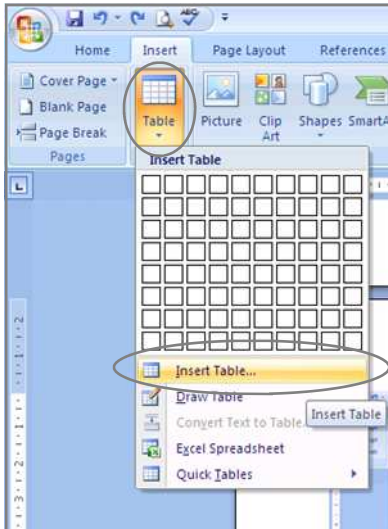




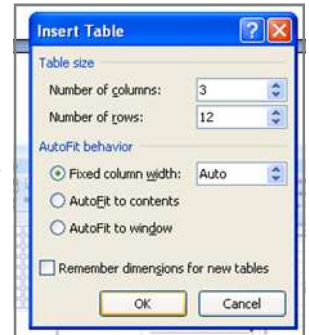
Layout for a pleading document—MS Word 2007

Use a table to layout the headings correctly.

Insert → Table → Insert Table...



In the dialogue box that appears enter the following:
Number of columns: 3
Number of rows: 12
Select Fixed Column Width: **Auto**
Click on **OK**



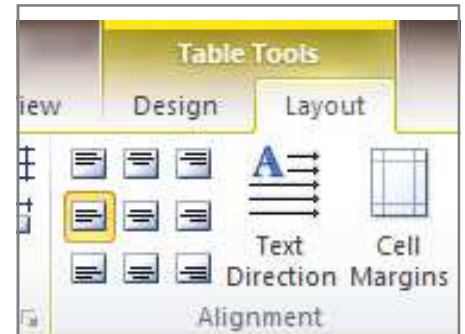
A table will now appear at the top of your document. Instructions on how to change the settings so the gridlines do not appear are over the page.

To ensure the text is aligned correctly:

Select the left column → Table Tools → Layout → Alignment → Align Center Left

Repeat for the middle column, choose Align Center

Repeat for the right column, choose Align Center Right

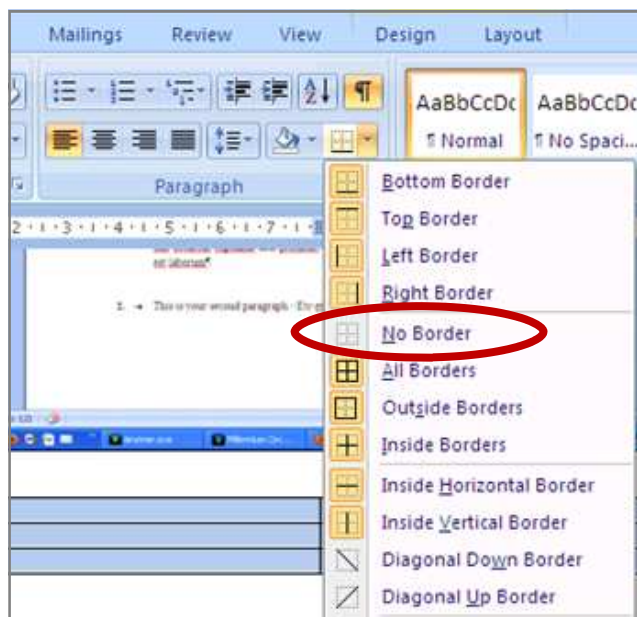


Enter the information required in each row of the table:

IN THE HIGH COURT OF JUSTICE	Claim-No. [NUMBER]
QUEEN'S BENCH DIVISION	
COMMERCIAL COURT	
BETWEEN:	
[FULL-NAME-OF-CLAIMANT]	(Claimant)
and	
[FULL-NAME-OF-DEFENDANT]	(Defendant)
PARTICULARS OF CLAIM	

To hide the gridlines of the table:

Select the Table: Home → Paragraph → click in the downward arrow next to the borders icon:
→ Select **No Borders** from the drop down options:



To insert the tramlines around the 'Particulars of Claim' / 'Defence' etc:

Highlight the text you want the tramlines to surround → Home → Paragraph → click the downward arrow next to the borders icon → select Top Border.

Repeat and select Bottom Border.

You can then type the rest of the document as normal, using a numbered list to provide the paragraph numbers:

Home → Numbered List:

