



Current COVID-19 Court & Professional Guidance

In recent weeks, various courts, tribunals and professional legal bodies have been producing guidance about the impact of the COVID-19 on the court system in England and Wales. To promote awareness of this guidance with fellow practitioners and the public generally, the juniors of 4-5 Gray's Inn Square have compiled all the current guidance impacting civil practitioners of which we are aware. The main documents of reference can be found here: <https://www.judiciary.uk/coronavirus-covid-19-advice-and-guidance/>.

Please note, this list is accurate to the best of our knowledge as at 24/04/2020 at 11:00. We advise that you also check with the relevant court/body to see whether there has been any updated advice provided since that date/time. Hyperlinks are provided where available in the table below which will direct you to the available online public guidance.

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Guidance for Barristers

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The Bar Council

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Issuing court/tribunal/professional body	Date Issued	Guidance Issued
General Guidance for Civil Court Users		
<p>HMCTS</p> <p>Daily Operational Summary on courts and tribunals during coronavirus (COVID-19) outbreak</p>	<p>24/04/2020</p>	<p>From Friday 24 April 2020 we will change the frequency of this update from daily to weekly. They can be accessed here: HMCTS Daily Operational Summary</p> <p>We will publish an operational update each Friday evening on GOV.UK, and we'll email you each Sunday evening with a reminder. On Monday mornings we'll also publish a link to the weekly update on Twitter.</p> <p>We'll only email again if there are any urgent or significant changes during the week. Follow us on @HMCTSgovuk to also check for daily or urgent updates.</p> <p>We'll keep this under review.</p> <ul style="list-style-type: none"> • We have many online court and tribunal services available to professional users and members of the public. These remove the need to contact us by phone, email or post. • We're consolidating the work of courts and tribunals into fewer buildings. Some building are open to the public, some buildings are staffed but are not open to the public, and some buildings are temporarily closed. The list was updated 23 April 2020 • Where courts and tribunals are closed, we'll contact parties directly to confirm new hearing arrangements. We'll contact those parties whose hearings were scheduled to happen first, and work our way through the list as quickly as possible. Please be patient while we do this, and avoid making contact if you can. • Cloud Video Platform (CVP) will start to be used in some civil and family hearings, as well as Skype. Please see our updated telephone and video hearings during coronavirus outbreak and a guide on how to join a telephone and video hearing

		<ul style="list-style-type: none"> • Our Courts and Tribunals Service Centres will be available from 8am to 5pm Monday to Thursday and 8am to 4pm on Fridays until further notice • Our South East region will only be taking calls between 10am to 2pm in all jurisdictions (with the exceptions on the next line) • Chelmsford, Norwich, Ipswich and Basildon Crown Courts are temporarily unable to answer calls. The recorded message will advise you what to do • We're continuing to avoid physical hearings and arranging remote hearings wherever possible. Anyone who requires technical support for a telephone or video hearing can call 0330 8089405 • We've introduced temporary new hours in our Scotland contact centre. HMCTS Scotland contact centre opening hours 24 April 2020 (PDF, 149KB, 1 page) <p>Crime</p> <ul style="list-style-type: none"> • There are no Jury trials currently underway • Crown Courts are dealing with a range of work, much of which is being done remotely. This includes sentencing hearings and all urgent applications including applications for bail and applications to extend custody time limits. Pre-trial preparation hearings and further case management hearings are also taking place • Magistrates' courts are only covering urgent work and we plan to re-start work on police traffic prosecution cases that can be dealt with remotely. Magistrates' court cases update: 24 April 2020 (PDF, 235KB, 1 page). The Judiciary have published a note of listing in magistrates' courts during coronavirus outbreak • Since 19 March 2020 Single Justice Procedure cases – other than some police road traffic cases - have been suspended. Decisions on those cases already listed will be delayed, as will all cases where there has been a not guilty plea • All questions about paying an outstanding criminal court fine should be sent to our National Compliance and Enforcement Service at NCESBCT@justice.gov.uk or call 0300 123 9252
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		<p>Family</p> <ul style="list-style-type: none"> • Family courts business priorities. Family court business priorities 24 April 2020 (PDF, 164KB, 1 page) • Family court C100 (child arrangements) guidance. Family court: Child Arrangements C100 application guidance (PDF, 238KB, 1 page) • 2-week rapid consultation on remote hearings in Family Court launched by Judiciary • Guidance on replacement of affidavits with statements of truth in non-contentious probate processes <p>Civil</p> <ul style="list-style-type: none"> • Civil court listing priorities. Civil court listing priorities 24 April 2020 (PDF, 332KB, 1 page) <p>Tribunals</p> <ul style="list-style-type: none"> • Various user help guides published: Administrative Appeals Chamber, Employment Tribunals, General Regulatory Chamber, Health, Education and Social Care Chamber (First-Tier Tribunal): Special Education Needs & Disability, Care Standards and Primary Health Lists, Health, Education and Social Care Chamber (First-Tier Tribunal): Mental Health, Social Entitlement Chamber (First-Tier Tribunal): Social Security and Child Support, Criminal Injuries Compensation, Asylum Support, Immigration and Asylum Chamber, Lands Chamber, Property Chamber, Tax and Chancery Chamber (Upper Tier), Tax Chamber First Tier and War Pensions and Armed Forces Compensation Chamber • First tier tax tribunal operational update Property and General Regulatory Chamber operational updates 24 April 2020 (PDF, 64.1KB, 1 page) • Property and General Regulatory Chamber operational updates First tier tax tribunal operational update 24 April 2020 (PDF, 169KB, 1 page)
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		<ul style="list-style-type: none"> • The Judiciary have published a frequently asked questions document on Employment Tribunals during the coronavirus for parties who are representing themselves and professional representatives • Mental Health Tribunal telephone hearing guidance. Mental Health Tribunal telephone guidance 24 April 2020 (PDF, 156KB, 1 page) • First Tier Immigration and Asylum Tribunal operational update. First Tier IAC operational update 24 April 2020 (PDF, 164KB, 1 page) • Upper Tier Immigration and Asylum Tribunal operational update. Upper Tier IAC operational update 24 April 2020 (PDF, 240KB, 1 page) <p>Royal Courts of Justice</p> <ul style="list-style-type: none"> • The Royal Courts of Justice Operational Update: The Royal Courts of Justice operational update 24 April 2020 (PDF, 130KB, 1 page). • The High Court is covering work according to the High Court Contingency Plan. More detailed guidance for the Administrative Court Office. Administrative Court Office guidance (PDF, 270KB, 4 pages) More detailed guidance for the Queen’s Bench. Queen's Bench guidance (PDF, 394KB, 3 pages) Queen's Bench guidance - Bulletin 2 (PDF, 407KB, 3 pages) Queen's Bench guidance - Bulletin 3 (PDF, 241KB, 1 page) Queen's Bench guidance - Bulletin 4 (PDF, 261KB, 2 pages) Queen's Bench guidance - Interim Applications Court (PDF, 166KB, 1 page) Queen's Bench guidance - Bulletin 5(PDF, 168KB, 2 pages) Queen's Bench guidance - Bulletin 6 (PDF, 169KB, 2 pages) • The Court of Appeal Civil Division is covering work according to the RCJ Court of Appeal Civil urgent business priorities. Court of Appeal Civil urgent business priorities 24 April 2020 (PDF, 164KB, 1 page). • The Court of Appeal Criminal Division is covering work according to the RCJ Court of Appeal Criminal Emergency Plan. RCJ Court of Appeal Criminal Division update 24 April 2020 (PDF, 164KB, 1 page).
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<p>Civil Court Listing Priorities</p>	<p>24/04/2020</p>	<p>Priority 1 – work that must be done</p> <ul style="list-style-type: none"> • Committals • Freezing Orders • Injunctions (and return days for ex parte injunctions) • The emphasis must be on those with a real time element (such as post-termination employment restrictions), noise or interference with property • Anti-Social Behaviour/Harassment injunctions (not ancillary to possession) • Applications to stay enforcement of existing possession orders • Production of persons in custody following Power of Arrest detentions • Applications to displace under s 29 of MHA • Homelessness Applications • Enforcement work that does not involve bailiffs, such as third-party debt orders (particularly hardship payments) • Any applications in cases listed for trial in the next three months • Any applications where there is a substantial hearing listed in the next month • All Multi Track hearings where parties agree that it is urgent (subject to triage) • Appeals in all these cases <p>Priority 2 – work that could be done</p> <ul style="list-style-type: none"> • Infant and Protected Party approvals (children could attend by Skype) • CPR 21 approvals • Applications for interim payments in MT/PI/Clin Neg • Stage 3 assessment of damages • Enforcement of trading contracts • Applications or hearings pursuant to the Insolvency Act 1986 which concern the survival of a business or the solvency of a business or an individual • Applications for summary judgement for a specified sum • Applications to set aside judgement in default • Applications for security for costs • All small claim/fast track trials where parties agree it is urgent (subject to triage) • Preliminary assessment of costs • Appeals in all these cases <p>Civil work in the Court of Appeal is subject to separate guidance and civil work carried out within the Queen’s</p>
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		<ul style="list-style-type: none"> • Ideally the bundle should be a single PDF document with bookmarks corresponding to tabs in the index; OCR software should be used to render all documents in the bundle searchable. • If it is made up individual files, how are they named? Will that naming convention work for your skeleton or to refer the court to? Will it keep the documents in the same order for everyone? • Software used by solicitors to organise their electronic files internally might not name the documents in a useful way for a court bundle – documents might need to be renamed: § e.g. 1_Claim form; 2_Defence, etc. is much easier to say and navigate than [EE70451.0001]: 13_03_2019 Issued Claim Form in Bloggs v Patten. <p><u>Skeletons</u></p> <ul style="list-style-type: none"> • Should open with a short statement of what the issues are for determination, and stating the parties’ respective positions on each issue (and reasons if they can be expressed briefly). • Will need to cross reference the bundle so the judge can get to the correct document/page. <p><u>Authorities</u></p> <ul style="list-style-type: none"> • How many are actually on point for the determination of the essential issues? • How are they going to get to the judge? • Assemble a separate, joint PDF authorities bundle with each case bookmarked. • Mark the relevant passages with either highlighting or a red line in the margin. <p>Shortly before the hearing</p> <p><u>How you will have pre-hearing discussions</u> with your opponents? Will this be through a separate meeting earlier on in the day? Or will the parties join the meeting shortly before the Judge to allow for this to happen?</p> <p><u>Getting ready</u></p> <ul style="list-style-type: none"> • Check who is dialling in and that you have the correct details. • Do you have your “at court” kit to hand (pen, paper, calculator if needed, procedural texts, phone on silent, computer notifications silenced). <p>At the hearing</p>
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<p>Remote Costs Hearings Guidance</p>	<p>24/04/2020</p>	<p>Civil guidance on remote costs hearings has been issued, and can be accessed here:</p>

		<p>https://www.judiciary.uk/coronavirus-covid-19-advice-and-guidance/#generalinfo</p> <p>The link will download a word document</p>
Judges’ and Members’ Presidential Administrative Instruction	14/04/2020	<p>The Rt. Hon. Sir Ernest Ryder has issued an Administrative Instruction to all Judges and Members of Tribunals. It can be viewed here:</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/04/14042020-AI-no4-final.pdf</p>
Procedure Rules & Protocols		
Civil Justice in England and Wales: Protocol Regarding Remote Hearings	20/03/2020	<p>This protocol applies to hearings of all kinds, including trials, applications and those in which litigants in person are involved in the County Court, High Court and Court of Appeal (Civil Division), including the Business and Property Courts.</p> <p>It can be accessed here:</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/03/Civil-court-guidance-on-how-to-conduct-remote-hearings.pdf.</p>
Civil Procedure Rules, Practice Direction 51Z	<p>27/03/2020</p> <p>This PD was amended on 20 April 2020 to insert paragraph 2A</p>	<p>Practice Direction Update to the Civil Procedure Rules - Coronavirus Pandemic related (Practice Direction 51Z)</p> <p>The new <u>Practice Direction 51Z</u> is effective from 27/03/2020 and supplements Part 51. It states:</p> <ol style="list-style-type: none"> 1. This practice direction is made under rule 51.2 of the Civil Procedure Rules (“CPR”). It is intended to assess modifications to the rules and Practice Directions that may be necessary during the Coronavirus pandemic and the need to ensure that the administration of justice, including the

		<p>enforcement of orders, is carried out so as not to endanger public health. As such it makes provision to stay proceedings for, and to enforce, possession. It ceases to have effect on 30 October 2020.</p> <p>2. All proceedings for possession brought under CPR Part 55 and all proceedings seeking to enforce an order for possession by a warrant or writ of possession are stayed for a period of 90 days from the date this Direction comes into force.</p> <p>2A. Paragraph 2 does not apply to—</p> <ul style="list-style-type: none"> (a) a claim against trespassers to which rule 55.6 applies; (b) an application for an interim possession order under Section III of Part 55, including the making of such an order, the hearing required by rule 55.25(4), and any application made under rule 55.28(1); or (c) an application for case management directions which are agreed by all the parties. <p>3. For the avoidance of doubt, claims for injunctive relief are not subject to the stay in paragraph 2.</p>
<p>Civil Procedure Rules, Practice Direction 51Y</p>	<p>25/03/2020</p>	<p>Practice Direction 51Y - Practice Direction on Video or Audio Hearings in Civil Proceedings during the Coronavirus Pandemic</p> <p>The Master of the Rolls and Lord Chancellor have signed <u>Practice Direction 51Y (PD)</u> in relation to video or audio hearings during the Coronavirus pandemic. It is a technical amendment, which clarifies the manner in which the court may exercise its discretion to conduct hearings remotely in private. It also clarifies what steps the court may make to ensure access by the public to remote hearings that have been held in private through making available audio or video recordings of those hearings at a time when the courts are operating normally. It will remain in force for no longer than the Coronavirus Bill is intended to remain in force.</p>

<p>Civil Procedure Rules, Practice Direction 51ZA</p>	<p>02/04/2020</p>	<p>Practice Direction 51ZA – Extension of Time Limits and Clarification of Practice Direction 51Y - Coronavirus</p> <p>Practice Direction 51ZA was issued on 02 April 2020 and ceases to have effect on 30 October 2020. It states as follows:</p> <p>1. This practice direction is made under rule 51.2 of the Civil Procedure Rules (“CPR”). It is intended to assess modifications to the rules and Practice Directions that may be necessary as a temporary measure during the Coronavirus pandemic to ensure that the administration of justice is carried out so as not to endanger public health. As such it</p> <p style="padding-left: 40px;">(a) makes provision for parties to agree extensions of time to comply with procedural time limits in the CPR, Practice Directions and court orders; and</p> <p style="padding-left: 40px;">(b) provides guidance to the court when considering applications for extensions of time and adjournments.</p> <p>It further makes provision to clarify the meaning of paragraph 4 of Practice Direction 51Y. It ceases to have effect on 30 October 2020.</p> <p>2. During the period in which this Direction is in force CPR rule.3.8 has effect as if in substitution for the reference to 28 days there was a reference to 56 days.</p> <p>3. Any extension of time, whether agreed by the parties or on application by a party, beyond 56 days requires the permission of the court. An application for such permission will be considered by the court on the papers. Any order made on the papers must, on application, be reconsidered at a hearing.</p> <p>4. In so far as compatible with the proper administration of justice, the court will take into account the impact of the Covid-19 pandemic when considering applications for the extension of time for compliance with directions, the adjournment of hearings, and applications for relief from sanctions.</p> <p>5. In paragraph 4 of Practice Direction 51Y, the reference to ‘application’ in the final sentence is to be read as ‘request’. As such any person seeking permission to listen</p>
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		<p>to or view a recording of a hearing is not required to make a formal application under CPR Part 23.</p>
<p>Replacement of affidavits with statements of truth in non-contentious probate processes</p>	<p>17/04/2020</p>	<p>President of the Family Division: Guidance as to the replacement of affidavits with statements of truth in non-contentious probate processes</p> <p>To enable non-contentious probate business to continue during the current social conditions imposed for the coronavirus pandemic, I am authorising the District Probate Registrars to allow statements of truth to be used as an alternative to affidavits for the following applications and processes in the Non-Contentious Probate Rules 1987 – 12 (1), 16, 19, 25 (2), 26, 32 (2), 44 (12), 46 (2) & (4), 47 (4) & (6), 48 (2)a, 50 (2), 51, 52, 53, 54 (3), 55 (2) until 30 July 2020.</p> <p>https://www.judiciary.uk/announcements/president-of-the-family-division-guidance-as-to-the-replacement-of-affidavits-with-statements-of-truth-in-non-contentious-probate-processes/?utm_medium=email&utm_source=</p>

