



COA CD OHA

## Out of hours application

An applicant (whether a barrister, solicitor or litigant in person) is required to complete this form when making an application out of hours in the Court of Appeal (Civil Division).

The out of hours duty clerk will inform the applicant where to send the completed form.

When making an out of hours application, applicants should bear in mind *R (on the application of Hamid) v Secretary of State for the Home Department* [2012] EWHC 3070 (Admin).

1. Applicant's name

2. Does this application arise in a case in which the appellant's notice has already been issued in the Court of Appeal?

Yes. **The Court of Appeal case reference number is**

No

3. Counsel's name

4. Name and address of chambers

Name

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

**5.** Counsel's email address

**6.** Phone number

**7.** Solicitor's name

**8.** Name and address of firm

Name

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

**Note 6:** Ensure that you remain contactable on this number until your application has been dealt with.

**9.** Solicitor's email address

**10.** Phone number

### **Applicant's details**

**11.** Applicant's address (unless represented)

First line of address

Second line of address

Town or city

County (optional)

Postcode

**12.** Applicant's email address (unless represented)

### **General information required**

**13.** Name of case

**14.** Lower court case reference

**15.** Name of lower court judge

**16.** Date and time of lower court judge’s decision being appealed

Date

Day

Month

Year

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Time

**17.** Specify which lower court the case comes from (including which division of the High Court if relevant)

**18.** Is this is an immigration or asylum matter?

Yes. **The Home Office reference number is**

No

**19.** In brief give the nature of the case or details of the application being made.

**Note 19:** Ensure that you send any relevant paperwork with this form

**20.** Reasons why the application requires consideration out of hours.

**Note 20:** You must explain why the matter could not be dealt with during the day, specifying the time and date the solicitor and counsel were instructed.

**21.** Provide details below of any previous application made to the Court of Appeal, including case reference number

**22.** Tick the box below to confirm

I confirm that I

- (1) have not made any previous application to the Court of Appeal in respect of this matter (and in the case of a barrister or solicitor you must confirm this with your client); and
- (2) will provide an undertaking to file an appellant's notice and issue fee within 48 hours with the Civil Appeals Office via E-Filing.

**Note 22:** For CE-File Information and Support please refer to [www.gov.uk/guidance/ce-file-system-information-and-support-advice](http://www.gov.uk/guidance/ce-file-system-information-and-support-advice)

For court fees in the Court of Appeal please refer to Court of Appeal (Civil) fees [www.gov.uk/government/publications/court-of-appeal-civil-fees-form-200](http://www.gov.uk/government/publications/court-of-appeal-civil-fees-form-200)

## To be completed by the judge's clerk

**A.** LJ's decision

Granted

Refused

Directions given

**B.** Does an order need to be drawn and sent out by Associates?

Yes. **Mark as urgent or non-urgent and attach order when returning form.**

No

**C.** Date and time completed

Date

Day

Month

Year

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|

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Time