



Legal Aid
Agency

Further information arising from discussions at market engagement events for the procurement of HPCDS Contracts in England and Wales from October 2018

Some of the issues raised at the events will be answered by the information given in the Information for Applicants document (“IFA”), which will be available on our website when the Housing Possession Court Duty Scheme (“HPCDS”) Contract procurement process opens in October.

The content of the slides used at the events have now been published and can be found at <https://www.gov.uk/government/publications/civil-2018-contracts-tender>. In addition, there were a number of questions raised that we consider to be of wider interest and these have been collated and answered centrally in writing to ensure that all interested parties have equal access to information in the answers. These questions and answers will be published in this further information document.

This document incorporates questions received at all market engagement events which were held in Birmingham, Manchester, Leeds, London, Liverpool, Bristol and online via Webex.

The information provided here and at the events is intended to assist interested organisations to consider how they might bid for these contracts. However, any organisation wishing to tender for a HPCDS Contract must consult the IFA document for final detail of the procurement process when the HPCDS Invitations To Tender open in October as that is the document which sets out the definitive position.

Interaction between HPCDS and Face to Face Contracts

Q1 – Do the Housing Possession Scheme Areas align with the Housing and Debt Procurement Areas?

Q2 – Are the scoring arrangements different for London? Do you get the same amount of points for being in the scheme area as you do for neighbouring area?

A. There are 46 HPCDS Scheme Areas (See Annex A) and 134 Housing and Debt Procurement Areas. Most Housing and Debt Procurement Areas align to fall within the HPCDS Scheme Areas. There are 37 Housing and Debt Procurement Areas that do not have a listing court within them and therefore do not form part of a HPCDS Scheme Area. The 37 Housing and Debt Procurement Areas that do not form part of a HPCDS Scheme Area are:

1	Barking and Dagenham
2	Bexley
3	Bolton
4	Bury
5	Calderdale
6	Camden
7	Ealing
8	East Riding of Yorkshire
9	Greenwich
10	Hackney & City of London
11	Hammersmith and Fulham
12	Haringey
13	Harrow
14	Hartlepool
15	Kensington and Chelsea
16	Knowsley
17	Lambeth
18	Leicestershire & Rutland
19	Lewisham

20	Merton & Sutton
21	Northumberland
22	Oldham
23	Redbridge
24	Redcar and Cleveland
25	Rochdale
26	Rotherham
27	Salford
28	Sandwell
29	Sefton
30	Solihull
31	South Derbyshire
32	Stockton-on-Tees
33	Surrey
34	Tameside
35	Tower Hamlets
36	Waltham Forest
37	Warrington & Halton

Whilst in general we will give preference to organisations that are based within the HPCDS Scheme Area, organisations will be able to bid from any location.

In London, Housing and Debt Procurement Areas are small and geographically close, with easy and relatively inexpensive public transport available for clients. Therefore, in London, when assessing the location of an Applicant's Office, an organisation tendering from an Office in a Housing and Debt Procurement Area which is adjacent to the relevant HPCDS Scheme Area will be scored the same as organisation tendering from an Office in the HPCDS Scheme Area.

Q3 – Can you remind us of when the general civil contract tender starts please?

A. The Selection Questionnaire, which is common across all civil 2018 contracts, was published on 19 September 2017, together with the Invitations To Tender for a Face to Face Contract. Further information can be found on our website: <https://www.gov.uk/government/publications/civil-2018-contracts-tender>.

Draft contract documentation for the Face to Face Contract can be found at: <https://www.gov.uk/government/publications/standard-civil-contract-2018>.

Organisations wishing to tender for a HPCDS Contract **must** submit a response to the Face to Face ITT for Housing and Debt and subsequently obtain and hold a Face to Face Contract for the delivery of Housing and Debt Contract Work. They must also successfully tender for a HPCDS Contract when ITTs for HPCDS services open.

Q4 – Could we have details of who is currently doing work in this Procurement Area so we can gauge the availability of agents and get more information on local face to face providers in each area to build up relationships?

A. Information about which providers currently have Housing and Debt contracts can be found at <https://www.gov.uk/government/publications/directory-of-legal-aid-providers>. There is also a list of currently contracted HPCDS providers on our website at: <https://www.gov.uk/government/publications/housing-possession-court-duty-schemes-hpcds>.

