

## **1. Clerks to the Chancery Judges**

(all numbers to be preceded by 020 and by 7947, except where indicated)

Clerk to:	telephone	fax
The Chancellor	6412	
Mr Justice Peter Smith	6183	
Mr Justice David Richards	7419	
Mr Justice Mann	7964	
Mr Justice Warren	7260	
Mr Justice Briggs	6741	
Mr Justice Henderson	6669	
Mr Justice Morgan	6419	
Mr Justice Norris	7073	1728
Mr Justice Barling	6675	
Mr Justice Floyd	7073	1740
Mr Justice Sales	6657	
Mrs Justice Proudman	6671	
Mr Justice Arnold	7073	1789
Mr Justice Roth	6589	
Mr Justice Vos	7606	
Mr Justice Newey	7467	
Mr Justice Hildyard	6039	

**Chancery Judges Clerks Fax Numbers:** 7436, 7180, 6769 and 7379

## **2. Email communications**

The e-mail protocol sets out how parties may communicate by e-mail on certain matters with the Chancery Division, and can be found at:

<http://www.justice.gov.uk/guidance/courts-and-tribunals/courts/chancery-division/email-communications.htm>

The relevant e-mail addresses are:

(a) For skeleton arguments, chronologies, reading lists, list of issues, lists of authorities (but not the authorities themselves) and lists of the persons involved in the facts of the case sent in advance of a hearing:

Judge: [rcjchancery.judgeslisting@hmcts.gsi.gov.uk](mailto:rcjchancery.judgeslisting@hmcts.gsi.gov.uk)

[Note: The clerk to the judge concerned should be contacted to find out whether other documents will be accepted by e-mail, and whether documents should be sent direct to the judge's clerk's e-mail address.]

Chancery Master: [chancery.mastersappointments@hmcts.gsi.gov.uk](mailto:chancery.mastersappointments@hmcts.gsi.gov.uk)

Companies and High Court Bankruptcy

Registrar: [compandbankhc.caseman@hmcts.gsi.gov.uk](mailto:compandbankhc.caseman@hmcts.gsi.gov.uk)

County Court Bankruptcy Registrar: [RCJBankCLCCDJhearings@hmcts.gsi.gov.uk](mailto:RCJBankCLCCDJhearings@hmcts.gsi.gov.uk)

(b) For the agreed terms of an order which is ready to be sealed following the conclusion of a hearing:

Judge: [rcjchancery.ordersandaccounts@hmcts.gsi.gov.uk](mailto:rcjchancery.ordersandaccounts@hmcts.gsi.gov.uk)

Chancery Master: [rcjchancery.ordersandaccounts@hmcts.gsi.gov.uk](mailto:rcjchancery.ordersandaccounts@hmcts.gsi.gov.uk)

Companies and High Court Bankruptcy Registrar:

[compandbankhc.caseman@hmcts.gsi.gov.uk](mailto:compandbankhc.caseman@hmcts.gsi.gov.uk)

County Court Bankruptcy Registrar: [RCJBankCLCCDJhearings@hmcts.gsi.gov.uk](mailto:RCJBankCLCCDJhearings@hmcts.gsi.gov.uk)

### **3. At the Royal Courts of Justice, Rolls Building**

(All telephone extension numbers and fax numbers should be prefixed by 020 7947 unless otherwise specified)

#### Ground Floor

High Court Bankruptcy and Companies

Court Manager Companies, High Court Bankruptcy and Chancery Chambers Courts (6870)

High Court Bankruptcy and Companies Operational Manager (7472)

Companies Schemes and reduction of Capital – (6727)

### High Court Bankruptcy and Companies Issue Section;

Issue of all Debtors' Bankruptcy petitions over £100,000, issue of all Creditors' Bankruptcy petitions, applications to set aside a statutory demands, applications for Interim orders, issue of all Winding Up Petitions. Filing affidavits, witness statements and documents in relation to Companies and Bankruptcy except Winding Up, applications for certificates of discharge in bankruptcy (6294)

All other Companies Court applications (6102)

Central Index (0906 754 0043)

### Winding up Section

All file and case management, including resulting in orders relating to the Winding Up Court. Filing of documents for the Winding up procedure (6516)

### Registrars Hearings

High Court Bankruptcy Registrar's Orders (6243) Companies Registrar's Orders (6731); disqualification of directors (6731); trial listing (6780)

### File Management

High Court Bankruptcy File Inspections, and Office copies. Requesting bankruptcy and companies files, for applications without notice to be made in Chambers. (6175)

### 1st Floor

HEARING ROOM 7 Chief Registrar Baister

HEARING ROOM 8 Registrar Derrett

HEARING ROOM 9 Registrar Nicholls

HEARING ROOM 10 Registrar Barber

HEARING ROOM 11 (vacant)

Registrars Enquiries office

### Ground Floor

#### Chancery Chambers

#### Issue Section:

Issue and amendment of all Chancery process including Patents County Court Claims, filing affidavits and witness statements (save those lodged within two days of a hearing before a Master which are to be filed with the Masters' Appointment Section; filing acknowledgements of service, searches of cause book and transfers in (6148/6167) Patents County Court Clerk and Section Manager (6571)