Temporary Amendments to the Practice Guidance on Case Management and Mediation of International Child Abduction Proceedings	27/03/2020	The temporary amendments, together with a template directions order can be viewed here: https://www.judiciary.uk/wp-content/uploads/2020/03/COVID19-Draft-Temporary-Amendments-to-Child-Abduction-Practice-Guidance-Final-26.03.2020.pdf
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<p>Pilot Practice Direction: Video/Audio Hearings in the First-Tier Tribunal and the Upper Tribunal</p>	<p>02/04/2020</p>	<p>PILOT PRACTICE DIRECTION: VIDEO/AUDIO HEARINGS IN THE FIRST-TIER TRIBUNAL AND THE UPPER TRIBUNAL</p> <p><u>Background</u></p> <p>1. During the Covid-19 pandemic, it may be necessary for tribunals to adjust their ways of working to limit the spread of the virus and manage their workloads appropriately. I have therefore decided to issue this Practice Direction on a pilot basis. It ceases to have effect on the date on which the Coronavirus Act 2020 ceases to have effect in accordance with section 89(1) of that Act.</p> <p>2. The Lord Chancellor has approved the issue of this Practice Direction in accordance with s23 Tribunals, Courts and Enforcement Act 2007.</p> <p><u>Scope</u></p> <p>3. This Practice Direction applies to all appeals and applications in the First-tier Tribunal and the Upper Tribunal.</p> <p><u>Public/private hearings</u></p> <p>4. Where a tribunal decides that:</p> <p>a) a hearing in a particular case should take place;</p> <p>b) the proceedings are to be conducted wholly as video or audio proceedings; and</p> <p>c) it is not practicable for the hearing to be broadcast in a court or tribunal building</p> <p>the tribunal may direct that the hearing will take place in private, where this is necessary to secure the proper administration of justice.</p> <p>5. Where a media representative is able to access proceedings remotely while those proceedings are taking place, the proceedings will constitute a public hearing for the purposes of the relevant Chamber’s procedure rules.</p> <p><u>Access to recordings</u></p> <p>6. Any hearing held in private under paragraph 4 must be recorded, where that is practicable, in a manner directed by</p>
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		<p>the tribunal. Where authorised under s.32 of the Crime and Courts Act 2013 or 29ZA of the Tribunals, Courts and Enforcement Act 2007 (as inserted by the Coronavirus Act 2020), the tribunal may direct the hearing to be video recorded, otherwise the hearing must be audio recorded.</p> <p>7. On the application of any person, any recording made in accordance with paragraph 6 may be accessed in a tribunal or court building, with the tribunals' consent.</p> <p>(https://www.judiciary.uk/wp-content/uploads/2020/04/02-Apr-30-Practice-Direction-Audio-Video-Hearings.pdf)</p>
Guidance for specific courts & tribunals		
<p>Queen's Bench Division</p>	<p>21/04/2020</p>	<p>Possession claims against trespassers under CPR Part 55 (Coronavirus Bulletin 6)</p> <p>Practice Direction 51Z – Stay of Possession Proceedings and Extension of Time Limits – Coronavirus has been amended by the 120th Update issued by the Master of the Rolls on 20 April 2020. The amendments exclude the following from the stay imposed on possession proceedings brought under CPR Part 55, and clarify that such claims may be issued:</p> <p>(1) A claim against trespassers to which rule 55.6 applies;</p> <p>(2) An application for an interim possession order under rule 55.28(1); or</p> <p>(3) An application for case management directions which are agreed by all the parties.</p> <p>The following procedures have been introduced in the QB Enforcement Section to allow claims against trespassers which are permitted to be brought, and are not subject to a stay, to be dealt with as efficiently as possible during the period of Coronavirus restrictions.</p> <p>Claims under Rule 55.6</p> <p>1. Draft Claim Form and Particulars of Claim, (or issued and filed Claim Form and Particulars of Claim in an existing QB claim), Witness Statement and Certificate of urgency with draft Order to be E-filed and also sent to QB Enforcement Section qbenforcement@Justice.gov.uk in PDF form.</p>

	<p>2. Permission to issue given by the Master and Order approved, without a hearing or by telephone hearing at Master's discretion. The draft Order must include a protocol for Defendants to dial in to a telephone hearing for the return date.</p> <p>3. Claim Form issued and Order sealed electronically.</p> <p>4. The Claim Form and sealed Order will be emailed to High Court Enforcement Officer/Solicitor for Claimant who will serve in accordance with CPR 55.6. 5. Certificate/Statement of service to be emailed to qbenforcement@Justice.gov.uk and E-filed.</p> <p>6. Return hearing to be conducted by telephone conference call arranged by Claimant.</p> <p>7. Order following telephone hearing and PF86 to be approved by the Master and Possession Order sealed.</p> <p>8. Writ of Possession sealed.</p> <p>9. Writ executed by High Court Enforcement Officer.</p> <p>Applications for an Interim Possession Order (IPO) under Rule 55.20</p> <p>1. The documents required under Rule 55.22 must be E-filed and also sent to qbenforcement@Justice.gov.uk in PDF form.</p> <p>2. The court will issue the claim form and the application for the IPO and send these by email to the High Court enforcement officer/solicitor for the claimant.</p> <p>3. The hearing of the application will be by telephone no later than 3 days after the date of issue.</p> <p>An application for case management directions agreed by all parties</p> <p>Submit by E-filing and by sending the application notice and draft order to qbenforcement@Justice.gov.uk</p> <p>Generally</p> <p>The Practice Note of the Chief Master and Senior Master dated 30 September 2016 55APN.1 continues to apply. Please Note in particular paragraph 5: Unless there is real</p>
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	16/04/2020	<p>urgency (a need for immediate attention), the High Court will rarely be the suitable venue.</p> <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881030/QB_Bulletin_6.pdf?utm_medium=email&utm_source=)</p> <p>Service of documents, requests for taking of evidence from foreign courts and registration of foreign judgments (Coronavirus Bulletin 5)</p> <p>TAKING OF EVIDENCE All examinations of witnesses in respect of requests received from foreign courts to be carried out by order of the High Court of England and Wales under the direction of the Government Legal Department pursuant to the Evidence (Proceedings in Other Jurisdictions) Act 1975, and pursuant to the Taking of Evidence Regulation are suspended for a period of 90 days from 25 March 2020, or until further order: see order attached. Examinations of witnesses arranged and carried out privately are not affected by this order, but the Coronavirus restrictions would be likely to prevent private examinations from proceeding. Urgent applications under the Evidence (Proceedings in Other Jurisdictions) Act 1975 where English solicitors are instructed can however be processed by submitting these to the Foreign Process Section at foreignprocess.rcj@Justice.gov.uk and any hearings of, or relating to, such applications are able to be listed and heard in the usual way.</p> <p>Urgent applications for orders for Letters of Request to be sent to foreign courts either under the Taking of Evidence Regulation or the Hague Evidence Convention or any other bi-lateral treaty may be able to be processed, but they are unlikely to be dealt with by the requested court during the present circumstances, and we would advise waiting until the current restrictions are lifted unless there is real urgency.</p> <p>REGISTRATION OF FOREIGN JUDGMENTS We are not able to process these at present.</p> <p>EU INFORMATION ON THE EFFECT OF COVID-19 The Europa website has just published information and guidance about the effect of Covid-19 on the operation of all Regulations: see https://ejustice.europa.eu/content_impact_of_the_covid19_virus_on_the_justice_field-37147-en.do</p>
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	14/04/2020	<p>Court Users who have any queries in relation to Foreign Process matter should email foreignprocess.rcj@Justice.gov.uk</p> <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/880131/QB_Bulletin_5.pdf?utm_medium=email&utm_source=)</p> <p>Coronavirus – Information for Interim Applications Court (Court 37)</p> <p>Due to high levels of staff absence because of the COVID-19 pandemic, the Interim Applications Court (Court 37) will be closed to the public from 4:30pm on Wednesday 25 March 2020 until further notice. Court users are advised not to go to Court 37. We apologise for any inconvenience.</p> <p>Interim applications i.e. where immediate action is required from the court, otherwise a situation will become irreversible, should continue to be sent by professional court users via CE-File.</p> <p>For Litigants in person who do not have access to CE-File applications should be sent to qbjudgeslistingoffice@justice.gov.uk. Applications must be accompanied by an electronic bundle containing only those documents which it will be necessary for the court to read for the purposes of determining the application.</p> <p>In all cases where the application cannot be sent via CE-File the electronic bundle:</p> <ol style="list-style-type: none"> a. must be a single PDF not exceeding 20mb in size; b. must be numbered in ascending order regardless of whether multiple documents have been combined together (the original page numbers of the document will be ignored and just the bundle page number will be referred to) c. Index pages and authorities must be numbered as part of the single PDF document (they are not to be skipped; they are part of the single PDF and must be numbered). d. The default display view size of all pages must always be 100%. e. Texts on all pages must be selectable to facilitate comments and highlights to be imposed on the texts f. The bookmarks must be labelled indicating what document they are referring to (it is best to have the same name or title as the actual document) and also display the relevant page numbers.
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		<p>g. The resolution on the electronic bundle must be reduced to about 200 to 300 dpi to prevent delays whilst scrolling from one page to another.</p> <p>h. The index page must be hyperlinked to the pages or documents it refers to.</p> <p>If you are not legally represented and you do not have access to email, you should contact the Queen’s Bench Division by telephone between 10:00am and 5:00pm on 07562 434 296 (only to be used in an emergency) so that details of your application may be taken by telephone and alternative arrangements made if permitted by the Judge on duty.</p> <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879158/Ops_Update_-_QB_Interim_Applications_Court.pdf?utm_medium=email&utm_source=)</p> <p>09/04/2020 Queen’s Bench Masters Hearings and QB Action Department Court Funds Office (Coronavirus Bulletin 4)</p> <p>Guidance in relations to the Court Funds Office can be found here:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878793/QB_Bulletin_4.pdf?utm_medium=email&utm_source=</p> <p>03/04/2020 Queen’s Bench Masters Hearings and QB Action Department (Coronavirus Bulletin 3)</p> <p>Practice Direction 51ZA – Extension of Time Limits and Clarification Of Practice Direction 51Y – Coronavirus</p> <p>This has now been published. It provides that during the period when the PD is in force CPR rule 3.8 has effect as if the 28 day period when parties can agree extensions of time is extended to 56 days.</p> <p>Electronic Signatures on Court Documents</p> <p>During this period when most court users are working remotely, often without secure access to scanning technology the QB Action Department has received a number of queries from court users as to whether</p>
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	27/03/2020	<p>documents filed with the court bearing either no signatures or electronic signatures are acceptable.</p> <p>Rule 5.3 permits any document that is required to be signed to be signed “if the signature is printed by computer or other mechanical means.” The QB Action Department will accept all documents signed with electronic signatures, but documents that are unsigned will not be accepted.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878792/QB_Bulletin_3.pdf?utm_medium=email&utm_source=)</p> <p>Information for QBD Users (Coronavirus Bulletin 2)</p> <ul style="list-style-type: none"> • The QB is dealing with urgent work (applications and hearings) only; all hearings are to be held remotely. • The List office will contact parties to will proceed, but this will be closer to the hearing date. • <u>Hearings before the QB Masters:</u> All hearings will now be conducted by telephone conference or by Skype (audio only or audio and video). Telephone hearings are conducted in accordance with PD23A and PD51Y and must be hosted by an approved service provider. Professional representatives will be required to set up telephone conferences and ensure that they are recorded, as has previously been the case. Masters will instigate Skype hearings and invite you to join the conference. You will be informed by the Master or by listing clerks how the hearing is to take place. You should let the court know as soon as possible if there are any difficulties. The hearings will be listed in the usual in the Causer List and identified as either telephone or video hearings. • If parties reach an agreement to adjourn any listed hearings because they are not urgent and they would prefer them to be listed in court when the current emergency situation is lifted please let the Master know as soon as possible. The Master may also reach a decision of their own initiative to adjourn any particular hearing and will communicate with the parties by email or telephone. • Communications with the Court about Hearings: The court staff have been unable to keep electronic filings up to date as a result of staff depletion during the present crisis. <u>Please therefore do not rely on electronic filing alone to ensure that a document reaches the</u>
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	<p>25/03/2020</p>	<p>Master for a hearing. Please email with information and all documents relating to a forthcoming hearing directly to the Master. As far as possible please send one email with all information and documents for a hearing.</p> <ul style="list-style-type: none"> • Documents for hearings: Please follow the instructions previously provided about electronic bundles. Do not include skeleton arguments in the electronic hearing bundle but email them separately. Please ensure that the bundles contain no more documents than necessary for resolution of the issues in question. • The Fees Office in the QB Action Department is closed, but all professional users should continue to use CE-File where you can pay by PBA or credit card. All other users will be asked for payment when the Fees Office re-opens. • The Foreign Process and Children’s Funds Sections departments are closed until further notice. Any urgent applications for Foreign Process should be sent to foreignprocess.rcj@Justice.gov.uk and any urgent correspondence for Children’s Funds should be sent to qbchildrenfunds@justice.go.uk, which will be forwarded to the most appropriate Master, unless a Master has already dealt with the matter, when you should send direct to that Master. <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879157/Ops_Update_-_QBD_Bulletin_2.pdf?utm_medium=email&utm_source=)</p> <p>QBD Court Users’ Information</p> <p>During the current COVID-19 outbreak the work of the Queen’s Bench Action Department and the Queen’s Bench Masters will continue so far as possible. However, it is inevitable that the outbreak of the virus, and the Government and NHS guidelines on self isolation, means that there are, and will continue to be, absences of both Masters and court staff.</p> <p>In order to deal with court business in the most efficient way possible, taking into account the current constraints, we are making certain changes to our usual procedure.</p>
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	<p>9. Where it is not possible to lodge a hardcopy bundle, or where a Master is conducting a hearing by telephone or Skype at home, an electronic bundle must be provided at least one day before the hearing. The guidance set out in Annex A to this note must be followed in respect of an electronic bundle.</p> <p>10. A Cause List will continue to be produced but it may be subject to change at short notice.</p> <p>11. There are likely to be more problems than usual in answering telephone enquiries. Please communicate with the court via email. If the matter is very urgent please copy in the Master before whom the hearing is listed, and the Master's clerk.</p> <p><u>Professional Court Users:</u></p> <ol style="list-style-type: none">1. Court users should continue to E-File as usual but are likely to experience significant delays due to a reduced workforce.2. Please let us know as soon as possible if a hearing is likely to be vacated or a representative cannot attend through illness/self isolation.3. If you consider that a hearing is not urgent please liaise with your opponent to see if agreement can be reached for it to be adjourned, and if so, let QBML know as soon as possible.4. If any party wishes a hearing to be by telephone or Skype, please apply for permission by email direct to the Master before whom the hearing is listed, copied to the Master's clerk.5. By issuing claims and applications electronically, there should be no limitation issues, even if we have to close the remaining Action Department counter. <p><u>Litigants in Person:</u></p> <p>Litigants in person are encouraged to use E-Filing, but if this is not possible documents should be filed at the drop boxes provided adjacent to the Fees counter</p> <p>The position may change in the forthcoming days /weeks as we respond to developments and future government guidance, and we shall provide details of any changes as soon as possible.</p>
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	18/03/2020	<p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878791/QB_Masters_Hearings_-_court_user_guidance.pdf?utm_medium=email&utm_source=)</p> <ul style="list-style-type: none"> • The following QBD counters are closed until further notice: <ol style="list-style-type: none"> 1. E07 – Queen’s Bench Issues, Enforcement and Masters Listing 2. E15 – Queen’s Bench Enforcement, Deed Poll and Bills of Sale 3. E14 – Foreign Process 4. WGO8 – Queen’s Bench Listing 5. C324 – Administrative Court Issues 6. WGO7 – Administrative Court Listing • The guidance as at 18/03/2020 states that the following two counters remained open: <ol style="list-style-type: none"> 1. Bear Garden (East Block): Bundles for Queen’s Bench Masters hearings 2. Court 37 (West Green building): Bundles for Queen’s Bench and Administrative Court hearings • You can contact the court by email using the dedicated email address for each court: <ol style="list-style-type: none"> 1. AdministrativeCourtOffice.GeneralOffice@hmcts.x.gsi.gov.uk 2. AdministrativeCourtOffice.ListOffice@hmcts.x.gsi.gov.uk 3. QBEnquiries@justice.gov.uk 4. QBJudgesListingOffice@justice.gov.uk 5. ForeignProcess.RCJ@justice.gov.uk 6. FeesRCJ@justice.gov.uk
Family Court	24/04/2020	<p>Summary of Family business priorities previously agreed with the President of the Family Division: 24 April 2020</p> <p><u>Work that must be done:</u></p> <p>All urgent orders, including but not limited to:</p> <p>Public Law Children:</p> <ul style="list-style-type: none"> • Emergency Protection Orders • Interim Care Order

		<ul style="list-style-type: none"> • Renewal of Interim Care Order • Secure Accommodation Order • Deprivation of Liberty authorisation <p>Private Law Children: Urgent applications</p> <ul style="list-style-type: none"> • Child Abduction Orders (including Tipstaff Orders) • <u>Domestic Abuse (Family Law Act) Injunctions</u> • Female Genital Mutilation and Forced Marriage Protection Orders • Divorce – urgent applications and decrees absolute <p>Work that will be done:</p> <ul style="list-style-type: none"> • Gatekeeping and allocation referrals – care • Gatekeeping and allocation referrals - private • Other family care orders/documents/emails <p>Work that we will do our best to do:</p> <ul style="list-style-type: none"> • Other family private law orders/documents/emails • Adoption orders • Divorce • Financial remedy • Probate <p>Digital Working</p> <p>Please use online applications on GOV.UK whenever possible to assist with remote working:</p> <p><u>Divorce, for legal professionals</u></p> <p><u>Divorce, for personal applicants</u></p> <p>Financial remedy by consent, email to sign up: HMCTSFfinancialRemedy@justice.gov.uk</p> <p><u>Private law C100 child arrangements</u></p> <p><u>Public law, phased roll out so not available in all courts yet</u></p> <p><u>Probate, for professional applicants</u></p> <p><u>Probate, for personal applicants</u></p> <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881017/Ops_update_-_family_court_business_priorities_24_April_2020_FINAL.pdf?utm_medium=email&utm_source=)</p>
	24/04/2020	Making C100 applications - 24 April 2020

