King’s Bench Division

**Out of Hours Application**

Where counsel or solicitors are requested to complete an Out of Hours application form by the Out of Hours Duty Clerk this form should be emailed to DutyClerkKB@justice.gov.uk Please do not send emails to this address unless the Out of Hours Duty Clerk has invited you to do so.

Counsel and solicitors must comply with the requirements at paragraphs 11.18 to 11.24 of the King’s Bench Guide
[www.judiciary.uk/wp-content/uploads/2024/04/14.457\_JO\_Kings\_Bench\_Division\_Guide\_2024\_WEB.pdf](http://www.judiciary.uk/wp-content/uploads/2024/04/14.457_JO_Kings_Bench_Division_Guide_2024_WEB.pdf).

Any application that does not comply with these requirements may be found to be an abuse of the Court’s process under the Hamid jurisdiction.

If the judge makes a determination, whether or not your Out of Hours application is successful, in accordance with CPR 25APD4.5 you must file your Out of Hours application with the court the next working day, together with the application fee of £123. You should send the form and fee to the Royal Courts of Justice Fees Office. You must pay this fee in addition to any fee required for any other application/claim the judge directs you to issue.

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| --- | --- | --- |
| **Counsel’s name** |  |  |
|       |  |
| Name of chambers |  |  |
|       |  |
| Telephone number  |
|       | (please ensure that you remain contactable on this number until your application has been dealt with) |
|  |  |  |
| **Solicitor’s name** |  |
|       |  |
| Name of firm |  |  |
|       |  |  |
| Telephone number |  |  |
|       |  |  |
| **Applicant’s name** |  |  |
|       |  |
|  |  |  |
| If this is an Admin Court matter, has a JR been applied for? | [ ]  Yes | [ ]  No |
|  |  |  |
| If Yes, please provide the CO number and or any applicable Home Office number |  |
| CO no. | Home Office no. |  |
|       |       |  |
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| Nature of application (in brief) |  |  |
|       |
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| Reasons requiring OOH consideration (You must explain why the matter could not be dealt with during the day, specifying the time/date the solicitor and counsel were instructed) |
|       |
|  |  |  |
| Please tick to confirm that this application is being made in compliance with your professional obligations | [ ]  |
|  |  |  |
|  |  |  |
| **To be completed by judge’s clerk** |  |
|  |  |  |
| Was the order granted or refused? | [ ]  Granted | [ ]  Refused |  |
|  |  |  |
| If granted, date and time completed order received and approved |  |
|  |  |  |
| Date and time completed |       |  |
|  |  |  |
| Date and time order received and approved |       |  |
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