

83rd UPDATE – PRACTICE DIRECTION AMENDMENTS

The new Practice Directions and the amendments to the existing Practice Directions supplementing the Civil Procedure Rules 1998 are made by the Master of the Rolls under the powers delegated to him by the Lord Chief Justice under Schedule 2, Part 1, paragraph 2(2) of the Constitutional Reform Act 2005, and are approved by Lord Faulks, Minister of State for Justice, by the authority of the Lord Chancellor.

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| The new Practice Directions and amendments to the existing Practice Directions come into force as follows— | |
| Practice Direction 3E – Costs Management | 6 April 2016 |
| Practice Direction 4 – Forms | 6 April 2016 |
| Practice Direction 7C – Production Centre | 6 April 2016 |
| Practice Direction 7E – Money Claim Online | 6 April 2016 |
| Practice Direction 8A – Alternative Procedure for Claims | Amendment in paragraph 1): the date on which <i>The Recall of MPs Act 2015 (Recall Petition) Regulations 2016</i> come into force. Amendment in paragraph 2): 1 February 2016 |
| Practice Direction 12 – Default Judgment | 23 February 2016 |
| Practice Direction 36A – Offers to Settle | 6 April 2016 |
| Practice Direction 37 – Miscellaneous Provisions About Payments into Court | 6 April 2016 |
| Practice Direction 47 – Procedure for Assessment of Costs and Default Provisions | 6 April 2016 |
| Practice Direction 51L – New Bill of Costs Pilot Scheme | 1 April 2016 |
| Practice Direction 51P – Pilot for Insolvency Express Trials | 1 April 2016 |
| Practice Direction 52C – Appeals to the Court of Appeal | 6 April 2016 |
| Practice Direction 52D – Statutory Appeals and Appeals Subject to Special Provision | Amendments in paragraphs 1), 2) and 3): 6 April 2016. |

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| | Amendments in paragraphs 4), 5) and 6): the date on which <i>The Recall of MPs Act 2015 (Recall Petition) Regulations 2016</i> come into force |
| Practice Direction 70 – Enforcement of Judgments and Orders | 6 April 2016 |
| Practice Direction 73 – Charging Order, Stop Orders and Stop Notices | 6 April 2016 |
| Practice Direction 74A – Enforcement of Judgments in Different Jurisdictions | 23 February 2016 |
| Schedule 1 – Practice Direction 4 – Forms | 6 April 2016 |
| Schedule 2 – Practice Direction 51P – Pilot for Insolvency Express Trials | 1 April 2016 |

The Right Honourable The Lord Dyson
Master of the Rolls and Head of Civil Justice

Signed by authority of the Lord Chancellor:

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Ministry of Justice

PRACTICE DIRECTION 3E – COSTS MANAGEMENT

1) In the table of contents—

(a) after the entry for paragraph 6, insert—

“Budget discussion reports

Para. 6A”; and

(b) after the entry for paragraph 7.1, insert

“Annex A Precedent H
Annex B Guidance Notes for Precedent H
Annex C Precedent R Budget Discussion Report”.

2) In paragraph 1 after “parties in” insert “most”.

3) In paragraph 2—

- (a) renumber paragraph 2 as “2(a)”;
- (b) for “see Section C”, substitute “see Section D”; and
- (c) after what is now paragraph 2(a), insert—

“(b) In cases where the Claimant has a limited or severely impaired life expectation (5 years or less remaining) the court will ordinarily disapply cost management under Section II of Part 3.”.

4) In paragraph 6—

- (a) renumber paragraph 6 as “6(a)”;
- (b) omit the words “In cases where a party’s budgeted costs” to “Precedent H.”; and
- (c) after what is now paragraph 6(a), insert—

“(b) Parties must follow the Precedent H Guidance Note in all respects.

(c) In cases where a party’s budgeted costs do not exceed £25,000 or the value of the claim as stated on the claim form is less than £50,000, the parties must only use the first page of Precedent H.”.

5) After paragraph 6, following the words in parenthesis, insert—

“C. Budget discussion reports

6A. The budget discussion report required by rule 3.13(2) must set out—

- (a) those figures which are agreed for each phase;
- (b) those figures which are not agreed for each phase; and
- (c) a brief summary of the grounds of dispute.

The parties are encouraged to use the Precedent R Budget Discussion Report annexed to this Practice Direction.”.

- 6) In the heading above paragraph 7.1, for “C. Costs management orders”, substitute “D. Costs management orders”.
- 7) After paragraph 7.9, insert—

“7.10 The making of a costs management order under rule 3.15 concerns the totals allowed for each phase of the budget. It is not the role of the court in the cost management hearing to fix or approve the hourly rates claimed in the budget. The underlying detail in the budget for each phase used by the party to calculate the totals claimed is provided for reference purposes only to assist the court in fixing a budget.”.

- 8) At the end of the Practice Direction, for the references to “Precedent H” and Guidance Notes for Precedent H”, substitute—

“Annex A Precedent H (xls file - opens in new window)

Annex B Guidance Notes for Precedent H (PDF - opens in new window)

Annex C Budget Discussion Report (word or xls file opens in new window)”.

PRACTICE DIRECTION 4 – FORMS

- 1) For Practice Direction 4 – Forms, substitute the new Practice Direction – Court Forms as set out in Schedule 1 to this Update

PRACTICE DIRECTION 7C – PRODUCTION CENTRE

- 1) Omit paragraph 5.6(1)(c) and (d).

PRACTICE DIRECTION 7E- MONEY CLAIM ONLINE

- 1) In paragraph 12A.1—
 - (a) omit subparagraphs (c) and (d); and
 - (b) in the words following subparagraph (d), omit ", 10.1, 10.2".**

PRACTICE DIRECTION 8A – ALTERNATIVE PROCEDURE FOR CLAIMS

1) For paragraph 17.1, substitute—

“17.1

(1) An application by—

(a) the Secretary of State under section 30 of the Representation of the People Act 1983 or paragraph 4 of Schedule 1 to the Recall of MPs Act 2015; or

(b) the Welsh Ministers under article 24 of the National Assembly for Wales (Representation of the People) Order 2007,

for the detailed assessment of a returning officer's account must be made by claim form.

(2) In this paragraph and paragraphs 17.3 to 17.5 and 17.8, references to the returning officer are to be read—

(a) for applications under the Recall of MPs Act 2015, as references to the petition officer; and

(b) for applications under the National Assembly for Wales (Representation of the People) Order 2007, as references to—

(i) the constituency returning officer, in relation to a constituency election; and

(ii) the constituency and regional returning officer, in relation to a regional election.”.

2) After paragraph 21.4, insert—

“21.5 When the court makes a voting rights suspension order under section 89NA of the Act, the Financial Conduct Authority must within 7 days, or such period as the Court may direct, serve a copy of the order on the company which issued the shares to which it relates.”.

PRACTICE DIRECTION 12 – DEFAULT JUDGMENT

- 1) In paragraph 4.3(1), for “Civil Jurisdiction and Judgments Act 1982, or the Lugano Convention” substitute “Civil Jurisdiction and Judgments Act 1982, the 2005 Hague Convention, the Lugano Convention”.
- 2) In paragraph 4.3(b), for “or the Lugano Convention” substitute “, the 2005 Hague Convention, the Lugano Convention”.
- 3) In paragraph 4.3(c), after “Article 20 of Schedule 1 to the Act” insert “, Article 9(c) of the 2005 Hague Convention,”.

PRACTICE DIRECTION 36A – OFFERS TO SETTLE

- 1) In the heading to this Practice Direction for “PRACTICE DIRECTION 36A – OFFERS TO SETTLE”, substitute “PRACTICE DIRECTION 36 – OFFERS TO SETTLE”.

PRACTICE DIRECTION 37 – MISCELLANEOUS PROVISIONS ABOUT PAYMENTS INTO COURT

- 1) In paragraph 3.4, omit the words in parenthesis which immediately follow that paragraph.

PRACTICE DIRECTION 47 – PROCEDURE FOR ASSESSMENT OF COSTS AND DEFAULT PROVISIONS

- 1) In paragraph 5.8, after subparagraph (6), insert—

“(7) Where the case commenced on or after 1 April 2013, the bill covers costs for work done both before and after that date and the costs are to be assessed on the standard basis, the bill must be divided into parts so as to distinguish between costs shown as incurred for work done before 1 April 2013 and costs shown as incurred for work done on or after 1 April 2013.

(8) Where a costs management order has been made, the costs are to be assessed on the standard basis and the receiving party’s budget has been agreed by the paying party or approved by the court, the bill must be divided into separate parts so as to distinguish between the costs claimed for each phase of

the last approved or agreed budget, and within each such part the bill must distinguish between the costs shown as incurred in the last agreed or approved budget and the costs shown as estimated.

(9) Where a costs management order has been made and the receiving party's budget has been agreed by the paying party or approved by the court, (a) the costs of initially completing Precedent H and (b) the other costs of the budgeting and costs management process must be set out in separate parts.”.

PRACTICE DIRECTION 51L – NEW BILL OF COSTS PILOT SCHEME

- 1) In paragraph 1.1, for “1 October 2015 to 1 April 2016”, substitute “1 October 2015 to 30 September 2016”.

PRACTICE DIRECTION 51P– PILOT FOR INSOLVENCY EXPRESS TRIALS

- 1) After Practice Direction 51O (Electronic Working Pilot), insert New Practice Direction 51P – Pilot for Insolvency Express Trials, as set out in Schedule 2 to this Update.

PRACTICE DIRECTION 52C – APPEALS TO THE COURT OF APPEAL

- 1) In the table of contents to this practice direction, after the entry for paragraph 32, insert---

“Documents to be provided to court reporters at the hearing of an appeal
Para. 33”.

- 2) After paragraph 32, insert—

“Documents to be provided to court reporters at the hearing of an appeal

33.

(1) Where a party is legally represented at the hearing of an appeal, the legal representative must bring to the hearing two additional copies of the party's

skeleton argument (including any supplementary skeleton argument) for provision to accredited law reporters and accredited media reporters in accordance with the following provisions of this paragraph.

(2) In appeals in family proceedings involving a child, the copies of the skeleton argument must be in anonymised form and must omit any detail that might, if reported, lead to the identification of the child.

(3) The additional copies must be supplied before the commencement of the hearing to the usher or other court official present in court.

(4) The usher or other court official to whom the copies are supplied must provide one copy to an accredited law reporter (upon production of their Royal Courts of Justice security pass) and one copy to an accredited media reporter (upon production of their press pass), if so requested by them. Those copies are to be provided only for the purpose of reporting the court proceedings and on the basis that the recipients may remove them from the court and make further copies of them for distribution to other accredited reporters in court, again only for the purpose of reporting the court proceedings.

(5) Any party may apply orally to the court at the commencement of the hearing for a direction lifting or varying the obligations imposed by sub-paragraphs (3) and (4). Where a party intends to make such an application or is notified by another party of the intention to make one, the operation of those sub-paragraphs is suspended pending the ruling of the court.

(6) In deciding whether to make a direction under sub-paragraph (5), the court must take into account all the circumstances of the case and have regard in particular to—

- (a) the interests of justice;
- (b) the public interest;
- (c) the protection of the interests of any child, vulnerable adult or protected party;
- (d) the protection of the identity of any person intended to be protected by an order or direction relating to anonymity; and
- (e) the nature of any private or confidential information (including information relating to personal financial matters) in the document.

A direction may permit a skeleton argument to be supplied in redacted or anonymised form.

(7) For the purposes of this paragraph, “the hearing of an appeal” includes a hearing listed as an application for permission to appeal with the appeal to follow immediately if permission is granted.”.

PRACTICE DIRECTION 52D – STATUTORY APPEALS AND APPEALS SUBJECT TO SPECIAL PROVISION

- 1) In the table of contents, after the entry for paragraph 27.1 (appeals from the Law Society and SDT), insert—

“APPEALS TO THE HIGH COURT – WALES ONLY

Welsh Statutory Appeals

Para. 27A.1”.

- 2) In paragraph 5.1, in the table, after the entry for “UK Borders Act 2007, s. 11” insert a new entry as follows—

“Welsh statutory appeals High Court 27A.1 – 27A.7”.

- 3) After paragraph 27.1A insert cross-heading and paragraphs 27A.1 to 27A.7 as follows—

“APPEALS TO THE HIGH COURT – WALES ONLY

Welsh statutory appeals

Introduction

27A.1

(1) This paragraph and paragraphs 27A.2 to 27A.7 apply to certain appeals to the High Court under enactments relating to Wales only (“Welsh statutory appeals”).

(2) For these purposes, Welsh statutory appeals are appeals under the following enactments—

- (a) section 79 of the Local Government Act 2000;

- (b) regulation 24 of the General Teaching Council for Wales (Disciplinary Functions) Regulations 2001; and
- (c) section 59 of the Welsh Language (Wales) Measure 2011.

Service of documents in a Welsh statutory appeal to be by parties

27A.2 The Administrative Court will not serve documents in a Welsh statutory appeal, and service must be effected by the parties as provided in the following paragraphs.

