

GUIDE TO CLERKING (as at 12th July 2024)

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FOREWORD

Twenty-eight chapters, each a careful record of a painstaking journey to learning to be the best. Daniel's journeys, generously shared so that another does not have to hit the pitfalls that he probably had. And, Daniel, being the diligent perfectionist that he is, would have reestablished and redefined many procedures, simplifying them so that even the most uninformed and uninitiated, can walk through his "*yellow pages*".

Having had Daniel interned with me many moons back and having witnessed and experienced the quality of his work, I know that he would have spared no effort in making sure that he is understood; and that the reader need not google anymore on the general topics discussed in this Guide. From a perusal of this Guide, it is readily evident that Daniel has spent much time and thought on every process.

Each chapter is a "*must know*" of every clerk, legal assistant or associate and it is wonderful how Daniel has patiently explained each internal procedure, general and basic process and its interface with external process and procedure, be it the Court, client or some other organization. He takes the inquirer along with him, adding pictorials for easier comprehension.

Aside from explaining the process, Daniel sets out the rationale for each step and process, indicating how and where any particular action is in relation to the whole process. It is quiet subtle education on shared responsibility with the whole office benefiting from consistency; standards are maintained and emulated; and I believe, to some extent, this helps reduce if not eliminate needless stress and tensions over the most mundane but what are in actuality, critical tasks. These seemingly innocuous tasks, are in reality, arduous but necessary preparations to successful completion of a brief which must be carried out competently, responsibly and timeously, if reputation and sterling standards are to be enjoyed.

The chapters are arranged in a logical and sensible sequence; guiding the reader from taking instructions, opening a *"file*" to attendance in Court, be it on an interlocutory application or for trial.

The reader is also guided on how to schedule and conduct virtual meetings and prepare documentation for use at every level of legal process, with Daniel offering templates to boot.

The firm, Tommy Thomas is to be envied in having and retaining a wise and techsavvy counsel in Daniel. This publication is most laudable and it would be interesting to see the e-version with animated versions of Daniel, the instructor. My sincere congratulations, Daniel.

Justice Dato' Mary Lim Thiam Suan Federal Court Judge (retired) Putrajaya January 2024



In the legal profession, efficiency and precision are paramount. It is with great pride that I introduce the Guide to Clerking, a meticulously curated resource developed by Daniel Tan, our senior associate, alongside a dedicated team of associates.

At Messrs Tommy Thomas, we recognize the pivotal role clerking plays in supporting lawyers and optimizing our firm's workflows. We applaud Daniel's initiative in compiling this comprehensive Guide, acknowledging its potential to streamline our processes and enhance our collective effectiveness.

Covering fundamental tasks such as naming documents for easy reference and automated chronological sorting, compiling bundles of documents and authorities, and organizing electronic documents for Zoom hearings and trials, the Guide to Clerking provides step-by-step guidance for preparing for critical litigation activities. It has empowered our team in navigating these tasks with confidence and proficiency, made all the more crucial in the post-Covid litigation regime.

Beyond our firm, we acknowledge the broader impact this guide could have on the Malaysian litigation community, and hope that it is able to assist litigation lawyers at all experience levels. That is why we have decided to make this an open-source initiative, and we hope that as you delve into the pages of this Guide, you embrace the spirit of innovation and collaboration that defines our profession.

Ganesan Nethi Messrs Tommy Thomas Partner



Contents

1.	OPENING OF BLUE FOLDERS	6
2.	ARRANGEMENT OF LETTERS IN THE SERVER	7
3.	PREPARATION OF BUNDLE(S) OF DOCUMENTS	8
4.	ENCLOSURE LIST	16
5.	MARKING LIST	17
6.	BUNDLE OF AUTHORITIES	18
7.	BOOKMARKING PDF DOCUMENTS	32
8.	INSERTING REFERENCES IN WRITTEN SUBMISSIONS	35
9.	FINALIZING AFFIDAVITS	37
10.	PAGINATING DOCUMENTS	43
11.	MERGING SEVERAL PDF DOCUMENTS TOGETHER	48
12.	CONVERTING PHYSICAL DOCUMENTS INTO MACHINE-READABLE TEXT	50
13.	EXTRACTING CERTAIN PDF PAGES FROM A PDF DOCUMENT	52
14.	COLOURING THE COVER PAGE OF A DOCUMENT	57
15.	GENERAL FORMATTING	66
16.	FLATTENING A PDF DOCUMENT FOR THE PURPOSES OF E-FILING	69
17.	RESIZING PDF PAGES TO A4	72
18.	FLATTEN, RESIZE (TO A4 PDF PAGE) AND COMPRESS PDF DOCUMENTS SAME TIME	AT THE 75
19.	COMPARING DOCUMENTS	79
20.	REDACTING PAGE NUMBERS IN A DOCUMENT AT THE SAME TIME	84
21.	CONVERTING PASSWORD PROTECTED PDF DOCUMENTS TO EDITABL	E PDFS 88
22.	PAGE RE-LABELLING	91
23.	HYPERLINKING A DOCUMENT REFERENCE TO THE RELEVANT PAGE DOCUMENT	E OF A 95
24.	GENERATING PDF COPIES OF E-BOOKS	100
25.	DOWNLOADING DOCUMENTS FROM THE E-FILING SYSTEM	106
26.	CHECKING TRIAL, HEARING OR CASE MANAGEMENT DATES	109
27.	COMPILING E-REVIEW MINUTES	112
28.	CONDUCTING A FILE / MINUTE SEARCH	115



