

# **Guide to Business & Property Work at Central London**

## **Introduction**

1. The County Court at Central London (“CCCL”) is the venue for the Business and Property work done in London and the South East outside the High Court.<sup>1</sup>
2. Much of that work is transferred to CCCL by the Business & Property Courts of England and Wales forming part of the High Court. Waiting times to trial tend to be shorter than in the High Court. The rest of the work is issued at CCCL or sent in from other County Court hearing centres after issue. All cases are allocated to a specialist list, the Business & Property List, and are handled by judges specialising in Business and Property work.
3. The aim of this guide is to give practical help to parties and representatives. It does not have the force of law and is not a substitute for the Civil Procedure Rules (“CPR”) and Practice Directions (“PDs”)

## **Scope of Business & Property work**

4. The Business & Property work undertaken at CCCL includes the following:
  - 4.1 Work of the type within the Property, Trusts and Probate List of the High Court such as:

Real property

Landlord & tenant (both residential and commercial). The most complex/valuable business tenancy renewal cases will proceed as Business & Property work

Trusts

Contentious probate claims

- 4.2 Work of the type within the Business List of the High Court such as:

Contractual disputes

Claims for specific performance, rectification and other equitable remedies

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<sup>1</sup> Sometimes cases are heard at the Mayor’s and City of London Court by judges from CCCL

Professional negligence (for example, claims against solicitors and surveyors).

4.3 Insolvency and Companies work. This includes personal insolvency cases, company insolvency work transferred from the High Court or other County Court hearing centres, disqualification of directors, and company cases (for example, unfair prejudice petitions, claims to restore companies to the register, to rectify the register, and to extend time for the registration of charges).

5. That list is not exhaustive. A full definition of Business & Property work in the County Court can be found in para. 4.2 of CPR PD 57AA – Business and Property Courts.

6. A Technology and Construction Court List is operated separately at CCCL. It is overseen by HHJ Parfitt. Work in that list includes construction adjudication enforcement, building disputes, dilapidations claims, and party wall appeals. This guide does not apply to work in that list.

7. Some judges at CCCL hear Intellectual Property Enterprise Court (“IPEC”) cases, namely small claims and applications for enforcement. IPEC is part of the High Court and is not the subject of this guide. Parties should refer to the Guide to the IPEC Small Claims Track.

## **Judiciary**

8. There are three Specialist Circuit Judges: HHJ Dight CBE, HHJ Johns KC and HHJ Mark Raeside KC. Business & Property cases are also heard by three further Circuit Judges specialising in this work: HHJ Gerald, HHJ Monty KC, and HHJ Parfitt.

9. There are five Business & Property District Judges, being DJ Hart, DJ Lightman, DJ Mauger, DJ Revere, and DJ Wilkinson.

10. These judges are assisted by specially authorised Recorders and Deputy District Judges.

## **Case management**

11. Cases are usually transferred to CCCL by the High Court at an early stage. They are listed for a costs and case management conference (Part 7 claims) or for directions or disposal (Part 8 claims). These first hearings are short, usually between 30 minutes and an hour, and are not a trial. They are used to move the case towards trial where there is any substantial dispute.

12. All cases, whether transferred to CCCL or issued here, will normally be retained by the judge dealing with the case at the first hearing. That judge will, if at all possible, hear the trial and any pre-trial review.

13. Unless otherwise ordered, there should be sent to the Court by email 3 days before the first hearing the following documents (agreed if possible): a brief case summary (of not more than 500 words), a list of issues, and proposed directions (using our template – see the next paragraph).

14. Case management directions in Part 7 claims will normally be given by adapting the draft directions template attached at Annex A to the particular case. Parties should therefore use such template when agreeing and submitting proposed directions. Part 8 claims are typically decided without cross examination or disclosure.

15. The email address to which the documents should be sent is:

15.1 For Circuit Judge hearings [centrallondoncjskel@justice.gov.uk](mailto:centrallondoncjskel@justice.gov.uk)

15.2 For District Judge hearings [centrallondondjskel@justice.gov.uk](mailto:centrallondondjskel@justice.gov.uk)

16. The subject heading of the email must start with the claim number. Business & Property cases are given a case number taking the form H10CLxxxx, where the initial letter indicates the year (G having been used for 2020, and H being used for 2021), 10 designates the case as Business & Property work, CL refers to CCCL, and there is then a unique 3 or 4 digit number.