Tender approach

Q5 – The tender timescale isn't long given that we need to discuss who we would use as agents and build relationships to include in the bid.

A. The LAA considers that the timetable will allow sufficient time for bidders to establish relationships as the contract and bidding process has been designed to allow Organisations to deliver services in a variety of ways.

Whilst the tender process for Civil 2018 Contracts began with the publication of the Selection Questionnaire and ITTs for Face to Face Contracts on 19 September. Organisations should note that if they are interested in tendering for a HPCDS Contract they should complete the necessary Selection Questionnaire and Face to Face Contract ITT Responses in advance of the publication of HPCDS Invitations in October.

The LAA will contract only with single legal entities to deliver HPCDS Contracts. Therefore, at the time they tender, organisations must decide what their contracting entity status will be. That means that they must submit a Selection Questionnaire Response and Face to Face Tender for Housing & Debt Contract Work as the same entity which is bidding for a HPCDS Contract. Organisations are reminded that it is not a requirement for a new legal entity to have been formed at the time they submit a tender but Applicants must bid as the contracting entity that they intend to be to deliver Contract Work.

Any new entity awarded a HPCDS contract must be fully constituted and be able to demonstrate it meets the minimum contracting requirements for HPCDS by 23.59 on 8 July 2018.

Q6 – Will current contracts be extended to take account of new contracts starting on 1 September/ 1 October?

A. Yes – the LAA announced on its website ¹ on 16 August that it will be necessary to extend current contracts beyond 31 March 2018 as follows:

- current Face to Face and Civil Legal Advice specialist telephone advice contracts will be extended to end on 31 August 2018, with new contracts starting 1 September 2018
- current HPCDS schedules will be extended by 6 month extension with new contracts starting 1 October 2018.

We will be writing to providers in due course.

Q7 – Have social values act considerations been taken into account in the tender?

A. The Public Services (Social Value) Act 2012 imposes a duty on public authorities to consider social value developing procurement. In its preparations for this procurement, the LAA has had regard to how it can improve social value through the procurement of 2018 Civil Contracts.

Office Location

Q8 – Do you score higher if you have a current contract where in the area where you are bidding?

A. Full details of the criteria and scoring will be provided in the IFA. However, the LAA will generally give preference to Applicant organisations that can provide the best access to services within the Scheme Area (see answer to questions 1 and 2 above). Whilst the LAA will not prefer Applicants who currently deliver HPCDS contract work, some questions will give preference to organisations with experience of delivering housing possession court duty schemes, under an LAA contract or otherwise.

Agents

Q9 – Can you confirm Agents don't need to be employed by us?

The LAA is aware that HPCDS may be delivered in a variety of different ways. To facilitate this, the LAA has broadened the definition of Caseworker to include those not necessarily employed by the legal entity delivering the contract. Agents may be used to deliver Contract Work but providers will be required to deliver the majority of Contract Work directly during each year of the contract.

¹ <https://www.gov.uk/government/news/civil-news-2018-contracts-tender-timetable>

Where an organisation indicates in its Tender that it intends to deliver a HPCDS using Caseworkers who are not part of their organisation but who fit the broadened definition of a Caseworker, the LAA will treat such Caseworkers on the same basis as those directly employed by the Applicant. However, they will need to demonstrate that there is formalised agreement in place with the Caseworker or the organisation which employs that Caseworker. Full details will be published in the IFA document.

Q10 – Do agents have to have a face to face Housing and Debt contract?

A. Where an Applicant organisation wishes to instruct an Agent to deliver services on their behalf, the Agent will need to hold a Face to Face Contract to deliver Housing and Debt Contract Work.

Q11 – Who would pay for the agent’s travel?

A. The LAA will contract only with a single legal entity who would be responsible for payments to Caseworkers and Agents. No additional travel costs will be paid apart from the circumstances described in respect of travel outside the HPCDS Scheme Area to attend an Alternative Hearing Venue.

Q12 – If a bid is submitted for a provider using agents, can the agent on that bid submit their own HPCDS tender?