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- 7. All procedural explanations and screenshots printed in this Guide are accurate as of 26th June 2024. Messrs Tommy Thomas shall seek updated views / advice from the Office of the Chief Registrar of the Federal Court of Malaysia in the event of any enhancements to the Systems provided through e-Kehakiman.



1. OPENING OF BLUE FOLDERS

- 1.1 A secretary is to open a blue folder for :-
 - (i) a matter (originating summons, writ of summons, winding up petitions and bankruptcy petitions); and
 - (ii) for each interlocutory application filed in that matter.
- 1.2 If the contents of a letter relate to the main suit and an interlocutory application / several interlocutory applications, then that letter should be copied and pasted in the correspondence folders of the main suit and all relevant interlocutory applications.
- 1.3 A blue folder for any new matter can only be opened with <u>a partner's</u> <u>approval</u>.



2. ARRANGEMENT OF LETTERS IN THE SERVER

2.1 Any letters issued or received by named in the following manner :-

are to be

"20210402 [year, month, date] Letter from [Sender] to [Recipient] - [Subject Matter]."

20230101 Letter from X to Y
20230103 Letter from Y to X

- 2.2 Naming the letters in this manner enables them to be automatically arranged in chronological order. This saves valuable time and costs for both the lawyer and the secretary assigned to that lawyer.
- 2.3 A correspondence folder (in the server) should be opened for the main matter (originating summons, writ of summons, winding up petitions and bankruptcy petitions) and for every interlocutory application.



3. PREPARATION OF BUNDLE(S) OF DOCUMENTS

- 3.1 Any documents (except for letters) received by the lawyers will be arranged by the lawyer in charge or pupil(s) assigned to carry out this specific task.
- 3.2 The cover page of a bundle of documents comprises the following :-





3.3 Secretaries or pupils are to take note of the following formatting rules :-





- 3.4 Secretaries are to prepare the contents page of the bundle(s) of documents after the documents are arranged in sequence.
- 3.5 The header of a table of contents of a bundle of documents would normally consist of the following :-

No	Date	Documents	Page No

However, the table may contain an additional column entitled "*Categorization*" if the categorization of documents in that bundle is not uniform :-

No	Date	Documents	Categorization	Page No

3.6 As shown above, please ensure that :-

(i) the fonts are aligned to the centre (Click on "*Layout*" > Click on "*Align Centre*")

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- (ii) the table header is in bold and shaded in "*White, Background 1, Darker 15%*"
- (iii) the table header is repeated at the top of each subsequent page by clicking on "Repeat Header Rows" (Click on "Layout" > Click on "Repeat Header Rows")

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(b) Right-click on the table and select "Table Properties"

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3.7 The contents of the table are to be formatted in the following manner :-





- 3.8 A bundle of documents can be :-
 - (i) paginated;
 - (ii) tabbed; or
 - (iii) paginated and tabbed.

For more information on pagination and merging, please refer to Paragraphs 10 and 11 below.

3.9 Templates for a table of contents of a bundle of documents are attached as **Appendix A**.



4. ENCLOSURE LIST

- 4.1 The secretary or pupil is responsible for preparing an enclosure list for reference during interlocutory hearings or trials.
- 4.2 The table of contents for an enclosure list includes the following :-

No	Document	Enclosure No

4.3 The templates for an enclosure list are attached as **Appendix B**.



5. MARKING LIST

- 5.1 The secretary or pupil is responsible for preparing a list setting out the markings of all documents relied upon at trial.
- 5.2 The table of contents for a marking list includes the following :-

No	Document	Enclosure No	Marking

- 5.3 The secretary or pupil should list all the relevant trial documents filed in the suit and their corresponding enclosure numbers.
- 5.4 The lawyer-in-charge will be responsible for filling out document markings when in Court.
- 5.5 The template for a marking list is attached as **Appendix C**.