17. The directions will normally provide for the listing of the trial and will do so by (a) setting a 3-month trial window, and (b) directing a telephone listing appointment. That appointment will usually be around 3 weeks after the case management hearing. The standard order for the telephone listing appointment forms part of the template at Annex A.

## **Interim applications**

### **Normal business**

18. An interim application may be issued by (a) sending an Application Notice in form N244 by email to [enquiries.centrallondon.countycourt@justice.gov.uk](mailto:enquiries.centrallondon.countycourt@justice.gov.uk) if the legal representative has a fee account or payment is to be made by card, (b) leaving the application in the dropbox located by the first floor counter, or (c) sending the application by post to the

court at County Court at Central London, Royal Courts of Justice, Thomas More Building, Royal Courts of Justice, Strand, London WC2A 2LL, or by DX to DX 44453 RCJ Strand.

19. The Court staff aim to put applications in Business & Property cases before a judge within 5 to 10 working days of receipt. But if the case has been assigned to a particular Circuit Judge at the first hearing, the parties are encouraged to email a copy of the issued application to the judge's clerk in order to bring it to the judge's early attention. The email addresses for the clerks are as follows:

Clerk to HHJ Dight CBE [Sanna.Mirza@justice.gov.uk](mailto:Sanna.Mirza@justice.gov.uk)

Clerk to HHJ Johns KC [Diane.Morris@justice.gov.uk](mailto:Diane.Morris@justice.gov.uk)

Clerk to HHJ Gerald [Angela.ORourke@justice.gov.uk](mailto:Angela.ORourke@justice.gov.uk)

Clerk to HHJ Monty KC [Marcus.DeBruin@justice.gov.uk](mailto:Marcus.DeBruin@justice.gov.uk)

Clerk to HHJ Parfitt [Leslie.Alfonso@justice.gov.uk](mailto:Leslie.Alfonso@justice.gov.uk)

Clerk to HHJ Mark Raeside KC [Pio.Fernandes@justice.gov.uk](mailto: Pio.Fernandes@justice.gov.uk)

20. The Circuit Judges generally hear Business & Property applications each Friday. An application will normally be listed on the first convenient Friday after two weeks. Applications to be heard by District Judges will be listed for a convenient date.

### **Urgent business**

21. There is, however, a process for applications that cannot wait. It is to be used only for applications that are genuinely urgent. An example is an application affecting a trial that is less than four weeks away.

22. The urgent Application Notice should be submitted by email to [centrallondonurgentbandp@justice.gov.uk](mailto:centrallondonurgentbandp@justice.gov.uk). The body of the email should contain a succinct statement of reasons as to why the application is urgent and cannot wait to be heard in due turn. The email and attachment will be shown to either HHJ Dight CBE or HHJ Johns KC as soon as possible so that arrangements can be made for the application to be heard.

23. If the application has yet to be issued, an urgent appointment for issue at the first floor counter in the Thomas More Building should be made using the appointments telephone number 0207 947 7502.

24. There is no out of hours service. Any parties requiring such a service should use the Royal Courts of Justice emergency telephone number, 020 7947 6000/6260, and request the Duty Chancery Judge's clerk.

### **Contacting the Court**

25. As CCCL is part of the County Court, telephone calls relating to cases here must be made to the call centre at Leicester on 0300 123 5577.

26. The address for the Court is County Court at Central London, Royal Courts of Justice, Thomas More Building, Royal Courts of Justice, Strand, London WC2A 2LL, or DX 44453 RCJ Strand. The email address for general correspondence is [enquiries.centrallondon.countycourt@justice.gov.uk](mailto:enquiries.centrallondon.countycourt@justice.gov.uk). Use of the email addresses [centrallondoncjskel@justice.gov.uk](mailto:centrallondoncjskel@justice.gov.uk) and [centrallondondjskel@justice.gov.uk](mailto:centrallondondjskel@justice.gov.uk) is reserved for skeleton arguments and certain other specified documents only and is subject to the Court's protocol attached at Annex B.

27. When corresponding with the Court, parties (a) should not duplicate their correspondence by sending it using more than one method as this adds to the burden on the Court, and (b) are reminded of the general rule that they must copy the other parties in to the correspondence – see CPR 39.8.

