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STATUTORY INSTRUMENTS

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**1998 No. 3132**

**The Civil Procedure Rules 1998**

**PART 31**

**DISCLOSURE AND INSPECTION OF DOCUMENTS**

**Procedure for standard disclosure**

**31.10.**—(1) The procedure for standard disclosure is as follows.

(2) Each party must make and serve on every other party, a list of documents in the relevant practice form.

(3) The list must identify the documents in a convenient order and manner and as concisely as possible.

(4) The list must indicate—

- (a) those documents in respect of which the party claims a right or duty to withhold inspection; and
- (b) (i) those documents which are no longer in the party's control; and  
(ii) what has happened to those documents.

(Rule 31.19 (3) and (4) require a statement in the list of documents relating to any documents inspection of which a person claims he has a right or duty to withhold)

(5) The list must include a disclosure statement.

(6) A disclosure statement is a statement made by the party disclosing the documents—

- (a) setting out the extent of the search that has been made to locate documents which he is required to disclose;
- (b) certifying that he understands the duty to disclose documents; and
- (c) certifying that to the best of his knowledge he has carried out that duty.

(7) Where the party making the disclosure statement is a company, firm, association or other organisation, the statement must also—

- (a) identify the person making the statement; and
- (b) explain why he is considered an appropriate person to make the statement.

(8) The parties may agree in writing—

- (a) to disclose documents without making a list; and
- (b) to disclose documents without the disclosing party making a disclosure statement.

(9) A disclosure statement may be made by a person who is not a party where this is permitted by a relevant practice direction.

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**Changes to legislation:** There are currently no known outstanding effects for the  
The Civil Procedure Rules 1998, Section 31.10. (See end of Document for details)

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**Commencement Information**

**II** [Rule 31.10](#) in force at 26.4.1999, see [Signature](#)

**Changes to legislation:**

There are currently no known outstanding effects for the The Civil Procedure Rules 1998, Section 31.10.