6. BUNDLE OF AUTHORITIES

- 6.1 The secretary or pupil is responsible for assisting the lawyer in charge in compiling a bundle of authorities.
- 6.2 The cover page of a bundle of authorities consists of the following :-







6.3 The header of the table of contents of a bundle of authorities includes the following :-

CONTENTS

(Arial, Font size 16, Bold and Underlined)

NO AUTHORITIES PAGE NO. / TAB / BOTH

(Arial, Font size 12, Bold and Underlined)

- 6.4 Please ensure that :-
 - (i) the table header is repeated (See Paragraph 3.6(iii) above) and that the header font is in bold and in caps (See Paragraph 6.3 above);



(ii) the contents are formatted in the following manner :-





- (iii) the borders of the table of contents should be made invisible once you are done typing in all the authorities. To do this :-
 - (a) Move your cursor over the table and click on the 4-way arrow cursor that will appear at the top-left corner of the table

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(iv) there is sufficient spacing at the bottom of the page so that the Court's serial number and QR Code on the e-filing copy of the bundle of authorities placed at the bottom left corner of each PDF document can be clearly seen :-

QR Code on the e-filing copy of a PDF document



- 6.5 The order in which the authorities are to be arranged differ from lawyer to lawyer. For this reason, the lawyer in charge should specify the order of the authorities before instructing the secretary / pupil to compile the bundle of authorities.
- 6.6 The following authorities should be cited in the contents page in the following manner :-
 - (i) Legislation :-

<u>Competition Act</u> [Italicize and underline], [comma] 2010 [year]

Section 3 [cite the relevant sections]

(ii) Cases :-

Associated Cover Sdn Bhd v MCIS Insurance Bhd [Italicize and underline]

[2004] 1 MLJ 257 [citation of the case] [FC] [level of Court]

(iii) Textbook / Practitioner's text :-

<u>Sarkar on Evidence</u> [Italicize and underline] (2nd edn, 2019) [state the edition of the book and the year of publication]

[State the chapter / sub-chapter of the book referred to]



1

- 6.7 The excerpts of authorities referred to in the written submissions should also be sidelined and highlighted in yellow. If this is not already done by the lawyer in charge, the authorities can be sidelined by following the steps below :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "Find text or tools" in the top-right corner of the Adobe® Acrobat® Pro DC software interface



(iii) Search for, and click on, "Line"

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(iv) Draw a vertical line while simultaneously pressing "*CTRL*" + "*SHIFT*" to ensure a straight vertical line

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uj 841 - 1	him may serve on the plaintiff a notice requiring the plaintiff within a specified period that is not less than fourteen days after service of the notice either to serve the writ on the defendant or to discontinue the action against him.						Ø.
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Format of the Sidelining

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To configure the properties of the sidelining :-

- (i) Select the Sideline;
- (ii) Right-click;
- (iii) Select Properties; and
- (iv) Configure settings accordingly

6.8 The cases can be marked by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on "All tools" at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select "Edit a PDF"





(iii) Select "+ Text"



(iv) Type out the citation of the case at the top of the first page





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The "*FORMAT*" panel below can be found on the left-hand side of the Adobe® Acrobat® Pro DC software.

6.9 A bundle of authorities can either be:-

- (i) paginated;
- (ii) tabbed; or
- (iii) paginated and tabbed.

For more information on pagination and merging, please refer to Paragraphs 10 and 11.

6.10 Templates for a table of contents of a bundle of authorities are attached as **Appendix D**.



- 6.11 For authorities with excessively large margins, use the crop function so that the words do not appear too small in the middle of the page :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All tools*" at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select "*Edit a PDF*"





(iii) Select the "Crop Pages" icon



 Place the mouse cursor over any corner of the page, then press and hold the left mouse button to create a blue box over the text of the PDF document (see the blue box below)

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(vii) Once the cropping process is complete, scroll through the rest of the document to make sure that no parts of the authority or sideline(s) have been accidentally cropped out.



7. BOOKMARKING PDF DOCUMENTS

- 7.1 Documents can be bookmarked by following the steps below :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on the bookmark icon on the right-hand side of Adobe® Acrobat® Pro DC software interface

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(iii) Navigate to the page to be bookmarked and click on the "add bookmark" icon

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Example 1 (Identifying cases in a bundle of authorities by Tab No.)

Example 2 (Identifying cases in a bundle of authorities by name)

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- (v) Save the PDF document once all bookmarks are inserted.
- (vi) Although the examples given are on bookmarking pages in a bundle of authorities, the same can be done on any other PDF documents, including affidavits. For an affidavit, it is good practice to bookmark each exhibit in that document for easy reference.



