



### Court of Appeal, Criminal Division, Emergency Business Plan (24 April 2020)

The work of the Court of Appeal Criminal Division will continue as much as possible. Please see below an overview of the current arrangements during the coronavirus outbreak:

- We will focus on urgent cases, those deemed based on type of appeal or a feature in the case e.g. due to expected release dates, vulnerability of appellant/applicant.
- We aim to make use of DCS wherever possible to provide judges with a Single Judge or Full Court Index that provides hyperlinks to documents that we have uploaded to the appeal sections of DCS.
- All applications and documents should wherever possible be lodged electronically. Where that is not possible, they should be left in the drop boxes installed outside Conviction Casework Room E239 - 240.
- If you are lodging a new application this should be lodged electronically at the registry applications mail box:  
[criminalappealoffice.applications@hmcts.x.gsi.gov.uk](mailto:criminalappealoffice.applications@hmcts.x.gsi.gov.uk)

- We will prioritise new applications lodged in terms of urgency.
- Where possible, we will hear cases remotely by telephone (BTMeetMe) or by a combination of telephone and video (CVP). Further guidance will be provided to parties who are involved in a remote hearing.

#### Mailboxes:

Criminal Appeal Office, Applications (for direct lodgement of appeals)

[criminalappealoffice.applications@hmcts.x.gsi.gov.uk](mailto:criminalappealoffice.applications@hmcts.x.gsi.gov.uk)

Criminal Appeal Office, A Reference [criminalappealoffice.areference@hmcts.x.gsi.gov.uk](mailto:criminalappealoffice.areference@hmcts.x.gsi.gov.uk)

Criminal Appeal Office, B Reference [criminalappealoffice.breference@hmcts.x.gsi.gov.uk](mailto:criminalappealoffice.breference@hmcts.x.gsi.gov.uk)

Criminal Appeal Office, Costs [CriminalAppealsOffice.Costs@hmcts.x.gsi.gov.uk](mailto:CriminalAppealsOffice.Costs@hmcts.x.gsi.gov.uk)

Criminal Appeal Office, General Office [criminalappealoffice.generaloffice@hmcts.x.gsi.gov.uk](mailto:criminalappealoffice.generaloffice@hmcts.x.gsi.gov.uk)

Criminal Appeal Office, List of Authorities [CriminalAppealOffice.ListofAuthorities@hmcts.x.gsi.gov.uk](mailto:CriminalAppealOffice.ListofAuthorities@hmcts.x.gsi.gov.uk)

Criminal Appeal Office, List Office [criminalappealoffice.listoffice@hmcts.x.gsi.gov.uk](mailto:criminalappealoffice.listoffice@hmcts.x.gsi.gov.uk)

**If you are an interested party or the media and wish to attend court please contact:** [criminalappealoffice.courtclerks@hmcts.x.gsi.gov.uk](mailto:criminalappealoffice.courtclerks@hmcts.x.gsi.gov.uk)