	<p>16/04/2020</p>	<p>Child Arrangements Order, Prohibited Steps and Specific Issue Order applications</p> <p>We've put arrangements in place to ensure that we can continue to process applications for child arrangements during the coronavirus pandemic.</p> <p>Wherever possible parents and legal representatives should use the online child arrangements service on GOV.UK to avoid delay. More guidance on child arrangements is available on GOV.UK.</p> <p>If you cannot use an online service, please see more information on paper applications.</p> <p>Urgent applications: If you need a hearing within the next 3 days, or if there are serious safety concerns, then please do not use the online service. Instead, you must contact your local court. Details are available on Courts and Tribunals Finder.</p> <p>Paper applications: If you cannot use the online service, and there are no serious safety concerns or a need for an urgent hearing, please send paper C100 applications to: C100 Applications PO BOX 4936 69 Buckingham Avenue Slough SL1 0JR</p> <p>Only 1 copy of each document is required. Please do not send cash or postal order payments to the above address.</p> <p>It is important to include telephone and email addresses for all parties where possible. Your local court will still deal with your application but this will allow HMCTS to work more remotely.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881018/Family_courts_C100_apps_-_Ops_update_24_April_2020.pdf?utm_medium=email&utm_source=</p> <p>The Remote Access Family Court (Version 4) by Mr Justice MacDonald can be viewed here: https://www.judiciary.uk/wp-</p>
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	08/04/2020	<p>content/uploads/2020/04/The-Remote-Access-Family-Court-Version-4-Final-16.04.20.pdf</p> <p>President’s Guidance on Decrees during the Coronavirus Pandemic</p> <p>During the Coronavirus Pandemic it will not be possible for decrees nisi, decrees of judicial separation, conditional orders and separation orders to be heard in public. Pursuant to FPR Rule 7.16 (3)(f) such hearings will take place in private but will be recorded so that any member of the public or the press may apply for a transcript. FPR Rule 7.21 still applies so that any party who wishes to be heard on a question as to costs must give written notice to the court and serve that notice on every other party not less than 14 days before the hearing; nobody should attend the court hearing.</p> <p>(https://www.judiciary.uk/wp-content/uploads/2020/04/Decrees1.4.20.docx-internet-9-april-2020.pdf)</p>
	25/03/2020	<p>Guidance on The Remote Access in the Family Court has been issued and can be accessed here: https://www.judiciary.uk/wp-content/uploads/2020/03/The-Remote-Access-Family-Court-Version-2-Final-25.03.20.pdf</p> <p>This document will be updated regularly, and the new text will appear in red</p> <p>A short statement regarding <u>Guidance on Compliance with Family Court Child Arrangement Orders</u> states:</p> <ol style="list-style-type: none"> 1. Parental responsibility for a child who is the subject of a Child Arrangements Order [‘CAO’] made by the Family Court rests with the child’s parents and not with the court. 2. The country is in the middle of a Public Health crisis on an unprecedented scale. The expectation must be that parents will care for children by acting sensibly and safely when making decisions regarding the arrangements for their child and deciding where and with whom their child spends time. Parents must abide by the ‘Rules on Staying at Home and Away from Others’ issued by the government on 23 March [‘the Stay at Home Rules’]. In addition to these Rules, advice about

		<p>staying safe and reducing the spread of infection has been issued and updated by Public Health England and Public Health Wales [‘PHE/PHW’].</p> <ol style="list-style-type: none"> 3. The Stay at Home Rules have made the general position clear: it is no longer permitted for a person, and this would include a child, to be outside their home for any purpose other than essential shopping, daily exercise, medical need or attending essential work. 4. Government guidance issued alongside the Stay at Home Rules on 23rd March deals specifically with child contact arrangements. It says: “Where parents do not live in the same household, children under 18 can be moved between their parents’ homes.” This establishes an exception to the mandatory ‘stay at home’ requirement; it does not, however, mean that children must be moved between homes. The decision whether a child is to move between parental homes is for the child’s parents to make after a sensible assessment of the circumstances, including the child’s present health, the risk of infection and the presence of any recognised vulnerable individuals in one household or the other. 5. More generally, the best way to deal with these difficult times will be for parents to communicate with one another about their worries, and what they think would be a good, practical solution. Many people are very worried about Coronavirus and the health of themselves, their children and their extended family. Even if some parents think it is safe for contact to take place, it might be entirely reasonable for the other parent to be genuinely worried about this. 6. Where parents, acting in agreement, exercise their parental responsibility to conclude that the arrangements set out in a CAO should be temporarily varied they are free to do so. It would be sensible for each parent to record such an agreement in a note, email or text message sent to each other. 7. Where parents do not agree to vary the arrangements set out in a CAO, but one parent is sufficiently concerned that complying with the
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	24/03/2020	<p>CAO arrangements would be against current PHE/PHW advice, then that parent may exercise their parental responsibility and vary the arrangement to one that they consider to be safe. If, after the event, the actions of a parent acting on their own in this way are questioned by the other parent in the Family Court, the court is likely to look to see whether each parent acted reasonably and sensibly in the light of the official advice and the Stay at Home Rules in place at that time, together with any specific evidence relating to the child or family.</p> <p>8. Where, either as a result of parental agreement or as a result of one parent on their own varying the arrangements, a child does not get to spend time with the other parent as set down in the CAO, the courts will expect alternative arrangements to be made to establish and maintain regular contact between the child and the other parent within the Stay at Home Rules, for example remotely – by Face-Time, WhatsApp Face-Time, Skype, Zoom or other video connection or, if that is not possible, by telephone.</p> <p>Coronavirus Crisis: Guidance on Compliance with Family Court Child Arrangement Orders</p> <p>During the current Coronavirus Crisis some parents whose children are the subject of Child Arrangements Orders made by the Family Court have been understandably concerned about their ability to meet the requirements of these court orders safely in the wholly unforeseen circumstances that now apply. This short statement is intended to offer advice but, as the circumstances of each child and family will differ, any advice can only be in the most general form.</p> <p>1. Parental responsibility for a child who is the subject of a Child Arrangements Order [‘CAO’] made by the Family Court rests with the child’s parents and not with the court.</p> <p>2. The country is in the middle of a Public Health crisis on an unprecedented scale. The expectation must be that parents will care for children by acting sensibly and safely when making decisions regarding the arrangements for their child and deciding where and with whom their child spends time. Parents must abide by the ‘Rules on Staying at</p>
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	<p>Home and Away from Others’ issued by the government on 23rd March [‘the Stay at Home Rules’]. In addition to these Rules, advice about staying safe and reducing the spread of infection has been issued and updated by Public Health England and Public Health Wales [‘PHE/PHW’].</p> <p>3. The Stay at Home Rules have made the general position clear: it is no longer permitted for a person, and this would include a child, to be outside their home for any purpose other than essential shopping, daily exercise, medical need or attending essential work.</p> <p>4. Government guidance issued alongside the Stay at Home Rules on 23rd March deals specifically with child contact arrangements. It says: “Where parents do not live in the same household, children under 18 can be moved between their parents’ homes.” This establishes an exception to the mandatory ‘stay at home’ requirement; it does not, however, mean that children must be moved between homes. The decision whether a child is to move between parental homes is for the child’s parents to make after a sensible assessment of the circumstances, including the child’s present health, the risk of infection and the presence of any recognised vulnerable individuals in one household or the other.</p> <p>4. [5.] More generally, the best way to deal with these difficult times will be for parents to communicate with one another about their worries, and what they think would be a good, practical solution. Many people are very worried about Coronavirus and the health of themselves, their children and their extended family. Even if 2 some parents think it is safe for contact to take place, it might be entirely reasonable for the other parent to be genuinely worried about this.</p> <p>5. [6.] Where parents, acting in agreement, exercise their parental responsibility to conclude that the arrangements set out in a CAO should be temporarily varied they are free to do so. It would be sensible for each parent to record such an agreement in a note, email or text message sent to each other.</p> <p>6. [7.] Where parents do not agree to vary the arrangements set out in a CAO, but one parent is sufficiently concerned that complying with the CAO arrangements would be against current PHE/PHW advice, then that parent may exercise their parental responsibility and vary the arrangement to one that they consider to be safe. If, after the event, the actions of a parent acting on their own in this way</p>
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	<p>are questioned by the other parent in the Family Court, the court is likely to look to see whether each parent acted reasonably and sensibly in the light of the official advice and the Stay at Home Rules in place at that time, together with any specific evidence relating to the child or family.</p> <p>7. [8.] Where, either as a result of parental agreement or as a result of one parent on their own varying the arrangements, a child does not get to spend time with the other parent as set down in the CAO, the courts will expect alternative arrangements to be made to establish and maintain regular contact between the child and the other parent within the Stay at Home Rules, for example remotely – by Face-Time, WhatsApp Face-Time, Skype, Zoom or other video connection or, if that is not possible, by telephone.</p> <p>The key message should be that, where Coronavirus restrictions cause the letter of a court order to be varied, the spirit of the order should nevertheless be delivered by making safe alternative arrangements for the child.</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/03/Coronavirus-public-guidance-updated-31-March.pdf</p>
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<p>Consultation on remote hearings in the Family Court</p>	<p>14/04/2020</p>	<p>Two-week rapid consultation on remote hearings in the Family Court launched: https://www.judiciary.uk/announcements/two-week-rapid-consultation-on-remote-hearings-in-the-family-court-launched/?utm_medium=email&utm_source=</p>
<p>Temporary Amendments to the Practice Guidance on Case Management and Mediation of International Child Abduction Proceedings</p>	<p>26/03/2020</p>	<p>Specific guidance has been issued which can be accessed here: https://www.judiciary.uk/wp-content/uploads/2020/03/COVID19-Draft-Temporary-Amendments-to-Child-Abduction-Practice-Guidance-Final-26.03.2020.pdf</p>

Insolvency and Companies List (Chancery Division) - Winding Up List	07/04/2020	<p><u>This Insolvency Practice Direction</u> has been introduced to provide workable solutions or court users during the current COVID-19 pandemic. Its intention is to avoid, so far as possible, the need for parties to attend court in person and to take into account the likelihood of the Court needing to operate with limited staff and resources. It also provides users with guidance as to the type of hearings which the Insolvency and Companies Court list will endeavour to provide during the period for which this practice direction is in force.</p>
	02/04/2020	<p>The winding up court listing page states as follows:</p> <p>The hearings shall be conducted as a public hearing. If an interested party or media representatives wish to attend the hearing they should contact Steven Gibbon at steven.Gibbon@justice.uk immediately, who will inform the Applicants/petitioner/claimants solicitors and if possible make arrangements for them to participate via Skype for Business.</p> <p>On 31 March 2020, the winding up list was dealt with remotely and was split into three categories – (1) HMRC petitions conducted by telephone with no parties (2) HMRC petitions conducted via skype with other parties (2) Non-HMRC petitions</p>
	31/03/2020	<p>On 24 March 2020, ICC Judge Mullen adjourned a number of cases affected by Covid-19 to be heard in June, which still applies. However, if a petition needs to be heard sooner an urgent request has to be made by parties.</p>
	24/03/2020	<p>On 24 March 2020, having considered the Protocol for Remote Hearings dated 20 March 2020 and the Lord Chief Justice’s Review of Court Arrangements due to COVID-19 dated 23 March 2020 (see above under ‘General Guidance’), ICC Judge Mullen ordered that he was satisfied that the general winding up list could not presently be conducted remotely and that satisfactory arrangements to ensure safety cannot be put in place.</p> <p>The Court has therefore considered it necessary that Petitions which were to be heard from 10:30am on 25 March 2020 should be adjourned.</p> <p>The Order also states the following, with regards to an application seeking dismissal of a petition:</p>

		<ol style="list-style-type: none"> 1. <i>Permission is given to any party seeking dismissal of a petition before the date of the adjourned hearing to apply on notice to the other parties and to any person who has given notice of intention to appear pursuant to Rule 7.14 of the Insolvency (England and Wales) Rules 2016.</i> 2. <i>The application must be supported by evidence stating the reasons for the application and setting out the persons who have given notice of intention to appear.</i> 3. <i>Any such applications and the petitions to which they relate will be listed in a general dismissal list to be conducted remotely by Skype or similar video conferencing technology and the parties and any person who has given notice of intention to appear must contact the court 7 days before the hearing for details of how the hearing is to be conducted.</i> <p><i>In relation to substitution, the Order states the following: Any party seeking substitution must comply with Rule 7.14(6) and in the absence of such compliance may not be heard.</i></p> <p><i>In relation to withdrawing a petition, the Order states: Nothing in this order is intended to preclude a petitioner withdrawing a petition pursuant to Rule 7.13 if a notice of the petition has not been given under Rule 7.10; no notice in support or opposition to the petition have been received by the petitioner and the company consents. An application to withdraw may be granted on paper.</i></p> <p><i>In relation to any other matter, the Order states: All affected parties shall have permission to apply in respect of any matter concerning the petition.</i></p>
<p>Protocol for Insolvency and Company Work at Central London County Court</p>	<p>24/03/2020</p>	<ol style="list-style-type: none"> 1. <i>Given the current Covid-19 crisis, this protocol will apply with immediate effect and until further notice to insolvency and company work in the County Court at Central London. It deals with the bulk lists heard by Business & Property District Judges.</i> 2. <i>Under a standing arrangement with HMRC, no bankruptcy order will be made on HMRC petitions currently listed for hearing. On the hearing date, and without attendance of HMRC or the debtor, the Judge will order the petition to be relisted after 12 weeks. The relisted date will be sent to HMRC. The debtor and any opposing or supporting creditors will</i>

		<p>be notified by HMRC of the relisted hearing date. The only exception to the arrangement is that HMRC will continue to ask, on paper, for dismissal or withdrawal of the petition where the debt has been paid.</p> <ol style="list-style-type: none"> 3. The same approach will be taken to other bankruptcy petitions unless a request for a remote hearing is made by email to RCJBankCLCCDJHearings@justice.gov.uk 4. Applications in bankruptcy proceedings will be dealt with on the first occasion on paper. Any hearing directed after a consideration on paper will be a remote hearing. 5. Public examinations will remain listed but only for the Judge to make an order on paper. There will be no attendance. The Judge will simply adjourn the examination unless there is a request for rescission, conclusion or a suspension of discharge from bankruptcy. Such a request should be made by email to RCJBankCLCCDJHearings@justice.gov.uk and will be considered on paper. 6. Claims for extension of time to register company charges will remain listed but only for the purpose of the Judge considering the claim on paper. There will be no attendance. The requirement to produce the original charge is waived in this period and evidence of solvency will be accepted by email to RCJCompGenCLCC@justice.gov.uk 7. Claims for the restoration of companies to the register will remain listed but only for the purpose of the Judge considering the claim on paper. There will be no attendance. <p>(The link for the Protocol, which opens to a Word document, can be found on this page: https://www.judiciary.uk/coronavirus-covid-19-advice-and-guidance/)</p>
<p>Court of Protection</p>	<p>24/04/2020</p>	<p><u>Summary of Family business priorities</u></p> <p>Work that must be done:</p>

		<p>Urgent applications:</p> <ul style="list-style-type: none"> • Applications under Mental Capacity Act 2005, s 16A and s 21A • Serious medical treatment cases • Deprivation of Liberty • Form COP1 Statutory Wills – where person is near end of life. • Safeguarding applications via the Office of the Public Guardians <p>Work that will be done:</p> <ul style="list-style-type: none"> • Welfare cases <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881017/Ops_update_-_family_court_business_priorities_24_April_2020_FINAL.pdf?utm_medium=email&utm_source=)</p> <p>31/03/2020 Guidance on remote access to the Court of Protection can be accessed here: https://www.judiciary.uk/wp-content/uploads/2020/04/20200331-Court-of-Protection-Remote-Hearings.pdf</p> <p>24/03/2020 Further guidance for Judges and Practitioners in the Court of Protection arising from Covid-19 was issued, providing: “No hearings which require people to attend are to take place in any County or Family Court until further notice, unless there is a genuine urgency and no remote hearing is possible. All cases currently being heard should be adjourned part heard so that arrangements can be made, where possible, to conduct the hearings remotely”.</p> <p>The full guidance can be accessed here: https://www.judiciary.uk/wp-content/uploads/2020/04/20200324-Court-of-Protection-COVID19-Guidance-No3-1.pdf</p> <p>18/03/2020 Additional guidance for Judges and Practitioners arising from COVI-19 was issued on 18/03/2020, providing guidance on a wide range of issues. The guidance can be viewed here: https://www.judiciary.uk/wp-content/uploads/2020/04/20200318-Court-of-Protection-COVID19-Guidance-No2.pdf</p>
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	13/03/2020	<p>Visits to P by Judges and Legal Advisors.</p> <p>The guidance can be viewed here: https://www.judiciary.uk/wp-content/uploads/2020/04/20200313-Court-of-Protection-COVID19-Guidance-No1.pdf</p>
Administrative Court	31/03/2020	<p>The Administrative Court is now working remotely. All hearings are conducted via SKYPE or BT meet me.</p> <p>The List office will contact parties to confirm how the hearing will proceed, but this will be closer to the hearing date.</p>
<p>Administrative Court - Applications for Immediate/Urgent Consideration</p> <p>Provided by the Administrative Law Bar Association</p> <p>[NB. This guidance is only available in email format. Please contact our clerks (contact details provided below) if you would like a copy to be sent to you.]</p>	07/04/2020	<p>Due to the COVID-19 pandemic and further to the most recent Government advice regarding social distancing, from Wednesday 25 March 2020 until further notice the Administrative Court Office will no longer accept applications for immediate or urgent consideration ('Immediates') over the counter or by post/DX.</p> <p>'Immediates' applications – i.e. situations where it is contended that irreversible action will take place if the Court does not act to prevent it, or where an expedited judicial review is required, will now only be accepted electronically, as follows:</p> <ol style="list-style-type: none"> 1. Application must be filed by email to administrativecourtoffice.immediates@hmcts.x.gsi.gov.uk. This inbox will be monitored Monday to Friday between the hours of 9:30am and 4:30pm. Outside of these hours the existing out of hours procedure will apply." 2. If you are a legal representative, you must include a PBA number in your covering email if you have one or alternatively an undertaking to send a cheque for the fee by post within 7 days. 3. If you are not legally represented, you must record in writing in your covering email that you agree to pay the court fee, or to file the relevant fee remission documentation with the Fees Office by post within 7 days. Any court order made as a result of your application will include a direction to this effect. 4. Your application must be accompanied by an electronic bundle containing only those documents