A. Yes. The LAA will consider at the award criteria stage how Applicants will deliver the HPCDS Contract. At that stage Applicants will be required to stipulate whether they intend to use an Agent(s) and if so, which organisation(s) would act as an Agent in the delivery of the relevant HPCDS. This would not prevent an Agent bidding in its own right.

However, organisations developing their Tenders are reminded that rules apply in respect of Connected Entities. Further detail is included in the Selection Questionnaire IFA (available at: <https://www.gov.uk/government/publications/civil-2018-contracts-tender>) and will be included in the HPCDS IFA.

Q13 – If I am the agent in an unsuccessful bid then will I lose out on work and is there nothing I can do?

A. Some tenders will be unsuccessful as the procurement process for HPCDS Contracts is a competitive one. There is no requirement for Applicant Organisations to name the Agents or Caseworkers that they will be using to deliver the service. However, preference will be shown to those Organisations that can provide the greatest level of detail about how the service will be delivered at the Award stage.

Bidding entities

Q14 – If we were considering a joint bid how would we do that? Or are you looking purely for a single entity bidder? Can you confirm the position re sub-contracting in the HPCDS Contract?

A. The LAA will contract only with a single legal entity to deliver each HPCDS. The LAA will not accept subcontracting. This does not preclude the permitted use of Agents or Caseworkers employed at another organisation in delivering a Scheme (see questions above).

Q15 – Is it possible for a caseworker to be named in more than one HPCDS bid in a Scheme Area?

A. Yes. However, an individual may not account for more than one Full Time Equivalent staff member in total and organisations will need to have the capacity to concurrently deliver all of the Contract Work in each HPCDS Scheme Area for which it tenders.

Q16 – Is it possible for a caseworker to be named in more than one HPCDS Scheme Area?

A. Yes. However, an individual may not account for more than one Full Time Equivalent staff member in total. The IFA will detail the approach the LAA will take in the event that an individual is named in successful bids across multiple Scheme Areas (by one or more Applicant organisations).

Award Criteria

Q17 – Would you envisage the delivery plan requiring very detailed information e.g. stating who you would send to each session in the courts/Scheme Area

A. Full details of the tender requirements will be available when the IFA is published. However, the LAA will request detail of how each Applicant anticipates staffing schemes. Organisations should provide detailed and comprehensive responses in answer to Award Criteria questions.

Q18 – I meet the SQM/Lexcel Quality Standard – isn't this enough to get full marks in the quality questions. If not, will you provide on what additional quality requirements you expect applicants to meet?

A. It will be a minimum requirement for any organisation delivering work (including delivering HPCDS Contract Work) under a 2018 Contract to hold a relevant Quality Standard, namely the LAA Specialist Quality Mark (SQM) or the Law Society's Lexcel Practice Management Standard (Lexcel). There will be additional quality criteria against which we will assess tenders and these will be included in the IFA which will be published when the HPCDS ITTs are launched.

Q19 – What is the minimum quality threshold?

Q20 – Will the process of how Providers complete follow on work be included in the award criteria?

A. The criteria will be included in the Information for Applicants which will be published in October when the HPCDS ITTs are launched.

Q21 – Are you going to take into account providers' peer review scores when assessing tenders?

A. The Selection Questionnaire considers Peer Review scores as a ground for discretionary exclusion. The LAA may exclude organisations who have received two consecutive Peer Review ratings of 4; or a Peer Review rating of 5, in any Civil Category of Law following the outcome of any appeal in the last 5 years.

Q22 – Will HMCTS be involved in the assessment of bids?

A. The LAA has no plans for HMCTS to participate in the assessment of HPCDS Tenders

Expansion Assessment and Financial Assessment

Q23 – We've converted to an LLP in the last 2 years so won't have 2 years of audited accounts. Does that mean we will have to do the expansion assessment?

A. The IFA will contain provisions for organisations that do not have two years of audited accounts (e.g. because they are a new entity or have undergone material change to their Key Personnel or structure). If an Applicant cannot submit 2 years of audited accounts, they will be subject to an expansion assessment (to be termed a 'capacity assessment') as part of the procurement process.

Q24 – Is the expansion assessment applicable to the face to face contracts?

A. No. There is no Financial Assessment or Expansion Assessment (capacity assessment) as part of the procurement process for Face to Face Contracts.

Price

Q25 – Is there a lower price limit?