8. INSERTING REFERENCES IN WRITTEN SUBMISSIONS

- 8.1 The secretary or pupil is responsible for assisting the lawyer in charge in inserting the references into the Written Submissions.
- 8.2 Authorities should be cited in the footnotes in the following manner :-

Paginated 1st citation :-Page 425 of the Plaintiff's Bundle of Authorities ("**PBA / 425**") Subsequent citations :-PBA / 425

Tabbed

1st citation :-

Tab A of the Plaintiff's Bundle of Authorities at page 2 (this refers to the natural page numbers of the case in Tab A) ("**PBA / Tab A** / **3**")

Subsequent citations :-

PBA / Tab A / 3

Paginated and Tabbed

1st citation :-

Tab A of the Plaintiff's Bundle of Authorities at page 425 ("**PBA / Tab A / 425**")

Subsequent citations :-

PBA / Tab A / 425



[Note: To change according to the party you are acting for]

8.3 Affidavits should be cited in the footnotes in the following manner :-

Exhibit TT-1 of the Affidavit [or Affidavit in Reply] affirmed by [insert] on 17-3-2024 at Page 133 ("Exhibit TT-1 / [insert]'s Affidavit / Page 133")


9. FINALIZING AFFIDAVITS

- 9.1 The secretary or pupil is responsible for assisting the lawyer in charge in finalizing an affidavit by :-
 - (i) paginating and marking the exhibits referred to in the affidavit;
 - (ii) preparing the exhibit certificates for each exhibit; and
 - (iii) merging the affidavit with the exhibit certificates and the paginated exhibits.
- 9.2 The lawyer in charge should specify the order of the exhibits before instructing the secretary or pupil to finalize the affidavit.
- 9.3 The exhibits can be marked by following the steps below :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All tools*" at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select "*Edit a PDF*"





(iii) Select "+ *Text*"



(iv) Position the typing cursor at the top centre of the page and type the description of the exhibit

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9.4 The exhibit certificates must then be prepared. An exhibit certificate consists of the following :-





- 9.5 If the affidavit, together with its exhibits, is voluminous, break them up into volumes. Ensure that :-
 - (i) each volume is between 200-250 pages long. It should not exceed 250 pages; and
 - (ii) the top right corner of the cover page of every volume is marked the following way :-





The template for the cover page of the subsequent volume(s) of an affidavit is attached as **Appendix E**.

- 9.6 The exhibits must then be paginated. For more information on pagination and merging, please refer to Paragraphs 10 and 11 below.
- 9.7 Make sure that there is at least 1 paragraph in the page containing the Jurat section :-





10. PAGINATING DOCUMENTS

10.1 Documents can be paginated by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on "*All tools*" at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select "*Edit a PDF*"







(iii) Select "Header & Footer", then click on "Add"



(iv) Set the pagination setting to Arial Black with font size 22 (these settings can be saved for convenience)

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(vii) Click on "OK" to commence pagination

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Save the paginated PDF document in the same folder.



(ix) Please ensure that the document's page numbers correspond to the PDF page numbers





11. MERGING SEVERAL PDF DOCUMENTS TOGETHER

- 11.1 Several individual PDF documents can be merged together by following the steps below :-
 - (i) Number the PDF documents according to the order set out in the contents page of the bundle of documents / bundle of authorities



(ii) Select all the numbered PDF documents

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👃 2. 20230103 Letter from Y to X	16/4/2023 1:14 PM	Adobe Acrobat
👃 3. 20230311 Letter from X to A	16/4/2023 8:45 PM	Adobe Acrobat



(iii) Right-click and select "Combine files in Acrobat..."

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(v) Save the merged PDF document in the same folder.



12. CONVERTING PHYSICAL DOCUMENTS INTO MACHINE-READABLE TEXT

- 12.1 A PDF document can be converted into machine-readable text by following the steps below :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All Tools*" at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select "*Scan & OCR*"





(iii) Select "*In this file*". Choose the page range for text recognition before clicking on "*Recognize Text*"



(iv) Save the text-recognised document in the same folder



13. EXTRACTING CERTAIN PDF PAGES FROM A PDF DOCUMENT

- 13.1 Selected pages can be extracted from a PDF document by following the steps below :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All tools*" at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select "*Edit a PDF*"





(iii) Click on the "Extract Page" icon



(iv) Select the page(s) to be extracted, then click on "Ok"





- (v) Save the extracted PDF document in the same folder
- 13.2 Alternatively, you can use the "*Drag and Drop*" method, which allows you to extract page(s) from one document (**Document A**) and insert it / them into another document (**Document B**) :-

[Note: This does not delete the pages you have extracted from Document A]