Appellant's notice in a Welsh statutory appeal

27A.3

- (1) The appellant must file the appellant's notice in the Administrative Court Office of the High Court at the District Registry in Cardiff.
- (2) If the appellant's notice is filed at an Administrative Court Office other than in Cardiff the proceedings will be transferred to Cardiff.
- (3) The appellant must file the appellant's notice —
 - (a) within the time specified in the relevant statutory provision listed in paragraph 27A.1; or
 - (b) if the relevant statutory provision specifies no time, within 28 days of the date of the decision the appellant wishes to appeal.
- (4) The appellant must file with the appellant's notice—
 - (a) a statement of facts relied on and grounds for bringing the appeal;
 - (b) a copy of the decision the appellant wishes to appeal;
 - (c) any written evidence in support of the appeal.
- (5) The appellant must—
 - (a) within 7 days of the date on which the appeal was filed, serve a sealed copy of the appellant's notice and the documents in sub-paragraph (4) on—
 - (i) the authority or tribunal which made the decision the appellant wishes to appeal; and

(ii) the respondent to the appeal, and

(b) file a certificate of service confirming the date of service under sub-paragraph (a).

Respondent's notice in a Welsh statutory appeal

27A.4 If the respondent intends to contest the appeal the respondent must, within 21 days of service under paragraph 27A.3(5)(a), file —

- (a) a respondent's notice;
- (b) any written evidence in contesting the appeal.

Time of permission hearing in a Welsh statutory appeal

27A.5 Where the relevant statutory provision requires the appellant to obtain the permission of the Court to appeal, a permission hearing will be listed no earlier than 7 days after the expiry of the time limit in paragraph 27A.4.

Listing of a Welsh statutory appeal

27A.6 Unless the Court orders otherwise, the appeal will not be heard earlier than 28 days after the later of—

- (a) the expiry of the time limit in paragraph 27A.4; or
- (b) if applicable, the date on which permission to appeal is granted.

Further Documentation for hearing of a Welsh statutory appeal

27A.7

(1) Sub-paragraphs (2) to (4) apply only where permission to appeal has been granted or where permission is not required.

(2) The appellant must, not less than 21 days before the date of the hearing of the appeal, file—

- (a) a paginated and indexed bundle of the appellant's and respondent's notices and the documents filed with them; and
- (b) a skeleton argument.

(3) The respondent and any other party wishing to make representations at the hearing of the appeal must file a skeleton argument not less than 14 days before the date of the hearing of the appeal.

(4) The appellant must file a paginated and indexed bundle of all statutory materials and case law relied upon by the appellant and the respondent not less than 7 days before the hearing of the appeal.”.

4) In the table of contents—

(a) in the entry for paragraph 31.1, after “1983” insert “, National Assembly for Wales (Representation of the People) Order 2007 and Recall of MPs Act 2015”; and

(b) in the entry for paragraph 31.3, after “1983” insert “, National Assembly for Wales (Representation of the People) Order 2007 and Recall of MPs Act 2015”;

5) In paragraph 31.1—

(a) in the heading, after “1983” insert “, National Assembly for Wales (Representation of the People) Order 2007 and Recall of MPs Act 2015”;

(b) for sub-paragraphs (1) and (2) substitute—

“(1) This paragraph applies in relation to an appeal against a decision of a registration officer, being a decision referred to in—

(a) section 56(1) of the Representation of the People Act 1983 (“the Act”);

(b) article 5(1) of the National Assembly for Wales (Representation of the People) Order 2007 (“the 2007 Order”); or

(c) regulation 74(1) of the Recall of MPs Act 2015 (Recall Petition) Regulations 2016 (“the 2016 Regulations”).

(2) Where a person (“the appellant”) has given notice of such an appeal in accordance with the relevant requirements of—

(a) section 56, and the regulations made under section 53 (“the 2001 Regulations”) of the Act;

(b) article 5 of, and paragraph 9 of Schedule 1 to, the 2007 Order; or

(c) regulations 74 and 77 of the 2016 Regulations,

the registration officer must, within 7 days after receiving the notice, forward by post to the County Court—

- (i) the notice; and
 - (ii) the statement required by the 2001 Regulations, by paragraph 9 of Schedule 1 to the 2007 Order or by regulation 77 of the 2016 Regulations as the case may be.”; and
- (c) in sub-paragraph (4), for “Regulations” substitute “2001 Regulations, 2007 Order and 2016 Regulations”.

6) In Paragraph 31.3—

- (a) in the heading, after “1983” insert “, National Assembly for Wales (Representation of the People) Order 2007 and Recall of MPs Act 2015”; and
- (b) for sub-paragraph (1) substitute—

“(1) Where two or more appeals under—

- (a) section 56, and the 2001 Regulations;
- (b) article 5 of, and paragraph 9 of Schedule 1 to, the 2007 Order; or
- (c) regulations 74 and 77 of the 2016 Regulations,

involve the same point of law, the court may direct that one appeal (“the test-case appeal”) is to be heard first as a test case.”.

PRACTICE DIRECTION 70 – ENFORCEMENT OF JUDGMENTS AND ORDERS

1) For the introductory words to this practice direction, substitute-

“This Practice Direction supplements Parts 70, 71, 72, 73 and 89.”.

2) In the table of contents to this practice direction, omit the entry for paragraph 10.1

3) In paragraph 1.1(4), for “(see CCR Order 27)” substitute “(see Part 89)”;

4) In paragraph 9.1—

- (a) in the heading, for “Parts 71, 72 and 73” substitute “Parts 71 and 72”; and

(b) for “rule 71.2(2)(b)(ii), 72.3(1)(b)(ii) or 73.3(2)(e)” substitute “rule 71.2(2)(b)(ii) or 72.3(1)(b)(ii)”.

5) Omit paragraphs 10.1 and 10.2.

PRACTICE DIRECTION 73 – CHARGING ORDERS, STOP ORDERS AND STOP NOTICES

1) In the table of contents to this practice direction—

(a) for the entry for paragraph 3, substitute—

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| “Transfer following receipt of objections to an application for a charging order | Para. 3 |
| Discharge or variation of order - rule 73.10B | Para. 3A”; |

(b) in the entry for paragraph 4.1, for “73.10”, substitute “73.10C”; and

(c) after the entry for paragraph 4.1, insert—

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| “Charging orders made against partnership property | Para. 4A.1”. |
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2) For paragraph 1.2(4), substitute-

“(4) if the judgment debt is payable by instalments—

- (a) whether the order was made on or after 1 October 2012; and
- (b) the amount of any instalments which have fallen due and remain unpaid;”.

3) In paragraph 1.2(6), for “charge;” substitute “charge including, where applicable, the title number under which any land upon which it is sought to impose a charge is registered;”.

4) In paragraph 1.2(8), for “73.5(1)”, substitute “73.7”.

5) After paragraph 1.3, insert—

“1.4 Where, under rule 73.3(2), an application to the County Court is to be made to the County Court Money Claims Centre, the address is:

County Court Money Claims Centre

PO Box 527

M5 0BY.”.

6) In paragraph 2, after “High Court”, insert “, Family Court”.

7) For paragraph 3, substitute—

“Transfer following receipt of objections to an application for a charging order

3. Where the application is made to the County Court Money Claims Centre the court must, (and in any other case the court may) on receipt of written evidence from any person who wishes to oppose an application for a charging order, transfer the application to the judgment debtor’s home court.

Discharge or variation of order – rule 73.10B

3A. Section 3(5) of the 1979 Act and regulation 51(4) of the 1992 Regulations provide that the court may at any time, on the application of the judgment debtor, or of any person interested in any property to which the order relates, or (where the 1992 Regulations apply) of the authority, make an order discharging or varying the charging order.”.

8) In paragraph 4.1 and in the heading, for “73.10”, each time it appears, substitute “73.10C”.

9) After paragraph 4.1, insert—

“4.1A. A claim under rule 73.10C is a proceeding for the enforcement of a charge, and section 23(c) of the County Courts Act 1984 provides the extent of the County Court’s jurisdiction to hear and determine such proceedings.”.

10) In paragraph 4.3, for “73.10”, substitute “73.10C”.

11) At the end of paragraph 4.3(5), for “.” substitute “;”.

12) Before paragraph 4A.1, insert the following heading—

“Charging orders made against partnership property”.

13) In paragraph 4A.2, for “73.5(1)(a)”, substitute “73.7(7)(a)”.

14) In paragraph 6.3(3), for “district judge” substitute “District Judge”.

15) In paragraph 6.6, for “shall be”, substitute “is”.

PRACTICE DIRECTION 74A – ENFORCEMENT OF JUDGMENTS IN DIFFERENT JURISDICTIONS

- 1) In paragraph 3(1), for paragraph (c), substitute—

“(c) sections 4 and 4B of the 1982 Act;”.

- 2) In paragraph 3(2), after “1933 and 1982 Acts and under,” insert “article 13 of the 2005 Hague Convention,”.

- 3) After paragraph 6D insert—

“6E. Evidence in support of an application under section 4B of the 1982 Act (Registration and enforcement of judgments under the 2005 Hague Convention)

6E.1 Where a judgment is to be recognised or enforced in a Contracting State which is a State bound by the 2005 Hague Convention, that Convention applies.

6E.2 The text of the 2005 Hague Convention is available at: <https://www.hcch.net/> and Chapter III contains the provisions on recognition and enforcement.

6E.3 Article 13 of the 2005 Hague Convention sets out the documents which need to be produced by a party seeking recognition or enforcement of a judgment.

6E.4 The Civil Jurisdiction and Judgments (Hague Convention on Choice of Court Agreements 2005) Regulations 2015 (SI 2015/1644) make amendments to the Civil Jurisdiction and Judgments Act 1982 and the CPR in respect of the 2005 Hague Convention.”.

- 4) In paragraph 7—

- a) in subparagraph 7.3, for “In applications under the 1920, 1933 or 1982 Acts”, substitute “Subject to paragraph 7.6, in applications under the 1920, 1933 or 1982 Acts”; and

- b) after paragraph 7.5, insert—

“7.6 In an application under section 12 of the 1982 Act relating to recognition and enforcement of a judgment under the 2005 Hague Convention, the certificate will be in the form recommended and published by the Hague Conference on Private International Law and annexed to the final act of the twentieth session of the

Hague Conference on Private International law, which is available at:

<http://www.hcch.net/>”.

Transitional provisions

- 1) The amendments made to Practice Direction 3 apply to proceedings commenced on or after 6th April 2016.
- 2) The amendment made to paragraph 5.6(1)(c) of Practice Direction 7C by paragraph 1) applies to applications for charging orders made on or after the 6th April 2016.
- 3) The amendment made to paragraph 5.6(1)(d) of Practice Direction 7C by paragraph 1) applies to applications for attachment of earnings orders made on or after the 6th April 2016.
- 4) The amendment made to paragraph 12A.1(c) of Practice Direction 7E applies to applications for charging orders made on or after the 6th April 2016.
- 5) The amendments made to paragraph 12A.1(d) and to the words following subparagraph (d) of Practice Direction 7E apply to applications for attachment of earnings orders made on or after the 6th April 2016.
- 6) The amendments made to Practice Direction 52D by paragraphs 1) to 3) apply to an appeal commenced on or after 6th April 2016.
- 7) The amendments made to Practice Direction 70 by paragraphs 1), 2), 3) and 5) apply to applications for attachment of earnings orders made on or after 6th April 2016.
- 8) The amendments made to Practice Direction 70 by paragraph 4) apply to applications for charging orders made on or after 6th April 2016.
- 9) The amendments made to Practice Direction 73 apply to applications for charging orders made on or after the 6th April 2016.

SCHEDULE 1

“PRACTICE DIRECTION 4 – COURT FORMS

This Practice Direction supplements Part 4 of the Civil Procedure Rules.

- 1.1 Rule 4(1) of the Civil Procedure Rules requires that the forms set out in a practice direction shall be used in the cases to which they apply. Subject to that requirement, the forms contained in the list annexed to this Practice Direction (as explained in paragraphs 1.2 and 1.3 below) are forms which may be used where appropriate in circumstances arising under the Civil Procedure Rules and Schedule Rules.
- 1.2 There are annexed to this Practice Direction (a) a list of Court Forms arranged by subject-matter; and (b) an alphabetical index. The alphabetical index may be used in conjunction with the list of Court Forms. The alphabetical index signposts the reader to the relevant entries in the list.
- 1.3 The intention is that the reader should then search the list by reference to the title heading of the subject-matter in question (e.g., under the title heading, “Starting Proceedings”) and then search under that heading for the particular form being sought. Those readers who know the name or number of a particular form will be able to search for the form directly under its name and/or number (e.g. “N87 Final Charging Order”). The forms contain, where appropriate, in their own heading, a reference to the directly relevant rule of the Civil Procedure Rules and/or the directly relevant Practice Direction supplementing those Rules. In addition it will be noted that entries under a particular heading contain in many cases a reference to Rules and Practice Directions, in addition to the forms themselves, in order to assist the reader.
- 1.4 Particular attention is drawn to the entry of Chancery Court Forms in the list. The forms set out under that title-heading are for use in proceedings in the Chancery Division, e.g. Form CH1 (Case Management directions). That title-heading should be searched in all cases where the form required is for use in that Division.
- 1.5 Forms can be downloaded from Form Finder at—

<http://hmctsformfinder.justice.gov.uk/HMCTS/FormFinder.do>. The website can be searched by subject-matter and/or form number.