Q26 – How will you deal with bids that might be abnormally low? Will you be publishing thresholds and guidance on how they are assessed?

A. We do not intend to include a minimum price as part of the procurement process for HPCDS Contracts. However, where abnormally low tenders are received the LAA will act in

accordance with Regulation 69 of the Public Contracts Regulations 2015 and will require Applicants to explain how their price bid has been established.

Q27 – What happens if 2 competitors submit competitive price bids who will get the contract?

A. The contract would be awarded to the organisation that achieved the overall highest score based on the weighted assessment of quality and price (i.e. the most economically advantageous tender).

Q28 – Will the lowest priced bid always win?

A. The scoring model will be included in the IFA when this is published in October. However, the assessment will be weighted so that quality assessment will make up 70% of the total available score. We also intend to include a minimum quality threshold to ensure the quality of services we procure. Where quality scores between bidders in a procurement area are close it is likely that the applicant that has submitted the lowest price will be awarded the contract.

Q29 – How will you apply the profit cap?

Q30 – Can you confirm we are not required to provide additional information on our price bid unless we apply above the price cap?

The LAA intends to set a price threshold of £85.86 for any Case Fee. An Applicant may submit a price above that value, but if they do so, they will be required to provide a breakdown of their forecasted costs of delivering the service.

Where the information provided shows that the profit margin on Case Fees in a court exceeds 15%, the LAA may award the Contract to a second or subsequent Applicant whose price either did not exceed the price threshold or whose profit margin on Case Fees was 15% or less.

In circumstances where there are no such additional Applicants, the original Applicant will be notified of the LAA's intention to offer them the Contract at a lower price than that tendered; either their costs plus a 15% profit margin on Case Fees or £85.86, whichever is the higher

Q31 What will happen in the event that overall scores are tied on quality and price?

A. The IFA document will include details of how the LAA will award a Scheme Area Contract in the event of tied bids.

Requests for further information

Q32 – Will there be more forecasting information? The packs are based on historical data, they need to be up to date to enable bidders to compile bids.

A. All information relating to the volume and value of work included within the HPCDS Scheme Area information packs is based on information available to the LAA, including information that has been reported by current providers. The IFA will additionally include anticipated contract values. We have taken reasonable steps to ensure the information provided represents accurate and recent information to inform bidders but we remind organisations that this is a demand-led service and we can make no guarantees of actual volume or value of any HPCDS work during the contract period.

Contract questions

Q33 – Can you confirm whether TUPE applies in this contract?

A. The LAA makes no representation in relation to the likelihood of TUPE applying in this case and it is each Applicant's responsibility to form their own view (taking legal advice as necessary) as to whether or not TUPE applies and, if so, the financial implications for their Tender.

Q34 – There is a non-withdrawal clause planned in the contract – what happens if one of the courts in the area closes?

A. In the event that changes to the court estate affect a Scheme Area, the LAA would consider the specific circumstances of the estate changes on a case by case basis with reference to the substantiality of the changes. The draft Contract for Signature published alongside this FAQ document sets out at Clause 2.6 (b) providers' right to terminate their contract in circumstances where any such change would cause a substantial amendment to the contract.

HPCDS Scheme Area changes

Q35 – Although our area is not one of the four areas specifically identified for further consideration as part of market engagement, will it change depending on the outcome of these 4 other areas coming out of the consultation?

A. Finalised HPCDS Scheme Area information packs will be published on the LAA website alongside the HPCDS Invitations To Tender. In response to the Government's consultation, concerns were expressed as to the size of some of the proposed Scheme Areas, in particular:

- North West Wales + North East Wales + Central Wales;
- City of Stoke on Trent + Staffordshire + Shropshire;
- Liverpool + Wirral + Cheshire; and
- Birmingham + Herefordshire and Worcestershire.

We committed to consider these Scheme Areas further during market engagement events and sought input from delegates on these four Scheme Areas at the events.

