Notice to all users of Central London Civil Justice Centre with matters listed before Circuit Judges

CJ Skeleton Argument Protocol

1. The Court now has a dedicated e-mail address for skeleton arguments in all matters listed before a Circuit Judge. Please ensure that all skeleton arguments are e-mailed to this address, as below, in accordance with this protocol.

    CentralLondonCJSKEL@hmcts.gsi.gov.uk

2. Ensure that the 'title' or 'subject' of the e-mail sending the skeleton contains (in this order):

    - the Claim Number (typed without spacings)
    - the name of the (First) Claimant and (First) Defendant (abbreviated in any appropriate manner)
    - the party filing the skeleton
    - the date and time of hearing

    e.g. 0CL12345 Smith v Jones Ltd – D - 1 Jan 10.40
          CHY07812 Patel v Choudhury – C – 7 Jan 10.30
          TCC05678 Eastham v Mechanical – 2D – 9 Jan 2.00

3. Attach the skeleton argument (in Word or Word compatible format) to the e-mail together with any other documents e.g. case summary, chronology, etc. All such documents should be attached to the one e-mail. Should it become necessary to send a further e-mail for correction purposes indicate in the title / subject of the e-mail that it is a revised version.

    e.g.   0CL12345 Smith v Jones Ltd – D – 1 Jan 10.40 – revision 1
              CHY07812 Patel v Choudhury - C – 7 Jan 10.30 - revision 1
              TCC05678 Eastham v Mechanical – 2D 9 Jan 2.00 – revision 2

4. Parties and legal representatives are reminded that, in the absence of any other Order made in any particular matter, skeleton arguments should be sent to the court at least 2 working days before the date on which the matter is listed.

5. Do **not** send skeletons by fax or by any other means unless email is not available in which case an explanation must be provided with the document. Furthermore Parties may not send PDF files to this Inbox. Any emails to which PDF files are attached will be deleted without having been opened or read.

HHJ David C. Mitchell
Senior Resident Judge
October 2010