- 1.6 The list is to be regarded as a single universal list containing forms for use in a particular case. Accordingly, the former Practice Direction supplementing Part 4 of the Civil Procedure Rules, which listed forms under three tables (Table 1, Table 2 and Table 3), has been revoked and replaced by this Practice Direction. The previous Tables 1, 2 and 3 are abolished. In the interest of convenience as to numbering however, and for ease of reference, the actual number given to a form under the previous Practice Direction (e.g. as above, Form N87) has, wherever appropriate, been retained.
- 1.7 The forms may be modified as the circumstances require provided that all essential information, especially information or guidance which the forms gives to the recipient, is included.
- 1.8 Where a rule permits or requires, a party intending to use an affidavit instead of a witness statement should amend any form in the list to be used in connection with that rule so that the word “affidavit” instead of “witness statement” appears in the form.

Annex A List of Court Forms arranged by subject-matter

Annex B Alphabetical index

Annex A List of Court Forms arranged by subject-matter

ADDITION AND SUBSTITUTION OF PARTIES

See Part 19 and PD19A

No. 52 Notice of claim to non-parties (rule 19.8A(4)(a)(i))

No. 52A Notice of judgment or order to non-parties (rule 19.8A(4)(a)(i))

See also PF 52 Order in the Queens’ Bench Division for case management and costs management directions in the multi-track (Part 29)

ADDITIONAL CLAIMS

N211 Part 20 claim form

N211A Part 20 notes for claimant

N211C Part 20 notes for defendant

N212 Part 20 notice of issue

N213 Part 20 acknowledgment of service

PF 20A Application for permission to issue an additional claim under rules 20.4(2)(b),

- 20.5(1) or 20.7(3)(b)
- PF 20B Application for directions in an additional claim
- PF 21 Order for permission to make an additional claim under rules 20.4(2)(b), 20.5(1) or 20.7(3)(b) and directions following such permission
- PF 22 Notice claiming contribution or indemnity against another defendant (Rule 20.6)

ADMINISTRATION ORDER PROCEDURE (COUNTY COURT)

See Schedule 2 CCR Order 39

- N92 Application for Administration Order
- N93 List of Creditors furnished under the Act of 1971
- N94 Administration Order
- N95 Order revoking an administration order
- N95A Order suspending or varying an administration order
- N270 Notes for guidance (application for administration order)
- N372 Order for rehearing
- N373 Notice of application for an administration order
- N374 Notice of intention to review an administration order
- N374A Notice of intention to revoke an administration order
- N375 Notice of further creditor's claim
- N376 Notice of hearing for administration order (by direction of the Court)
- N377 Notice of dividend

ADMINISTRATIVE COURT FORMS

Judicial Review

See Part 54 and Practice Directions 54A, 54B, 54C, 54D and 54E

- N461 Judicial Review claim form
- N461 Notes. Guidance notes on completing the judicial review claim form
- N462 Judicial Review Acknowledgment of Service
- N463 Judicial review - application for urgent consideration
- N464 Application for directions as to venue for administration and determination
- N465 Response to application for directions as to venue for administration and determination
- PF 244 Application Notice

See also rules 45.43 and 45.44, and PD45 paragraph 5 relating to Aarhus Convention claims

Habeas corpus

See Part 87

- N208 Part 8 Claim form
 - No.89 Writ of habeas corpus for release
 - No.91 Writ of habeas corpus to give evidence
 - No.92 Writ of habeas corpus to answer a charge
- For form of witness statement see rule 32.8 and PD32**

Planning Court

See Part 54 (Section II)

N208PC Planning Statutory Review. Part 8 Claim Form
N215PC Certificate of Service (Planning Court)
N461PC Judicial Review Claim Form
N462PC Judicial Review Acknowledgment of Service
N463PC Judicial Review Application for Urgent Consideration
N464PC Application for Directions as to Venue for Administration and
Determination
N465PC Response to Application as to Venue for Administration and Determination
PCPF244 Application Notice (Part 23) in the High Court of Justice, Queens Bench
Division, the Planning Court

Prevention of Terrorism

Prevention of Terrorism Act 2005 Claim Form (Under Section 11)

ADMIRALTY COURT FORMS

See Part 61 and Practice Direction 61 and the Admiralty and Commercial Courts Guide

ADM1 Claim form (Admiralty claim in rem)
ADM1A Claim form (Admiralty claim)
ADM1C Notes for defendant on replying to an Admiralty claim form
ADM2 Acknowledgment of service (Admiralty claims)
ADM3 Collision statement of case
ADM4 Application and undertaking for arrest and custody
ADM5 Declaration in support of application for warrant of arrest
ADM6 Notice to consular officer of intention to apply for warrant of arrest
ADM7 Request for caution against arrest
ADM9 Warrant of Arrest
ADM10 Standard directions to Admiralty Marshal
ADM11 Request for caution against release
ADM12 Request and undertaking for release
ADM12A Request for withdrawal and caution against release
ADM13 Application for judgment in default
ADM14 Order for sale of a ship
ADM15 Claim form (Admiralty limitation claim)
ADM15B Notes for defendant on replying to an Admiralty limitation action
ADM16 Notice of admission of right of claimant to limit liability
ADM16A Defence to Admiralty limitation claim
ADM16B Acknowledgment of service (Admiralty limitation claim)
ADM17 Application for restricted limitation decree
ADM17A Application for general limitation decree
ADM18 Restricted limitation decree
ADM19 General limitation decree
ADM20 Defendant's claim in a limitation claim
ADM21 Declaration as to inability of a defendant to file and serve statement of case
under a decree of limitation

ANONYMITY ORDERS

PF10 Anonymity and Prohibition of Publication order

ANTI-SOCIAL BEHAVIOUR PROCEEDINGS

Anti-social behaviour Injunctions

N16 Injunction order

N16(1) Injunction order (formal parts)

N16A application for an injunction (general form)

N79 Committal or Other order upon Proof of Disobedience of a Court Order or Breach of an Undertaking

N80 Warrant of Committal to prison

N110A Power of arrest

N113 Anti-social behaviour order

N113A Interim Anti-social behaviour order

N142 Guardianship Order

N143 Interim Hospital Order

N144 Recognizance of defendant

N145 Recognizance of surety

N146 Warrant of Arrest

N147 Remand Order (bail granted)

N148 Remand Order (bail not granted)

N244 Application Notice

For form of witness statement see rule 32.8 and PD32

Harassment Act

N208 Part 8 claim form

N110A Power of arrest

N138 Injunction order (Protection from Harassment Act 1997)

N139 Application for warrant of arrest

N146 Warrant of arrest

N79 Committal or Other order upon Proof of Disobedience of a Court Order or Breach of an Undertaking

N244 Application Notice

Housing

N6 Claim for demotion of tenancy/suspension of right to buy

N7D Notes for defendant (demotion/suspension claim)

N11D Defence form to a claim for a demotion order

N122 Particulars of claim for a demotion order

N206D Notice of issues (Demotion claim)

For form of application to suspend warrant of possession see PD55B paragraph 13

Gang-related violence injunctions

N16 Injunction order

N16(1) Injunction order (formal parts)

N16A Application for an injunction (general form)

N79 Committal or Other order upon Proof of Disobedience of a Court Order or Breach of an Undertaking

N80 Warrant of Committal to prison

N110A Power of arrest
 N113 Anti-social behaviour order
 N133A Interim Ant-social behaviour order
 N139 Application for warrant of arrest
 N142 Guardianship Order
 N143 Interim Hospital Order
 N145 Recognizance of surety
 N146 Warrant of Arrest
 N147 Remand Order (bail granted)
 N148 Remand Order (bail not granted)
 N244 Application Notice
 N525 Warrant of detention
 N526 Order revoking a Supervision Order
 N527 Order revoking a Detention Order
 N528 Supervision order
 N529 Order following non-compliance of a Supervision Order where the Respondent is under 18
 N530 Order upon proof of breach of a gang-related violence injunction where the Respondent is under 18

For form of witness statement see rule 32.8 and PD32

APPEALS

N161 Appellant's notice
 N161A Guidance notes on completing appellant's notice
 N161B Important notes for respondent
 N161C Guidance notes on completing form N161 - Appellant's notice for appeals relating to deduction orders
 N162 Respondent's notice
 N162A Guidance notes on completing respondent's notice
 N163 Skeleton arguments
 N164 Appellant's notice (small claims track only)
 N165 Certificate of notification/non-notification (Appeals from the Court of Protection to the Court of Appeal)
 N460 Reasons for allowing or refusing permission to appeal (including referral to the Court of Appeal (Civil Division))
 N460HC Reasons for allowing or refusing permission to appeal and referral to the Court of Appeal

APPLICATIONS

See Part 23 and PD23A

N244 Application notice/Notes for guidance
 N244A Notice of hearing of an application
 N244(CC) Application Notice (Commercial Court)
 N244(FLCH) Application Notice (Financial List Chancery Court)
 N244(FLCC) Application Notice (Financial List Commercial Court)
 N245 Application for suspension of a warrant and/or variation of an instalment order
 N246 Claimants Reply to Defendants application to vary instalment order
 N246A Claimants reply to Defendants application to suspend warrant of execution
 N294 Claimants application for a variation order

ARBITRATION FORMS

See Part 62 and Practice Direction 62, and the Admiralty and Commercial Courts Guide, the Mercantile Court Guide, and the Technology and Construction Court Guide

- N8 Claim Form (arbitration) as contained in Appendix A of PD62
- N8A Notes for Claimant (arbitration) as contained in Appendix A of PD62
- N8B Notes for Defendant (arbitration) as contained in Appendix A of PD62
- N15 Acknowledgment of Service (arbitration) as contained in Appendix A of PD62
- N244 Application Notice for stay of legal proceedings under section 9 of the Arbitration Act 1996
- PF 166 Certificate as to finality, etc. of Arbitration Award for Enforcement Abroad (Arbitration Act 1996, s.58)
- PF 167 Order to stay proceedings under Section 9 of the Arbitration Act 1996 (rule 62.8)

BAIL

See RSC Order 79

- No.97 Summons to grant bail (claim form)
- No.97A Summons to vary arrangements for bail in a criminal proceeding (claim form)
- No.98 Order of judge in chambers to release prisoner on bail
- No.98A Order of judge varying arrangements for bail
- No.99 Order of Court of Appeal to admit prison to bail
- No.100 Notice of bail

BILLS OF SALE

- PF 179 Evidence on registration of a Bill of Sale given by way of security for the payment of money (Bills of Sale Act 1878 ss. 8 and 10; Bills of Sale Act (1878) Amendment Act 1882 s.10)
- PF 180 Evidence on registration of an Absolute Bill of Sale, Settlement and Deed of Gift (Bills of Sale Act 1878, ss. 8 and 10)
- PF 180A Evidence on application to extend time for registration of a bill of sale or an affidavit of its renewal (Bills of Sale Act 1878, s. 14; PD8A paragraph 10A)
- PF 180B Evidence on application to rectify an omission or misstatement in the registration or renewal of registration of a bill of sale (Bills of Sale Act 1878, s.14; PD 8A paragraph 10A)
- PF 181 Evidence on renewal of registration of a Bill of Sale (Bills of Sale Act 1878, s.11)
- PF 182 Order for extension of time to register a Bill of Sale or an affidavit of renewal thereof (Bills of Sale Act 1878, s.14; PD8A paragraph 10A.3)
- PF 183 Evidence for permission to enter Memorandum of Satisfaction on Bill of Sale (Bills of Sale Act 1878, s.15; PD8A paragraph 11.5)
- PF 184 Claim form for an order that a memorandum of satisfaction be written on the registered copy of a Bill of Sale (Bills of Sale Act 1878, s.15; PD8A paragraph 11.2)
- PF 185 Order for entry of Memorandum of Satisfaction on the registered copy of a Bill of Sale (Bills of Sale Act 1878, s.15; PD8A paragraph 11.5)
- PF 186 Evidence on application to register Assignment of Book Debts

(s. 344 Insolvency Act 1986; ss. 8 and 10 Bills of Sale Act 1878; PD8A paragraph 15B.4)

CASE MANAGEMENT

See Parts 3, 26, 27, 28 and 29

Allocation

- N149A Notice of proposed allocation to small claims track
- N149B Notice of proposed allocation to fast track
- N149C Notice of proposed allocation to multi-track
- N152 Notice that [defence] [counterclaim] has been filed
- N153 Notice of allocation or listing hearing
- N154 Notice of allocation to fast track
- N155 Notice of allocation to multi-track
- N156 Order for further information (for allocation)
- N157 Notice of allocation to small claims track
- N158 Notice of allocation to small claims track (preliminary hearing)
- N159 Notice of allocation to small claims track (no hearing)
- N160 Notice of allocation to small claims track (with parties consent)