We have listened to the views received and have finalised these Scheme Areas as follows:

HPCDS Scheme Area	Feedback received during market engagement	Final HPCDS Scheme Area(s) arising from market engagement feedback
North West Wales + North East Wales + Central Wales	No further concerns or views were raised during market engagement. We will therefore make no change to this HPCDS Scheme Area	North West Wales + North East Wales + Central Wales
City of Stoke on Trent + Staffordshire + Shropshire	Feedback indicated that Shropshire does not fit well with Staffordshire. However, no alternative grouping was suggested that would incorporate Shropshire as a better fit We will therefore make no change to this HPCDS Scheme Area.	City of Stoke on Trent + Staffordshire + Shropshire
Liverpool + Wirral + Cheshire	<p>Feedback indicated that Cheshire, and Crewe County Court in particular, does not sit well with Liverpool and the Wirral.</p> <p>At market engagement concerns were raised about the alignment of Crewe in this area, particularly with Liverpool and Birkenhead.</p> <p>Therefore, the proposal is to 'lot' the Scheme Area for Liverpool, Wirral and Cheshire so that bidders could apply for:</p> <p>Lot 1 – Merseyside – Liverpool and Birkenhead</p> <p>Lot 2 – Cheshire – Crewe and Chester</p> <p>Or both Lots</p>	Liverpool + Wirral + Cheshire

Birmingham + Herefordshire and Worcestershire	Market engagement feedback suggested that Birmingham could operate as a stand-alone scheme. However no suitable alternative grouping was suggested that could incorporate Herefordshire and Worcestershire to ensure it forms part of a sustainable scheme. We will therefore make no change to this HPCDS Scheme Area.	Birmingham + Herefordshire and Worcestershire
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In three additional Schemes, we will make amendments to the Scheme Areas included in the Government's consultation following feedback:

1. Middlesbrough + Darlington

Feedback suggested that Darlington most appropriately sits with Durham. The Schemes will therefore be amended to create the following two HPCDS Scheme Areas:

- Darlington + Durham;
- Middlesbrough.

2. Portsmouth

Owing to the forecasted low volumes of work as part of this Scheme currently, we will combine Portsmouth with Hampshire and Southampton to make the HPCDS Scheme Area of Hampshire + Southampton + Portsmouth.

Housing possession listings on the Isle of Wight are covered by an independently funded scheme and Applicant organisations would not be required to provide services on the IOW.

3. Northumberland

Northumberland will no longer be a HPCDS Scheme Area for the purposes of this procurement process. This means the total number of HPCDS Scheme Areas is now 46. Berwick County Court which was the only listing court in the Northumberland Procurement Area is now an Alternative Hearing Venue with all cases heard in this court being listed in Newcastle (which forms part of the North Tyneside + Newcastle Scheme Area).

Q36 – Some schemes currently operate under funding which is independent of the LAA. Will you be tendering schemes at these courts as part of the tender process?

A. No. At the point the new HPCDS Contracts commence, we are aware of 6 courts that will have HPCDS which are independent of LAA funding. The LAA will therefore not seek to commission HPCDS Contracts covering these courts. The 6 independent courts are in:

- Exeter;
- Chelmsford;
- Ipswich;
- Reading;
- Isle of Wight; and
- Guildford (Staines).

Q37 – Was HILPA included in the contract consultation as they have experience in delivering this service?

A. The HPCDS Contract Consultation has been subject to consultation with the LAA's prescribed consultative bodies. These are The Law Society, Legal Aid Practitioners Group, Advice Services Alliance and the Bar Council. The Housing Law Practitioners Association is comprised of 'economic operators' (practitioners who could tender for a contract). To ensure equal treatment HILPA have not been party to formal consultation on the HPCDS Contract or any other 2018 Contract.

e-Tendering system

Q38 – Is it the latest version of your tender that will be accepted as the final version?

A. Applicants may amend and re-submit their response at any time up to the tender deadline. If so amended and re-submitted, only the last response shall be assessed.

Q39 – How can I be sure of receipt of my tender?

A. An Applicant may check that it has successfully submitted its ITT Response(s) by going to the 'My ITTs' screen, which should show the 'Response status' as 'Response submitted to Buyer'. The registered email address will also receive confirmation when the Applicant submits its ITT Response(s) for the first time.

