



## **Administrative Court**

### **Information for Court Users**

Effective date: 31 May 2021

The following practical measures will remain in place until further notice, to assist the court to deal with its business as efficiently as possible. Section A applies to all Administrative Court offices. Sections B to G apply to claims, appeals and applications administered by the Administrative Court office in London for hearing at the Royal Courts of Justice.

### **All Administrative Court offices**

#### **A. ELECTRONIC BUNDLES**

**(Practice Direction 54A, §§ 4.5 and 15; Practice Direction 54B, §1.3)**

Electronic bundles must be prepared as follows and be suitable for use with all of Adobe Acrobat Reader and PDF Expert and PDF Xchange Editor.

1. A bundle must be a single PDF.
2. If the bundle is filed in support of an urgent application (i.e., an application made using Form N463) it must not exceed 20mb, and (unless the court requests otherwise) should be filed by email
3. If the papers in support of any claim or appeal or non-urgent application exceed 20mb, the party should file:
  - a a core bundle (no larger than 20mb) including, as a minimum, the Claim Form and Grounds or Notice of Appeal and Grounds, or Application Notice and Grounds; documents regarded as essential to the claim, appeal, or application (for example the decision challenged, the letter before claim and the response, etc.); any witness statements (or primary witness statement) relied on in support of the claim, appeal or application; and a draft of the order the court is asked to make; and



- b a further bundle containing the remaining documents.

Such bundles should be filed using the Document Upload Centre: see the separate HMCTS “Professional Users Guide” for detailed information about the Document Upload Centre.

4. All bundles must be paginated in ascending order from start to finish. The first page of the PDF will be numbered “1”, and so on. (Any original page numbers of documents within the bundle are to be ignored.) Index pages 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. If a hard copy of the bundle is produced, the pagination on the hard copy must correspond exactly to the pagination of the PDF.
5. Wherever possible pagination should be computer-generated; if this is not possible, pagination must be in typed form.
6. The index page must be hyperlinked to the pages or documents it refers to.
7. Each document within the bundle must be identified in the sidebar list of contents/bookmarks, by date and description (e.g., “email 11.9.21 from [x] to [y]”). The sidebar list must also show the bundle page number of the document.
8. All bundles must be text based, not a scan of a hard copy bundle. If documents within a bundle have been scanned, optical character recognition should be undertaken on the bundle before it is lodged. (This is the process which turns the document from a mere picture of a document to one in which the text can be read as text so that the document becomes word-searchable, and words can be highlighted in the process of marking them up.) The text within the bundle must therefore be selectable as text, to facilitate highlighting and copying.
9. Any document in landscape format must be rotated so that it can be read from left to right.
10. The default display view size of all pages must always be 100%.
11. 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.
12. If a bundle is to be added to after the document has been filed, it should not be assumed the judge will accept a new replacement bundle because he/she may already have started to mark up the original. Inquiries should be made of the judge as to what the judge would like to do about



it. Absent a particular direction, any pages to be added to the bundle as originally filed should be provided separately, in a separate document, with pages appropriately sub-numbered.

For guidance showing how to prepare an electronic bundle, see (as an example) this video prepared by St Philips Chambers, which explains how to create a bundle using Adobe Acrobat Pro <https://st-philips.com/creating-and-using-electronic-hearing-bundles/>

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 the electronic bundle must if at all possible, comply with the above rules. If it is not possible for a litigant in person to comply with the rules on electronic bundles, the application must include a brief explanation of the reasons why.

### **Administrative Court, London (Royal Courts of Justice)**

#### **B. APPLICATIONS FOR URGENT CONSIDERATION**

Urgent applications (i.e. applications within the scope of Practice Direction 54B) should be filed either electronically (preferred wherever possible), or by post or DX. Until further notice, urgent applications may not be filed over the counter at the Royal Courts of Justice.

The process explained below should be used for any urgent interlocutory application that is filed electronically.

1. Applications must be filed by email to [immediates@administrativecourtoffice.justice.gov.uk](mailto:immediates@administrativecourtoffice.justice.gov.uk) accompanied with either a PBA number, receipt of payment by debit/credit card or a fee remission certificate (see below, Section G).
2. This inbox will be monitored Monday to Friday between the hours of 9:30am and 4:30pm. Outside of these hours the usual QB out of hours procedure should be used.
3. Your application 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 – see Practice Direction 54B at §§1.3, and 2.2 – 2.3. The bundle must be prepared in accordance with the guidance at Section A; it must not exceed 20mb.