Case Management and Costs Management Directions

- N170 Listing questionnaire (pre-trial checklist)
- N171 Notice of date for return of listing questionnaire
- N172 Notice of trial date
- N173 Notice to pay fee
- N174 Notice to defendant that claim struck out (non-payment of fee)
- N174A Notice to claimant that counterclaim struck out (non-payment of fee)
- N180 Directions questionnaire (small claims track)
- N181 Directions questionnaire (fast and multi-track)
- PF 16 Notice of court's proposal to make an order of its own initiative (rules 3.3(2) and 3.3(3))
- PF 17 Order made on court's own initiative without notice (rule 3.3(4) and (5))
- PF 43 Application for security for costs under rule 25.12 and 25.13
- PF 44 Order for security for costs (rules 25.12 and 25.13)
- PF 49 Form to be returned with Allocation Question including dates for first CMC
- PF 52 Order for case management directions and costs management directions in the Multi-track (Part 29)
- PF 52A Shortened form of PF 52 in the Queen's Bench Division for multi-track case and costs management directions in Mesothelioma and Asbestosis claims
- PF 53 Order for separate trial of an issue (rule 3.1(2)(i))
- PF 74 Order for Trial of a Whole Claim or of an issue by Master or District Judge (PD2B paragraph 4.1)
- PF 168 Order on application to transfer claim from High Court to County Court (sections 40(1) and (2) County Courts Act 1984: High Court and County Courts Jurisdiction Order 1991 (as amended) rule 30.3)
- Model Directions and Standard Directions referred to in rule 29.1(2) and available on www.justice.gov.uk/courts/procedure-rules/civil
- Application by person subject to a civil proceedings order or an all proceedings order to begin or continue proceedings, or make an application in proceedings (form of). See PD3A paragraph 7

Civil Restraint Orders

N19 Limited civil restraint order
N19A Extended civil restraint order
N19B General civil restraint order
N244 Application Notice

Failure to comply/unless order

N367 Notice of hearing to consider why fine should not be imposed
N368 Order fining a witness for non-attendance
N370 Order of commitment or imposing a fine for insult or misbehaviour
PF 8 Standard “Unless” Order or other Order upon failure to file directions questionnaire (rule 26.3, PD 26 paragraph 2.5, and Form N181)
PF 84B Judgment on Request arising from failure to comply with an Order made under rule 3.5(1) (rule 3.5(2))
PF 84C Application for entry of judgment on failure to comply with an order made under rule 3.5(1) (rule 3.5(5))
PF 84D Judgment on application arising from a failure to comply with an order made under rule 3.5(1) (rule 3.5(1) and (5))
PF 85A Application for order arising on failure to comply with a condition imposed under rule 3.1(3)
PF 85B Order on application arising from a failure to comply with a condition imposed under rule 3.1(3)
PF 84A Request for Judgment on failure to comply with an order made under rule 3.5(1) (rule 3.5(2))

Order to sue or defend on behalf of others

N202 Order for party to sue or defend on behalf of others having the same interest
N203 Notice to persons on whose behalf party has obtained leave to sue or defend
N204 Notice to person against whom party has obtained leave to sue or defend on behalf of others

Relief from sanctions

71 Evidence in support of application for relief from sanctions (rule 3.8 and 3.9)

Transfer

N328 Notice of transfer of proceedings to the High Court
PF 168 Order on application to transfer claim from High Court to County Court (section 40(1) and (2) County Courts Act 1984; High Court and County Courts Jurisdiction order 1991 (as amended) rule 30.3)
PF 168A Order on court’s own initiative to transfer claim from High Court to County Court (section 40(1) and (2) County Courts Act 1984; High Court and County Courts Jurisdiction Order 1991 (as amended) rule 30.3)
PF 197 Application for order for transfer from the Royal Courts of Justice to a district registry or vice-versa or from one district registry to another (rule 30.2(4))
PF 198 Order for transfer from the Royal Courts of Justice to a district registry or vice-versa or from one district registry to another (rule 30.2(4))

CHANCERY COURT FORMS

- CH1 Case Management Directions for normal use in Chancery Division (Part 3)
- CH2 Full Draft Case Management directions (Part 3)
- CH3 Order for Costs and Case Management Conference and trial date (Part 3)
- CH4 Unless Order (rule 3.1(3) and 3.4(2)(c))
- CH5 Order for Service out
- CH6 Group litigation order (rule 19.10-15 and PD 19B)
- CH7 Notice of Claim to non-parties (rule 19.8A)
- CH8 Notice of Judgment or Order to non-parties (rule 19.8A)
- CH9 Witness statement/affidavit in support of application for appointment of new litigation friend for child (Part 21)
- CH10 Order for an injunction (intended action) (Part 25)
- CH11 Order for interim injunction (Part 25)
- CH12 Order for Stay for ADR (PD26 paragraph 3.1-4)
- CH13 Executor's/Administrator's Account (Part 40; PD40A)
- CH14 Order stating results of proceedings on usual accounts and inquiries in admin claim (Part 40; PD40A)
- CH15 Common form of Order for Sale (rule 40.16)
- CH16 Order nominating person to execute sale (rule 40.16)
- CH17 Order for account and inquiry (PD40A)
- CH18 Order for partnership account and inquiry (PD40A)
- CH19 Result of partnership account and inquiry (PD40A)
- CH20 Result of account of money due (PD40A)
- CH21 Order declaring that a solicitor has ceased to act (rule 42.3)
- CH22 Mortgage: suspended possession Order (Part 55)
- CH23 Mortgage possession Order (Part 55)
- CH24 Order appointing administrator pending determination of probate claim (Part 57 section I and PD57A paragraph 8)
- CH25 Security of receiver/administrator pending determination of probate claim (Part 57 section I and PD57A paragraph 8)
- CH26 Order in probate claim involving compromise (Part 57 section I)
- CH27 Handing out testamentary documents for examination (rule 57.5)
- CH28 Revocation/refusal of grant of probate (rule 57.6)
- CH29 Order pronouncing for some words, against others (Part 57 section II)
- CH30 Order pronouncing for completed copy/torn up will (Part 57 section II)
- CH31 Tomlin Order – 1975 Act (Part 57 section IV)
- CH32 Order for approval of compromise (Part 57 section IV)
- CH33 Order granting permission to make application under 1975 Act after time expired (Part 57 section IV)
- CH34 Order for Claimant to be Defendant – 1975 Act (Part 57 section IV)
- CH35 Order for provision under 1975 Act (Part 57 section IV)
- CH36 Enforcing charging order (single defendant)
- CH37 Enforcing charging order (multiple defendants)
- CH38 Order for Distribution of a Lloyd's Estate
- CH39 Lloyds Estate Form of Witness Statement

- N1(CHFL) Claim form (Part 7, Chancery Division Financial List)
- N1C(CCCHFL) Notes for the defendant replying to a Part 7 claim form Financial List
- N9(CHFL) Acknowledgment of service (Part 7 Chancery Division Financial List)

N208(CHFL) Claim form (Part 8, Chancery Division Financial List)
 N210(CHFL) Acknowledgment of service (Part 8, Chancery Division Financial List)
 N211(CHFL) Claim form (Part 20, Chancery Division Financial List)
 N213(CHFL) Acknowledgment of service (Part 20, Chancery Division Financial List)
 N244(CHFL) Application Notice (Chancery Division Financial List)
 N265(CHFL) Standard Disclosure (Chancery Division Financial List)

CHANGE OF SOLICITOR – SEE ALSO LEGAL REPRESENTATIVES

N434 Notice of Change of Solicitor
 PF 147 Application by another party for Order declaring that Solicitor has ceased to act by reason of death etc. (rule 42.4 and PD42 para. 4)
 PF 148 Order declaring that Solicitor has ceased to act by reason of death etc (rule 42.2 and PD42 paragraph 4)
 PF 149 Application by Solicitor for declaration that he has ceased to act (rule 42.3 and PD42 paragraph 3)
 PF 150 Order declaring that Solicitor has ceased to act for a party (rule 42.3 and PD42 paragraph 3.3)

CHILDREN AND PROTECTED PARTIES

See PD21 paragraphs 5-13

See Court Funds Forms

N235 Certificate of suitability of litigation friend
 N243B Notice of instruction to Court Funds Office
 N292 Order on Settlement on behalf of child, protected party or protected beneficiary
 PF 32CH [Witness Statement] [Affidavit] in support of Application for Appointment by the Court of new Litigation Friend of Child Claimant
 PF 170A Application for approval of settlement or compromise for a child or protected party in personal injury or Fatal Accidents Act claim before proceedings are begun (rule 21.10(2) and PD21 paras. 5 and 7)
 PF 170B Application for approval of settlement or compromise for a child or protected party in personal injury or Fatal Accidents Act claim after proceedings have been issued (rule 21.10(2) and PD21 paras. 6.1 and 7)
 PF 172 Request for directions in respect of funds in court or to be brought into court (rule 21.11 and Part 21 PD paragraph 8)

COMMERCIAL COURT FORMS

See Part 58 and Practice Direction 58 and the Admiralty and Commercial Courts Guide

N1(CC) Claim Form (Part 7)
 N1C(CC) Notes for defendant on replying to Part 7 Claim form
 N9(CC) Acknowledgment of Service
 N208(CC) Claim form (Part 8)
 N208C(CC) Notes for Defendant on replying to Part 8 Claim form
 N210(CC) Acknowledgment of Service (Part 8)
 N211(CC) Claim Form (Additional claims—Part 20)

N211C(CC) Notes for Part 20 defendant on replying to Part 20 Claim form
 N213(CC) Acknowledgment of Service (Part 20 claim)
 N244(CC) Application notice in the Commercial Court
 N265(CC) List of documents: standard disclosure in the Commercial Court
 Pre-Trial Checklist Progress monitoring information sheet

N1(CCFL) Claim form (Part 7, Commercial Court Financial List)
 N1C(CCCHFL) Notes for the defendant replying to a Part 7 claim form Financial List
 N9(CCFL) Acknowledgment of service (Part 7, Commercial Court Financial List)
 N208(CCFL) Claim form (Part 8, Commercial Court Financial List)
 N210(CCFL) Acknowledgment of service (Part 8 Commercial Court Financial List)
 N211(CCFL) Claim form (Part 20, Commercial Court Financial List)
 N213(CCFL) Acknowledgment of service (Part 20, Commercial Court Financial List)
 N244(CCFL) Application Notice (Commercial Court Financial List)
 N265(CCFL) Standard Disclosure (Commercial Court Financial List)
 No.94 Order for production of documents in marine insurance claim (Part 49D PD paragraph 7)

COMMITTAL FOR CONTEMPT

N40 Warrant of Committal (Oral Examination)
 N40A (County Court) Warrant of arrest
 N40A (High Court) Warrant of arrest
 N40B Warrant of committal
 N40B(HC) Warrant of committal (High Court version)
 N77 Notice as to consequences of disobedience to Court Order
 N79/N329 Committal of other Order upon proof of disobedience of a court order or breach of undertaking
 N79A Suspended Committal Order (for disobedience)
 N80 Warrant for Committal to Prison
 N81 Notice to solicitor to show cause why an undertaking should not be enforced by committal to prison
 N82 Order for committal for failure by solicitor to carry out undertaking
 N83 Order for discharge from custody under warrant of committal
 N90 Summons for assaulting an officer of the court or rescuing goods
 N91 Order of Commitment and or imposing a fine for assaulting an officer of the court or rescuing goods
 N210C Acknowledgment of Service. (Part 81, Section 4 - Certification, or application under section 336 of the Charities Act 2011, in relation to conduct alleged to constitute contempt of court (Part 81, Section 4)).
 N367 Notice of hearing to consider why fine should not be imposed
 N368 Order fining a witness for non-attendance
 N370 Order of commitment or imposing a fine for insult or misbehaviour
 PF 102 Bench Warrant
 PF 103 Warrant of committal (general) (rule 81.30)
 PF 104 Warrant of committal (contempt in face of court) (rules 81.16 and 81.30)
 PF 105 Bench Warrant (failure of witness to attend)
 PF 106 Warrant of committal (of prisoner) (rule 81.30)
 PF 141 Witness Statement/Affidavit of Personal Service of Judgment or Order (rules 81.6 and 81.9)
 No.85 Order of committal or other penalty upon finding of contempt of court

COMPETITION APPEAL TRIBUNAL

See PD52D paragraph 8

CONDITIONAL FEES

See Law Society Model Agreement 2014 see

<http://www.lawsociety.org.uk/support-services/advice/articles/new-model-conditional-fee-agreement/>

CONFISCATION AND FORFEITURE

See Restraint Order in connection with criminal proceedings set out in Appendix 1 to the Practice Direction supplementing RSC Order 115

CONSUMER CREDIT ACT PROCEEDINGS

N1 Part 7 Claim form

N1(FD) Notes for the defendant on replying to the Claim Form (Consumer Credit Act Claim)

N9C Admission (Unspecified amount and non-money claims)

N9D Defence and Counterclaim (Unspecified amount and non-money claims)