Hints and tips for bidders

- Access the tender early to identify any questions you may have and to ensure you have time to compile the information needed to complete and submit your Tender. The LAA will not accept tenders after the deadline. Nor will we answer questions about the IFA after the deadline for questions.
- If you have not used the e-Tendering system before, you can access the system at any time to register/ensure your registration details are correct or to add users (who will receive alerts when any e-Tendering messages are received. -Quick help guides available on the Bravo e-Tendering portal under the 'Technical Support and Guidance' link on the home page to help potential bidders with using the e-Tendering system.
- Organisations are strongly advised to have email addresses for multiple users included in their e-Tendering system registration (see 'Technical Support and Guidance' link on the Bravo portal (www.legalaid.bravosolution.co.uk)) to ensure that urgent messages, which may affect an Applicant's Tender, can be actioned as necessary.
- Ensure you complete and submit responses to the relevant Invitations To Tender (ITT) for the services you wish to bid for. All Applicants must respond to the Selection Questionnaire plus the ITTs for the specific contracts (and Categories/Scheme Areas) they wish to deliver.
- Read the documents – our experience is that most of the questions we receive can be answered by the IFA documents so Applicants will generally find the answers to their question more quickly by referring to the published information than by submitting a question through the e-Tendering portal.
- Refer to the relevant Information For Applicants document when completing your Tender. This will provide information on how to complete a tender and the requirements that applicants must meet.
- Because of the way the LAA downloads messages from the e-Tendering system, it may appear that Applicants' messages have not been read. Applicants should not assume that this is the case and re-send messages to the LAA. All messages will be responded to.
- Please allow time for us to consider and respond to messages/questions submitted via the e-Tendering system before chasing a response. Given the scale and complexity of the process, during peak periods of activity it may take the LAA longer to respond due to the increased volume of messages received.

ANNEX A - HPCDS SCHEME AREAS AND CORRESPONDING COURTS

HPCDS Scheme Areas	Courts in Areas
Barnet and Enfield	Barnet Civil and Family Courts Centre
	Edmonton County Court and Family Court
Barnsley, Doncaster and Sheffield	Barnsley Law Courts
	Doncaster Justice Centre North
	Sheffield Combined Court Centre
Bedfordshire, Cambridgeshire, North Hertfordshire and South Hertfordshire	Cambridge County Court and Family Court
	Hertford County Court and Family Court
	Luton County Court and Family Court
	Peterborough Combined Court Centre
	Watford County Court and Family Court
Berkshire, Buckinghamshire and Oxfordshire	Banbury County Court
	High Wycombe County Court and Family Court
	Milton Keynes County Court and Family Court
	Oxford Combined Court Centre
	Slough County Court and Family Court
Birmingham and Herefordshire & Worcestershire	Birmingham Civil & Family Justice Centre
	Hereford Magistrates Court
	Worcester Combined Court
Bournemouth & Poole and Dorset	Bournemouth and Poole County Court and Family Court
	Weymouth Combined Court
Bradford and Leeds	Bradford Combined Court Centre
	Leeds Combined Court Centre
Brent	Willesden County Court and Family Court
Bromley and Croydon	Bromley County Court
	Croydon County Court
City of Bristol, South Gloucestershire & North Somerset, and Somerset	Bath County Court and Family Court
	Bristol Civil and Family Justice Centre
	Taunton County Court and Family Court

	Weston-super-Mare County Court and Family Court
	Yeovil County, Family and Magistrates Court
City of Derby and North Derbyshire	Chesterfield Justice Centre
	Derby Combined Court Centre
City of Leicester and Northamptonshire	Northampton Crown Court, County Court and Family Court
	Leicester County Court and Family Court
City of Stoke on Trent, Staffordshire and Shropshire	Crewe County Court and Family Court Hearing Centre
	Chester Civil and Family Justice Centre
	Stafford Combined Court Centre
	Stoke-on-Trent Combined Court
	Telford Magistrates Court
City of Westminster	Central London County Court
Cornwall	Bodmin County Court and Family Court
	Truro County Court and Family Court
Cumbria	Barrow-in-Furness County Court and Family Court
	Carlisle Combined Court Centre
	West Cumbria County Court
Devon and City of Plymouth	Barnstaple Magistrates, County and Family Court
	Plymouth Combined Court
	Torquay and Newton Abbot County Court and Family Court
Durham and Darlington	Darlington County Court and Family Court
	Durham Justice Centre
East Essex and West Essex	Basildon Combined Court
	Southend County Court and Family Court
East Lancashire and West Lancashire	Blackburn County Court and Family Court
	Burnley Combined Court Centre
	Blackpool County Court and Family Court