### **Trials**

28. In order to avoid disruption to other litigants and to ensure that each case does not take more than its proper share of court resources, parties will be required to complete each trial in the time allotted save in exceptional circumstances.

29. It is therefore important that time estimates for trial are realistic. Such estimates need not include time for preparation of judgment (as this will be added by the judge as appropriate) but should include time for judicial pre-reading. For guidance, parties will often be required to attend only from 11 am in a 3 day case, from 12 noon in a 4 day case and from 2 pm in a case of 5 days or more.

30. Skeleton arguments should, unless otherwise ordered, be sent to the Court at least 2 days before the trial to [centrallondoncjskel@justice.gov.uk](mailto:centrallondoncjskel@justice.gov.uk) (to reach a Circuit Judge) or [centrallondondjskel@justice.gov.uk](mailto:centrallondondjskel@justice.gov.uk) (to reach a District Judge).

31. A bundle of documents for the trial should, unless otherwise ordered, be delivered to Court at least 3 days before the trial. Hard copy bundles must be indexed and paginated. Electronic bundles must also be bookmarked and searchable. Parties should arrange delivery of the trial bundle directly with the judge's clerk if possible. Otherwise, (a) hard copy bundles can be lodged at the first floor counter in the Thomas More Building at an appointment previously arranged by telephone on 0207 947 7502, and (b) electronic bundles can be sent to [enquiries.centrlondon.countycourt@justice.gov.uk](mailto:enquiries.centrlondon.countycourt@justice.gov.uk). Any download link for large files must be usable without an account or password.

32. If settlement or some other development means that a trial listing can be vacated or shortened, the parties must inform the Court immediately (by emailing the trial judge's clerk if possible) so that the time saved can be used for the benefit of other litigants.

33. Robes will be worn for trials, appeals, applications for committal, and directors' disqualification hearings. Robes are not otherwise worn.

### **Orders**

34. If a draft order is requested by the Court following a hearing such will normally be required within 2 working days and should be sent by email (to the Circuit Judge's clerk if the case has been heard by a Circuit Judge) and be in Word format. Like other documents in the case, orders should be marked "Business & Property Work".

### **Insolvency and Company cases**

35. There are specific contact details for use in insolvency and company cases being heard by the Business & Property District Judges. These must be used for all contact with the Court in such cases. They are as follows:

35.1 By telephone: 0207 947 6448

35.2 By email for company cases: [RCJCompGenCLCC@justice.gov.uk](mailto:RCJCompGenCLCC@justice.gov.uk)

35.3 By email for bankruptcy cases: [RCJBankCLCCDJHearings@justice.gov.uk](mailto:RCJBankCLCCDJHearings@justice.gov.uk)

36. Claims to extend time for the registration of a company charge are dealt with on paper in regular bulk lists. These claims are likely to be relisted if the papers are not in order. To assist parties, an up to date template for Appendix A to form part of the claim form is attached at Annex C.

## **Litigants in person**

37. Litigants in person are expected to comply with the CPR and PDs. This Guide is also for them as well as represented parties.

38. There are five specific sources of free help available to litigants in person at CCCL:

38.1 CLIPS. This scheme, being the Chancery Bar Litigant in Person Support Scheme, operates each Friday in the Business & Property applications list usually heard by HHJ Dight CBE or HHJ Johns QC. A volunteer barrister is available to offer assistance to those appearing in such list by giving advice and by representing them in court.

38.2 RCJ Advice's Debt and Bankruptcy Service. This service can be contacted at [debt@rcjadvice.org.uk](mailto:debt@rcjadvice.org.uk) and offers free confidential advice on bankruptcy and dealing with debt.

38.3 RCJ Advice Bureau. The bureau offers free legal advice on civil cases in the RCJ, including Business & Property work at CCCL, and can assist with applications to Advocate (a charity which finds free legal help from barristers). Help can be sought by emailing [civiltriage@rcjadvice.org.uk](mailto:civiltriage@rcjadvice.org.uk) or telephoning 0203 475 4373.

38.4 Support Through Court. This charity, formerly known as the PSU (Personal Support Unit), offers volunteers who provide reassurance and practical help. Support Through Court can be contacted in by email at [London@supportthroughcourt.org.uk](mailto:London@supportthroughcourt.org.uk) or by telephone on 0207 947 7701 or 0300 081 0006.