4. Any other urgent queries should be sent by email [generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk) as high priority and with 'URGENT' in the subject line. Any such emails will be dealt with as soon as possible.

If you are not legally represented and do not have access to email, you should contact the Administrative Court Office by telephone on 020 7947 6655 (Option 6) so that details of your application may be taken by telephone and alternative arrangements made if permitted by the senior legal manager or the duty judge.

### **C. NON-URGENT WORK: CIVIL CLAIMS AND APPEALS**

All other civil business (i.e. non-urgent claims, appeals and applications) should be filed electronically (preferred wherever possible) or by post or DX. There may be a slight delay before claims/applications are issued, but the date the Claim Form or Notice of Appeal is received by the Administrative Court office will be recorded as the date of filing. It remains the responsibility of the party making an application or claim to ensure that it is filed within the applicable time limit.

If a decision on an interlocutory application is time-sensitive, please state (both in the Application Notice and in a covering letter) the date by which a decision on the application is required.

#### **Filing claims, appeals and non-urgent applications**

##### *Represented litigants*

1. Wherever possible, claims for judicial review, statutory appeals, planning matters, and non-urgent interlocutory applications are to be filed electronically using the Document Upload Centre. Please refer to the separate HMCTS "Professional Users Guide" for detailed information about the Document Upload Centre.
2. Requests to upload documents should be sent to [generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk)
3. You will receive an invitation by email to upload your documents. You should then upload the claim/appeal/application bundle (prepared in accordance with Section A), including a PBA number or receipt of payment by debit/credit card (see Section G). If you are commencing a claim



or appeal please also upload a further PDF document comprising an additional copy of the Claim Form or Notice of Appeal and the decision document challenged.

4. Documents being uploaded must be in PDF format, no other format will be accepted by the system. If the papers in support of an application for judicial review or an appeal or an application exceed 20mb, the claimant/appellant/applicant should file:
  - (a) a core bundle (no larger than 20mb) including, as a minimum, the Claim Form and Grounds or Notice of Appeal and Grounds, or Application Notice and Grounds; documents regarded as essential to the claim, appeal, or application (for example the decision challenged, the letter before claim and the response, etc.); any witness statements (or primary witness statement) relied on in support of the claim, appeal or application; and a draft of the order the court is asked to make; and
  - (b) a further bundle containing the remaining documents.
5. All electronic bundles must be prepared/formatted in accordance with the guidance at Section A.
6. Once a claim or appeal has been issued, Administrative Court staff will provide the case reference number to the parties by email.
7. Interlocutory applications should be sent by email to [generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk)

Include a PBA number or receipt of payment by debit/credit card (see Section G).

#### *Litigants in person*

1. Wherever possible claims for judicial review, statutory appeals, claims in planning matters and application notices are to be filed electronically. The address for filing is [generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk)

When filing a claim, appeal or application you must also provide either proof of payment of the required fee (e.g. a receipt of payment by debit/credit card) or a fee remission certificate (see Section G).



2. When the claim or appeal has been issued, the Administrative Court staff will send the case reference number to the parties by email.
3. If the papers in support of an application for judicial review or an appeal or an application exceed 20mb, the claimant/appellant/applicant should file:
  - (a) a core bundle (no larger than 20mb) including, as a minimum, the Claim Form and Grounds or Notice of Appeal and Grounds, or Application Notice and Grounds; documents regarded as essential to the claim, appeal, or application (for example the decision challenged, the letter before claim and the response, etc.); any witness statements (or primary witness statement) relied on in support of the claim, appeal or application; and a draft of the order the court is asked to make; and
  - (b) a further bundle containing the remaining documents.
4. All electronic bundles must be prepared/formatted in accordance with the guidance at Section A.
5. If you are not legally represented and do not have access to email, you should contact the Administrative Court office by telephone on 020 7947 6655 (Option 6) so that alternative arrangements can be made.

## **Responding to claims, appeals or application notices**

### *Represented litigants*

1. Wherever possible, any response to a claim or appeal or application notice should be filed electronically. Represented parties should file all documents, including Acknowledgements of Service, Respondent's Notices, responses to interlocutory applications, and any supporting bundles using the Document Upload Centre.
2. Any request to upload documents must be made by the professional representative by email to: [generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk)
3. The requirements for the preparation of bundles at Section A and Section C (filing claims, Represented Litigants) apply and must be followed. Please note the provisions on file size.



