



**Royal Courts of Justice
Fees Office
Information for Court Users**

Date: 27 July 2020

The Fees Office is currently open to the public during the hours of 10:00am and 14:00pm every Monday, Wednesday and Friday.

From Monday 3 August 2020 the Fees Office will extend opening times to 10:00am to 16:30pm, Monday to Friday.

Access to the Fees Office will be on an appointment only basis.

An appointment can be booked by calling the telephone number 0207 947 6527 between opening times or by emailing the following address feesofficecounterbooking@justice.gov.uk. If you are unable to attend in person please contact the Fees Office by telephone or email and a member of the team will assist you.

Once an appointment has been booked, Court users are advised to enter the Royal Courts of Justice via the main Strand entrance and make their way directly to the Fees Office. Upon arrival you will be directed by staff to pay a fee or submit a remission application and then your documents will be placed in a drop box for the appropriate Court department. Once this has been done you should leave the Royal Courts of Justice via the designated exit. Please follow the social distancing measures that will be in-place around the court building. Court users will need to bring their own hand sanitiser and bottled water.

If you have any queries specific to your case please contact the relevant department via the emails listed below:

1. Queen's Bench Masters - QBenquiries@justice.gov.uk
2. Queen's Bench General – QBjudgeslistingoffice@justice.gov.uk
3. Administrative Court - administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk
4. County Court at Central London – Bankruptcy and Companies Team - RCJBankCLCCDJHearing@justice.gov.uk
5. Family Division – rcj.familyhighcourt@justice.gov.uk
6. Senior Courts Costs Office using - scco@justice.gov.uk
7. Civil Court of Appeal – civilappeals.registry@justice.gov.uk