38.5 Chancery Bar Mediation Scheme. If at least one of the parties is unable to pay for a mediator in a Business and Property case, they may be able to arrange a free mediation by a volunteer barrister under the Chancery Mediation Scheme run by Advocate and the Chancery Bar Association. Further details of this scheme and an application form can be found at <https://weareadvocate.org.uk/Chancery-mediation-scheme.html>.

## **Mediation**

39. In addition to the Chancery Bar Mediation Scheme, CCCL has an independent mediation service administered by CEDR available to all parties to help them resolve their disputes. Each mediation takes place in the court buildings after court hours, is confidential, without prejudice and is conducted by an accredited mediator. The total cost to the parties is £900 plus VAT, usually shared equally. A party in receipt of legal aid may recover his/her

share of the cost as a permitted disbursement. Further details of the mediation service and an application form are available at <https://www.cedr.com/solve/clcc/>

HHJ Dight CBE and HHJ Johns KC

December 2021

## List of Contact Details for CCCL

Postal address: County Court at Central London, Royal Courts of Justice, Thomas More Building, Royal Courts of Justice, Strand, London WC2A 2LL, or DX 44453 RCJ Strand

Telephone numbers: 0207 947 7502 (for urgent counter appointments only)

0207 947 6448 (for insolvency and company cases to be heard by District Judges only)

0300 123 5577 for all other calls

Court email addresses: [centrallondoncjskel@justice.gov.uk](mailto:centrallondoncjskel@justice.gov.uk) (for skeleton arguments and other specified documents in cases to be heard by Circuit Judges – see the protocol at Annex B of the Guide)

[centrallondondjskel@justice.gov.uk](mailto:centrallondondjskel@justice.gov.uk) (for skeleton arguments and other specified documents in cases to be heard by District Judges – see the protocol at Annex B of the Guide)

[RCJCompGenCLCC@justice.gov.uk](mailto:RCJCompGenCLCC@justice.gov.uk) (for company cases to be heard by District Judges only)

[RCJBankCLCCDJHearings@justice.gov.uk](mailto:RCJBankCLCCDJHearings@justice.gov.uk) (for bankruptcy cases to be heard by District Judges only)

[centrallondonurgentbandp@justice.gov.uk](mailto:centrallondonurgentbandp@justice.gov.uk) (for urgent applications only)

[enquiries.centrallondon.countycourt@justice.gov.uk](mailto:enquiries.centrallondon.countycourt@justice.gov.uk) for all other purposes

Circuit Judges' clerks: Clerk to HHJ Dight CBE [Sanna.Mirza@justice.gov.uk](mailto:Sanna.Mirza@justice.gov.uk)

Clerk to HHJ Johns KC [Diane.Morris@justice.gov.uk](mailto:Diane.Morris@justice.gov.uk)

Clerk to HHJ Gerald [Angela.ORourke@justice.gov.uk](mailto:Angela.ORourke@justice.gov.uk)

Clerk to HHJ Monty KC [Marcus.DeBruin@justice.gov.uk](mailto:Marcus.DeBruin@justice.gov.uk)

Clerk to HHJ Parfitt [Leslie.Alfonso@justice.gov.uk](mailto:Leslie.Alfonso@justice.gov.uk)

Clerk to HHJ Mark Raeside KC [Pio.Fernandes@justice.gov.uk](mailto:Pio.Fernandes@justice.gov.uk)



RCJ Advice Bureau: [civiltriage@rcjadvise.org.uk](mailto:civiltriage@rcjadvise.org.uk)

Support Through

Court: [London@supportthroughcourt.org.uk](mailto:London@supportthroughcourt.org.uk) or 0207 947 7701/0300 081  
0006

Mediation schemes: <https://www.cedr.com/solve/clcc/>

<https://weareadvocate.org.uk/Chancery-mediation-scheme.html>

## ANNEX A

### COUNTY COURT AT CENTRAL LONDON

#### DIRECTIONS TEMPLATE FOR USE IN BUSINESS & PROPERTY WORK

**Warning: you must comply with the terms imposed upon you by this order otherwise your case is liable to be struck out or some other sanction imposed. If you cannot comply you are expected to make formal application to the court before any deadline imposed upon you expires.**

**Before** \_\_\_\_\_ **on** \_\_\_\_\_

UPON HEARING ....