N228 Notice of admission – return of goods (hire-purchase or conditional sale agreement)

N205A Notice of issue (specified amount) and request for judgment

N205B Notice of issue (unspecified amount) and request for judgment

N205C Notice of issue (non-money claim)

N440 Application for Time Order under section 129 of the Consumer Credit Act 1974

COSTS

EX80A Legal aid/ Legal Services Commission assessment certificate

N251 Notice of funding of case or claim

N252 Notice of commencement of assessment of bill of costs

N253 Notice of amount allowed on Provisional assessment

N253A Notice of provisional assessment (general form)

N254 Request for default costs certificate

N255 Default costs certificate

N255(HC) Default costs certificate (High Court version)

N256 Final costs certificate

N256(HC) Final costs certificate (High Court version)

N257 Interim costs certificate

N258 Request for provisional detailed assessment (General form)

N258A Request for detailed assessment (Legal aid/ Legal Services Commission only)

N258B Request for detailed assessment (cost payable out of a fund other than the Civil Legal Aid Fund)

N258C Request for detailed assessment hearing pursuant to an order under Part III of the Solicitors Act 1974

N259 Notice of appeal against a detailed assessment

N260 Statement of costs (summary assessment) PD44 paragraph 9.5
 N261 Provisional assessment hearing notice

PF 43 Application for security for costs under rule 25.12 and 25.13
 PF 44 Order for security for costs (rules 25.12 and 25.13)
 No.96 Certificate of order for costs against the Crown
 Model forms of bills of costs as follows:-
 Precedent AA: New Model bill of costs (PD51L)
 Precedent A: Model form of bill of costs (PD47)
 Precedent B: Model form of bill of costs (detailed assessment of additional liability only) (PD47)
 Precedent C: Model form of bill of costs (payable by Defendant and the LSC) (PD47)
 Precedent D: Model form of bill of costs (alternative form, single column for amounts claimed, separate parts for costs payable by the LSC only) (PD47)
 Precedent E: Legal Aid/ LSC Schedule of Costs (PD47)
 Precedent F: Certificates for inclusion in bill of costs (PD47)
 Precedent G: Points of Dispute and Reply (PD47)
 Precedent H: Costs Budget (Part 3 PD 3E and PD 47)
 Precedent H: Costs Budget Notes for guidance
 Precedent J: Solicitors Act 1974: Part 8 claim form under Part III of the Act (PD47)
 Precedent K: Solicitors Act 1974: order for delivery of bill (PD47)
 Precedent L: Solicitors Act 1974: order for detailed assessment (client) (PD47)
 Precedent M: Solicitors Act 1974: order for detailed assessment (solicitors) (PD47)
 Precedent P: Solicitors Act 1974: breakdown of costs (PD47)
 Precedent Q: Model form of breakdown of the costs claimed for each phase of the proceedings (PD3E)
 Precedent R: Budget Discussion Report
 Model form of prospective Costs Order in proceedings under rule 64.2(a), see appendix A to PD64A

COURT FEES

EX50 Civil and Family Court fees
 EX50A Full list of fees applicable in the Civil and Family Courts
 EX160 Apply for help with fees
 EX160A Guide as to how to apply for help with fees
 EX160B Undertaking to apply for remission of a court fee or tribunal fee, or to pay a court fee for tribunal fee. Emergency applications only
 EX160C Fee remissions contribution calculator
 Fee Account – the easy way to pay court fees

COURT FUNDS OFFICE FORMS

CFO 105 Request for a deposit (RentCharges Act 1977)
 CFO 320 Management of a child's fund (Pre-investment hearing) (see PD21 paragraph 9.1)
 CFO 320PB Management of a protected beneficiary's fund (where the aware is £10,000 or more but less than £50,000K or where the Court of Protection has directed retention of the fund) (pre-investment hearing)
 CFO 212 Request for an investment decision (see PD21 paragraph 9.2)
 CFO 403 Information sheet for litigation friend
 CFO 201 Request for payment out of money in court to satisfy a Part 36 offer

CFO 202 Notice of consent for payment out of monies in court
CFO 200 Payment schedule (PD21 paragraph 10.5)
CFO 211 Transfer of a fund

COURT RECORD FORM

PF 48 Court Record Form

CROWN PROCEEDINGS

See Part 66 and PD66

N390 Notice that a claim has been made against the Crown
N391 Crown Proceedings Act 1947 Affidavit in support of application directing payment by Crown to judgment creditor
N392 Crown Proceedings Act 1947 Notice of application for order directing payment by the Crown to the judgment creditor
No.95 Certificate of order against the Crown (section 25 of the Crown Proceedings Act 1947)

DAMAGES

See Part 41 and PD41A and PD41B

Form annexed to PD41A (Example of an award of provisional damages after trial)

DEEDS POLL

See PD5A paragraph 6 and the Appendix to that PD

LOC019 Enrolling a name change in the Royal Courts of Justice (leaflet)
LOC020 Deed poll. Change of name deed intended for enrolling in the Central Office of the Senior Courts of England and Wales
LOC021 Statutory declaration for an adult
LOC022 Minor's change of name deed intended for enrolling in the Central Office of the Senior Courts of England and Wales
LOC023 Suggested form of Affidavit of best interest
LOC024 Statutory declaration for a deed poll for a minor
LOC025 Notice for the London Gazette on change of name for an adult

DEFAULT JUDGMENT

N30 Judgment for claimant (in default)
N30(HC) Judgment for claimant (in default) (High Court version)
N205A Notice of issue (specified amount) and request for judgment
N205B Notice of issue (unspecified amount) and request for judgment
N225 Request for judgment and reply to admission (specified amount)
N227A Request for judgment by default (amount to be decided by the Court)
PF 9 Application for default judgment for possession of land (rule 12.4(2))
No.41 Default judgment upon request in claim relating to detention of goods (rule 12.4(1)(c))
No.42 Default judgment in claim for possession of land (rule 12.4(2)(a))

DERIVATIVE CLAIMS

See Notice Annexed to PD19C Notice in relation to derivative claims

DIRECTORS DISQUALIFICATION FORMS

See Practice Direction: Directors Disqualification Proceedings

- N500 Claim form—Directors Disqualification Application
- N500A Notes for Claimant – Directors Disqualification Application
- N500B Notes for Defendant—Directors Disqualification Application
- N501 Claim form—Directors Disqualification Section 8A Application
- N501A Notes for Claimant—Directors Disqualification Section 8A Application
- N501B Notes for Defendant—Directors Disqualification Section 8A Application
- N502 Acknowledgment of service—Directors Disqualification Application
- N503 Acknowledgment of service—Directors Disqualification Section 8A Application
- N504 Pre-trial checklist—Directors Disqualification

DISCLOSURE AND INSPECTION OF DOCUMENTS

- N263 Disclosure Report
- N264 Electronic documents questionnaire
- N265 List of Documents
- N266 Notice to admit facts/admission of facts
- N268 Notice to prove documents at trial
- PF 56 Request for further information or clarification (Part 18 and Practice Direction 18)
- PF 57 Application for further information or clarification (Part 18 and Practice Direction 18, paragraph 5)
- PF 58 Order for further information or clarification (Part 18 and Practice Direction 18)

DISCONTINUANCE

- N279 Notice of discontinuance (rule 38.3)

DISCRIMINATION

See Equality Act 2010

See Practice Direction Proceedings under Enactments Relating to Equality

ENFORCEMENT

Attachment of Earnings

- N55 Notice of application for Attachment of Earnings Order
- N56 Form for replying to an Attachment of Earnings application (statement of means)
- N59 Warrant of Committal under section 23(1) of the Attachment of Earnings Act 1971
- N60 Attachment of Earnings Order (Judgment Debt)
- N61 Order for production of statement of means
- N61A Order to employer for production of statement of earnings
- N62 Summons for offence under Attachment of Earnings Act 1971
- N63 Notice to show cause under section 23 of the Attachment of Earnings Act 1971
- N64 Suspended Attachment of Earnings Order

N65A Attachment of Earnings Arrears Order
 N66 Consolidated Attachment of Earnings Order
 N66A Notice of application for consolidated Attachment of Earnings Order
 N336 Request and result of search in the Attachment of Earnings index
 N337 Request for Attachment of Earnings order
 N338 Request to employer for statement of earnings
 N339 Discharge of Attachment of Earnings order
 N340 Notice as to payment under attachment of earnings order made by the High Court
 N341 Notice of intention to vary Attachment of Earnings order under section 10(2) of Attachment of Earnings Act 1971
 N446 Request for Re-issue of Enforcement or an order to obtain information from judgment debtor (not warrant)
 N447 Notice to claimant of date fixed for adjourned hearing
 N448 Request to Defendant for employment details, Attachment of Earnings
 N449 Notice to employer. Failure to make deductions under Attachment of Earnings Order

Charging Orders

N86 Interim charging order
 N87 Final charging order
 N379 Application for a charging order on land or property
 N380 Application for charging order on securities
 N436 Order for sale of land under charging order
 PF 34CH Order in Inquiry as to Title in proceedings to enforce Charging Order where the Defendant's Title is not disclosed
 PF 187 Application for solicitor's charging order (section 73 Solicitors Act 1974)
 PF 188 Charging order; solicitor's costs (section 73 Solicitors Act 1974)
 Application for stop order on funds in court or securities (form of) see rule 73.12(2)
 Stop order on funds in court or securities (form of) see rules 73.13 and 73.14
 Request for stop notice in relation to securities (form of) see rule 73.17(2)
 Stop notice in relation to securities (form of) see rule 73.17(2) and Appendix B to PD73.
 Claim to enforce charging order by sale of land (form of) see rule 73.10(3) and PD73 paragraph 4
 Order to enforce charging order by sale of land (Sample forms) See PD73 paragraph 4.4 and Appendix A to PD73
 No.75 Charging order to show cause
 No.79 Stop order on capital and income of funds in court
 No.80 Affidavit/witness statement and Stop Notice
 No.81 Order on claim to restrain transfer of stock etc.

County Court Set-off of cross judgments

See rule 40.13A

Interpleaders

N88 Interpleader Summons to Execution Creditor
 N88(1) Interpleader Summons to Claimant claiming goods or rent under an execution
 N89 Interpleader summons to persons making adverse claims to debt, etc.
 N276 Notice of Hearing of Interpleader Proceedings transferred from High Court

- N277 Notice of Pre Trial Review of Interpleader proceedings transferred from the High Court
- N358 Notice of claim to goods taken in under control
- N359 Notice to claimant to goods taken in execution to make deposit or give security
- N362 Order on interpleader summons under an execution where the claim is not established
- N363 Order on interpleader summons under an execution where the claim is established
- N364 Order on interpleader summons (other than execution) where there is an action
- N365 Order on interpleader summons (other than execution) where there is no action
- N360 Affidavit in support of interpleader summons other than under an execution

Judgment Summonses

- N67 Judgment Summons under the Debtors Act 1869
- N68 Certificate of Service (Judgment Summons)
- N69 Order for Debtor's Attendance at an Adjourned Hearing of Judgment Summons
- N70 Order of Commitment under section 110 of the County Courts Act 1984
- N71 Order revoking an Order of Commitment under section 110 of the County Courts Act 1984
- N72 Notice to Defendant where a Committal Order made but directed to be suspended under Debtors Act
- N73 New Order on Judgment Summons
- N74 Warrant of Committal on Judgment Summons under the Debtors Act 1869
- N75 Indorsement on a warrant of committal sent to another court
- N76 Certificate to be indorsed on duplicate Warrant of Committal issued for re-arrest of Debtor
- N342 Request for judgment summons
- N343 Notice of result of hearing of a judgment summons issued on a judgment or order of the High Court
- N344 Request for warrant of committal on judgment summons
- N345 Certificate of payment by prisoner under the Debtors Act 1869

Orders to obtain information

- N39 Order for attend court for questioning
- N40A(HC) Warrant of arrest for disobedience to order to attend court for questioning (High Court version)
- N40A(CC) Warrant of arrest for disobedience to order to attend court for questioning (County Court version)
- N40B(HC) Warrant of Committal for disobedience to Order to Obtain information (High Court version)
- N40B(CC) Warrant of Committal for disobedience to Order to Obtain information (County Court version)
- N316 Application for order that debtor attend court for questioning
- N316A Application that officer of company attend court for questioning
- N446 Request for re-issue of enforcement or an order to obtain information from judgment debtor (not warrant)
- EX550 Affidavit of service of order to attend court for questioning
- EX140 Record of examination (Individual)
- EX141 Record of examination (Officer of company or corporation)

Third Party Debt Orders

- N37 Hardship payment order
- N84 Interim third party debt order
- N85 Final third party debt order
- N349 Application for third party debt order
- N446 Request for re-issue of enforcement or an order to obtain information from judgment debtor (not warrant)