	Preston Combined Court Centre
	Lancaster Magistrates Court
Gloucestershire and Wiltshire	Gloucester and Cheltenham County Court and Family Court
	Salisbury Law Courts
	Swindon Combined Court
	Chippenham and Trowbridge Law Courts
Greater Nottingham and North Nottinghamshire	Mansfield Magistrates' and County Court
	Nottingham County Court
Hampshire, Southampton and Portsmouth	Aldershot Justice Centre
	Basingstoke County Court and Family Court
	Portsmouth Combined Court Centre
	Southampton Combined Court Centre
	Winchester Combined Court Centre
Havering	Romford County Court and Family Court
Hounslow and Hillingdon	Brentford County Court and Family Court
	Uxbridge County Court and Family Court
Islington	Clerkenwell and Shoreditch County Court and Family Court
Kingston-upon-Thames & Richmond upon Thames and Wandsworth	Kingston-upon-Thames County Court
	Wandsworth County Court and Family Court
Lincolnshire, North East Lincolnshire & North Lincolnshire, and City of Kingston upon Hull	Boston County Court and Family Court
	Great Grimsby Combined Court Centre
	Kingston-upon-Hull Combined Court Centre
	Lincoln County Court and Family Court
Liverpool and Wirral	Liverpool Civil and Family Court Hearing Centre
	Birkenhead County Court and Family Hearing Centre
Manchester and Stockport	Manchester County Court and Family Hearing Centre
	Stockport Magistrates' and County Court

Mid & South West Kent, North Kent & Medway, and The Kent Coast	Canterbury Combined Court and Family Court Hearing Centre
	Dartford County Court and Family Court
	Maidstone Combined Court Centre
	Medway County Court and Family Court
	Thanet County Court and Family Court
Middlesbrough	Teesside Combined Court Centre
Newham	Stratford Magistrates Court
Norfolk and Suffolk	Bury St. Edmunds County Court and Family Court
	Great Yarmouth Magistrates and Family Court
	Kings Lynn Mags and Family court
	Norwich Combined Court Centre
North Tyneside and Newcastle	Newcastle-upon-Tyne Combined Court Centre
	North Shields County Court and Family Hearing Centre
North West Wales, North East Wales and Central Wales	Aberystwyth County Court
	Caernarfon Criminal Justice Centre
	Conwy and Colwyn County Court and Family Court
	Mold County Court and Family Court
	Prestatyn Justice Centre
	Welshpool County Court
	Wrexham Magistrates' Court and Family Courts
North Yorkshire	Harrogate Justice Centre
	Scarborough Justice Centre
	Skipton County Court and Family Court
	York County Court and Family Court
South East Wales, Rhondda Cynon Taff & Merthyr Tydfil, and Bridgend, Cardiff & the Vale	Blackwood Civil and Family Court
	Cardiff Civil and Family Justice Centre
	Merthyr Tydfil Combined Court Centre
	Newport (Gwent) Civil and Family Court
	Pontypridd County Court and Family Court

South Tyneside, Sunderland and Gateshead	Gateshead County Court and Family Court
	South Shields County Court and Family Court
	Sunderland County Court and Family Court
South West Wales and Neath, Port Talbot & Swansea	Carmarthen County Court and Family Court
	Haverfordwest County Court and Family Court
	Llanelli County Court
	Port Talbot Justice Centre
	Swansea Civil Justice Centre
Southwark	Inner London Court
St Helens and Wigan	St. Helens County Court and Family Court
	Wigan County Court and Family Court
Wakefield and Kirklees	Huddersfield County Court and Family Court
	Wakefield Civil and Family Centre
Walsall, Dudley, and City of Wolverhampton	Dudley County Court and Family Court
	Walsall County Court and Family Court
	Wolverhampton Combined Court Centre
Warwickshire and Coventry	Coventry Combined Court Centre
	Nuneaton County Court
	Warwick Combined Court
West Sussex, East Sussex and City of Brighton & Hove	Brighton County Court and Family Court
	Hastings County Court and Family Court
	Horsham County Court and Family Court
	Lewes Combined Court Centre
	Worthing County Court and Family Court