(i) Have Document A and Document B opened side by side





(ii) Select and enlarge the '*Page Thumbnails*' of both Documents A and B

(iii) When the "Page Thumbnails" panels of both documents are partially enlarged (as can be seen in (ii) above), or fully enlarged (as can be seen below), you can start to "drag" page(s) from Document A to Document B





(iv) When the "*Page Thumbnails*" panel is enlarged, you can also reorganize the pages of a document by dragging them





14. COLOURING THE COVER PAGE OF A DOCUMENT

- 14.1 The cover page of a document can be coloured with :-
 - (i) Adobe® Acrobat® Pro DC; or
 - (ii) Microsoft Word.
- 14.2 The cover page of a document can be coloured with Adobe® Acrobat® Pro DC by following the steps below :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All tools*" at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select "*Edit a PDF*"





(iii) Click on "More"



(iv) Select "Background", then click on "Add"





(v) A pop-up window called "Add Background" will appear. Click on the square beside the "From color" option to choose the colour of the background



(vi) Click on the "Page Range Options" to select the page(s) to be coloured

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(viii) Once the colour and page range are specified, click on "OK"

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14.3 The cover page of a document can be coloured with Microsoft Word by following the steps below :

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(i) Launch the Word document and click on "Insert"

(ii) Click on "Text Box" and select "Simple Text Box"

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(iii) Draw a text box



(iv) Right-click on the text box and click on "*Wrap Text*", then select "*Behind Text*"

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 (v) Click on "Shape Format" located at the top right corner Microsoft Word's toolbar

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(vi) Select both "Fill Shape" and "Outline" and replace the default colour with the relevant colour (Red for Record of Appeal, Blue for Appellant(s) in the Court of Appeal / Federal Court, Orange for Respondent(s) in the Court of Appeal and Green for Respondent(s) in the Federal Court) :-





(vii) The text box will be filled with the selected colour. Enlarge the text box until it covers the entire document



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15. GENERAL FORMATTING

- 15.1 This applies to opinions, pleadings, affidavits, written submissions, and all pre-trial case management documents.
- 15.2 Paragraphs are to be formatted in the following manner :-
 - Arial font with font size 12 (Note : For written submissions filed in the Court of Appeal / Federal Court, the font must be Arial, and the font size must be 14);
 - (ii) 2.5 cm of indentation for the first line of the paragraph (First Line Indent and Left Indent at the edge of the left margin, with Left Tab at the 2.5 cm mark);
 - (iii) Double Spacing (2.0) (Note : For written submissions filed in the Court of Appeal / Federal Court, the spacing must be set at 1.5)





- 15.3 Excerpts of authorities are to be formatted in the following manner :-
 - Arial font with font size 11 and italicized. (Note : For excerpts in written submissions filed in the Court of Appeal / Federal Court, the font should be Arial, and the font size should be 12);
 - (ii) Include open and close quotation marks ("…") at the beginning and the end of the excerpt, respectively;
 - (iii) Indent excerpt(s) by 2.5 cm from left side (First Line Indent and Left Indent at the 2.5 cm mark) and 1 cm from the right side (Right Indent at the 1cm mark);
 - (iv) Spacing set at 1.15; and
 - (v) Insert document reference at the end of the excerpt.





- 15.4 Sub-paragraphs are to be formatted in the following manner :-
 - (i) Use the same font and font size as normal paragraphs;
 - (ii) Ensure that sub-paragraphs are aligned with the indentation of the first line of the paragraph (see dotted red line below);
 - (iii) Indent alphabets / roman numerals of sub-paragraphs by 2.5 cm (First line Indent at the 2.5 cm mark);
 - (iv) Indent sentences of the sub-paragraphs by 3.5 cm (Left Indent at the 3.5 cm mark)



- 15.5 Footnotes should be formatted in Arial font with a font size of 10.
- 15.6 Paragraphs 15.2 15.4 also apply for Opinions, except that the Font should be *Tahoma*, with spacing set at 1.15.



16. FLATTENING A PDF DOCUMENT FOR THE PURPOSES OF E-FILING

- 16.1 An annotated PDF can be flattened by the following steps :-
 - (i) Open a PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All Tools*" at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select "*Compress PDF*"





(iii) Select "Preflight"



(iv) A pop-up window entitled "*Preflight*" will appear. Under the "*PDF fixups*" heading, choose "*Flatten annotations and form fields*"





(v) Click on "Analyze and fix"



(vi) Save the flattened PDF document in the folder



17. RESIZING PDF PAGES TO A4

- 17.1 A PDF document with difference page sizes (e.g. A3, A5, letter) can be resized to A4 with the following steps :-
 - (i) Open a PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All Tools*" at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select "*Compress PDF*"