Miscellaneous

- N322A Application for an order to allow enforcement of a decision or ACAS conditional settlement (Form COT3) that requires permission to proceed
- N322A Notes Guidance notes for form N322A
- N322B Application for an order to allow enforcement of a decision or an ACAS settlement (Form COT3) that does not require permission to proceed
- N322B Notes Guidance notes for form N322B
- N322H Request to register a High Court Judgment or Order for enforcement
- N447 Notice to Claimant of date fixed for adjourned hearing
- PF 205 Evidence in support of application for permission to execute for costs of previous attempts to enforce judgment
- EAC1 Application for certificate to act as an enforcement agent
- EAC2 Complaint against a Certificated Person

Writs and Warrants

- N41 Order suspending judgment or Order, and/or Warrant of Control/Committal
- N41A Order suspending warrant (determination of variation of payment)
- N42 Warrant of Control
- N46 Warrant of Delivery and Execution for damages and Costs
- N48 Warrant of Delivery, where, if goods are not returned, Levy is to be made for their value
- N49 Warrant for Possession of Land
- N50 Warrant of Restitution
- N51 Warrant of Restitution (Trespassers)
- N52 Warrant of Possession of Land (Trespassers)
- N53 Notice of Warrant of Execution or Committal to District Judge of another Court
- N54 Notice of eviction
- N54A Notice of further attempt at eviction
- N293A Combined certificate of judgment and request for writ of control or writ of possession (trespassers only)
- N317 Bailiffs report
- N317A Notice of Bailiff's report to the claimant
- N319 Notice of execution of warrant of committal
- N323 Request for warrant of execution
- N324 Request for warrant for delivery of goods
- N325 Request for warrant for possession of land
- N326 Notice of issue of warrant of control
- N327 Notice of issue of warrant of control to enforce a judgment or order of the High Court
- N330 Notice of sale or payment under execution in respect of a judgment for a sum exceeding £500

- N331 Notice of withdrawal from possession or payment over of moneys on notice of Receiving or Winding-up order
- N332 Inventory of goods removed
- N333 Notice of time when and where goods will be sold
- N334 Request to hold walking possession and authority to re-enter
- N366 Summons for neglect to levy execution
- N471 Application to enforce an award of an Employment Tribunal and request a Writ of control
- N471A Application to enforce an ACAS settlement (Form COT3) and request a Writ of control
- N444 Details of sale under a warrant of execution
- N445 Request for re-issue of warrant
- PF 23 Notice by Enforcement Officer of claim to goods taken in execution
- PF 86 Request for Issue of Writ of Control (rule 83.9(3))
- PF 86A Combined Request for Writ of Control, Writ of Possession, Writ of Delivery
- PF 87 Request for Issue of Writ of Sequestration (rule 83.9(3))
- PF 88 Request for Issue of Writ of Possession (rule 83.9(3) and rule 83.13)
- PF 89 Request for Issue of Writ of Possession and Writ of Control combined (rule 83.9(3) and rule 83.13(9))
- PF 90A Request for issue of a Writ of Specific Delivery where judgment or order does not give the alternative of paying the assessed value of the goods (rules 83.9(3) and 83.14(1))
- PF 90B Request for issue of a Writ of Delivery where judgment or order gives the alternative of paying the assessed value of the goods (rules 83.9(3) and 83.14(2)(a))
- PF 90C Request for issue of a Writ of Specific Delivery where order made under rule 83.14(2)(b) (rules 83.9(3) and 83.14(2)(b))
- PF 91 Evidence in support of application for permission to issue a writ of possession (rule 83.13)
- PF 97 Order for sale by an Enforcement Officer by private contract
- No.53 Writ of Control
- No.55 Notice of Seizure
- No.54 Writ of Control on order for costs
- No.56 Writ of Control (for part)
- No.57 Writ of Control against personal representatives
- No.58 Writ of fieri facias de bonis ecclesiasticis
- No.59 Writ of sequestrari de bonis ecclesiasticis
- No.62 Writ of fieri facias to enforce Northern Irish or Scottish Judgment
- No.63 Writ of control to enforce foreign registered judgment
- No.64 Writ of delivery: delivery of goods, damages and costs
- No.65 Writ of delivery: delivery of goods or value, damages and costs
- No.66 Combined writ of possession and control
- No.66A Combined writ of possession and control for costs of action
- No.67 Writ of Sequestration (rule 81.20(1) and rule 81.27)
- No.68 Writ of Restitution
- No.69 Writ of Assistance
- No.71 Notice of extension of writ of control (rule 83.4)
- Application and order for stay of execution (see form of rule 40.8A and rule 83.7)

ENFORCEMENT OF ENGLISH JUDGMENTS ABROAD (OUTGOING)

- Form 110 Certificate for enforcement in a foreign country under [section 10 of the Administration of Justice Act 1920], [section 10 of the Foreign Judgments (Reciprocal Enforcement) Act 1933], [section 12 of the Civil Jurisdiction and Judgments Act 1982] (rule 74.12 and PD74 paragraph 7)
- Form 111 Certificate for the enforcement in Scotland or Northern Ireland of a money judgment of the High Court or of the County Court (Schedule 6 to the Civil Jurisdiction and Judgments Act 1982) (rule 74.17 and Practice Direction 74A paragraph 8.2)
- Form 112 Certificate annex to sealed copy of judgment of the High Court or of the County Court for enforcement of non-money provisions in Scotland or Northern Ireland (Section 18 of and Schedule 7 to the Civil Jurisdiction and Judgments Act 1982) (rule 74.8 and Practice Direction 74A paragraph 8.3)
- PF 163 Evidence in support of application for certified copy of a judgment obtained in the High Court or in the County Court for enforcement in a foreign country (rule 74.12 and 74.13)

ENFORCEMENT OF FOREIGN JUDGMENTS HERE (INCOMING)

- PF 154 Order for permission to register a foreign judgment under [Section 9 of the Administration of Justice Act 1920] [Section 2 of the Foreign Judgments (Reciprocal Enforcement) Act 1933] [Section 4 of the Civil Jurisdiction and Judgments Act 1982] [EU Regulation 1215/2012] (rule 74.3 and 4)
- PF 156 Evidence in support of application for registration of a Community Judgment (rules 74.19 and 74.21)
- PF 157 Order for registration of a Community judgment to be served on every person against whom the judgment is given (rule 74.22)
- PF 159A Evidence in support of application for registration for enforcement in England and Wales of a foreign judgment under the Administration of Justice Act 1920 (rule 74.3 and 74.4 and PD 74A paragraphs 4.4 and 5)
- PF 159B Evidence in support of application for registration for enforcement in England and Wales of a foreign judgment under the Foreign Judgments (Reciprocal Enforcement) Act 1933 (rules 74.3 and 74.4 and PD 74A paragraphs 4.4 and 5)
- PF 159C Evidence in support of application for registration for enforcement in England and Wales of a foreign judgment under section 4 of the Judgments Act 1982 (rules 74.3 and 74.4 and PD 74A paragraphs 4.4)
- PF 159D Evidence in support of application for registration for enforcement in England and Wales of a foreign judgment under the Lugano Convention (rules 74.3 and 74.4 and PD 74A paragraphs 4 and 6)
- PF 159E Evidence in support of application for registration for enforcement in England and Wales of a foreign judgment under section 4B of the Civil Jurisdiction and Judgments Act 1982 (registration and enforcement of civil judgments under the Hague Convention (rules 74.3 (i) and 74.4 (5A))
- PF 160 Order for registration for enforcement in England and Wales of a foreign judgment under the Administration of Justice Act 1920, the Foreign Judgments (Reciprocal Enforcement) Act 1933, section 4 of the Civil Jurisdiction and Judgments Act 1982, section 4A of the Civil Jurisdiction and

- Judgments Act 1982 (the Lugano Convention) or section 4B of the Civil Jurisdiction and Judgments Act 1982 (Hague Convention) (rule 74.6)
- PF 164A Evidence in support of application to the High Court for the registration of a certificate for the enforcement of money provisions of a judgment given in another part of the United Kingdom (rule 74.15)
- PF 164B Evidence in support of application to the High Court for the registration for the enforcement of the non-money provisions of a judgment in another part of the United Kingdom (rule 74.16)

EQUALITY PROCEEDINGS

See Equality Act 2010

See Practice Direction Proceedings under Enactments Relating to Equality

ESTATES, TRUSTS AND CHARITIES

See also Chancery Court Forms above

- N297 Order for Accounts and Inquiries in Creditor's Administration Action
- N307 District Judge's Order (Accounts and Inquiries)
- N432 Affidavit on payment into court under section 63 of the Trustee Act 1925
- N433 Notice to Person Beneficially interested of Payment into Court under Section 63 of the Trustee Act 1925
- PF 12CH Advertisement for creditors (PD40 paragraph 10)
- PF 13CH Advertisement for claimants other than creditors pursuant to Order (PD40A paragraph 10)
- PF 14CH Witness statement [affidavit] verifying list of creditors' claims (PD40A paragraph 10)
- PF 15CH List of claims sent in by persons claiming to be Creditors following advertisement (Exhibit A referred to in affidavit/witness statement in Form 14)
- PF 16CH List of claims by persons claiming to be creditors other than those sent in following advertisement (Exhibit B referred to in affidavit/witness statement in Form 14)
- PF 17CH List of sums of money which may be due but in respect of which no claim has been received (Exhibit C referred to in witness statement/affidavit in Form 14)
- PF 18CH Notice to creditor to prove claim (Part 40 PD40A paragraph 12)
- PF 19CH Notice to Creditor or other claimant to produce documents or particulars in support of claim (Part 40 PD40A paragraph 12)
- PF 20CH Notice to Creditor of Allowance of claim (Part 40 PD40A paragraph 13)
- PF 21CH Notice to Creditor of Disallowance of claim in whole or in part (Part 40A PD40A paragraph 12)
- PF 22CH Order for Administration: Beneficiaries' Action Reconstituted as Creditors' Action (Van Open Order)
- PF 23CH [Witness Statement] [Affidavit] verifying List of Claims other than Creditors' Claims (Part 40 PD40A paragraph 11.2)
- PF 24CH List of Claims not being Creditors' Claims Sent in Following Advertisement (being Exhibit D referred to in [Witness Statement] [Affidavit] in Form PF 23 CH) (Part 40, PD40 paragraph 11.2)
- PF 25CH List of Claims not being Creditors' Claims Other than those Sent in Following Advertisement (being Exhibit E referred to in [Witness Statement] [Affidavit] in Form PF 23 CH) (Part 40 PD40A paragraph 11.2)
- PF C26CH Notice to claimant other than creditor to prove a claim

- PF 27CH [Witness Statement] [Affidavit] Verifying Accounts and Answering Usual
Inquiries in Administration Action
- PF 28CH Executors' [or Administrators'] Account, being Account A referred to in
Form PF 27CH
- PF 29CH Master's Order stating the result of Proceedings before him on the Usual
Accounts and Inquiries in an Administration Action
- PF 30CH Security of receiver or of Administrator Pending Determination of a Probate
Claim
- PF 31CH Consent to Act as Trustee (rule 33.8)
- PF 33CH Order for Distribution of a Lloyd's Estate
- PF 34CH Order in Inquiry as to Title in proceedings to enforce Charging Order where
the Defendant's Title is not disclosed
- Model form of prospective Costs Order in proceedings under rule 64.2(a), see
appendix A to PD64A

EUROPE

European Court

No.109 Order for reference to the European Court (see Part 68 and PD68)

European Enforcement Orders

See rule 74.27-33 (European Enforcement Orders) and PD74B supplementing those rules which contains as an Annex to the Practice Direction, Commission Regulation (EC) No. 1896/2005 and forms relating to European Enforcement Orders

- N219 Certificate of service - European Enforcement Order
- N219A Application for European Enforcement Order Certificate (judgment in default of a defence or objection)
- N219B European Enforcement Order Checklist

European Orders for Payment

See rule 78.2-11 (European Orders for Payment) and PD78 supplementing those rules which contains, as Annex 1 to the Practice Direction, Regulation (EC) No. 1896/2006 and forms relating to European Orders for Payment

- N519 Transfer of proceedings notice under the European Order for Payment
Regulation including Acknowledgment of Service (EOP)

European Small Claims Procedure

See rule 78.12-22 (European Small Claims Procedure) and PD78 supplementing those rules which contains as Annex 2 to the Practice Direction, Regulation (EC) No. 861/2007 and forms relating to European Small Claims Procedure

- N515 Transfer of proceedings notice under article 4(3) of the European Small Claims
Procedure
- N516 Consideration of transfer notice under article 5(5) of the European Small
Claims Procedure
- N517 Transfer of proceedings notice under article 5(7) of the European Small Claims
Procedure (claimants notice)
- N518 Transfer of proceedings notice under article 5(7) of the European Small Claims
Procedure (defendants notice)

Mediated cross-border disputes

See rule 78.23-28 (Mediated cross-border disputes) and PD78 supplementing those rules which contains as Annex 3 to the Practice Direction, Directive 2008/52/EC dated 21 May 2008.