AND UPON ....

IT IS ORDERED that:

#### **Important: Mediation Schemes**

1. *The parties are strongly encouraged to use mediation or other alternative dispute resolution to resolve this dispute. It can achieve an earlier and less costly resolution than a trial.*

*The County Court at Central London has an independent mediation service administered by CEDR available to all parties to help them resolve disputes. Each mediation takes place in the court buildings after court hours, is confidential, without prejudice and is conducted by an accredited mediator. The total cost to the parties is £900 plus VAT, usually shared equally. A party in receipt of legal aid may recover his/her share of the cost as a permitted disbursement. Further details of the mediation service and an application form are available at <https://www.cedr.com/solve/clcc/>.*

*If at least one of the parties is unable to pay for a mediator in a business and property case, they may be able to arrange a free mediation by a volunteer barrister under the Chancery Mediation Scheme run by Advocate and the Chancery Bar Association. Further details of this scheme and an application form can be found at <https://weareadvocate.org.uk/Chancery-mediation-scheme.html>.*

*Parties will be expected to provide an explanation if mediation or other ADR is not attempted. Costs consequences may follow.*

#### **Allocation and assignment**

2. The claim [is allocated to the multi-track and] will proceed as Business and Property work in the Business and Property List [with a new claim number]
3. The claim is assigned to HHJ/DJ [ \_\_\_\_\_ ] for case management and trial.

#### **Statements of case**

4. [Insert any directions for further or amended statements of case].

#### **Disclosure**

5. Disclosure of documents is directed as follows:
  - (1) By 4pm on [ \_\_\_\_\_ ] the parties must each give standard disclosure of documents by way of list by category.

- (2) By 4pm on [ ] any request for inspection or copies of documents must be made. Any such request, unless objected to, must be complied within 14 days thereafter.

### **Witness Statements**

6. By 4pm on [ ] the parties must serve on each other signed witness statements from all witnesses (including themselves) on whom they intend to rely and serve any notices relating to evidence. Oral evidence of fact is limited to [:] witnesses per party. Oral evidence will not be permitted at trial from a witness whose statement has not been served in accordance with this order or has been served late, except with permission from the Court.
7. The witness statements must comply with CPR PD 57AC as though the trial were one in the Business and Property Courts (the exemptions in paragraph 1.3 of PD 57AC apply unless there is a specific direction in these proceedings to the contrary).
8. If a witness is to give evidence at trial in a language other than English, the witness statement must be in that other language and must be served together with an English translation and a witness statement from the translator verifying the translation.

### **Expert Evidence**

9. No expert evidence is necessary

*Or*

Expert evidence is directed as follows:

#### *Single joint expert*

The parties have permission to rely on the written evidence of a jointly instructed expert [:] on the issue(s) of [:]

- (1) By [:] the expert should be agreed and instructed, and if no expert has been instructed by that date the Claimant must apply to court by 4pm the following day for further directions;
- (2) By [:] the expert will report to the instructing parties;
- (3) By [:] the parties may put written questions to the expert;
- (4) By [:] the expert will reply to the questions;
- (5) A copy of this order must be served on the expert by the Claimant with the expert's instructions;
- (6) The expert may apply direct to the court for directions where necessary under CPR 35.14;
- (7) A party seeking to call the expert to give oral evidence at trial must apply for permission to do so before pre-trial check lists are filed;
- (8) Unless the parties agree in writing or the Court orders otherwise, the fees and expenses of the expert shall be paid by the parties giving instructions for the report equally;

#### *Separate experts*

The parties have permission to rely at trial on oral evidence from the following experts on the following issues:

[:]

- (1) By [:] the experts will hold a discussion for the purposes of identifying the detailed issues and reaching an agreed opinion on them if possible;
- (2) By [:] the experts will prepare for the court and sign a statement of the issues on which they agree and on which they disagree with a summary of their reasons;
- (3) By [:] the parties must serve on each other reports of the experts addressing the issues on which they disagree;
- (4) The experts may apply direct to the court for directions where necessary under CPR 35.14.