		<p>which it will be necessary for the court to read for the purposes of determining the application.</p> <p>5. In all cases where the application is filed by a legal representative the electronic bundle:</p> <ol style="list-style-type: none"> a. must be a single PDF not exceeding 20mb in size; b. must be numbered in ascending order regardless of whether multiple documents have been combined together (the original page numbers of the document will be ignored and just the bundle page number will be referred to) c. Index pages and authorities must be numbered as part of the single PDF document (they are not to be skipped; they are part of the single PDF and must be numbered) d. The default display view size of all pages must always be 100%. e. Texts on all pages must be selectable to facilitate comments and highlights to be imposed on the texts. f. The bookmarks must be labelled indicating what documents they are referring to (it is best to have the same name or title as the actual document) and also display the relevant numbers. g. The resolution on the electronic bundle must be reduced to about 200 to 300 dpi to prevent delays whilst scrolling from one page to another. h. The index page must be hyperlinked to the pages or documents it refers to. <p>Any application filed by a legal representative that does not comply with the above rules on electronic bundles may not be considered by a judge. If the application is filed by a litigant in person to comply with the rules on electronic bundles, the application must include a brief explanation of the reasons for this.</p> <p>If you are not legally represented <u>and you do not have access to email</u>, you should contact the Administrative Court Office by telephone on 020 7947 6158 (only to be used in an emergency) so that details of your application may be taken by telephone and alternative arrangements made if permitted by the Senior Legal Managers/Judge on duty.</p> <p>Any other urgent queries should be sent by email to administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk</p>
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<p>Administrative Court - Guidance for non-urgent cases</p> <p>Provided by the Administrative Law Bar Association</p> <p>[NB. This guidance is only available in email format. Please contact our clerks (contact details provided below) if you would like a copy to be sent to you.]</p>	<p>07/04/2020</p>	<p>Please note that, with immediate effect until further notice, all usual business (i.e. non-urgent claims and applications) is to be lodged electronically with the Administrative Court Office. Given present circumstances, you may experience a slight delay before claims/applications are issued, but the date you send the claim or application will be recorded as the date filed. It remains the responsibility of the party sending an application or claim to ensure that it is filed within the applicable time limits.</p> <p>(1) Filing claims and appeals, and issuing non-urgent applications</p> <p>The public counters in the ACO are all now closed and so all functions previously dealt with at the counters will now be dealt with electronically.</p> <p>All claims for judicial review, regulatory/ statutory appeals, and planning matters will be received electronically by the ACO and must be sent to the following email address: administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk</p> <p>Any extradition appeals must be sent electronically to: administrativecourtoffice.crimex@hmcts.x.gsi.gov.uk</p> <p>The ACO staff will then notify the parties by e mail of the case reference number.</p> <p>The same guidance regarding the format of electronic bundles lodged for applications for immediate or urgent consideration applies to any bundles lodged in relation to non-urgent work.</p> <p>The file size restriction that applies to immediate applications will apply to all non-urgent interlocutory applications, but will not apply to non-urgent applications for judicial review or appeals. Nevertheless, it remains the case that the Administrative Court Office is unable to receive emails which are larger than 24MB. If the papers in support of an application for judicial review or an appeal exceed 24MB, the claimant/appellant should file:</p> <p>(a) a core bundle (no larger than 24MB) which includes, as a minimum, the Claim Form and Grounds/Notice of Appeal and Grounds, the decision challenged, documents regarded as essential to the claim/appeal, the letter before claim and</p>

	<p>the response, and the witness statement (or primary witness statement) in support of the claim/appeal; and (b) a further bundle (or bundles, none to exceed 24 MB) containing any remaining documents. Each bundle must comply with the formatting requirements referred to above.</p> <p>If you are not legally represented and you do not have access to email, you should contact the Administrative Court Office by telephone on 020 7947 6158 so that alternative arrangements can be considered. The Court may permit filing in a different or additional format for good reason.</p> <p>(2) Fees (applicable to all claims)</p> <p>Whilst previously you may have attended the Fees counter before a claim was issued to obtain a receipt, as this counter is now closed fees will be taken in the following way:</p> <p>If you have a PBA account then you need to include in your covering letter with any application or claim you lodge that the fee can be deducted from this account. If you do not have a PBA account then please include in the covering letter that you undertake to pay the requisite fee by sending a cheque in the post within 7 days.</p> <p>If you are not legally represented you must include in your cover letter that you will pay the court fee, or file the relevant fee remission document once the Fees counter reopens to the public (setting out the reasons in your covering letter why you are exempt from paying the court fee).</p> <p>(3) Responding to claims, appeals or application notices</p> <p>Any response to a claim or appeal must be lodged electronically with the ACO. All acknowledgement of services or respondents notice (non extradition) should be sent to: administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk</p> <p>In relation to extradition appeals a party should send their respondent's notice to: Administrativecourtoffice.crimex@hmcts.x.gsi.gov.uk</p> <p>Any interlocutory applications should be sent to the general office inbox unless the matter specifically relates to crime or extradition in which case this should be sent to the crimex</p>
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		<p>in box. If the matter is urgent then the parties must highlight this in the title of the email /flag the email as being one of high importance.</p> <p>Parties must lodge an electronic bundle so that the case can be allocated to the judiciary to consider the application. The rules as set out above for electronic bundles apply.</p> <p>(4) Paper applications</p> <p>Applications for permission to apply for judicial review, applications for permission to appeal, and interlocutory applications will continue to be considered on the papers as usual. In the short term at least, the response times for all such decisions is likely to increase.</p> <p>(5) Hearings</p> <p>Administrative Court cases will continue to be listed for hearing, although hearings of non-urgent business may take longer to come on. Most if not all hearings will be conducted by Skype or phone, and where possible will be conducted as public hearings. If you are asked for a time estimate for a hearing, please take into account that hearings by Skype or phone can last longer than those conducted in person, and adjust your estimate accordingly.</p> <p>(6) Orders</p> <p>These will be served by email on all parties.</p>
<p>High Court Business</p>	<p>26/03/2020</p>	<p><u>Contingency Plan for Maintaining Urgent Court Hearings</u></p> <p>Extracts:</p> <p>This plan identifies (i) the “urgent business” and the “business as usual” that will be dealt with by the High Court during the pandemic, and (ii) the processes that have been put in place to enable that to happen.</p> <p>In outline, any business that would be sufficiently urgent to warrant an out of hours application in normal times will be considered urgent business for the purpose of this plan. Business that is not urgent business (“business as usual”) will also continue to be dealt with during this period, as far as possible and in accordance with the contingency plans put in place by the different Divisions and Courts. Urgent business will, however, be given priority.</p>

		<p>The process to be followed is similar to that followed in normal times to make an out of hours application in the court concerned.</p> <p>In general terms, applicants should email the relevant email address below. They will then be referred to the duty listing officer who will work with the duty judges in the relevant Division or Court, depending on the nature of the business, to decide what arrangements will be made for a hearing, including a remote hearing, to take place. That email address should also be copied in for all communications to the court.</p> <p>The Divisions or Courts will deal according to their own separate procedures with business as usual.</p> <p>At any one time during the normal working week, at least one judge from each of the Queen’s Bench Division, the Administrative Court, the Commercial Court, the Technology and Construction Court, the Court of Protection, the Family Division and the Chancery Division will be available to deal remotely with the business of that jurisdiction, including urgent business. A single duty judge from each of the Queen’s Bench Division, the Family Division and the Chancery Division will be available outside normal working hours for the same purpose, in the usual way. The out of hours provision remains unchanged.</p> <p>Contact emails:</p> <p>QBD, including Media & Communications: qbjudgeslistingoffice@justice.gov.uk</p> <p>Family Division: rcj.familyhighcourt@justice.gov.uk</p> <p>Chancery Division: ChanceryJudgesListing@Justice.gov.uk</p> <p>Commercial Court Listing: comct.listing@justice.gov.uk</p> <p>Technology and Construction Court Listing: tcc.listing@justice.gov.uk</p> <p>Insolvency & Companies Judges Clerks: rolls.icl.hearings1@justice.gov.uk</p> <p>Chancery Masters Appointments: chancery.mastersappointments@Justice.gov.uk</p>
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<p>High Court and Court of Appeal</p>	<p>01/04/2020</p>	<p>The High Court and Court of Appeal will be covering the following work today (1 April 2020):</p> <p>Court of Appeal (Civil)</p> <ul style="list-style-type: none"> Urgent work (applications and hearings) only; all hearings are being held remotely Counter closed, email contact available <p><u>Please see below for further guidance</u></p> <p>Court of Appeal (Criminal)</p> <ul style="list-style-type: none"> Urgent work (applications and hearings) only Counter closed, drop off and email contact available <p>High Court</p> <ul style="list-style-type: none"> High Court work is being conducted according to the High Court Contingency Plan (see judiciary.uk) (also see above in this document) Civil hearings continue to be conducted remotely, where possible and as appropriate with reference to the Remote hearings protocol for civil hearings (see judiciary.uk) (also see above in this document) <p>Senior Courts Costs Office</p> <ul style="list-style-type: none"> Hearings continue to be conducted remotely, where possible and as appropriate with reference to the Remote hearings protocol for civil hearings (see judiciary.uk) (also see above in this document) Counter remains open <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877240/HMCTS_RCJ_Update_Template_1_April_2020.pdf?utm_medium=email&utm_source=)</p>
<p>Court of Appeal</p>	<p>24/04/2020</p>	<p>Royal Courts of Justice Court of Appeal urgent business priorities (24 April 2020):</p> <p>We are only dealing with urgent applications in the Civil Appeals Office.</p> <p>Urgent work means applications where it is essential in the interests of justice that there be a substantive decision within the next 7 days.</p>

	<p>Urgent applications should only be sent by email between 9am and 4.15pm to: civilappeals.urgentwork@justice.gov.uk</p> <p>Within 7 days of the public fees office reopening you'll need to pay the application fee or complete the relevant "help with fees" application</p> <p>We'll acknowledge your application and aim to process it as quickly as possible.</p> <p>Non urgent applications should be emailed to: civilappeals.registry@justice.gov.uk</p> <p>Within 7 days of the public fees office reopening you'll need to pay the application fee or complete the relevant "help with fees" application</p> <p>Your application will be dealt with as we increase our capacity to manage new non-urgent work.</p> <p>All appellant's notices will be accepted on the basis that they may be rejected at a later date.</p> <p>The public counter at E307 remains closed and we have temporarily suspended the "drop box" service.</p> <p>Bundles should not be provided electronically unless specifically requested by the Court.</p> <p>All other documents should be filed electronically and all other queries should continue to be emailed to the following addresses: Civilappeals.cmsa@justice.gov.uk Civilappeals.cmsb@justice.gov.uk Civilappeals.cmssc@justice.gov.uk Civilappeals.listing@justice.gov.uk Civilappeals.associates@justice.gov.uk</p> <p>As we increase work capacity we'll look to provide a limited telephone service for users. The court will issue orders electronically for the time being.</p> <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881027/RCJ_COA_urgent_business_priorities_24_April_2020.pdf?utm_medium=email&utm_source=)</p>
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First-Tier Tribunal and Upper Tribunal	19/03/2020	<p>A Pilot Practice Direction on Contingency Arrangements in the First-Tier Tribunal and the Upper Tribunal. It can be accessed here: https://www.judiciary.uk/wp-content/uploads/2020/03/General-Pilot-Practice-Direction-Final-For-Publication-CORRECTED-23032020.pdf</p>
	19/03/2020	<p><u>PILOT PRACTICE DIRECTION: PANEL COMPOSITION IN THE FIRST-TIER TRIBUNAL AND THE UPPER TRIBUNAL</u></p> <p>However, while this Pilot Practice Direction remains in force, the following provisions will also apply to all decisions (whether on preliminary issues, or those that determine proceedings): a. If a salaried judge considers that a case could not proceed, or would be subject to unacceptable delay, if the Standard Composition Arrangements were applied, that judge may decide that the case shall be heard by a judge alone, or by panel consisting of fewer or different members. b. When making a decision under paragraph 6.a., salaried judges must have regard to the urgency within which a case needs to be heard and the need to ensure the case is dealt with in accordance with the overriding objective. c. Where a salaried judge decides to alter the composition requirements in accordance with paragraph 6.a., that salaried judge may determine which members will hear the case, and can select salaried or fee paid members. 7. For the purposes of paragraph 6 above, a ‘salaried judge’ is: a. A salaried judge of the relevant Chamber; or b. A salaried judge assigned to the relevant Chamber; or, c. A salaried surveyor member of Upper Tribunal Lands Chamber. Involvement of Non-Legal Members not on a panel 8. If the composition arrangements for a case are altered from what they would have been under the Standard Composition Arrangements, the tribunal may seek the advice of one or more nonlegal members to assist with its decision-making, provided the advice is recorded and disclosed to the parties.</p>

<p>Practice Direction Property Chamber, First-tier Tribunal Lodging Applications and Documents by Email And Areas in the Property Chamber</p>	<p>26/03/2020</p>	<p><u>Practice Direction Property Chamber, First-tier Tribunal Lodging Applications and Documents by Email And Areas in the Property Chamber</u></p> <p>1. Until further notice new applications and appeals should be lodged with the Tribunal by email. All correspondence and case management documentation for current and new applications should be lodged with the Tribunal by email. No further consent from the Tribunal in accordance with rule 16(1)(c) is required.</p> <p>2. Practice Direction – Property Chamber, First-tier Tribunal, Areas in the Property Chamber is suspended until further notice. Applications may be made to any office of the First-tier Tribunal (Property Chamber) (Residential Property)”.</p>
<p>First-Tier Tribunal (Property Chamber)</p>	<p>15/04/2020</p>	<p>PROPERTY CHAMBER (FIRST-TIER TRIBUNAL)</p> <ul style="list-style-type: none"> • Residential Property • Land Registration • Agricultural Lands & Drainage <p>HELP FOR USERS</p> <p>1. During the Covid 19 pandemic, the Property Chamber has identified the following priorities:</p> <ul style="list-style-type: none"> (a) The health and safety of users, judiciary and staff; (b) Adjudication in urgent cases; (c) The orderly management of the remainder of the Chamber caseload; and (d) The use of technology to support process, procedure and hearings. <p>2. All face to face hearings and mediations listed until the end of May 2020 have been postponed. Whether face to face cases listed beyond that date also require postponement will be considered during April 2020.</p> <p>3. Two of the five Property Chamber offices are closed. Staff are to be provided with lap-tops. In about 90% of our cases, Residential Property staff will be able to access the Chamber CMS (Case Management System) and administer cases from home, albeit at a slower rate than from the office. Salaried judiciary are also being provided with access to the CMS and will be able to access case files remotely and without paper files. Although this does not apply to Land Registration cases, emails and case management continue to be dealt with. All users have been asked to communicate</p>

	<p>26/03/2020</p>	<p>with the Tribunal by email. Post is not being opened in the London or Southern office.</p> <p>4. Case management is being conducted on paper, by telephone and by video. Final determinations will be made on consideration of documents alone or following a telephone or video hearing. Some cases must be dealt with in face to face hearings and these will not be listed until it is safe to do so. Inevitably, it is taking longer than usual to deal with our work.</p> <p>5. We receive very few urgent cases in the Property Chamber. These may include: urgent applications for the appointment of a manager; urgent applications for special interim management orders; appeals against emergency prohibition orders; appeals against emergency improvement notice and urgent applications for the dispensation of consultation. We have agreed procedures for the identification and determination of urgent matters.</p> <p>6. New applications are being received by email and by post. Applications by post may be delayed. The number of applications we receive seems to have remained constant which may reflect the time-limited nature of many of our jurisdictions.</p> <p>7. We believe that with the co-operation of the parties, we will be able to manage our caseload in good order and continue to provide a reasonable service even where offices are closed.</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-Property-Chamber-First-Tier-Tribunal-Help-for-Users.pdf</p> <p style="text-align: center;">Practice Direction Property Chamber, First-tier Tribunal Lodging Applications and Documents by Email And Areas in the Property Chamber</p> <p>1. Until further notice new applications and appeals should be lodged with the Tribunal by email. All correspondence and case management documentation for current and new applications should be lodged with the Tribunal by email. No further consent from the Tribunal in accordance with rule 16(1)(c) is required.</p> <p>2. Practice Direction – Property Chamber, First-tier Tribunal, Areas in the Property Chamber is suspended until</p>
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	19/03/2020	<p>further notice. Applications may be made to any office of the First-tier Tribunal (Property Chamber) (Residential Property)”.</p> <p>Sir Ernest Ryder</p> <p>Senior President of Tribunals</p> <p>26/03/2020</p> <p>(https://www.judiciary.uk/wp-content/uploads/2020/03/2020_03_26_First-tier-Tribunal-Lodging-Applications-and-Documents-by-Email-Property.pdf)</p> <p>A guidance for users during COVID 19 pandemic can be viewed here: https://www.judiciary.uk/wp-content/uploads/2020/03/2020_03_19_FtT-Property-GUIDANCE-FOR-USERS-DURING-COVID-19-PANDEMIC.pdf</p>
<p>First Tier Tribunal Tax Chamber</p>	24/04/2020	<p>Since 6 April 2020 staff in the Birmingham office have moved to rota working and focus on core areas.</p> <p>SEE BELOW FOR DIRECTIONS ON A GENERAL STAY ISSUED ON 21 APRIL 2020</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/04/02-Apr-20-SPT-FtT-Tax-Chamber-announcement-of-reduced-service.pdf</p> <p>They will focus on:</p> <ul style="list-style-type: none"> • Monitor the public facing taxappeals@justice.gov.uk inbox, open post and respond to call back referrals from the Loughborough Call Centre • Action priority correspondence/queries • Register, acknowledge and serve new appeals • Follow-up work on cases where we’ve cancelled hearings to work with parties and support Judiciary to arrange paper determinations, telephone or video hearings • Continue to process ‘Default Paper’ cases from receipt through to determination, working with HMRC to use digital/electronic transmission of documents wherever possible • Post hearing action, prioritising the issue & publication of Judicial decisions