EVIDENCE

- Witness statement (form of) See rule 32.8 and PD32
- Witness summaries (form of) See rule 32.9 and PD32
- Statement of truth (form of) See rule 22.1 and PD22 paragraphs 1-5
- N20 Witness summons
- N21 Order for examination of deponent before the hearing
- N266 Notice to admit facts/admission of facts
- N285 General form of affidavit
- N288 Order to produce prisoner
- PF 67 Evidence in support of application to make Order of the Supreme Court of the United Kingdom an Order of the High Court of Justice (PD40B 13.2)
- PF 68 Order making an Order of the Supreme Court of the United Kingdom an Order of the High Court of Justice (PD40B paragraph 13.3)
- PF 72 List of Exhibits handed in at Trial (PD39A paragraph 7)
- PF 78 Solicitor's Undertaking as to Expenses on issue of letter of request (rule 34.13(6)(b))
- PF 152 Evidence in support of application for Examination of a Witness and production of documents under the Evidence (Proceedings in other Jurisdictions) Act 1975 (rule 34.17 and PD34 paragraph 6.3)
- PF 153 Certificate following examination under the Evidence (Proceedings in Other Jurisdictions) Act 1975 (rule 34.19(2))
- No.32 Order for examination within jurisdiction of witness before trial or hearing (rule 34.8)
- No.33 Application for an order for the issue of a letter of request to judicial authorities out of the jurisdiction (rule 34.13 and PD34A paragraph 5)
- No.34 Order for the issue of a letter of request to judicial authorities out of the jurisdiction (rule 34.13)
- No.35 Draft Letter of request for examination of witness out of jurisdiction (to be filed by a party under rule 34.13(6))
- No.37 Order for appointment of special examiner to take evidence of witness out of jurisdiction (rule 34.13(4) and PD34A paragraph 5.8)
- No.93 Order under evidence (proceedings in other jurisdictions) Act 1975
- Video conferences See PD32 paragraph 29 and Annex 3 to that Practice Direction

FILING OF DOCUMENTS

See rule 5.5 and PD5A and PD5B

FINANCIAL LIST CLAIMS

- N1(CCFL) Claim form (Part 7, Commercial Court Financial List)
- N1(CHFL) Claim form (Part 7, Chancery Division Financial List)

N1C(CCCHFL) Notes for the defendant replying to a Part 7 claim form Financial List
N9(CCFL) Acknowledgment of service (Part 7, Commercial Court Financial List)
N9(CHFL) Acknowledgment of service (Part 7 Chancery Division Financial List)
N208(CCFL) Claim form (Part 8, Commercial Court Financial List)
N208(CHFL) Claim form (Part 8, Chancery Division Financial List)
N210(CCFL) Acknowledgment of service (Part 8 Commercial Court Financial List)
N210(CHFL) Acknowledgment of service (Part 8, Chancery Division Financial List)
N211(CCFL) Claim form (Part 20, Commercial Court Financial List)
N211(CHFL) Claim form (Part 20, Chancery Division Financial List)
N213(CCFL) Acknowledgment of service (Part 20, Commercial Court Financial List)
N213(CHFL) Acknowledgment of service (Part 20, Chancery Division Financial List)
N244(CCFL) Application Notice (Commercial Court Financial List)
N244(CHFL) Application Notice (Chancery Division Financial List)
N265(CCFL) Standard Disclosure (Commercial Court Financial List)
N265(CHFL) Standard Disclosure (Chancery Division Financial List)

FURTHER INFORMATION

See Part 18

N244 Application notice
PF 56 Request for further information or clarification with provision for response
PF 57 Application for further information or clarification
PF 58 Order for further information or clarification

HABEAS CORPUS

See Part 87

N208 Part 8 Claim form
No.89 Writ of habeas corpus for release
No.91 Writ of habeas corpus to give evidence
No.92 Writ of habeas Corpus to answer a charge
For form of witness statement see rule 32.8 and PD32

INHERITANCE ACT FORMS

See Part 57 and Practice Direction 57A

N208 Claim form (Part 8)
N244 Application Notice

INJUNCTIONS

N16 General form of injunction
N16(1) General form of injunction (formal parts only)
N117 General Form of Undertaking
N244 Application Notice

Freezing order (1) Annexed to Practice Direction 25A, and (2) Annexed to the Admiralty and Commercial Courts Guide

Search order (1) Annexed to Practice Direction 25A, and (2) Annexed to the Admiralty and Commercial Courts Guide

JUDGMENTS AND ORDERS

See Part 40 and PD40B

See PD40D (incumbrances)

See also as to judgments or orders in private PD39A paragraph 1.13

See also Default Judgment above

See also Summary Judgment below

N17 Judgment for claimant (amount to be decided by the court) rules 12.5(3), 14.6(7) and 14.7(10)

N30 Judgment for Claimant (in default)

N30(HC) Judgment for Claimant (in default) (High Court version)

N30(1) Judgment for Claimant (acceptance of Offer)

N30(1)(HC) Judgment for Claimant (acceptance of Offer) (High Court version)

N30(2) Judgment for Claimant (after determination)

N30(2)(HC) Judgment for Claimant (after determination) (High Court version)

N30(3) Judgment for Claimant (after re-determination)

N30(3)(HC) Judgment for Claimant (after re-determination) (High Court version)

N32 Judgment for Delivery of Goods

N32(1) Judgment for Delivery of Goods under section 133(1)(i) of the Consumer Credit Act 1974

N32(2) Judgment for Delivery of Goods under section 133(1)(i) Consumer Credit Act 1974 suspended

N32(3) Judgment for Delivery of Goods under section 133 (1)(ii) of the Consumer Credit Act 1974

N32(4) Variation Order (Return of Goods) Order on application under section 130(6) of the Consumer Credit Act 1974

N32(5) Order for balance of purchase price (return of goods)

N33 Return of goods (simple hire agreement) Judgment for delivery of goods let under Hire Agreement

N34 Judgment for claimant (after amount decided by the court)

N35 Variation Order for payment by instalments

N35A Variation Order for payment by instalments (determination)

N289 Judgment for defendant

N291 Judgment for defendant in action for recovery of land

N292 Order on settlement on behalf of child or protected party

N292A Request for direction in respect of funds in court or to be brought into court

N293 County Court Certificate of judgment or order (for evidence only) (rule 40.14A)

N295 Order for sale of land

N296 Notice of Judgment or order to party directed to be served with notice

N322 Order for recovery of an award

N443 Application for a certificate of satisfaction or cancellation

N441 Notification of request for certificate of satisfaction or cancellation

N441A Certificate of satisfaction or cancellation of judgment debt

N442 Return of request for a certificate of satisfaction or cancellation of judgment debt

N280 Order of reference of proceedings or questions for inquiry and report

N299 Order for foreclosure nisi of legal mortgage of land

N300 Order for sale in action by equitable mortgagee

N302 Judgment in action for specific performance (vendor's action title accepted)

N303 Order for dissolution of partnership

N307 District Judges order (accounts and inquiries)

N309 Order for foreclosure absolute

N310 Partnership order on further consideration
N311 Administrative action order on further consideration

PF 19 Group Litigation Order (rule 19.11)
PF 63 Interim Order for Receiver in Pending Claim (Part 69)
PF 83 Judgment on non-attendance of party at trial (rule 39.3 and PD39A paragraph 2)

No.41 Default judgment upon request in claim relating to detention of goods (rule 12.4(1)(c))
No.42A Order for possession
No.45 Judgment after trial before a Judge with jury (PD40B, paragraph 14.1(2))
No.46 Judgment after trial before Judge without jury (PD40B paragraph 14.1(1))
No.47 Judgment after trial before a Master or DJ, or Judge of the TCC (PD40B paragraph 14.1(3) and (4))
No.48 Order after separate trial of issue under rule 3.1(2)(i)
No.49 Judgment against personal representative (PD40B paragraph 14.3)

Possession Orders

N26 Order for possession
N26A Order for possession (accelerated possession procedure) (assured shorthold tenancy)
N27 Order for possession on forfeiture (for rent arrears)
N27(2) Order for possession on forfeiture (for rent arrears) (suspended)
N28 Order for Possession (rented premises) (suspended)
N28A Order for Possession (rented premises) (postponed)
N31 Order for Possession (mortgaged premises) (suspended)
N134 Interim possession order
N136 Order for possession (interim possession order)
PF 92 Order for permission to issue a writ of possession in the High Court to enforce
a
Judgment or order for giving of possession of land in proceedings in the

LANDLORD AND TENANT CLAIMS (PART 56)

See Part 56

N1 Part 7 Claim form
N9 Response pack
N208 Part 8 Claim form
N210 Acknowledgment of Service

LEGAL REPRESENTATIVES

N434 Notice of change of solicitor
PF 147 Application by another party for Order declaring that Solicitor has ceased to act by reason of death etc. (rule 42.4 and PD42 paragraph 4)
PF 148 Order declaring that Solicitor has ceased to act by reason of death etc (rule 42.4 and PD42.4)
PF 149 Application by Solicitor for declaration that he has ceased to act (rule 42.3 and PD42 paragraph 3)

PF 150 Order declaring that Solicitor has ceased to act for a party (rule 42.3 and PD42 paragraph 3.3)

MERCANTILE COURTS FORMS

See Part 59 and Practice Direction 59 and the Mercantile Court Guide

N1 Part 7 Claim Form

N208 Part 8 Claim Form

Case Management Information Sheet (CMIS) (as contained at Appendix B of the Guide)

Specimen Directions (as contained at Appendix C of the Guide)

Pre-Trial Checklist (as contained at Appendix D of the Guide)

OFFERS TO SETTLE

N242A Notice of Offer to settle (Part 36 Section I)

N242 Notice of payment into court pursuant to order (Part 37)

POSSESSION CLAIMS

See Starting proceedings, response to claim, judgments and orders

POSSESSION ORDERS

See Judgments and Orders above

PRE-ACTION

See Practice Direction entitled Pre-Action Conduct and Protocols

See Offers to Settle

Freezing injunctions

N244 Application Notice

Order (1) Annexed to Practice Direction 25A, and (2) Annexed to the Admiralty and Commercial Courts Guide

Part 36 Offers

N242A Notice of Offer to settle (Part 36 Section I)

Pre-Action Protocols

Clinical Negligence

Annex B Form for Requesting Medical Records

Annex C Templates for Letters of Notification, Claim and Response

Construction and Engineering

Defamation

Dilapidations of Commercial Property

Annex B Schedule of Dilapidations where prepared by a surveyor

Annex C Schedule of Dilapidations where prepared by the landlord

Judicial Review

- Annex A Letter before claim
- Annex B Response to a letter before claim
- Annex C Notes on public funding for legal costs in judicial review

Disease and Illness

- Annex A Letter requesting occupational records including health records
- Annex A1 Application on behalf of a potential Claimant for use where a disease claim is being investigated
- Annex B Template for letter of claim
- Annex C Guidance for cases involving mesothelioma – Early notification letter
- Annex D Early notification letter for use in cases involving mesothelioma

Housing Disrepair

- Annex A - Letter of claim
- Annex B - Letter of instruction to expert
- Annex C - Schedule of disrepair
- Annex D - Special damages form

Low Value Personal Injury Employers' and Public Liability Claims

- EL1 Claim Notification Form (EL1): Low Value Personal Injury Claims in Employers' Liability - Accident Only (£1,000 - £25,000)
- EL2 Claim Notification Form (EL2): Low Value Personal Injury Claims in Employers' Liability - Accident Only (£1,000 - £25,000). Defendant Only
- ELD1 Claim Notification Form (ELD1): Low Value Personal Injury Claims in Employers' Liability - Disease (£1,000 - £25,000)
- ELD2 Claim Notification Form (ELD2): Low Value Personal Injury Claims in Employers' Liability - Disease (£1,000 - £25,000) Defendant Only
- EPL3 Medical report form
- EPL4 Interim Settlement Pack and Response to Interim Settlement Pack
- EPL5 Stage 2 Settlement Pack and Response to Settlement Pack
- EPL6/EPL7 Court Proceedings Pack (Part A) & (Part B)
- PL1 Claim notification form - public liability accidents
- PL2 Defendant only - claim notification form - public liability accidents

Low Value Personal Injury Road Traffic Accident Claims

- RTA1 Claim Notification Form
- RTA2 Defendant only claim notification form
- RTA3 Medical report form
- RTA4 Interim Settlement Pack and Response to Interim Settlement Pack
- RTA5 Stage 2 Settlement Pack and Response to Settlement Pack
- RTA6/ RTA7 Court Proceedings Pack (Part A - Part B)

Personal Injury:

- Annex B: Templates for letters of claim and response
- Annex C: Standard disclosure lists
- Annex D: Template for letters of instruction to medical expert

Possession claims for Mortgage Arrears

- N123 Mortgage pre-action protocol checklist

Possession claims by Social Landlords

Professional Negligence

Pre-Action Disclosure

N244 Application Notice

Search injunctions

N244 Application Notice

Order (1) Annexed to Practice Direction 25A, and (2) Annexed to the Admiralty and Commercial Courts Guide

PRESUMPTION OF DEATH PROCEEDINGS FORMS

See Part 57 and Practice Direction 57B

N208 Claim form (Part 8)

N210 Acknowledgment of Service

Advertisement of claim as set out in paragraph 2.1 of Practice Direction 57B

N244 Application Notice

PROBATE PROCEEDINGS FORMS

See Part 57 and Practice Direction 57A

N2 Claim form (probate claim)