### **Schedules of Loss**

10. By 4pm on [:] the Claimant must send an up to date Schedule of Loss to every other party.
11. By 4pm on [:] such other party, in the event of a challenge, must send an up to date Counter Schedule of Loss to the Claimant.

### **View**

12. The parties must cooperate in making arrangements for a site view during the trial

### **Pre-Trial Directions**

13. The Parties shall file Pre-Trial Checklists by [*8 weeks before trial window*].
14. There will be a pre-trial review [4] weeks before the date fixed for trial, with a time estimate of [45] minutes. At least 3 days before the pre-trial review the Claimant must file using [centrallondoncjskel@justice.gov.uk](mailto:centrallondoncjskel@justice.gov.uk) / [centrallondondjskel@justice.gov.uk](mailto:centrallondondjskel@justice.gov.uk) and send to the other party or parties preferably agreed:
  - (1) a case summary (500 words max.);
  - (2) a list of issues;
  - (3) draft directions (if any);
  - (4) a trial timetable
15. Where all parties are represented they may vacate the pre-trial review by filing at least 3 days before the hearing a joint certificate from their solicitors confirming that (1) all directions have been complied with and (2) the case is ready for trial. The certificate must be accompanied by an agreed trial timetable.

### **Trial listing**

16. The case shall be listed for trial before [ ] in a 3-month trial window commencing on [ ] with a time estimate of [:] days. [The parties are not to attend until [:] on the first day]. [The last [:] day(s) to be for preparation and delivery of judgment.]
17. There will be a telephone listing appointment on the first available date after 3 weeks in order to list the pre-trial review and the trial:
  - (1) The listing appointment will be conducted as a telephone conference pursuant to CPR PD 23A at para.6; relevant information will be sent out with the notice of the date of the listing appointment;
  - (2) Each party must have dates to avoid for parties, witnesses and advocates;
  - (3) The parties are encouraged to agree a list of such dates, in which case one party may phone (without setting up a formal telephone conference) on behalf of all,

provided that party certifies that all others have agreed. On receipt of the required information the Court will arrange the date over the phone at the time of the call;

- (4) If the telephone appointment is not set up and the required information is not received by the time stated, the court will proceed to list. In either case a formal notice of hearing will also be sent by post or DX. Thereafter, the hearing date will not be altered except on application on notice to a Circuit Judge;
- (5) No telephone call after the appointment date and time will be considered or otherwise dealt with unless directed by the Court.

18. The parties must inform the Court immediately if the case settles.

**Preparation for trial**

- 19. Not more than 7 nor less than 3 days before the trial, the Claimant must file at Court and serve on the other parties an indexed and paginated bundle of documents for trial which complies with the requirements of CPR Practice Direction 32, para.27. An electronic copy which is also bookmarked and searchable must be sent to the Court and any other participants requesting one.
- 20. The parties are to exchange skeleton arguments and send copies to the Court by email to [centrallondoncjskel@justice.gov.uk](mailto:centrallondoncjskel@justice.gov.uk) / [centrallondondjskel@justice.gov.uk](mailto:centrallondondjskel@justice.gov.uk) at least 3 days before the trial together with an updated list of issues and a chronology (both agreed if possible).

**Costs management**

21. The parties' costs to be incurred shall be managed in accordance with their budgets agreed or approved as set out below:

<u>Phase</u>	<u>Claimant</u>	<u>Defendant</u>

22. The parties are to file and serve a revised Precedent H (front sheet only) within 7 days.

**Costs**

23. The costs of today are costs in the case.

## ANNEX B

### COUNTY COURT AT CENTRAL LONDON CIRCUIT AND DISTRICT JUDGES SKELETON ARGUMENT PROTOCOL

1. The Court has a dedicated e-mail address for filing skeleton arguments in all cases. Where listed before a Circuit Judge: [CentralLondonCJSKEL@justice.gov.uk](mailto:CentralLondonCJSKEL@justice.gov.uk). Where listed before a District Judge: [CentralLondonDJSKEL@justice.gov.uk](mailto:CentralLondonDJSKEL@justice.gov.uk).
2. Unless otherwise expressly directed (on occasion, the Circuit Judge may request that a skeleton argument is sent directly to the Judge's clerk's email address), all skeleton arguments for hearings must be emailed to the correct address in accordance with this protocol.
3. The "Subject" field of the email sending the skeleton must contain (in this order):
  - the Claim Number (typed without spacings)
  - the name of the (First) Claimant and (First) Defendant (abbreviated in any appropriate manner)
  - the party filing the skeleton
  - the date and time of hearing
  - if known, the name of the Judge hearing the case

Example: G10CL123 Smith v Jones Ltd – D – 1 Jan 10.00 – HHJ Dight CBE

The claim number in particular is vital in order for your skeleton argument to reach the Judge.