	<p>21/04/2020</p>	<p>Tribunal users should continue to use email, phone and post channels.</p> <p>All face-to-face hearings for hearings listed up to 31 August 2020 have been cancelled.</p> <p>A small number of cases remain in the list where the parties had already agreed to a video or telephone hearing or where the matter was to be determined on the paper. However, these cases can only proceed if the judges and the parties are able to access the hearing papers and bundles.</p> <p>Where HMRC is unable to provide the usual paper bundles, the tribunal is looking at ways to send hearing bundles electronically to the judiciary for the remaining cases in the list as an alternative to face-to-face hearings. This needs to be achieved safely and securely.</p> <p>Following the general stay issued on 24 March 2020, all current proceedings in the Tax Chamber are stayed for 28 days until 21 April 2020 and any time limits in those proceedings are extended by 28 days. The stay and extension of time do not affect any directions issued by the Tribunal after 24 March 2020.</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/03/200326-COVID-19-FTT-Tax-Chamber-Amended-General-Stay.pdf</p> <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881021/First_tier_tax_tribunal_update_24_April_2020.pdf?utm_medium=email&utm_source=)</p> <p>DIRECTIONS FOR A FURTHER GENERAL STAY IN RELATION TO CERTAIN PROCEEDINGS</p> <p>In order to mitigate the impact of the Covid-19 pandemic on proceedings in the Tax Chamber while allowing the administration and hearing of appeals to continue to the greatest extent possible, I consider it appropriate to make the following Directions extending, in relation to certain proceedings, the general stay of all proceedings made by Directions released on 24 March 2020 as amended and released on 26 March 2020</p> <p>Accordingly, it is directed that</p>
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	<p>15/04/2020</p>	<p>1. With immediate effect, all proceedings received by the Tribunal before 24 March 2020 and assigned at any time before the date of release of these Directions to the standard or complex category are further STAYED up to and including 30 June 2020 and the dates of all hearing windows and for compliance with all time limits in those proceedings are further EXTENDED by 70 days.</p> <p>2. These Directions DO NOT STAY OR EXTEND time limits in any Directions made by the Tribunal on or after 24 March 2020 in relation to specified proceedings.</p> <p>3. Any party to proceedings to which the stay and/or extension set out in these Directions applies may apply for these Directions to be amended, suspended or set aside or for further Directions in relation to those proceedings.</p> <p>For the avoidance of doubt, these Directions DO NOT:</p> <ul style="list-style-type: none"> (1) change any time limits in proceedings other than those assigned to the standard or complex category on or before the date of release of these Directions which remain as extended by the general stay made by Directions released on 24 March 2020; (2) apply to any proceedings received by the Tribunal on or after 24 March 2020; (3) extend any statutory time limit for notifying an appeal to the Tribunal; or (4) apply to extend the time limit for appealing any decision in relation to proceedings assigned to the standard or complex category on or before the date of release of these Directions further than already extended by the Directions released on 24 March 2020. <p style="text-align: center;">JUDGE GREG SINFIELD CHAMBER PRESIDENT Release date: 21 April 2020</p> <p>The direction can be found on the Judiciary website, and it downloads as a word document: https://www.judiciary.uk/coronavirus-covid-19-advice-and-guidance/?utm_medium=email&utm_source=</p> <p style="text-align: center;">TAX CHAMBER (FIRST-TIER TRIBUNAL) HELP FOR USERS</p> <p>INTRODUCTION</p>
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	<p>This statement has been made by the Chamber President to give guidance to Tribunal users about changes to the way the Tax Chamber will deal with proceedings during the COVID-19 (Coronavirus) pandemic. It summarises the Practice Statements, Directions and announcements previously made by the Tax Chamber which are available on the COVID-19 guidance page on the Judicial and Tribunals website. This guidance may be reviewed, amended or revoked at any time.</p> <p>GENERAL ADMINISTRATION</p> <p>The administration of the First-tier Tribunal (Tax Chamber) is based in Birmingham. In response to the impact of the pandemic COVID-19 and to protect the health and wellbeing of our staff and the wider community, the office remains open but is only staffed by a core team. Other staff are working remotely in so far as they are able to do so.</p> <p>In order to allow the Chamber’s administrative staff to deal with correspondence and progress proceedings, parties should use email for all communications (including service of witness statements, documents and authorities) with the Tribunal unless they are unable to do so. If a party is not able to use email for any reason, the Tribunal must be informed as soon as possible so that alternative arrangements can be considered.</p> <p>All emails and communications will be acknowledged and replied to in due course. Please be patient, as it may take time to deal with any backlog.</p> <p>STARTING PROCEEDINGS AND TIME LIMITS</p> <p>Appellants should, where possible, submit notices of appeal online at https://www.gov.uk/tax-tribunal/appeal-to-tribunal or by email. Except where the online appeal service is used, the parties should expect delays in receiving any acknowledgement of receipt of an appeal from the Tribunal.</p> <p>Appellants should continue to comply with the relevant time limits for lodging an appeal. Where they are unable to submit their notice of appeal within the prescribed time limit, they should submit it as soon as possible with an application for permission to appeal late explaining why the notice of appeal was not provided in time.</p> <p>All cases in the Tax Chamber are allocated to one of four categories. Those categories remain unaltered save that, for the time being, the matters that may be categorised as default paper cases include the following:</p>
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	<p>(1) in relation to all taxes and duties, appeals against penalties amounting to not more than £20,000 for late filing of returns, statements, accounts or documents and late submission of notices of being chargeable to tax; and</p> <p>(2) appeals against penalties amounting to not more than £20,000 for late payment of any tax or duty.</p> <p>All parties must continue to comply with directions issued by the Tribunal. A general stay was issued on 24 March 2020 which stayed all current proceedings in the Tax Chamber for 28 days until 21 April 2020 and extended any time limits in those proceedings by 28 days. The stay and extension of time do not affect any directions issued by the Tribunal after 24 March 2020.</p> <p>HEARINGS AND OTHER DETERMINATIONS</p> <p>Until further notice, there will be no hearings at which persons are physically present in any proceedings in the Tax Chamber. All applications and substantive appeals will be dealt with on papers/email as far as possible and decided by a judge sitting alone. If a matter cannot be dealt with on papers, a hearing by telephone (or video if available) will be arranged as soon as possible. Telephone and video hearings will be recorded where practicable.</p> <p>All judges of the Tax Chamber will work remotely. Accordingly, parties should, wherever possible, provide to the Tribunal by email an electronic copy of each of the documents, preferably in an editable format, necessary for the judge to make the relevant determination.</p> <p>If a case is not suitable for hearing by telephone or video, it will be listed for a physical hearing on a date in the future when it is safe to do so. For the time being, a hearing involving physical attendance may take place only with the permission of the Chamber President or his delegate. Such permission will only be granted if it is a priority case and necessary to do so in all the circumstances.</p> <p>All hearings in the Tax Chamber are held in public unless the Tribunal directs otherwise in any particular case. Any representatives of the media or any other member of the public who wishes to attend a hearing that is to be conducted by telephone or video should email taxappeals@justice.gov.uk so that the Tribunal can consider what arrangements may be made.</p>
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	03/04/2020	<p>(https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-Tax-Chamber-First-Tier-Tribunal-Help-for-Users.pdf)</p> <p>COVID-19 ANNOUNCEMENT OF REDUCTION IN SERVICE IN THE FIRST-TIER TRIBUNAL TAX CHAMBER ADMINISTRATIVE CENTRE</p> <p>The administration of the First-tier Tribunal (Tax Chamber) is based in Birmingham. In response to the impact of COVID-19 (Coronavirus) and to protect the health and wellbeing of our staff and the wider community, we have made some temporary changes to the working arrangements at the Birmingham office. The office is currently open but is only staffed by a core team working split shifts to manage current workload as far as possible and within social distancing guidelines. All other staff who are able to do so are working remotely. Inevitably, these arrangements will have an impact on the ability of the office to deal with correspondence and proceedings.</p> <p>Appellants should, where possible, submit notices of appeal online at https://www.gov.uk/taxtribunal/appeal-to-tribunal or by email. Except where the online appeal service is used, the parties should expect delays in receiving any acknowledgement of receipt of an appeal from the Tribunal. Appellants should continue to comply with the relevant time limits for lodging an appeal. Where they are unable to submit their notice of appeal within the prescribed time limit, they should submit it as soon as possible with an application for permission to appeal late explaining why the notice of appeal was not provided in time.</p> <p>All parties must continue to comply with directions issued by the Tribunal. Following the general stay issued on 24 March 2020, all current proceedings in the Tax Chamber are stayed for 28 days until 21 April 2020 and any time limits in those proceedings are extended by 28 days. The stay and extension of time do not affect any directions issued by the Tribunal after 24 March 2020.</p> <p>All emails and communications will be acknowledged and replied to in due course. Please be patient, as it may take time to deal with any backlog.</p> <p>(https://www.judiciary.uk/wp-content/uploads/2020/04/02-Apr-20-SPT-FtT-Tax-Chamber-announcement-of-reduced-service.pdf)</p>
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	24/03/2020	<p>The FTT Tax Chamber stayed all proceedings for a period of 28 days commencing on 24 March 2020. The relevant direction can be found here: https://www.judiciary.uk/wp-content/uploads/2020/03/200326-COVID-19-FTT-Tax-Chamber-Amended-General-Stay.pdf</p> <p>A provisional practice statement pertaining to the categorisation of cases has been issued: https://www.judiciary.uk/wp-content/uploads/2020/03/Provisional-Practice-Statement-on-Categorisation-in-Tax-Chamber.pdf</p>
<p>The First Tier Tribunal (War Pensions and Armed Forces Compensation Chamber)</p>	15/04/2020	<p style="text-align: center;">HELP FOR USERS</p> <ol style="list-style-type: none"> 1. WPAFCC suspended operations in March as a result of the pandemic. The Chamber's offices at Fox Court in London were closed and remain so. The Chamber has no digital capability and so requires access to papers in order to operate. 2. As a result all hearings from 23 March onwards were postponed and no hearings are being listed at present and for the foreseeable future. No case management work is being undertaken. 3. The email inbox is being monitored but at present, because there is no access to the case files, the Chamber is not able to respond to most correspondence relating to specific cases. If there is an urgent matter, every effort will be made to respond but what can be done is likely to be very limited without access to the file. The Chamber is not able to access post. 4. The Chamber is working with HMCTS in order to find a solution to this situation. The aim is, in due course, to resume interlocutory work and make case management directions on cases that require them. 5. Once the Chamber has sufficient administrative resources and is able to function to a sufficient degree from Fox Court, the intention is to list cases for hearing. The priority for listing (subject to exceptional considerations) will be to re-list those hearings which have been postponed. As far as possible the date order of the postponed hearings will be respected, but this will be subject to other factors such as availability of parties, representatives, panels, etc. After that, we hope to list other cases for hearing. Hearings are likely to be carried out remotely (by telephone, skype or other similar technology). Further guidance will be issued

	25/03/2020	<p>regarding the conduct of hearings, when the Chamber is able to resume operations.</p> <p>6. At this stage, it is not possible to say when any of the above will be commence. Moreover, when operations resume it is likely that initially it will be with significantly reduced resources and so things are likely to take longer than usual.</p> <p>7. The work of Veterans UK and Royal British Legion is also significantly disrupted by the pandemic. It is not yet known how this will impact on the work of the Chamber.</p> <p>8. The Chamber is using this period to update resources and to prepare online training for judicial office holders, in anticipation of resumption of service in due course. For further guidance see the Corona Pandemic guidance for WPAFCC on the Judiciary and Tribunals website.</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/04/115-Apr-20-The-First-tier-Tribunal-War-Pensions-and-Armed-Forces-Compensation-Chamber-Help-for-Users.pdf</p> <p>The FTT has issued relevant <u>Guidance for Users</u>. Extracts:</p> <p>The War Pensions and Armed Forces Compensation Chamber (‘WPAFCC’) has suspended operations as a result of the Coronavirus Pandemic. The Chamber’s offices at Fox Court in London are closed. The Chamber cannot operate without access to papers and specialist members. It has no digital capability.</p> <p>All hearings have been cancelled.</p> <p>The parties should seek to comply with any directions that have been made. Where the impact of the Coronavirus Pandemic leads to delay in complying with directions, a brief explanation should be provided</p> <p>The Rules require appeals to be sent to Veterans UK. Veterans UK will retain new appeals until the Chamber is able to process them.</p> <p>Applications under Part 4 of the Chamber’s Rules or for directions should be sent to the Chamber by email to the following email address: armedforces.chamber@justice.gov.uk. Urgent applications may be sent to the Chamber email address and marked</p>
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		<p>“URGENT”. However, as staff do not have access to the files, there will be very little that they can assist with.</p> <p>Note that appeals must not be sent to this email address, but should be sent to Veterans UK (see paragraph 7 above). If it is not possible to use email, then post may be used and an explanation given as to why email has not been used.</p> <p>There has been no change to the time limits for appealing or complying with the Rules or case management directions.</p>
<p>Health, Education & Social Care Chamber (First-Tier Tribunal)</p>	<p>15/04/2020</p>	<ul style="list-style-type: none"> • Special Education Needs & Disability (SEND) • Care Standards (CS) • Primary Health Lists (PHL) <p>HELP FOR USERS</p> <p>In accordance with the Chamber President and Deputy Chamber President’s guidance of 19 March 2020, all of our jurisdictions have moved to fully digital working and every hearing will proceed as already listed but without physical face to face hearings.</p> <p>Every case will be listed for a Kinly CVP video hearing with backup arrangements for parties and witnesses to participate by telephone, if necessary. In a small number of cases, there will be good reason why the hearing cannot proceed by video or telephone and those, together with appeals which are not ready to be heard, will be stayed, initially for 12 weeks. Parties will be granted permission to request that the stay be lifted on five days’ notice to the other party.</p> <p>Appeals will continue to be heard by panels of two or three judicial office holders chaired by a judge.</p> <p>Any member of the public or media representative who wishes to view a video hearing in the First-tier Tribunals Care Standards and Primary Health Lists will be provided with contact information in order to do so subject only to availability where there is a demand. Details are included on the daily hearing lists which are published on the GOV.UK website.</p>

		<p>The First-tier Tribunal Special Education Needs and Disability does not normally list during school holidays but we are able to take advantage of the lockdown and can offer additional hearings for appeals which have been previously postponed due to pressure of work and the availability of resources. Parties may ask for hearings which are ready to be heard to be relisted at short notice during the two weeks commencing 6 April 2020.</p> <p>The SEND administration is issuing updates to our users as the situation develops. If you wish to join the users' mailing list, then please contact the administration by emailing your details to send@justice.gov.uk.</p> <p>In accordance with the Senior President of Tribunals Practice Directions the following additional measures will be considered during the pandemic. The composition of the tribunal panel may be changed if that is necessary in individual cases or types of cases in Care Standards and Primary Health Lists to facilitate the disposal of cases. In all SEND, CS and PHL jurisdictions, making a decision on the papers will be canvassed with the parties where that is in accordance with the interests of justice and proportionality. Consideration will also be given in some types of SEND appeals to utilising Early Neutral Evaluation (ie a provisional indication by a judge or a judge and specialist member about the merits of an appeal).</p> <p>(https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-Health-Education-and-Social-Care-Chamber-First-Tier-Tribunal-SEND-CS-and-PHL-Help-for-Users.pdf)</p>
<p>Social Entitlement Chamber (First-Tier Tribunal)</p>	<p>15/04/2020</p>	<ul style="list-style-type: none"> • Social Security and Child Support • Criminal Injuries Compensation • Asylum Support <p>HELP FOR USERS SOCIAL SECURITY AND CHILD SUPPORT</p> <p>1. The most urgent hearings are for appellants who have no benefit in payment. This will have arisen from Universal Credit and Jobseeker Allowance sanctions and failure to attend a medical assessment when benefit is stopped for a period and can have immediate knock-on effects in relation to Housing Benefit leading to repossession of the home. In the current situation, although much less frequent, there are also urgent appeals against refusal to fund funeral costs.</p>