N2A Notes for Claimant on completing claim form

N2B Notes for Defendant on responding to claim form

N3 Acknowledgment of Service (probate claim)

N205D Notice of Issue of claim and service of probate claim form

N244 Application Notice

Specimen form of affidavit or witness statement about testamentary documents (as contained at Annex to PD57A)

N388 Notice to Probate Registry to produce documents

See Chancery Court Forms above

QUASHING AN ACQUITTAL

See rules 77.6 to 77.15

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N353 Order appointing receiver of real and personal property

N354 Order appointing receiver of partnership

N355 Interim order for appointment of receiver

N356 Order for appointment of receiver by way of equitable execution

No.82 Application for appointment of a receiver (Part 69)

No.83 Order direction application for appointment of receiver and granting injunction meanwhile (Part 69)

No.84 Order appoint receiver by way of equitable execution (section 37 of the Senior Courts Act 1981, and Part 69)

RESPONSE TO CLAIM

See Parts 9, 10, 11, 15 16 and Part 55

Part 7 Claims

- N1C Notes for defendant on replying to claim form
- N1D Notes for defendant on replying to claim form served out of the jurisdiction
- N1(FD) Notes for defendant on replying to claim form (Consumer Credit Act 1974 claim)
- N9 Response pack (including Acknowledgment of Service)
- N9A Admission of claim for specified amount of money
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- N9C Admission of claim for unspecified amount of money or of claim otherwise than for money
- N9D Defence and Counterclaim to claim for unspecified amount of money or to claim otherwise than for money
- N10 Notice from court to claimant that Acknowledgment of Service has been filed
- N11 Defence form
- N225A Notice of part admission (specified amount)
- N226 Notice of admission (unspecified amount)
- N236 Notice of defence that amount claimed has been paid

Part 8 Claims

- N210 Acknowledgment of Service (Part 8 Claim)
- N210A Acknowledgment of Service (Part 8 Claim for costs only claim)
- N210B Acknowledgment of Service (Part 8 Claim PAP LV claims PD8B)
- N210C Acknowledgment of Service (Part 81, Section 4 Charities Act 2011)
- N10 Notice from court to claimant that Acknowledgment of Service has been filed

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- N11 Defence form
- N11B Defence form (accelerated possession procedure)
- N11D Defence form (demotion of tenancy)
- N11M Defence form (mortgaged residential premises)
- N11R Defence form (rented residential premises)
- N133 Witness statement of the defendant to oppose the making of an interim possession order

SERVICE OF CLAIM FORM

See Part 6 and Practice Directions 6A and 6B

Service within the jurisdiction

- N205A Notice by court to claimant of issue and service of Part 7 claim form (specified amount of money)
- N205B Notice by court to claimant of issue and service of Part 7 claim form (unspecified amount of money)
- N205C Notice by court to claimant of issue and service of Part 7 claim form (non-money claim)
- N209 Notice by court to claimant of issue and service of Part 8 claim form

- N209A Notice by court to claimant of issue and service of a low value personal injury claim in a road traffic accident claim
- N215 Certificate of Service
- N216 Notice by court to claimant of outcome of postal service of claim form by the court
- N217 Order for service of claim form by an alternative method or at an alternative place
- N218 Notice of service on partnership
- PF 1 Application for time (rule 3.1(2)(a)) (other than an application to extend time for service of a claim form)
- PF 2 Order for time (rule 3.1(2)(a))
- PF 3 Application for an extension of time for serving a claim form (rule 7.6)
- PF 4 Order for extension of time for serving a claim form (rule 7.6)
- PF 5 Order as to service in claim for possession where premises empty
- PF 113 Evidence on application for service by an alternative method or at an alternative place
- PF 130 Form of advertisement of service by an alternative method (rule 6.15)33CH

Service out of the jurisdiction

- N224 Request for service of claim form out of the jurisdiction under rule 6.43
- N224A Request for service of claim form on a State under rule 6.44
- N242A Request for service of a claim form on a state under rule 6.44
- N510 Notice by claimant to court for service of claim form out of the jurisdiction where permission of the court is not required
- PF 6A Application for permission to serve claim form out of jurisdiction (rules 6.36 and 6.37)
- PF 6B Order for permission to serve claim form out of jurisdiction (rule 6.37(5))
- Translation of claim form see rule 6.45

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- N215 Certificate of Service

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- PF 7A Request for service of document abroad through foreign government, foreign judicial authority or British consular authority (rule 6.43)
- PF 7B Request for service of document on a State (rule 6.44) (to be filed in the Central Office of the Royal Courts of Justice)
- Translation of documents see rule 6.45

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See Part 7 and Practice Directions 7A, 7B, 7C, 7D and 7E and Part 16 and PD16

- N1 Part 7 Claim Form
- N1A Notes for claimant on completing a claim form
- N1SDT Part 7 Claim Form for use in the Claim Production Centre and Money Claim

OnLine

N440 Application for time under section 129 of the Consumer Credit Act 1974
PF 177 order for partnership membership statement (PD71 paragraph 5A)

Part 8 Claims

See Part 8 and Practice Directions 8A and 8B,

N208 Part 8 Claim Form

N208A Notes for claimant on completing a Part 8 Claim Form

N206 Notice of issue (fixed date summons)

See Part 65 Anti-social behaviour and harassment

N16A Application for an injunction

See also Part 77 and PD77 as to starting proceedings for a Serious Crime Prevention Order

See Elections: LOC002 I want to challenge the outcome of an election and how do I apply for relief

Part 55 Possession Claims

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N5 Claim form for possession of property

N206B Notice of issue (possession claims)

N5B Claim form for possession of property (accelerated possession procedure)

N6 Claim for demotion of tenancy / suspension of right to buy

N7A Notes for defendant (rented residential property)

7D Notes for defendant (demotion / suspension claim)

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N119A Notes for guidance on completing particulars of claim (rented residential premises)

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- N244 Application for summary judgment on a claim for specific performance (see PD24 paragraph 7.2)
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- PF 13 Order under Part 24 imposing condition of payment into court (rule 3.1(3) and PD 24 paras 5.1 and 5.2)
- PF 15 Order under Part 24 for detailed assessment of solicitor's bill of costs and for judgment on the amount found due thereunder
- No.44 Part 24 judgment for claimant
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- N244 Application Notice under rule 5.4D(1)(a)
- Written request under rule 5.4D(1)(b)

TECHNOLOGY AND CONSTRUCTION COURT FORMS

See Part 60 and Practice Direction 60 and Technology and Construction Court Guide

- TCC/CM1 First case management information sheet as set out in Appendix A of PD60
- TCC/CMD Case management directions form as set out in Appendix B of the Technology and Construction Court Guide (2nd Edition 9th February 2015)
- TCC/PTR Pre-Trial review questionnaire as set out in Appendix C of PD60

TRAFFIC ENFORCEMENT

- TE3 Order for recovery of unpaid penalty charge (parking)
- TE7 (Dart Charge) Application to file a statement out of time/extension of time (parking)
- TE9 Witness Statement - unpaid penalty charge (parking)
- TE9 (Dart Charge) Witness Statement - unpaid penalty charge (parking)
- PE2 Application to file a statutory declaration out of time
- PE3 Statutory Declaration – unpaid penalty charge
- PE3 (Vehicle emissions) Statutory Declaration (vehicle emissions) – unpaid penalty charge

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- N328 Notice of transfer of proceedings to the High Court
- PF 168 Order on application to transfer claim from High Court to County Court (section 40(1) and (2) County Courts Act 1984; High Court and County Courts Jurisdiction order 1991 (as amended) rule 30.3)
- PF 168A Order on court's own initiative to transfer claim from High Court to County Court (section 40(1) and (2) County Courts Act 1984; High Court and County Courts Jurisdiction Order 1991 (as amended) rule 30.3)
- PF 197 Application for order for transfer from the Royal Courts of Justice to a district registry or vice-versa or from one district registry to another (rule 30.2(4))

PF 198 Order for transfer from the Royal Courts of Justice to a district registry or vice-versa or from one district registry to another (rule 30.2(4))

Annex B Alphabetical index

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SCHEDULE 2

“PRACTICE DIRECTION 51P – PILOT FOR INSOLVENCY EXPRESS TRIALS

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General

1.1

(1) This Practice Direction is made under rule 51.2. It provides for a pilot scheme (“IET”) to operate—

- (a) from 1 April 2016 for two years;
- (b) in the Bankruptcy and Companies Courts of the Chancery Division of the High Court;
- (c) in relation to proceedings before the Bankruptcy Registrars.

(2) IET is designed to deal with simple applications made to a Bankruptcy Registrar:

- (a) which can be disposed of in no more than two days;
- (b) which require limited directions (as opposed to case management) and disclosure of documents; and
- (c) where the costs of each party will not exceed £75,000 (excluding VAT and court fees but including any conditional fee agreement uplift).

1.2

(1) IET works within and is subject to the—

- (a) Insolvency Act 1986;
- (b) Insolvency Rules 1986;
- (c) *Practice Direction – Insolvency Proceedings* (Chancery Division, 29 July 2014, [2014] B.C.C. 502; [2014] B.P.I.R. 1286);
- (d) Cross-Border Insolvency Regulations 2006 (SI 2006/1030);
- (e) Administration of Insolvent Estates of Deceased Persons Order 1986 (SI 1986/1999);
- (f) Limited Liability Partnerships Regulations 2001, EC Regulation on Insolvency Proceedings no 1346/2000 of 29 May 2000.

(2) Parties will also need to give careful consideration to the Chancery Guide.

Commencement of IET proceedings

2.1 IET proceedings must be commenced by application (Form 7.1A in schedule 4 Insolvency Rules 1986). The application must—

- (a) be marked “IET” clearly in bold on the first page of the application;

(b) include a statement at the end of the application that the case is suitable for the IET list; and

(c) include a statement at the end of the application that the respondent is entitled to object to the use of the IET procedure (see paragraph 2.6 for the procedure if the respondent objects).

2.2 The application should include the following—

(a) a statement of the relief sought;

(b) a description of the nature of the dispute;

(c) a summary of the issues likely to arise in the application;

(d) the applicant's contentions, including material facts upon which the applicant intends to rely (which must be stated with adequate particularity);

and

(e) the legal grounds for the relief sought.

2.3 The applicant must file evidence in support of the application at the time the application is issued. The evidence in support and any subsequent evidence filed should exhibit all the documents relied on (so that any further disclosure can be limited as far as possible) but should not exhibit correspondence between the parties or the parties' solicitors save where it is relevant to the issues in the application.

2.4 The application should be no longer than 15 pages of A4 with a 12-point font and 1.5-minimum spacing between lines.

2.5 On issue, the court will endorse the application with a date for the directions hearing which will be no more than 45 days from the date of issue with a time estimate of 30 minutes.

2.6

(1) In the event that the respondent objects, the respondent must file and serve brief reasons for such objection no later than 14 working days before the directions hearing.

(2) The applicant may file and serve a reply to the respondent's objection no later than 7 working days before the directions hearing.

(3) The objection and any reply should be no longer than two sides of A4 paper with a 12-point font and 1.5-minimum spacing between lines (including the heading of the action as it appears on the application).

Directions hearing

3.1

(1) At the directions hearing (which should, where possible, be attended by the advocates who will conduct the final hearing), the Bankruptcy Registrar will give binding directions and fix the final hearing, which will be between 3 and 6 months from the date of the directions hearing with an agreed time estimate.

(2) When fixing the date of the final hearing, the Bankruptcy Registrar will generally take into account dates the parties have specified are to be avoided, but may refuse to consider the availability of counsel as a factor in determining the date.

3.2

(1) The court will deal with any objection to the use of the IET procedure at the directions hearing, and decide whether or not the application should continue under the IET procedure.

(2) The court may of its own initiative dis-apply the IET procedure if it sees fit.

3.3 Directions will normally be given for—

- (a) the service of evidence in answer and reply;
- (b) disclosure by lists of documents or by other means (e.g. informal disclosure by inspection of documents held by an insolvency office-holder or reliance on documents exhibited to the evidence);
- (c) witnesses to attend for cross-examination, where appropriate;
- (d) a date to be fixed for trial/hearing of the substantive application, subject to the provisions of paragraphs 3.1(1) and (2);
- (e) the applicant to file and serve a bundle in accordance with the Chancery Guide;

(f) the parties to file and exchange skeleton arguments in accordance with the Chancery Guide.

3.4 A costs cap of £75,000 (excluding VAT and court fees but including conditional fee agreement uplift) will be imposed. The costs cap is not intended to act as a costs target. The provisions for costs management contained in the Civil Procedure Rules 1998 will not apply.

Trial

4.1 The trial date may not be vacated by consent, and an adjournment will only be granted in exceptional circumstances.

4.2 At the end of trial or when judgment is handed down, the court may assess costs summarily or order detailed assessment.

Judgment

5 The court will generally give judgment at trial, provided that sufficient time has been allowed in the time estimate to enable it to do so, or, if judgment has to be reserved, within 4 weeks of the end of the trial.”