My Court Book exceeds the size allowance

Document Management · https://disclosureready.us.legalready.ai/knowledge/my-court-book-exceeds-the-size-allowance/

If you are having trouble uploading your court book to the Court because it exceeds the maximum file size (e.g., Magistrates Court system allows uploads up to **50 GB** only), you may consider using a **PDF compression tool** or document optimiser to reduce the overall size.

Additionally, you can split the court book into two smaller files by following the steps below:

1. **Enable Consecutive Numbering** – Open the matter, go to **SET UP**, and tick **Enable consecutive document numbering across all folders**. This will ensure the document numbering continues seamlessly from Part 1 to Part 2.
2. Create the first court book and select the first half set of folders (**Part 1**).
3. Create a second court book and select the remaining folders (**Part 2**).

Always check the size of your court book before uploading, if needed, you can repeat the process above and split the Court Book into further parts.