*Litigants in person*

1. Wherever possible, defendants/respondents who are litigants in person should send any Acknowledgement of Service or Respondent's Notice, or response to an interlocutory application, and any supporting bundles by email to the following address:  
[generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk)
2. The requirements for the preparation of bundles at Section A and Section C (filing claims, Litigants in Person) apply and must be followed. Please note the provisions on file size.
3. If you are not legally represented and do not have access to email, you should contact the Administrative Court office by telephone on 020 7947 6655 (Option 6) so that alternative arrangements can be made.

**D. NON-URGENT WORK: CLAIMS IN CRIMINAL CAUSES OR MATTERS, APPEALS BY CASE STATED**

**Filing claims and issuing applications and case stated appeals**

*Represented litigants*

1. Wherever possible, non-urgent claims for judicial review in criminal causes or matters and appeals by case stated are to be filed electronically using the Document Upload Centre. Please refer to the separate HMCTS "Professional Users Guide" for detailed information about the Document Upload Centre.
2. Requests to upload documents should be sent to  
[crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)
3. You will receive an invitation by email to upload your documents. You should then upload the claim, appeal, or application bundle (prepared in accordance with Section A). The bundle should include a PBA number or receipt of payment by debit/credit card (see section G). If you are commencing a claim or appeal please also upload a further PDF document comprising an additional copy of the Claim Form or Notice of Appeal and the decision document challenged.



4. Once a claim or appeal has been issued, Administrative Court staff will provide the case reference number to the parties by email.
5. Interlocutory applications should be sent by email to [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)  
  
Include a PBA number or receipt of payment by debit/credit card (see Section G).
6. The requirements for the preparation of bundles at Section A and Section C (filing claims, Represented Litigants) apply and must be followed. Please note the provisions on file size.

#### *Litigants in person*

1. Wherever possible, non-urgent applications for judicial review in criminal causes or matters and appeals by case stated and non-urgent interlocutory applications are to be filed by email sent to [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk) accompanied with a receipt of payment by debit/credit card or a fee remission certificate (see Section G).
2. The Administrative Court staff will provide the case reference number to the parties by email.
3. The requirements for the preparation of bundles at Section A and Section C (filing claims, Litigants in Person) apply and must be followed. Please note the provisions on file size.
4. If you are not legally represented and do not have access to email, you should contact the Administrative Court office by telephone on 020 7947 6655 (Option 6) so that alternative arrangements can be made.

#### **Responding to claims and case stated appeals**

##### *Represented parties*

1. Wherever possible any response to a claim or appeal should be filed electronically. Represented parties should file all documents, including all Acknowledgements of Service and Respondent's Notices, and any interlocutory applications, and any bundles in support, using the Document





Upload Centre. Any request to upload documents must be made by the professional representative by email to: [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)

2. The requirements the preparation of bundles at Section A and Section C (in the part for Represented Litigants) apply and must be followed. Please note the provisions on file size.

#### *Litigants in person*

1. Wherever possible, Acknowledgements of Service in relation to judicial review claims in criminal causes or matters, and Respondent's Notices in relation to appeals by case stated, and any supporting bundles should be sent by email to:  
[crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)
2. The requirements for the preparation of bundles at Section A and Section C (filing claims, Litigants in Person) apply and must be followed. Please note the provisions on file size.
3. If you are not legally represented and do not have access to email, you should contact the Administrative Court Office by telephone on 020 7947 6655 (Option 6) so that alternative arrangements can be made.

## **E. EXTRADITION APPEALS**

### **Filing appeals and issuing Application Notices**

1. Wherever possible, extradition appeals and interlocutory applications in extradition appeals must be sent electronically to [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)

Include a PBA number or receipt of payment by debit/credit card (see Section G). If you are not legally represented and do not have access to email, you should contact the Administrative Court office by telephone 020 7947 6655 (Option 6) so that alternative arrangements can be made.

2. After the period for lodging amended grounds of appeal has expired the Appeal Bundle must be lodged. Professional representatives must use the Document Upload Centre. Please refer to the separate HMCTS "Professional Users Guide". Any request to upload documents must be made by the professional representative by email to:  
[crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)



Litigants in person should lodge the appeal bundle by email to:  
[crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)

Litigants in person without access to email should contact the Court to make alternative arrangements – see paragraph 1 above.

3. Any further bundles (whether for renewed application for permission to appeal or for the hearing of the appeal) shall also be lodged in by the methods stated at paragraph 2 above.
4. All bundles for the appeal or (if heard other than at the permission to appeal hearing or the appeal hearing), for any application in the appeal must be prepared in accordance with the requirements at Section A above. If the papers in support of an appeal or application exceed 20mb, the Appellant/Applicant should file:
  - (a) a core bundle (no larger than 20mb) including, as a minimum, the Notice of Appeal and Grounds, or Application Notice and grounds; documents regarded as essential to the appeal, or application (for example the extradition request, the judgment of the District Judge, the Respondent's Notice etc.); any witness statements (or primary witness statement) relied on in support of the appeal or application; and a draft of the order the court is asked to make; and
  - (b) a further bundle containing the remaining documents.