(iii) Select "Preflight"



(iv) A pop-up window entitled "*Preflight*" will appear. Under the "*PDF fixups*" heading, choose "*Scale pages to A4*"

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(v) Click on "Analyze and fix"



(vi) Save the resized PDF document in the folder



18. FLATTEN, RESIZE (TO A4 PDF PAGE) AND COMPRESS PDF DOCUMENTS AT THE SAME TIME

- 18.1 A PDF document can be flattened, resized to A4 and compressed at the same time by following the steps below :-
 - (i) Open the PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on the print icon at the top right corner of the Adobe® Acrobat® Pro DC software interface

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(iii) Search for, and click on, "Adobe PDF"

(iv) Click on "Properties"

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(vi) Click on "OK"

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(vii) Click on "*Print*" and save the flattened, resized and compressed PDF document in the relevant folder in the server





19. COMPARING DOCUMENTS

- 19.1 Two separate Word documents can be compared with each other for dissimilarities by following the steps below :-
 - (i) Open a Word document
 - (ii) Select the "*Review*" tab, then select, and click on, "*Compare*"

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(iii) A pop-up window entitled "*Compare Documents*" will appear. Select the original document and the revised document before clicking on "*OK*"

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- (iv) A Word document entitled "Compare Result 1" will be generated. All insertions / deletions made to the revised document are track-changed
- (v) Save the new Word document



- 19.2 Two PDF documents can be compared with each other for dissimilarities by following the steps below :-
 - (i) Open a PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All Tools*" at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select "*Compare files*"





(iii) Select the relevant document to be compared with the "*Old File*" by clicking "*Select File*"

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20. REDACTING PAGE NUMBERS IN A DOCUMENT AT THE SAME TIME

- 20.1 The page numbers in a document can be redacted at the same time by following the steps below :-
 - (i) Open a PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "All Tools" at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select "Redact a PDF"





(iii) Click on "Redact Text and Images"



(iv) Mark the area to be redacted (make sure that the marked area is bigger to fit in 2-digit or 3-digit page numbers)





(v) Right-click on the marked area and click on "*Repeat mark across pages*"



(vi) Once you are done with the redaction, click on "*Apply*" at the bottomleft corner of the Adobe® Acrobat® Pro DC software interface





(vii) Check that all the page numbers are properly redacted before saving the PDF document.



21. CONVERTING PASSWORD PROTECTED PDF DOCUMENTS TO EDITABLE PDFS

- 21.1 Password protected PDFs (Court documents downloaded from the e-filing system) can be converted to editable PDFs by following the steps below :-
 - Open a password protected PDF document using Adobe® Acrobat® Pro DC;

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22. PAGE RE-LABELLING

- 22.1 The PDF page number of a PDF document can be edited / re-labelled to match the continuous page numbers of that PDF document. This can be done by following the steps below :-
 - (i) Open a PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All Tools*" at the top-left corner of the Adobe® Acrobat® Pro DC software, then select "*Organize pages*"





(iii) Click on "Page labels"



(iv) Set (a) the range of PDF pages to be re-labelled and (b) the starting value (this refers to the pagination of the PDF document)

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(v) Repeat Steps (i) to (iv) for any PDF pages which have not been relabelled. This is useful to separate the paginated pages from those that are not. The latter can be re-labelled as roman numerals, instead of numerical digits

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23. HYPERLINKING A DOCUMENT REFERENCE TO THE RELEVANT PAGE OF A DOCUMENT

- 23.1 One can hyperlink a document reference to the relevant page of a document (provided they are all placed in the same folder) by following the steps below :-
 - (i) Open a PDF document using Adobe® Acrobat® Pro DC
 - (ii) Click on "*All tools*" at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select "*Edit a PDF*"





(iii) Select "Link", then click on "Add or edit a link"



(iv) Highlight the document reference (or area, depending on your need) intended to be linked to another document. A pop-up window entitled "Create Link" will then appear. Adopt the following settings before clicking on "Next"

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(v) Another pop-up window entitled "Create Go to View" will appear



(vi) At this point, open the desired document to be referred to and navigate to the specific segment / page of the document. Once this is done, click on "Set Link"





(vii) Return to the highlighted document reference (or area, as the case may be). Right-click on the blue box around the document reference / area and click on "Properties"



(viii) A pop-up window entitled "*Link Properties*" will appear. Select the "*Actions*" tab, then click on "*Edit*"

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(ix) A pop-up window entitled "Go to a page in another document" will appear. Select "New Window", then click on "OK"



Caveat:

For this method to work, the path to the hyperlinked document(s) must remain unchanged and unaffected by renaming, deleting, or moving documents, among other things. All referred document(s) must be saved on the same server / pendrive / CD as the submissions.