#### Masters' Appointments:

Issue of Masters' applications, including applications without notice to Masters; filing affidavits and witness statements in proceedings before Masters (only if filed within two working days of hearing before the Master); skeleton arguments, applications to serve out of jurisdiction; filing stop notices; filing testamentary documents in contested probate cases; filing grants lodged under Part 57; filing affidavits relating to funds paid into court under the Trustee Act 1925, Compulsory Purchase Act 1965 and the Lands Clauses Consolidation Act 1845. Manager (6095); Clerks to Chancery Masters (6702/7391); Masters' Appointments Fax no: (7422)

File Management:

Applications for office copy documents, including orders, transfers out, Notice of Change and Certificates of Service. Manager (6083) Admin Clerk (6175)

1st Floor

HEARING ROOM 3 Chief Master Winegarten  
HEARING ROOM 6 Master Bragge  
HEARING ROOM 4 Master Bowles  
HEARING ROOM 1 Master Price  
HEARING ROOM 5 Master Teverson  
HEARING ROOM 2 (vacant)  
Room D01-010 Lawyer, Chancery Chambers (6080)  
Room D01-007 Personal Assistant (Masters) (6777)  
Masters Enquiries office

Ground Floor

Chancery Judges' Listing Office (6690) Fax (0870 739 5869)  
High Court Appeals Office (6778)  
Video-conferencing requests (6690/6778)  
Consultation room requests (6826)

5th Floor

Chancery Associates:

Preparation of all Chancery Orders and Companies and Bankruptcy Court Orders; small payments; bills of costs for assessment; settlement of payment and lodgment schedules; accounts of receivers, judicial trustees, guardians and administrators; applications relating to security set by the court; matters arising out of accounts and inquiries ordered by the court (6733);

Manager In Court Support/Usher (6328) (room no 55)

**4. Additional numbers at the Royal Courts of Justice Rolls Building**

(Prefaced by 020 7947 unless otherwise specified).

RCJG Switchboard (6000/6818)  
Rolls Security Office (7000)  
Rolls First Aid (7000)

**4b. At the Royal Courts of Justice but outside the Rolls Building**

(Prefaced by 020 7947 unless otherwise specified).

Officer in charge of Courts and Recording Transcription Unit (6154)  
RCJ Advice Bureau (0845 120 3715, or 020 7947 6880, fax 020 7947 7167)  
Personal Support Unit (7701)  
RCJ Security Office (6260)

## **5. London, outside the Royal Courts of Justice**

Central London County Court  
Civil Trial Centre, Chancery List, 26-29 Park Crescent, London W1N 4HT  
DX 97325 Regents Park 2

## **6. Outside London**

The following are the court addresses, telephone and fax numbers for the courts at which there are regular chancery sittings outside London:

Birmingham: The Priory Courts, 33 Bull Street, Birmingham B4 6DS. Telephone: 0121-681-3033. Fax: 0121-681-3121

Bristol County Court, Bristol Civil Justice Centre, 2, Redcliff Street, Bristol BS1 6GR.  
DX95903 BRISTOL 3. Telephone: 0117 3664860 (Chancery Listing Officer). Fax: 0117 3664801. e-mail:- BristolChancerylisting@hmcts.gov.uk or  
Bristolchanceryjudgeskeletons@hmcts.gs

Cardiff: The Civil Justice Centre, 2 Park Street, Cardiff CF1 1ET. Telephone: 02920-376402. Fax: 02920-376470 Email: hearings@cardiffcountycourt.gsi.gov.uk

Leeds: The Court House, 1 Oxford Row, Leeds LS1 3BG. Telephone: 0113-283-0040. Fax: 0113-244-8507.

Liverpool: 35 Vernon Street, Liverpool Merseyside, L2 2BX. DX 702600 Liverpool. Tel: 0151 296 2514 or 0151 296 2449

Manchester: Manchester Civil Justice Centre, 1 Bridge Street West, Manchester, Greater Manchester M60 9DJ. DX 724783 Manchester 44.  
Tel: 0161 240 5307 or main switchboard 0161 240 5000. Email:  
highcourtspecialhearings@manchester.countycourt.gsi.gov.uk

Newcastle: The Law Courts, Quayside, Newcastle-upon-Tyne NE1 3LB. Telephone: 0191-201-2000. Fax: 0191-201-2001

Preston: The Law Courts, Openshaw Place, Ringway, Preston PR1 2LL. Telephone: 01772-832300. Fax: 01772-832476.

In some centres resources do not permit the listing telephone numbers to be attended personally at all times. In cases of urgency, solicitors, counsel and counsel's clerks may come into the Chancery Court and leave messages with the member of staff sitting in court.

### **Urgent court business officer pager numbers for out of hours applications:**

Birmingham (Midland Circuit):  
West Side: 07699-618079

East Side: 07699-618078

Bristol: 07795-302944

Cardiff: 07699-618086

Manchester and Liverpool: 07699-618080

Preston 07699-618081

Newcastle 01399-618083

Leeds and Bradford 01399-618082

In case of difficulty out of hours, contact the Royal Courts of Justice on 020 7947 6260.