### **Responding to appeals and Application Notices**

1. Wherever possible, responses to appeals and Application Notices should be filed electronically with the Administrative Court.
2. Represented parties should file all documents, using the Document Upload Centre. Please refer to the separate HMCTS "Professional Users Guide". Any request to upload documents must be made by the professional representative by email to [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)
3. Litigants in person should file responses and any appeal bundles by email to [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)



Litigants in person without access to email should contact the Administrative Court office by phone on 020 7947 6655 (Option 6) so that alternative arrangements can be made.

4. Any documents for the hearing of the appeal or application must be prepared in accordance with the requirements at Section A, and be lodged in the manner described above in the paragraphs concerning the filing of appeals.

## **F. DETERMINATION OF CLAIMS**

### **Paper applications**

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.

### **Orders**

Orders will be served on all parties by email or, if service by email is not possible, they will be served by post.

### **Hearings**

1. All matters for hearing will appear in the Daily Cause List. The list may be subject to change at short notice.
2. Hearings will take place either in person (in court), or as hybrid hearings (some participants in court and others present by video, or remotely (i.e. all participants present by video or phone). Hybrid hearings are conducted using the Cloud Video Platform (CVP) for persons attending by video. Remote hearings are by Microsoft Teams (video) or BT Meet Me (phone). If a hearing takes place by video and/or phone, the arrangements will be made by the court.
3. The decision as to how a hearing will take place is made by the judge who will hear the case; when possible the judge will make this decision taking account of the views of the parties.
4. All court rooms have been risk assessed and comply with current Government rules and guidance, and HMCTS policy on measures to minimise transmission of Covid-19. Hand sanitiser is available on entry to all courtrooms.



5. If it appears a hearing may need to be vacated (e.g. by reason of illness) or the arrangements for the hearing may need to be changed (e.g. because a party is required to self-isolate), please inform the court as soon as possible.

## **G. FEES (APPLIES TO ALL CLAIMS)**

### **Payment by debit or credit card (by phone or email)**

You can pay a court fee by debit or credit card by contacting the Fees Office on 0203 936 8957 between the hours of 10:00am and 16:00pm, Monday to Friday (except bank holidays) or by emailing [RCJfeespayers@justice.gov.uk](mailto:RCJfeespayers@justice.gov.uk) Once the payment has been processed you will receive a receipt which you should submit with the claim form and/or application form.

### **Payment by PBA**

If you have a PBA account, then you must include the reference number in a covering letter with any claim form and/or application you lodge so the fee can be deducted from this account.

### **Payment by cheque**

Cheques should be made payable to HMCTS. The cheque should be sent together with the Claim Form or Application Notice, either by post or via the drop box at the main entrance in the Royal Courts of Justice.

### **Attending the Fees Office counter**

The Fees Office counter is open to the public Monday to Friday 10:00am to 4:30pm (except Bank Holidays). **Access to the Fees Office counter is on an appointment only basis. There is no walk-in facility.** To make an appointment to attend the counter contact the Fees Office, Monday to Friday 10.00am to 4.00pm (except Bank Holidays), by phone (0203 936 8957) or by email ([feesofficecounterbooking@justice.gov.uk](mailto:feesofficecounterbooking@justice.gov.uk)). Do not attend without a confirmed appointment.

Once the fee has been taken or the fee remission form completed the Claim Form, or Notice of Appeal or Application Notice may be sent and will be forwarded to the relevant Administrative Court office for processing.



HM Courts &  
Tribunals Service

**CORONAVIRUS** update

### **Help with fees**

To apply for fee remission, go to the Help with Fees website [www.gov.uk/get-help-with-court-fees](http://www.gov.uk/get-help-with-court-fees) and complete the step by step application process. Forward your 'HWF' reference to the Fees Office [feesrcj@justice.gov.uk](mailto:feesrcj@justice.gov.uk) along with a copy of your claim form and/or application form. Please note, the number is confirmation of applying and is not confirmation of Remission entitlement. The Fees Office will process your application and contact you with the outcome of the Help with Fees application and will advise your next steps.

Visit [gov.uk/hmcts](http://gov.uk/hmcts) for court and tribunal related **coronavirus updates**