		<p>2. All cases described in paragraph 1 are decided by an authorised judge sitting alone who will consider the papers and either a) where it is appropriate, make a decision which is completely in the appellant’s favour or b) direct a remote telephone hearing.</p> <p>3. The next most urgent hearings are for Personal Independence Payment where benefit was in payment which has been removed usually as a consequence of ‘revision’ or ‘supersession’. Particular urgency arises when appellants, who may already have severe illness, including severe mental illness, realise that their appeal may not go ahead as planned because of the restrictions in face to face hearings that are not remote. Appellants can request an urgent hearing giving reasons and this will be considered by an authorised judge sitting alone on the papers. It may be possible for that judge to make an immediate decision (if completely in favour of the appellant) or to direct a remote telephone hearing.</p> <p>4. Appeals which were previously heard by a three-person panel may temporarily be decided remotely by a judge sitting alone in accordance with the SPT’s Practice Direction. All appeals which necessitate a hearing before a panel sitting remotely will be listed before a panel where that is directed by the judge sitting alone.</p> <p>CRIMINAL INJURIES COMPENSATION</p> <p>1. CIC appeals are normally heard throughout the country by a three-member panel. These face to face hearings cannot take place at the moment.</p> <p>2. The compensation applied for is not a means tested benefit but a one-off payment to compensate a victim for a crime of violence. Appellants do not rely upon the compensation for day-to-day expenses, but of course it is intended to compensate them and to help aid their recovery. Medical reports and assessments are a necessary part of the process and these are now delayed or not immediately available.</p> <p>3. The CICA’s resources are very limited and significantly disrupted by Covid 19. It now operates a very limited service.</p> <p>4. Urgent decisions can still be made by salaried single judges sitting alone on consideration of the papers. Judges</p>
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	<p>may also give directions for the preparation of future hearings and for remote hearings when they commence.</p> <p>5. In view of the above it was decided that panels would not sit and appeals would be suspended until 14 April 2020. It has now been agreed that some hearings which can appropriately be heard by a judge sitting alone and remotely in accordance with the SPT's Practice Direction will recommence from 27 April 2020. Hearings before a full panel sitting remotely are planned to recommence on 4 May 2020. A further review will take place to consider the viability of extending the hearing programme on 11 May 2020. All remote hearings will be conducted remotely by telephone conferencing using BTMeetMe.</p> <p>ASYLUM SUPPORT</p> <p>Following discussions with the Home Office on decision making processes that are feasible during the Covid-19 outbreak, the following will apply:</p> <p>a) The Home Office will not make any new decisions to refuse or discontinue support to asylum seekers/failed asylum seekers and their dependants for the time being.</p> <p>b) Any remaining appeals received, will be dealt by the judiciary as quickly as possible;</p> <p>c) Save in exceptional urgent cases, face to face hearings will not be listed.</p> <p>d) With effect from Friday 10 April changes to the Tribunal's procedure rules will permit the Tribunal to make decisions without a hearing. From that date a judge will have discretion to direct a paper decision in every case unless the interest of justice require that a hearing is held; where a hearing is necessary it will be directed to take place remotely and before a judge sitting alone in accordance with the SPT's Practice Direction.</p> <p>e) If necessary, the Tribunal will use rule 5(2)(a) to extend the time required to comply with any rule, practice direction or to dispose of proceedings;</p> <p>f) The Home Office has confirmed that where an appellant is already in receipt of support, they will continue to receive it until the AST makes a final decision on the appeal which may not be within the usual timescales.</p> <p>Practice Directions</p>
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<p>Health, Education and Social Care Chamber of the First-Tier Tribunal (Mental Health)</p>	<p>24/04/2020</p>	<p>Guidance to Tribunal users on joining hearings being conducted by telephone.</p> <ul style="list-style-type: none"> • All face to face hearings will be changed to telephone hearings for the foreseeable future. You'll receive a new hearing notice which contains joining instructions. • You'll need to supply the Tribunal with telephone number for the patient on the Telephone Attendee Form. At the telephone hearing the Judge will phone the patient and join them to the call. • For non-section 2 patients we need THE Telephone Attendee Form no later than 6 days before the telephone hearing, for section 2 hearings we need the form 24 hours before the telephone hearing. • Any phone handset or mobile phone can be used to join the telephone hearing. If you don't have access to a telephone or mobile phone then please put this in writing to the Tribunal for it to be considered. • If any details change then please inform the Tribunal as the Judge needs to know who is joining the hearing and if they need to phone the person to invite them to join. • The MHA must submit the reports no later than 24 hours before the hearing, these can be emailed to MHTSection2Reports@justice.gov.uk • A nearest relative can join the telephone hearing and they will sent a form to fill in which will be sent to them. They must provide a telephone number so the Judge can call them and join them to the hearing. <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881022/Daily_Comms_Update_-_MHT_24_April_2020.pdf?utm_medium=email&utm_source=)</p>
	<p>15/04/2020</p>	<p>HELP FOR USERS</p> <p>Due to the current pandemic, Mental Health Tribunals are now happening by video or telephone to ensure patients who are sectioned still have access to a hearing.</p> <p>What this means</p>

	<p>Our cases will continue to be scheduled by staff at a central administration centre. Instead of three people being on your Tribunal, the decision about whether you need to be sectioned will be made by a Judge who will hear the case alone. This is because we have less support because of the coronavirus. The Judge can call on specialist advice if they need to from one of our medical or specialist lay members. Our usual rules and practice directions have been changed to allow this to happen. You can find out more about the changes on the Courts and Tribunals Judiciary website. If you think that your hearing needs to happen in a different way you can ask the Tribunal to do this.</p> <p>At the moment people cannot meet together. Because of this the patient cannot see a medical member of the Tribunal before the hearing. We cannot visit hospitals. We are continuing to make decisions, respecting patients, hospital staff, representatives and tribunal members safety by having video and telephone hearings wherever that is appropriate.</p> <p>The Judge will hear your case either over the telephone or by video. The Judge will have already seen the usual reports from the doctor, nurse and care coordinator (or other staff from the community team). The judge will hear what you (the patient) have to say and what your representative has to say where you have one. All witnesses who take part in the hearing will also do so by telephone or video. They are able to talk to the Judge from different places, but all witnesses will be able to hear what each other says.</p> <p>Some of our hearings may not be able to go ahead</p> <p>At the moment, we are still able to hear the cases of all patients who are sectioned in hospitals. Unfortunately, we are not able to hear cases for community patients on a CTO or those who have already been conditionally discharged, because of the difficulties we have in organising hearings where everyone can participate. These cases will be put off until we can hear them unless you or your representative make an application to the Tribunal to explain why your case must go ahead. You can do this by sending an email to mhtcasemanagementrequests@justice.gov.uk</p> <p>How long will these changes last?</p> <p>These changes will only last for as long as is necessary and are constantly being considered by the Tribunal and the Judges who work in it.</p>
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	19/03/2020	<p>(https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-SHealth-Education-and-Social-Care-Chamber-First-Tier-Tribunal-Help-for-Users.pdf)</p> <p><u>PILOT PRACTICE DIRECTION: HEALTH, EDUCATION AND SOCIAL CARE CHAMBER OF THE FIRST-TIER TRIBUNAL (MENTAL HEALTH).</u></p> <p>Extracts:</p> <p>Composition:</p> <p>While this Pilot Practice Direction remains in force, the provisions of the Composition Statement that apply to mental health cases shall be amended so that a judge alone shall make every decision (including decisions that dispose of proceedings) unless the Chamber President, Deputy Chamber President or such other salaried judge as may be authorised by the Chamber President or Deputy Chamber President, considers it to be inappropriate in a particular case, in which event a two or three person Panel may make the decision. Disposal of proceedings without a hearing</p> <p>In cases where: (a) a reference has been made under section 68 of the Mental Health Act 1983 (duty of managers of hospitals to refer cases to tribunal); and (b) the patient is a community patient aged 18 or over the Tribunal should suggest to the patient or their representative (as appropriate) that the proceedings are dealt with on the papers, unless, having regard to the overriding objective, it considers this to be inappropriate.</p> <p>If the patient/their representative agrees in writing that they do not require a hearing, the Tribunal may determine the matter on the papers in accordance with Rule 35(3) of the 2008 Rules. Pre-hearing Assessments</p> <p>Rule 34 of the 2008 Rules requires that in certain circumstances, an appropriate member of the Tribunal must, so far as practicable, examine the patient in order to form an opinion of the patient's mental condition.</p> <p>During the Covid-19 pandemic it will not be ‘practicable’ under rule 34 of the 2008 Rules for any PHE examinations to take place, due to the health risk such examinations present. Involvement of Non-Legal Members not on a panel</p> <p>If the composition arrangements for a case are altered from what they would have been under the Standard Composition Arrangements, the tribunal may seek the</p>
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	<p>advice of one or more nonlegal members to assist with its decision-making, provided the advice is recorded and disclosed to the parties.</p> <p><u>Guidance from the Chamber President and Deputy Chamber President of HESC regarding the Mental Health jurisdiction.</u></p> <p>The Senior President has issued an emergency practice direction to cover the next six months. We will prioritise S2 and CD recall hearings. All hearings will go ahead following the procedure set out below. We will no longer be conducting PHEs as it is not practicable to do so in the current environment. No medical member should conduct any further PHEs. If your booking has already been confirmed you will be attending the hearing by telephone from Monday 23 March 2020. You will be sent the telephone details by the administration. Any new cases will be listed before a single Judge. We envisage the following process for a hearing before a single Judge; The Judge will call into the hearing on a conference call number. The RC, Nurse and patient will be there. The care coordinator will also join the hearing by telephone. The representative will choose to attend the hospital or attend by telephone. In those cases in which there is a panel of two or three the medical member and/or SpLM will join by telephone in the same way. If the Tribunal Judge needs to ask a medical member or SpLM specialist advice they will leave the call and contact the SpLM or MM who will be available that day. They will have been given telephone numbers by the Administration. The Judge will then enter the conference again, repeat the advice they have been given have the representative make any submissions. If they want advice before the hearing starts this will also be possible as long as this advice is noted and read to the witnesses and the representative before the hearing starts. We would suggest, if the patient is unrepresented that they are given an opportunity to speak to the Judge without other people in the room but this will be a matter for the Judge. At the conclusion of the hearing, the judge should seek confirmation from the parties that they are satisfied with the way in which the hearing has been conducted and the decisions should record how the hearing was conducted and the parties' confirmation of satisfaction. We would suggest the decision is not announced as the Judge will have no visual impression of the patient, witnesses or hearing room. Page 2 of 2 The SpLM and Medical Member who will be available for advice will be booked by the Administration depending on availability in a fair way. As this will be given over the telephone regional allocation is unnecessary.</p>
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<p>The First-Tier Tribunal (Immigration and Asylum Chamber)</p>	<p>24/04/2020</p>	<p>First-Tier IAC Operational Update:</p> <p>The tribunal has suspended face to face hearings (other than in exceptional circumstances) until further notice.</p> <p>A notice containing instructions on the next steps in your case will be sent to you.</p> <p>We are working through the listed cases in priority and date order and you should wait until we contact you.</p> <p>Please do not call us unless your enquiry is urgent.</p> <p>Bail applications will be prioritised and where a hearing is required, will be listed to take place by telephone or video.</p> <p>Users are advised to contact the relevant hearing centre on the email addresses below until further notice.</p> <p>General enquiries (where your case has not been allocated to a hearing centre): customer.service@justice.gov.uk</p> <p>Hearing Centres:</p> <ul style="list-style-type: none"> ● Taylor House - i.f.a.taylorhouse@justice.gov.uk (Bail taylorhousebails@justice.gov.uk) ● Hatton Cross - HattonX.Goldfax@Justice.gov.uk (Bail bailshattoncross@justice.gov.uk) ● Birmingham - goldfaxbirminghamia@justice.gov.uk ● Harmondsworth – HWIAC@justice.gov.uk ● Yarl’s Wood - Yarlswood- Enquiries@justice.gov.uk ● Nottingham - goldfaxbirminghamia@justice.gov.uk ● Newport - ecorrespondence@justice.gov.uk (Bail bails.newport.@justice.gov.uk) ● Bradford - BradIACE-Fax@justice.gov.uk ● North Shields - north-shields-IAC@justice.gov.uk ● Manchester - manchesteriac@justice.gov.uk ● Glasgow - glasgowiaccorrespondence@Justice.gov.uk (Bail glasgowbails@justice.gov.uk)
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	21/04/2020	<ul style="list-style-type: none"> ● Belfast - glasgowiaccorrespondence@Justice.gov.uk (Bail glasgowbails@justice.gov.uk) <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881023/IAC_CV_Comms_First_Tier_24_April_2020.pdf?utm_medium=email&utm_source=)</p> <p>MICHAEL CLEMENTS PRESIDENT - FIRST TIER TRIBUNAL IMMIGRATION AND ASYLUM CHAMBER 21 April 2020</p> <p>Dear All</p> <p>I write to set out the Tribunal’s programme for the coming weeks in the light of the continuing restrictions on movement and association during the pandemic. My Resident Judges report that responses to the directions sent out last month continue to arrive at the hearing centres and I am pleased to note the very positive engagement by so many practitioners given the challenges we face and the need to keep the Tribunal functioning and continuing to move appeals forward.</p> <p>I repeat the suggestion made in my last letter that, in any case where either or both parties feel that expedition of an appeal is appropriate, an application should be made. The Tribunal will respond pragmatically and will do what it can to provide an early date for deciding the appeal. Similarly, applications for extensions of time will be considered case by case, with the particular needs of the individual appeal being paramount when consideration is given to the application. I intend to issue a further Practice Statement by the end of this week, which will replace the Practice Statement I made at the outset of the current crisis (No 1 of 2020). Having taken into account feedback from practitioner groups and associations and mindful of the need to ensure that the Tribunal can decide appeals justly and efficiently in the current circumstances, I have decided that, where possible, all appeals will commence using the CCD (“core case data”) platform with effect from 4 May 2020, or such later date if the legal aid issues of using CCD have not been resolved. In respect of appeals lodged between 23 March and 4 May, or such later date depending on the resolution of the legal aid issues, these appeals will be initially scanned by the Tribunal and then proceed as legacy cases. This will bring the benefits I summarised in my last letter and assist the parties and the Tribunal to</p>
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	<p>communicate effectively and remotely, all the while allowing evidence and submissions to be shared and considered as the appeal proceeds from its inception.</p> <p>There will be some types of appeal that cannot proceed in CCD and my Practice Statement will make this clear. For example, for the time being, out of country cases and appeals under the immigration rules brought following EU exit will not be within scope.</p> <p>An immediate consequence of the lockdown which followed clear government guidance in the week commencing 23 March was the adjournment of appeal hearings listed for hearing in March, April and May. As I explained in my last letter, the Tribunal is now turning to the case management of these appeals, to be conducted by remote means in all but exceptional circumstances. We have built upon the new ways of working developed to enable us to continue to decide applications for bail. However a case is commenced, there will be active dialogue between the Tribunal and the parties to establish precisely what is needed to bring the FIELD HOUSE, 15 BREAMS BUILDINGS, LONDON EC4A 1DZ Telephone 020 7073 4221 Website www.judiciary.gov.uk appeal to completion, whether by means of a decision on the papers, a remote hearing using the CVP (Cloud Video Platform) being introduced across all jurisdictions, or a face to face hearing. Our experience to date suggests that as long as appellants are able, through their representatives, to make a clear statement of what is wrong with the decision under appeal, and to confirm that the evidence they rely on is before the Tribunal, the respondent will in turn be prepared to undertake a meaningful review of the merits of each case, so that the way forward becomes clear. We are all well aware that the IAC deals with cases of exceptional difficulty and that many appellants in protection and other appeals are vulnerable or have special litigation needs. Although perhaps a minority of cases, I recognise that some appeals will require a face to face hearing and the most careful case management will be required on a case by case basis to make the necessary effective arrangements. Continuing goodwill and pragmatism from all Tribunal users will be essential.</p> <p>As I also mentioned in my last letter, an announcement from government is expected very soon about legal aid and how public funding will relate to the work of the IAC. I have requested HMCTS to arrange a further meeting for stakeholders to share concerns. I have no doubt that any changes to the current scheme will be one of the important</p>
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	15/04/2020	<p>topics on the agenda. As long as we respond flexibly to the challenges presented by the pandemic and make best use of the resources we have, we will continue to make progress.</p> <p>Yours,</p> <p>Michael Clements President FtTIAC</p> <p>(https://www.judiciary.uk/wp-content/uploads/2020/04/Letter-to-Stakeholders-FtT-IAC-22.4.20.pdf)</p> <p>HELP FOR USERS</p> <ul style="list-style-type: none"> • HMCTS Courts & Tribunal Service sets out an HMCTS operational summary every day with regard to our administrative arrangements throughout the UK • We continue to work with a small dedicated skeleton administrative staff. • All substantive appeals have been adjourned to a date to be fixed and standard directions have been issued for Case Management Reviews with a view to facilitating remote hearings where applicable in due course. • Standard electronic processes and the use of digital files are being introduced for all current appeals. • Work is being carried out to expand the online digital process introduced nationally before the pandemic for protection and revocation appeals to all new appeals as quickly as possible. Further updates will be provided as new appeal types are introduced. • Bail lists continue to be listed as normal throughout the UK. Applications are being heard successfully by video and/or through the BT Meet Me Conferencing Telephone Call system. With the aim of avoiding any unnecessary hearings, in accordance with the Senior President’s direction of 23 March 2020, whenever it is appropriate to do so, judges are issuing notices to the Secretary of State stating, “minded to grant”. This involves providing the Secretary of State with a judicial indication whilst maintaining the opportunity for representations if a hearing is still required.
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	23/03/2020	<p>(https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-Immigration-and-Asylum-Chamber-First-Tier-Tribunal-Help-for-Users.pdf)</p> <p>The first Presidential Practice Statement can be viewed here: https://www.judiciary.uk/wp-content/uploads/2020/03/2020_03_23_FtTIAC-PRESIDENTIAL-PRACTICE-STATEMENT-NOTE-No-1-2020-.pdf</p>
<p>General Regulatory Chamber (First-Tier)</p>	15/04/2020	<p>HELP FOR USERS</p> <p>1. During the Covid 19 pandemic, the General Regulatory Chamber (GRC) has identified the following priorities: (a) The health and safety of users, judiciary and staff; (b) The identification and swift determination of urgent cases; (c) The orderly case management of the non-urgent Chamber caseload; (d) The use of technology to enable remote oral hearings.</p> <p>2. All face to face oral hearings listed until the end of June 2020 have been postponed. Whether face to face oral hearings which have already listed beyond that date will also require postponement will be considered during April 2020.</p> <p>3. Parties have been asked to consider if they would like their case to be determined on the papers without a hearing, or at a “remote” oral hearing using telephone or Skype. The determination of appeals on the papers is on-going where there is consent to this. Where appropriate, remote oral hearings will start to be listed soon.</p> <p>4. The GRC Chamber offices are open but with a reduced staff. Some staff have been provided with lap-tops so they can work remotely. In most cases, GRC staff will be able to access the case management database and administer cases remotely, albeit at a slower rate than from the office.</p> <p>5. GRC’s legally-qualified Registrars are working remotely and can access all case files.</p> <p>6. Salaried judiciary are also working remotely. They have no remote access to the file storage system but GRC staff can and do refer case management requests to them by email with relevant documents attached. Case management applications therefore continue to be dealt with in most jurisdictions. All parties and representatives have been</p>