24. GENERATING PDF COPIES OF E-BOOKS

- 24.1 E-books, such as the Malaysian Civil Procedure ("**Whitebook**"), can be accessed by following the steps below :-
 - (i) Click on the following link :-

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(ii) Login to Proview® with the following ID and password :-

Login ID

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(iii) Select the relevant e-book you wish to refer to

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- 24.2 The PDF copy of the Whitebook can be generated by following the steps below :-
 - (i) Repeat the steps set out in Paragraphs 24.1(i) (iii) above;
 - (ii) Search and click on the relevant <u>*Rules of Court*</u>, 2012 you wish to refer to

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(iii) Click on "*Click here to view PDF version*" and download the PDF copy of the relevant Order





- 24.3 The PDF copy of other reference textbooks can be generated by following the general steps below :-
 - (i) Repeat the steps set out in Paragraphs 24.1(i) (iii) above;



(ii) Search and click on the relevant sections of the textbook





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24.4 Any PDF document(s) generated from the Proview® software are intended for your own use only within the terms of your subscription and should not be distributed / circulated to external parties.



25. DOWNLOADING DOCUMENTS FROM THE E-FILING SYSTEM

- 25.1 We can now download all documents e-filed in a Suit the firm is involved in.
- 25.2 This is done by following these steps :-
 - (i) Go to the e-filing system's website using the following URL https://efs.kehakiman.gov.my/EFSWeb/Default.aspx
 - (ii) Log in to the e-filing system using any of the following accounts :-



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(vi) Choose the relevant document and click on the download icon




26. CHECKING TRIAL, HEARING OR CASE MANAGEMENT DATES

- 26.1 Dates for trials, hearings or case managements can be checked via the efiling system by following the steps below :-
 - (i) Head to e-filing system's website at https://efs.kehakiman.gov.my/EFSWeb/Default.aspx



(ii) Select the Court Location



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Sila Pilih			06 Aug 2021 10:00 AM	Sidang Video	22
			06 Aug 2021 10:00 AM	Sidang Video	104
			06 Aug 2021 10:00	Sidang Video	95



27. COMPILING E-REVIEW MINUTES

- 27.1 The secretary or pupil is responsible for assisting the lawyer in charge to compile e-review minutes of case managements / hearings.
- 27.2 The minutes can only be obtained by logging into the e-filing system using the account of the lawyer who attended the case management / hearing.
- 27.3 The minutes can be obtained by following the steps below :-



(i) log into the e-filing system

(ii) click on the e-review tab

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(iii) select the date on which the case management / hearing was held

(iv) click on the e-review case management / hearing





 (v) copy the message thread of the e-review the case management / hearing



(vi) paste it into a Word document

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	To	lay's session has ended.		

27.4 The Word document containing the e-review minutes is to be named in the following manner :-

"[year, month, date] CM Minutes". Example : 20210402 CM Minutes

27.5 The Word document shall be saved under a separate folder named "*CM Minutes*".



28. CONDUCTING A FILE / MINUTE SEARCH

- 28.1 A file search can be done by following the steps below :-
 - (i) Click on the following link :-

<u>https://ecourtservices.kehakiman.gov.my/Ticket/Document?cultureC</u> <u>ode=ms</u>

(ii) Type the case number and click on "Search"

	Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia	Office of the Chief Regist Federal Court of Malaysia	rar	
Pembelian Tiket untuk F	² encarian Fail dalam talian	1	2	
Nombor Kes:*			Search	
Jenis Tiket:*	Dokumen		~	
Bidangkuasa: *	Mahkamah Majist	ret	~	
Bayaran Carian:	RM 8.00			
Akaun Bayaran: *	Akaun Peribadi		~	
Bank: *	Affin Bank		~	
Alamat Emel: *				



(iii) The following tab will appear



(iv) After the tab above disappears (by clicking "*OK*"), select the ticket type (whether you are conducting a file or minute search), jurisdiction, method of payment, bank and email address

Pembelian Tiket untuk Pencarian Fail dalam talian							
Nombor Kes:*		Search					
Jenis Tiket:*	Dokumen	~					
Bidangkuasa: *	Mahkamah Majistret	~					
Bayaran Carian:	RM 8.00						
Akaun Bayaran: *	Akaun Peribadi	~					
Bank: *	Affin Bank	~					
Alamat Emel: *							



(v) Once payment is completed, the ticket number will be emailed to you. It may take a few minutes for the ticket number to be registered in the e-filing system. The online file search portal can be accessed by clicking on the link below :-

https://ecourtservices.kehakiman.gov.my/Ticket/Search2?cultureCod e=ms

(vi) Type in the ticket number before clicking on "Verify"