4. Attach the skeleton argument (in Word or Word compatible format) to the email. The only documents which can be sent by email in this way are:
  - Skeleton arguments (but not authorities to be relied on: these must be lodged on paper unless the court orders otherwise)
  - Chronologies
  - Reading lists
  - Lists of issues
  - Case summaries
  - Draft directions
  - Trial timetable
  - Lists of authorities (but not the authorities themselves)
  - *Dramatis personae*
5. All documents should be attached to one email. Should it become necessary to send a further email for correction purposes indicate in the title / subject of the email that it is a revised version.

Example: G10CL123 Smith v Jones Ltd – D – 1 Jan 10:00 – HHJ Dight CBE – revised

6. It may be appropriate for certain documents to be sent in PDF format, for example a document which is an essential appendix to a skeleton argument. However, this should be the exception and not the rule – the documents in paragraph 4 above must be in Word and not PDF format, unless the court orders otherwise.
7. Parties and legal representatives are reminded that, in the absence of any other Order made in any particular case, skeleton arguments should be sent to the court by 4 pm no more than 5 and no less than 2 days before the date on which the case is listed.
8. Do not send skeleton arguments by fax or by any other means unless email is not available, in which case an explanation must be provided with the document.
9. Do not duplicate the emailed skeleton argument by copying it to any other Central London email addresses or by sending it in the post. One email to the CJSKEL or DJSKEL Inbox as the case may be is all that is required.
10. When printed out, the email and any attachments, including any document embedded in another, must not exceed 25 pages.
11. The total size of an email, including any attachments, must not exceed 5 megabytes.
12. The CJSKEL and DJSKEL Inboxes are regularly monitored, but an individual acknowledgment of a received email will not be provided, so please do not ask for one.
13. The CJSKEL and DJSKEL Inboxes will be cleared of all emails over 21 days old at any given time.
14. The CJSKEL and DJSKEL Inboxes are not to be used for the following, unless expressly directed by a court order or requested by the Judge:
  - (1) Filing trial or hearing bundles.
  - (2) Filing copies of authorities.
  - (3) Issuing or filing applications; a Part 23 application requires payment of a fee, a draft order and a statement of truth.
  - (4) General correspondence with the Court or the Judge.
  - (5) Sending a draft Minute of Order after a hearing.

**ANNEX C**

**Appendix A**

**Claim for an Order Extending Time for Registering a Charge**

Claim No.

On

Date .....

Time .....

Place 4<sup>th</sup> Floor Reception, Thomas More Building, Royals Courts of Justice, Strand, London WC2A 2LL

The District Judge will consider **on paper** an application

by.....

of .....

.....[address and description]

for an Order pursuant to Section **859F** of the Companies Act 2006 that the time for registration in the manner required by Section **859A** of the said Act of

a [Legal Charge] dated ..... 20... and made between  
..... of the one part and

.....of the other part of certain land and property known as .....[describe the property] to secure repayment of [the sum of £ ..... and interest thereon at the rate of ..... per cent [per annum] be extended to 21 days from the date of the Order

On the grounds that the omission to register such legal charge was due to inadvertence or was accidental or is not of a nature to prejudice the position of the creditors or shareholders

of the above-named ..... [name of company] or it is just and equitable to grant relief.

**Statement of Truth**

\* (I believe)(The Claimant believes) that the facts stated in these particulars of claim are true. (I understand) (The Claimant understands) that proceedings for contempt of court may be brought against anyone who makes or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

\* I am duly authorised by the claimant to sign this statement

Full name .....

Name of claimant's solicitor's firm .....

Signed ..... Position or office held .....

- Delete as appropriate



Claimant's or claimant's solicitor's address to which documents should be sent if different from the claim. If you are prepared to accept service by DX, fax or e-mail, please add details.