 4 sides, each of at least 35 mm in width; and
- (e) parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

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Guidelines for preparation of appeal documents

Appellant's Case, respondent's Case and core bundle of documents required under Part 19, Division 4 of the Family Justice (General) Rules 2024

- (11) ~~Each volume of the appellant's and respondent's core bundles of documents and subsequent bundles (if any) must begin at page 1. Every page must be numbered and the page number of the appellant's and respondent's core bundles of documents and any subsequent bundles must correspond to the page number of the Portable Document Format (PDF) version. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated in the manner provided for in paragraph 146(2)(a), and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

Submission of hard copies of appeal documents

- (12) All appeal documents as required in Part 19 of the Family Justice (General) Rules 2024 must be tendered to the Despatch Office at Level 1, Supreme Court Building not less than 5 working days before the hearing of the appeal. For clarity, the appeal documents are as follows:

Type of appeal	Rule	Appeal document	Which party is to submit
Division 2 — Appeals from Registrar to District Judge in proceedings in Family Court and to Judge in proceedings in Family Division	Part 19, Rule 18(5)	Written submissions	Each party is to submit 1 hard copy each of his or her respective documents.
		Bundle of authorities	
Division 3 — Appeal from judge of Family Court	Part 19, Rule 23(5)	Written submissions	Each party is to submit 1 hard copy each of his or her respective documents.
		Bundle of authorities	

to Family Division			
Division 4 — Appeals from judgments and orders made after hearing on merits	Part 19, Rule 30(4)	Record of appeal	The appellant is to submit 1 hard copy each of his or her respective documents.
		Appellant's Case	
		Appellant's core bundle of documents	
	Part 19, Rule 30(8)	Appellant's bundle of authorities	The respondent is to submit 1 hard copy each of his or her respective documents.
		Respondent's case	
		Respondent's core bundle of documents	
		Respondent's bundle of authorities	

(13) Parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

PART 17
APPEALS FROM TRIBUNALS TO FAMILY DIVISION AND CASE
STATED

149. Appeals from tribunals and applications for a case to be stated or by way of case stated to the Family Division under Part 20 of the Family Justice (General) Rules 2024

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- (3) The formatting requirements for written submissions filed under Part 20, Rule 4(1) of the Family Justice (General) Rules 2024 are as follows:

(a) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document, the page number must be inserted at the top right hand corner of the page;

(a b) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size ~~to be~~ used ~~is~~ must be Times New Roman 12 or its equivalent;

(b c) the print of every page must be double-spaced; ~~and~~ except for the following, which may be single-spaced:

(i) cover pages and tables of contents;

(ii) paragraph and section headings or sub-headings;

(iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and

(iv) extracts of transcripts;

(e d) every page must have a margin on all 4 sides, each of at least 35 mm in width; and

(e) parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

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PART 18

COSTS

152. Form of bill of costs

The attention of solicitors is drawn to Part 22, Rules 2(2) and 23 of the Family Justice (General) Rules 2024. In addition, solicitors are to abide by the following requirements:

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Pagination

- (b) ~~Every~~ All pages of a bill of costs (including, where applicable, the cover page, the table of contents, separator sheets and exhibit sheets) must be paginated ~~consecutively at the centre top of the page~~ such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

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PART 21

ELECTRONIC FILING SERVICES

21B: Electronic Filing under the IELS

175. Form of documents

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- (4) All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

176. Pagination of documents

~~Every single~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated so such that the pagination on the actual document printed page numbers corresponds with the pagination of to the page numbers in the soft copy Portable Document Format (PDF) version of the document in the electronic ease file that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively. ~~The attention of solicitors~~ Attention is drawn to paragraphs 133(6) and 136(3) in this regard. This is to facilitate hearings involving reference to both hard and soft copies of the same document.

21C: Electronic Filing under the iFAMS

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188. Documents

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- (4) ~~Every single~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated consecutively so such that the pagination on the actual document printed page numbers corresponds with

~~the pagination of to the page numbers in the soft copy~~ Portable Document Format (PDF) ~~version of the document in the electronic case file that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively. Unless otherwise provided for in these Practice Directions, the page number must be inserted at the top right hand corner of the page.~~

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PART 25
CONTENTIOUS PROCEEDINGS UNDER THE FAMILY JUSTICE
(PROBATE AND OTHER MATTERS) RULES 2024

229. Appeals

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Appeals from District Court and Magistrate's Court to Family Division under Part 13 of the Family Justice (Probate and Other Matters) Rules 2024

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- (13) Each volume of the appellant's and respondent's core bundles of documents and the second core bundle must ~~begin~~ start at page 1. ~~Every page must be numbered and the page number of the appellant's and respondent's core bundles of documents and the second core bundle must correspond to the page number of the Portable Document Format (PDF) version. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

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PART 26

YOUTH COURTS

238. Documents

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- (6) ~~Every~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated ~~consecutively so~~ such that the ~~pagination on the actual document printed page numbers~~ corresponds with the pagination of to the page numbers in the soft copy Portable Document Format (PDF) version of the document ~~in the electronic case file, and the page number must be inserted at the centre top of the page~~ that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

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