(vii) After the ticket number is verified, enter the case number before clicking on "*Carian*"

ari Ca	an Fail Online		
	Carian dalam talian	2	
	Carian dengan tiket no.:		
	E74624FEBAVIR		
	Nota: Anda memerlukan kebenaran Pendaftu untuk melihat minit. Sila hadir di ka Rejabat Pendaftaran berkenaan	unter carran fail di	
		Carian	

(viii) Download the required document(s) or view the court minutes for a specific date

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (CIVIL DIVISION) CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD (Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD (Company No.: 100001-B)

... DEFENDANT

COMMON BUNDLE OF DOCUMENTS

VOLUME 1

Messrs GH & Co [Solicitors for the Plaintiff] No 100-3, Jalan IJK 50490 Kuala Lumpur [Our Ref: [insert]]

APPENDIX A1

CONTENTS

No.	Date	Documents	Page No.
1.			
2.			
3.			
4.			
5.			
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No.	Date	Documents	Page No.
8.			
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22.			
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29.			
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35.			

No.	Date	Documents	Page No.
36.			
37.			
38.			
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40.			
41.			
42.			

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43.			
44.			
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49.			

No.	Date	Documents	Page No.
50.			
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57.			
58.			
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No.	Date	Documents	Page No.
64.			
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67.			
68.			
69.			
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71.			
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73.			
74.			
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78.			
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82.			
83.			
84.			

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92.			
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94.			
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99.			
100.			
101.			
102.			
103.			
104.			
105.			

No.	Date	Documents	Page No.
106.			
107.			
108.			
109.			
110.			
111.			
112.			

No.	Date	Documents	Page No.
113.			
114.			
115.			
116.			

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (CIVIL DIVISION) CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD (Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD (Company No.: 100001-B)

... DEFENDANT

COMMON BUNDLE OF DOCUMENTS

VOLUME 1

Messrs GH & Co [Solicitors for the Plaintiff] No 100-3, Jalan IJK 50490 Kuala Lumpur [Our Ref: [insert]]

CONTENTS

No.	Date	Documents	Categorization	Page No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				

No.	Date	Documents	Categorization	Page No.
8.				
9.				
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15.				
16.				
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22.				
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29.				
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32.				
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36.				
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43.				
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50.				
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57.				
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64.				
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71.				
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78.				
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92.				
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99.				
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103.				
104.				
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106.				
107.				
108.				
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No.	Date	Documents	Categorization	Page No.
113.				
114.				
115.				
116.				

BETWEEN

ABC SDN BHD (Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD (Company No.: 100001-B)

... DEFENDANT

COMMON BUNDLE OF DOCUMENTS

VOLUME 1

No	Date	Documents	Categorization	Page No
		HEADING		
1.				
2.				
3.				
4.				
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7.				

No	Date	Documents	Categorization	Page No
8.				
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15.				
16.				

No	Date	Documents	Categorization	Page No
17.				
18.				
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APPENDIX B1

Civil Suit No: [insert]

[insert]

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APPENDIX B2

[file number] [Name of Suit] No: [Suit No]

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APPENDIX C

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40.			
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		Exhibits	
48.			
49.			
50.			
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No.	Documents	Enclosure No	Marking
54.			
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56.			
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57.			
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No.	Documents	Enclosure No	Marking	
68.				
Notes of Proceedings				
69.				
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BETWEEN

ABC SDN BHD (Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD (Company No.: 100001-B)

... DEFENDANT

PLAINTIFF'S BUNDLE OF AUTHORITIES

<u>NO.</u> **AUTHORITIES** TAB NO 1. 2. 3. 4. 5. 6.

BETWEEN

ABC SDN BHD (Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD (Company No.: 100001-B)

... DEFENDANT

PLAINTIFF'S BUNDLE OF AUTHORITIES

<u>NO.</u> **AUTHORITIES** PAGE NO 1. 2. 3. 4. 5.

6.

BETWEEN

ABC SDN BHD (Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD (Company No.: 100001-B)

... DEFENDANT

PLAINTIFF'S BUNDLE OF AUTHORITIES

<u>TAB NO.</u>

AUTHORITIES

PAGE NO

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- 2.
- 3.
- 4.
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- 5.
- 6.

BETWEEN

ABC SDN BHD (Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD (Company No.: 100001-B)

... DEFENDANT

SAMBUNGAN KEPADA EKSHIBIT "[INSERT]"

Tetuan GH & Co [Peguamcara bagi pihak Plaintif] No 100-3, Jalan IJK 50490 Kuala Lumpur [Ruj kami: [insert]]

... P