	<p>01/04/2020</p>	<p>asked to communicate with the Tribunal by email rather than phone. Post is still being opened but it has slowed to a trickle since the lockdown.</p> <p>7. Urgent cases in the GRC are listed in the fast track protocol. Every new appeal received is triaged by a Registrar and we have agreed procedures for the identification and swift determination of urgent matters.</p> <p>8. The GRC deals with cases involving many different Regulators who are the Respondents to appeals. Some of these Regulators are able to file responses to appeals and prepare electronic bundles for hearings. Others are finding this more difficult. GRC is working with each Regulator to manage the flow of work in their particular jurisdiction as best we can. A temporary stay has been granted in respect of non-urgent appeals where the Information Commissioner is the Respondent. See the 'Directions for a General Stay' guidance.</p> <p>9. With the co-operation of the parties and the continuing hard work of staff and judiciary, we aim to process much of our caseload in good time and continue to provide a good service to the public even where offices are closed.</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-General-Regulatory-Chamber-First-Tier-Tribunal-Help-for-Users.pdf</p> <p>DIRECTIONS FOR A GENERAL STAY</p> <p>Having received an application from the Information Commissioner dated 31 March 2020</p> <p>And pursuant to rule 5(1) (j) of The Tribunal Procedure (First-tier Tribunal) (General Regulatory Chamber) Rules 2009, as amended (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/846373/Consolidated_FtT_GRC_Rules_20191113__002__final.pdf)</p> <p>I consider it appropriate to make the following Directions in light of the Covid-19 pandemic and the Information Commissioner’s Office being temporarily closed as a result and the effect which those matters have on the conduct of proceedings in this Chamber.</p> <p>It is directed that:</p>
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<p>Upper Tribunal Lands Chamber</p>	<p>15/04/2020</p>	<p style="text-align: center;">LANDS CHAMBER (UPPER TRIBUNAL) HELP FOR USERS</p> <p>Since national restrictions in response to the Covid-19 pandemic were announced on 24 March, the Upper Tribunal, Lands Chamber has continued to operate. All of the Chamber’s judges and members have been working from home. Key administrative staff, also working remotely, have ensured that incoming emails have been monitored and prioritised and urgent matters dealt with.</p> <p>Most hearings due to take place at the Royal Courts of Justice or at the Rolls Building have taken place instead using remote video technology or by telephone conferencing. A small number have been switched to written procedures or rescheduled for a later date, but no hearings have been postponed indefinitely. Decisions in matters heard before the national restrictions took effect have continued to be issued, and case management decisions in on-going matters have continued to be made.</p> <p>Not all business has continued as usual. The Chamber’s administrative staff have not had access to their offices at</p>

	<p>24/03/2020</p>	<p>the Rolls Building. Only a very small number have remote access to the Chamber’s secure database and servers. As a result, the Chamber’s public telephone lines have not been staffed and the usual routine guidance on the progress of cases or procedural matters has not been available. Letter and parcels have not been opened. No new cases have been issued and only those received electronically have been reviewed and assessed for urgency.</p> <p>On 8 April one more member of the Chamber’s administrative staff was provided with remote access and is now beginning to work from home. It is intended that as soon after Easter as possible the Chamber’s administrative offices will re-open with a muchreduced staff, working modified hours to protect their own and their families’ safety. A further update will be provided when this happens.</p> <p>Guidance on the conduct of proceedings in the Lands Chamber during the pandemic was issued by the Chamber President on 24 March and remains applicable. It will be updated from time to time as circumstances change. The preferred method of communication with the Chamber remains email (lands@justice.gov.uk), but parties should expect a slower response, especially where the matter is not urgent.</p> <p>Where it is possible for hearings already listed to be conducted using remote technology they will take place as scheduled. Before the Tribunal decides on the form of a hearing the parties will be contacted and their views will be taken into consideration. Where a hearing is to take place using remote technology, the Tribunal will expect the parties to prepare an electronic bundle for use by the Tribunal and all participants.</p> <p>There has been no general waiver of fees for issuing proceedings or making applications, but parties may undertake to pay fees at a future time rather than paying on issue.</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-Lands-Chamber-Upper-Tribunal-Help-for-Users.pdf</p> <p><u>Presidential Guidance on the Conduct of Proceedings</u> has been issued. Extracts:</p>
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	<p>In addition to post, fax and other hard copy methods of delivery, any document to be provided to the Tribunal under the Rules may be sent by such method as the Tribunal may permit or direct (rule 13(1)). E-mail is a permitted method of delivering documents to the Tribunal, and is the preferred means of communication for all purposes. Any document which is required to be delivered to the Tribunal may be delivered by e-mail to lands@justice.gov.uk and will be treated as having been delivered at the time it is recorded as having been received in the Tribunal's inbox.</p> <p>First, where a decision can be made fairly and justly without a hearing, there will be a presumption in favour of a determination on paper. • Secondly, where a decision can only be made fairly and justly at a hearing there will be a presumption that the hearing will be conducted remotely, by telephone or video link. • Thirdly, if a hearing conducted remotely by telephone or video link would not be fair or practical, the hearing may need to be postponed.</p> <p>Most appeals from the First-tier Tribunal, some appeals from Valuation Tribunals, and some compensation references are concerned with issues of law or valuation principle and can be determined on the basis of written submissions, with each side having the opportunity to comment on the other side's evidence and argument. Case management where the parties have not agreed directions is also capable of being undertaken on paper or at a short telephone hearing. In some cases, the Tribunal may be assisted by supplementary oral submissions, giving the Judge or Member the opportunity to ask questions and ensure that the points have been properly explained.</p> <p>Cases involving limited oral evidence, or evidence from only a small number of witnesses, may be capable of being conducted remotely by video link. In cases where the issue depends on the evidence of one expert witness on each side, a remote hearing should be both practical and capable of producing a fair and just outcome. The form such hearings are likely to take will broadly reflect the form of a traditional hearing, but the Tribunal will expect parties to be flexible. In all cases it will be for the Tribunal, with the assistance of submissions from the parties, to determine the form and duration of the hearing, the issues on which evidence and submissions will be received, and the extent to which cross examination is required.</p> <p>Some cases may be more difficult to conduct remotely. Those involving a large number of witnesses and significant disputes of fact or valuation opinion which in normal</p>
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<p>Upper Tribunal Administrative Appeals Chamber</p>	<p>16/04/2020</p>	<p>Guidance for users in England and Wales</p> <p>1. This Guidance comes into effect on 16 April 2020 and applies to the business of the Upper Tribunal (Administrative Appeals Chamber) (‘UTAAC’) in England and Wales until further notice. It replaces (i) the Statement from the President of the Upper Tribunal Administrative</p>

		<p>Appeals Chamber dated 20 March 2020 and (ii) the Information and Directions for General Stay and General Extension of Time dated 25 March 2020. There is separate guidance for users in Scotland and Northern Ireland.</p> <p>2. As a result of the Covid-19 Coronavirus Pandemic, the UTAAC in England and Wales has had to limit its administrative operations. There will be considerable delays in deciding most appeals. Cases ready for decision will be placed before a judge as soon as practicable. Hearings</p> <p>3. The UTAAC is not holding face to face hearings at present. In respect of appeals and applications which are listed for hearing, the parties will be contacted by UTAAC staff in order to assist the judge to decide whether the matter is suitable for a telephone or video hearing (for example, by Skype). The judge must ensure that the case is heard and decided in a just and fair way. The judge will consider whether and how this can be done.</p> <p>4. A judge may decide that an appeal or application does not need a hearing. If so, the matter will be decided by reference to the documents only. Applications for permission to appeal from the First-tier Tribunal</p> <p>5. Arrangements are in hand for the processing of applications for permission to appeal from the First-tier Tribunal. Depending on the number of applications that the UTAAC receives, it may be necessary to prioritise applications relating to welfare benefits or other important rights in which case further guidance on prioritisation may be published. Applications for judicial review</p> <p>6. Arrangements are in hand for the processing of applications for permission to apply for judicial review. Depending on resources, it may be necessary to prioritise other business of the UTAAC relating to welfare benefits or other important rights in which case further guidance on prioritisation may be published. Page 2 of 2 Appeals against decisions of the Traffic Commissioners</p> <p>7. In cases where a party to an appeal against a decision of the Traffic Commissioners seeks an urgent stay of the decision (temporary suspension of the decision under challenge), the UTAAC will aim to deal with the application on an urgent basis. Any such application should be clearly and visibly marked as urgent in correspondence. Time limits and case management directions</p>
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	<p>25/03/2020</p>	<p>reasonable time before a hearing by those who may not be able to use a particular form of technology for the purposes of a remote hearing.</p> <p>5. A judge's decision as to what is and what is not a reasonable request for (i) a face to face hearing; or (ii) a particular form of remote hearing is a case management decision for the judge.</p> <p>6. It is inevitable that undertaking remote hearings instead of face to face hearings will cause teething problems. All parties are urged to be sympathetic to the technological and other difficulties experienced by others. All parties, and everyone using the Chamber's administrative services, will need to show flexibility.</p> <p>7. Parties are reminded of their duty to help the Upper Tribunal to deal with cases fairly and justly and to cooperate with the Upper Tribunal generally: rule 2(4), Tribunal Procedure (Upper Tribunal) Rules 2008. This duty applies to all parties and to all representatives. The Chamber will expect it to be observed.</p> <p>8. Case management directions made by judges in individual cases will continue to stipulate fixed time limits for steps in an appeal to take place. Any requests for extensions of time based on the effect of the current pandemic will be considered sympathetically.</p> <p>9. This Statement may be subject to change when necessary. Note: The Senior President's Pilot Practice Directions may be found here: https://www.judiciary.uk/publications/pilot-practice-direction-contingencyarrangements-in-the-first-tier-tribunal-and-the-upper-tribunal/ https://www.judiciary.uk/publications/pilot-practice-direction-panel-composition-inthe-first-tier-tribunal-and-the-upper-tribunal/ https://www.judiciary.uk/wp-content/uploads/2020/03/STATEMENT-FROM-THE-PRESIDENT-OF-THE-UPPER-TRIBUNAL-ADMINISTRATIVE-APPEALS-CHAMBER.pdf)</p> <p><u>INFORMATION AND DIRECTIONS FOR GENERAL STAY AND GENERAL EXTENSION OF TIME</u> have been issued. Extracts:</p>
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	23/03/2020	<p>London and Manchester will not accept such applications by hard copy.</p> <p>B. Fees</p> <p>A party making an application as described in paragraph A above by email will be treated as having promised to pay to the Upper Tribunal, on demand, any fee payable for the application AND will be contacted by the Tribunal for the payment in due course.</p> <p>Please note for any application as described in paragraph A above, the cut-off time is 4pm Monday to Friday (except bank holidays). If your application is not received by 4pm on a working day, please call the Out of Hours Court service at 0207 947 6260.</p> <p>(https://www.gov.uk/government/publications/apply-for-urgent-consideration-in-a-judicial-review-form-t483)</p> <p>Detailed Presidential Guidance on Arrangements During the Covid-19 Pandemic can be viewed here: https://www.judiciary.uk/wp-content/uploads/2020/03/2020_03_23_UTIAC-PRESIDENTIAL-GUIDANCE-NOTE-No-1-2020.pdf</p>
Employment Tribunal	15/04/2020	<p>EMPLOYMENT TRIBUNALS (England & Wales) and (Scotland) HELP FOR USERS</p> <p>Sources</p> <p>The guidance given to Employment Tribunal users during the pandemic can be found on the Courts and Tribunals Judiciary website, including:</p> <ul style="list-style-type: none"> • Joint Presidential Guidance (18 March 2020) • Amended Joint Presidential Direction (24 March 2020) • Joint FAQs (3 April 2020) <p>General position as at 8 April 2020</p> <p>Most but not all ET Offices in England and Wales are open to the public and judicial office holders. The remainder (including all in Scotland) are partially staffed but closed to the public. The majority of our salaried Employment Judges are continuing to work from home with support provided by staff in their ET offices or working remotely. Leadership</p>

	<p>03/04/2020</p>	<p>judges and our salaried EJs are covering the main ET centres on a rota basis.</p> <p>All substantive i.e. contested full hearings up to 26 June 2020 have been postponed and have been converted to telephone case management hearings in accordance with the guidance set out above. Preliminary hearings and some final hearings are being conducted remotely. You will be able to discuss this during case management with your judge. Longer final hearings are usually being re-listed at the parties' request and there is growing confidence (and access to training) for the use of teleconferencing (using, for example, BTMeetMe) and Skype, Teams or Zoom. Glasgow and Cardiff are piloting Kinly (CVP) which is a virtual hearing room solution. A new recording mechanism (to add to those available through remote software applications) is expected to be available soon. Members of the public and representatives of the media who wish to access remote hearings may do so by following the instructions on daily lists which are currently being developed and will be operational soon.</p> <p>Judges and users are able to consider greater reliance on alternative dispute resolution and active case management. There is growing interest in Judicial Mediations conducted remotely by telephone or electronic means and some use is being made of Judicial Assessments in England & Wales (i.e. early neutral evaluation).</p> <p>We will continue to prioritise urgent hearings and you should indicate straight away if your application is urgent and why by following the advice in our FAQs document. If you wish a particular remote method to be used for your hearing you should raise this during telephone case management.</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-Employment-Tribunals-England-Wales-and-Scotland-.pdf)</p> <p>The Presidents of the Employment Tribunals in England and Wales and in Scotland have issued a document answers procedural “FAQs arising from the Covid-19 pandemic”. The document can be accessed here: https://www.judiciary.uk/wp-content/uploads/2020/04/FAQ-final.pdf?utm_medium=email&utm_source=</p>
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	24/03/2020	<p>The Direction issued on 19/03/2020 (which can be accessed here: https://www.judiciary.uk/wp-content/uploads/2020/03/2020_03_19_ET-Covid-19-Direction.pdf) was amended on 24/03/2020, to read:</p> <p>"In view of the rapidly changing circumstances created by the Covid-19 pandemic, the Presidents of the Employment Tribunals in England & Wales and in Scotland have directed that from Monday 23rd March 2020 all in-person hearings (hearings where the parties are expected to be in attendance at a tribunal hearing centre) listed to commence on or before Friday 26th June 2020, will be converted to a case management hearing by telephone or other electronic means which will take place (unless parties are advised otherwise) on the first day allocated for the hearing. This will provide an opportunity to discuss how best to proceed in the light of the Presidential Guidance dated 18th March 2020, unless in the individual case the President, a Regional Employment Judge or the Vice-President directs otherwise. If the case is set down for more than one day then parties should proceed on the basis that the remainder of the days fixed have been cancelled. For the avoidance of doubt, this direction also applies to any hearing that is already in progress on Monday 23rd March 2020 and, if not already addressed before then, the parties may assume that the hearing on that day is converted to a case management hearing of the kind referred to above. In person hearings listed to commence on or after 29th June 2020 will remain listed, in the meantime, and will be subject to further direction in due course. The parties remain free to make any application to the Tribunal. This Direction will be subject to ongoing review and in particular will be reviewed on 29th April 2020 and 29th May 2020 to take into account the circumstances as they then stand in connection with the Covid-19 pandemic".</p> <p>https://www.judiciary.uk/wp-content/uploads/2020/03/2020_03_24_ET-Covid-19-Direction-Amendment.pdf</p>
	17/03/2020	<p><u>PRESIDENTIAL GUIDANCE IN CONNECTION WITH THE CONDUCT OF EMPLOYMENT TRIBUNAL PROCEEDINGS DURING THE COVID-19 PANDEMIC</u></p> <p>The overriding objective of the Rules, as set out in rule 2, is to enable Employment Tribunals to deal with cases fairly and justly. Tribunals are required to seek to give effect to the overriding objective when interpreting, or exercising</p>

		<p>any power given by, the Rules. Parties and their representatives are required to assist Tribunals to further the overriding objective, and in particular are to cooperate generally with each other and the Tribunal.</p> <p>During the Covid-19 pandemic Employment Tribunals, seeking to apply the overriding objective in rule 2, will need to take into account the impact of the pandemic when assessing what steps may be taken to give effect to the overriding objective.</p> <p>The purpose of this document is to provide: (a) Tribunals with guidance as to how certain of the powers provided by the Rules may be exercised, during the pandemic, to give effect to the overriding objective and (b) information to parties about steps Tribunals may take (including making orders and giving directions) during the pandemic, when exercising their powers under the Rules and how parties can cooperate with Tribunals to further the overriding objective.</p>
<p>Employment Appeal Tribunal</p> <p><u>Announcement by the President of the EAT the Hon. Mr Justice Choudhury, Provisional Arrangements during Covid-19 Pandemic</u></p>	<p>15/04/2020</p>	<p style="text-align: center;">EMPLOYMENT APPEAL TRIBUNAL HELP FOR USERS</p> <p>What does the EAT do?</p> <p>The Employment Appeal Tribunal (EAT) decides appeals from the decisions of the Employment Tribunal, the Certification Officer and, in certain cases, the Central Arbitration Committee. The EAT considers appeals which raise questions of law. It therefore cannot, save in rare circumstances, consider appeals which disagree with findings of fact. The EAT is based in the Rolls Building in Central London, and in Melville Street in Edinburgh. It also sits from time to time in Cardiff.</p> <p>How is the EAT affected by the Covid-19 pandemic?</p> <p>The current Government measures to combat the pandemic mean that the EAT is currently operationally severely limited. Its case files are generally paper-based. Most staff members and judges are working remotely and staff presence in the EAT’s premises is minimal.</p> <p>The EAT currently has limited capacity to receive, produce or send out, any paper bundles for hearings. These factors affect the kinds of hearing that may be held, as to which see below. The EAT’s administrative functions are also greatly reduced at the present time, and parties should expect that</p>

		<p>email and telephone queries will take considerably longer to be answered than normal.</p> <p>The present operational restrictions apply to both the London and Edinburgh offices of the EAT.</p> <p>How should I lodge an appeal?</p> <p>The usual time limit for lodging appeals to the EAT continues to apply. However, during this period of limited operational capacity, appeals must be lodged by email. Please bear in mind the guidance relating to the lodging of appeals (see the link below) and the 10Mb limit on email attachment size.</p> <p>What is happening to my appeal which is listed to be heard soon?</p> <p>The EAT is not holding any in-person hearings at present. The EAT will be conducting hearings by telephone, Skype or other internet-based platform (“Remote Hearings”) from 16 April 2020 in a limited number of cases. Attendance at a court building will not be required for Remote Hearings.</p> <p>Where a Remote Hearing is not presently practicable, the hearing of the appeal will be postponed and the parties will be told that this has happened. Postponed hearings will be re-listed for a later date when circumstances permit.</p> <p>If it is considered that a Remote Hearing may be practicable in an appeal that has been listed for a hearing, the EAT will contact you to seek your views about holding a Remote Hearing and whether you or your representative can provide the parties and the Judge with an electronic copy of the hearing bundle. Taking into account the information provided, the EAT will make a decision confirming whether your appeal will proceed by way of a Remote Hearing, and further directions may be provided. The final decision as to whether a hearing will be conducted remotely will be taken by a judge.</p> <p>Where can you find out more?</p> <p>You can find out more on the COVID-19 pages of the judicial and tribunals website. For urgent queries, you can email: LondonEAT@justice.gov.uk. Please note that due to the current circumstances, responses may take longer than normal.</p>
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	09/04/2020	<p>https://www.judiciary.uk/wp-content/uploads/2020/04/14-Apr-20-Employment-Appeal-Tribunals-Help-for-Users.pdf</p> <p style="text-align: center;">Hearing Arrangements from 16 April 2020</p> <p>The ongoing Government measures to combat the Coronavirus pandemic mean that the Employment Appeal Tribunal (“the EAT”) continues to be operationally severely restricted. However, as from 16 April 2020, the EAT will be holding hearings via telephone, Skype or other internet-based platform (“remote hearings”) in a limited number of appeals. Until further notice, the following measures will apply.</p> <p>1 Remote hearings, where directed, will be conducted with all parties participating remotely. Physical attendance at the EAT will not be required for remote hearings.</p> <p>2 Where it is considered by the EAT that a remote hearing may be practicable in a particular case, the EAT will contact the parties in that case to ask: a. for their views on whether a remote hearing should be held; and b. whether they can ensure that the Judge and all parties will be provided with, and have access to, an electronic version of the hearing bundle and (if appropriate) the authorities bundle. The final decision as to whether a hearing shall be conducted remotely shall lie with a Judge of the EAT.</p> <p>3 Where it is considered by the EAT that a remote hearing is not practicable in a particular case, it will be postponed to a later date. The EAT will inform the parties in such cases of any postponement as soon as possible. The EAT will endeavour to re-list postponed cases as soon as practicable. No precise guidance can be given at this stage as to when such relisting will occur, as this may depend on, amongst other matters, the operational impact, and extent, of any ongoing measures related to the pandemic.</p> <p>4 If any party has not heard from the EAT pursuant to 2 or 3 above about their appeal by 4.00pm on the 7th day before their hearing is due to commence, they should contact the EAT by email immediately (LondonEAT@justice.gov.uk) requesting an update on their appeal. Parties are requested to refrain from seeking updates on their appeals outside this time frame.</p> <p>5 Parties should note that the EAT is endeavouring to conduct as many hearings remotely as current operational limitations will permit. It is not possible to conduct all listed</p>
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	25/03/2020	<p>hearings remotely. If a case has been postponed, its relisting will be considered as soon as circumstances permit, and will be given priority in terms of a hearing date, subject to the need to consider any appeals of exceptional urgency.</p> <p>6 Members of the public and the media may, upon the provision of appropriate contact details, be sent an invitation to participate in any remote hearing that would otherwise have been conducted in open court. However, such participation will be strictly limited to observing proceedings. Members of the public and the media will not be permitted to speak during the remote hearing. The restrictions on recording court proceedings apply to remote hearings. The recording of proceedings without permission will amount to a contempt of court.</p> <p>7 The time limits for instituting appeals, and the requirements for the proper and effective institution of an appeal, remain as set out in the EAT’s Rules and Practice Direction. Copies of these, and guidance in relation to them, are available at https://www.gov.uk/appeal-employment-appeal-tribunal. During this period of limited operational capacity, Notices of Appeal and accompanying documents must be sent by email in all cases. Please note the limit on email attachment size when doing so.</p> <p>8 During this period, the EAT may not be in a position to respond immediately to email or telephone enquiries. Parties should anticipate that it may take appreciably longer for the EAT administration to respond to communications than usual.</p> <p>The Hon. Mr Justice Choudhury President Employment Appeal Tribunal 9 April 2020</p> <p>(https://www.judiciary.uk/wp-content/uploads/2020/04/09-Apr-20-SPT_EAT-Covid-19-announcement.pdf)</p> <p>All hearings in the Employment Appeal Tribunal, whether in London or Edinburgh, which were listed to take place up to and including 15 April 2020, are postponed.</p> <p>When hearings resume, they will initially be conducted exclusively by telephone, Skype or some other form of video link.</p>

<p>Planning Inspectorate Guidance</p>	<p>01/04/2020</p>	<p>All casework events in the near future including site visits, hearings and inquiries have been postponed and staff are working from home as the Bristol office building is closed.</p> <p>The planning inspectorate together with the Planning and Environment Bar Association (PEBA) recorded a joint message on the work underway.</p> <ul style="list-style-type: none"> • There is updated guidance on how planning and other case work is being dealt with in this highly unusual situation affecting the whole country. Appeals are still being accepted via the Appeals Casework Portal (ACP) but correspondence via post is not being received at present • For planning appeals, rights of way and Commons Act 2006 cases, whilst no site visits, hearings or inquiries are taking place at the moment, we are actively considering whether there are types of cases that can proceed without a site visit. Customers are advised to speak to their case officer. • Hearings and preliminary meetings for nationally significant infrastructure projects are postponed, but as the examination process is primarily a written one, in most cases, the expectation is to continue to make good progress. Information submitted to examinations is continuing to be considered, and interested parties are encouraged to continue to have relevant discussions and prepare information and written submissions where it is possible and safe to do so. Some organisations are choosing to delay their submissions. Updates of all national infrastructure projects are on our website. • For local plans, inspectors will continue where possible to progress the pre and post-hearing stages of the examination, depending on the stage reached, but there will be delays as local plan hearings are not currently able to take place. <p>The following detailed guidance is available and is subject to review:</p> <ul style="list-style-type: none"> • Planning Appeals, Rights of Way and Commons Act 2006 - site visits, hearings and inquiries - Updated 25 March 2020 - Coronavirus (COVID-19) • Planning Appeals, Rights of Way and Commons Act 2006 - site visits, hearings and inquiries - Updated 25 March 2020 - Coronavirus (COVID-19)
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<p>HMCTS Guidance: Closure of Counters in the QBD and Court of Appeal</p>	18/03/2020	<p>In relation to the Court of Appeal, the counter E307 Civil Appeals Registry is temporarily closed and a ‘drop-box’ service will continue from the same location.</p> <p>You can contact the court by email using the dedicated email addresses below:</p> <ul style="list-style-type: none"> • civilappeals.registry@justice.gov.uk (New cases) • civilappeals.cmsa@justice.gov.uk (High Court and Employment Appeals) • civilappeals.cmsb@justice.gov.uk (County Court and Family Court Appeals) • civilappeals.cmasc@justice.gov.uk (Immigration and Asylum Appeals, Public Law Cases and Judicial Reviews) • civilappeals.listing@justice.gov.uk (Listing and Hearings)

<p>RCJ Fees Office</p>	<p>24/04/2020</p>	<p>The Royal Courts of Justice Fees Office will close to the public until further notice (24 April 2020). Court users are advised to contact the relevant courts for assistance using the email addresses below.</p> <ul style="list-style-type: none"> ● Queen’s Bench Masters – QBenquiries@justice.gov.uk ● Queen’s Bench General – qbjudgeslistingoffice@justice.gov.uk ● Administrative Court - administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk ● County Court at Central London – Bankruptcy and Companies Team - RCJBankCLCCDJHearing@justice.gov.uk ● Family Division – rcj.familyhighcourt@justice.gov.uk ● Senior Courts Costs Office using - scco@justice.gov.uk ● Civil Court of Appeal – civilappeals.registry@justice.gov.uk <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881029/HMCTS_RCJ_Fees_Office_24_April_2020.pdf?utm_medium=email&utm_source=</p>
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Guidance for specific Courts and Tribunals
[Please Note: unless otherwise stated, this is not official guidance but derives from personal experience of members of Chambers and other practitioners.]

<p>Birmingham High Court and County Court</p>	<p>6 April 2020</p>	<p>HHJ Worster: the Acting Designated Civil Judge for Birmingham has issued the following guidance in relation to cases proceeding in the QBD at Birmingham High Court and Birmingham County Court.</p> <p>This local guidance provides some general information about cases proceeding at Birmingham High Court (Queen’s Bench Division) and Birmingham County Court. It does not apply to proceedings in the Business and Property Courts, the Administrative Court or the Upper Tribunal.</p> <p>We appreciate that you may not be able to speak to a member of HMCTS staff to find out about your case, and consequently we are publicising this brief summary of the position in other ways.</p>
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	<p>The COVID 19 pandemic means that for all of us movement is restricted to that which is essential. HM Government has issued advice to the Courts about the safety of Judges, HMCTS staff and ways of working. As a result of these matters, and the illness and self isolation of staff and Judges, a number of steps have had to be taken at Birmingham.</p> <p>• Trials of Fast Track cases and Small Claims Trials listed in the period up to and including Friday 29 May 2020 have now been vacated (this date will be kept under review and may be extended). An order will be sent to you which enables you to make written representations about how your case might be heard in the future. Once those representations have been considered, the court will give further directions. If you have come to an agreement in the meantime then please send the court a copy of the draft consent order and we will endeavour to deal with it as quickly as possible.</p> <p>• Trials of Multi Track cases These will be being considered individually by a Judge. You will be notified about the decision, but the likelihood is that any trial which requires witness evidence to be taken at a hearing in person will be vacated and re-listed on a date when it is safe for the trial to take place.</p> <p>This means that these trials will not proceed on the date that has been previously notified to you, and you should not attend the Court building. Orders will be sent to you in the usual way, but the shortage of available staff means that there may be some delay in doing this.</p> <p>• Applications The Court is dealing with urgent applications. You are referred to the national guidance. Please consider whether your application is necessary at this time.</p> <p>A Judge will review your application and decide how it should be heard (the usual order is for a telephone hearing by BT Meet Me). Please be aware that the Judge may decide that your application is not one which can or should be heard at this time and adjourn it, or list it for hearing at some point in the future. You will receive an order from the Court</p>
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	<p>telling you what that decision is.</p> <ul style="list-style-type: none"> • Possession Hearings Your attention is drawn to the Practice Direction 51Z of the Civil Procedure Rules which came into force on 27 March 2020. This gives effect to HM Government’s decision to stay proceedings for, and to enforce, possession for a period of 90 days. • Evictions Court Bailiffs are not undertaking evictions at the present time. • Audio/Video hearings If your case is listed for an audio or video hearing, you will be asked to provide the relevant contact details or (if directed by the court) to make the necessary arrangements for the hearing with the appropriate provider, These hearings are recorded by the Court. Please note that to make or to attempt to make an unauthorised recording or transmission of such a hearing is a criminal offence • Electronic Bundles for hearings You may be asked to agree an electronic bundle or a core bundle of documents which can be easily emailed to the Judge for a remote hearing. Your cooperation with other parties in the preparation of bundles is very important. Further guidance in relation to an emailed core bundle is set out below. <p>Guidance for E mailed Core Bundles – March 2020</p> <ul style="list-style-type: none"> • The guiding principle is that only documents which are necessary for the determination of the issues before the Judge at the relevant hearing should be included in an emailed core bundle. The aim is to limit the pages of the core bundle to 50. In no circumstances are there to be more than 100 pages in a core bundle. • As an example, the following form the basis of a core bundle for a CCMC:
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		<p>(i) The agreed case summary</p> <p>(ii) Any pleadings necessary for the purposes of the CCMC</p> <p>(iii) Any previous orders relevant to the issues which the Judge will be asked to decide</p> <p>(iv) If costs budgeting is an issue, the budgets and the budget discussion reports</p> <p>(v) If any applications are being dealt with, copies of the application and the witness statements in support and against</p> <p>(vi) Any other key documents (it is only exceptionally that correspondence between solicitors will be necessary).</p> <ul style="list-style-type: none"> • Skeleton arguments (if any) do not form part of the core bundle and may be sent separately, together with a copy of the draft order in Word (if the parties have a significant disagreement as to the terms of the draft order, each may send a draft). • If a document might become relevant in the course of a hearing, the party should have an electronic copy of it available so that it can be emailed to the Judge, but that will be an exceptional course. The parties will be able to make oral submissions. • The bundle should be agreed and paginated – documents from an existing paginated bundle may be used with the existing pagination so long as they are placed in numerical order in the core bundle. <p>HHJ Worster; Acting Designated Civil Judge for Birmingham</p> <p>6 April 2020"</p>
<p>Bradford First-Tier Tribunal for Social Security and Child Support</p>	<p>03/04/2020</p>	<p>Official guidance</p> <p>The Bradford First-Tier Tribunal office for Social Security and Child Support (SSCS) is currently closed.</p> <p>The office deals with appeals and hearings for the South East region of the UK. It is anticipated that the office will re-open on Monday 6 April 2020. During this time there will be a reduced response to emails and correspondence sent to the office, however urgent items will be picked up,</p>

		<p>and there is no anticipated impact on hearings scheduled for next week. The SSCS contact centre remains operational and will be operating between 8am and 5:30pm daily. The contact centre can be reached on 0300 123 1142 To contact the Bradford SSCS during this time, please email SSCS_Bradford@justice.gov.uk, or for more information about the First-Tier Tribunal for SSCS, please visit the GOV.UK guidance page.</p> <p>(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877825/Daily_Comms_-_SSCS_Bradford_3_April_2020.pdf?utm_medium=email&utm_source=)</p>
<p>Royal Courts of Justice</p>	<p>24/04/2020</p>	<p>Official guidance</p> <p>The Royal Courts of Justice remains open to the public, however some counters and court facilities have temporarily closed.</p> <p><u>Court of Appeal (Civil)</u>: Urgent work (applications and hearings) only; all hearings are being held remotely. Counter closed, email contact available.</p> <p><u>Court of Appeal (Criminal)</u>: Urgent work (applications and hearings) only. Counter closed, drop off and email contact available.</p> <p><u>High Court</u>: High Court work is being conducted according to the High Court Contingency Plan. Civil hearings continue to be conducted remotely, where possible and as appropriate with reference to the Remote hearings protocol for civil hearings (see judiciary.uk).</p> <p><u>Senior Courts Costs Office</u>: Hearings continue to be conducted remotely, where possible and as appropriate with reference to the Remote hearings protocol for civil hearings (see judiciary.uk). New filings on CE-File should be limited to applications with approaching deadlines, any documentation in support of hearings which have been listed and requests for final costs certificates. Counter remains open.</p> <p><u>Central London County Court, Mayors and City Court</u>: Hearings continue to be conducted remotely, where possible and as appropriate with reference to the Remote hearings protocol for civil hearings (see judiciary.uk). Counter by appointment only, phone contact available.</p>

		https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881025/HMCTS_RCJ_Update_Template_24_April_2020.pdf?utm_medium=email&utm_source=)
Central London	24/03/2020	All face to face hearings adjourned to a future date to be fixed.
Clerkenwell & Shoreditch	25/03/2020	Hearings proceeding as intended, in person.
Wandsworth	26/03/2020	With the exception of Civil and Family Injunction hearings, all hearings scheduled to take place in March or April 2020 at Wandsworth County Court have been adjourned.
Central London Employment Tribunal	07/04/2020	<p>Message from Acting Regional Employment Judge Joanna Wade at London Central employment tribunal:</p> <p>“London Central ET is re-opening for remote hearings on Tuesday 14 April. Judges will be conducting telephone/video case management preliminary hearings and mediations on listed cases. The parties will be contacted with instructions. Please do not telephone the tribunal if at all possible, emails will be receiving attention but resources are unfortunately limited and priority is being given to cases with hearings in the near future.</p> <p>"Please note that the Tribunal is staffed but Victory House is closed to the public.”</p>
Guidance for Barristers		
The Bar Council	24/03/2020 at 09.30am	<p>Updated guidance on attending hearings</p> <ul style="list-style-type: none"> • Civil or Family Courts: barristers should not attend in person unless the hearing is genuinely urgent and it cannot be done remotely. Such a hearing will be a rare occurrence. • Magistrates’ Courts: barristers should not attend the Magistrates’ Court in person unless the barrister was in an urgent case on 24/03/2020. The categories of urgent cases included civil applications relating to public

		health legislation, particularly under the Coronavirus (Emergency) Act 2020 and closure order applications.
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Disclaimer: This document is intended to provide a prompt resume of recent guidance on the use of the court system in England and Wales during the COVID-19 pandemic. It is not intended to provide legal advice, and should not be relied on as providing legal advice.

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