

NEW PROCEDURES IN THE CHANCERY DIVISION APPLICATIONS COURT

From Monday 12th December 2011 there will be a refinement of the processes for obtaining orders in the Chancery Division interim applications court. Any party seeking an order should send a draft of the order sought attached to an email addressed to ChanceryInterimOrders@hmcts.gsi.gov.uk well in advance of the hearing. In the event of the court making that order, or one based on the wording of that draft, it will, so far as time and the logistics permit, be amended and printed on in-court equipment, and stamped shortly after the end of the hearing of the application. It is the intention to have all orders issued by the end of the day on which they are made, so far as possible.

To this end practitioners will be required to do the following:

- (a) Send the orders in in good time. In principle they ought to be submitted at the same time that the skeleton argument is lodged. It is, however, appreciated that in a case where negotiations are taking place modified forms of orders may arrive close to the time of the hearing. If more than one draft is submitted to take account of developments in the case, please make sure it is labelled with an appropriate draft number (see (b) below).
- (b) Put the name of the case clearly in the subject line of the email, and make sure that the name of the file containing the order is named such that the name of its case can be clearly identified.
- (c) Submit orders in Microsoft Word (.doc) or .rtf formats only – not .docx, and certainly not PDF formats.
- (d) Ensure that the draft order contains a backsheet with the name and address of the applicant's solicitor and solicitor reference.

At the end of a hearing the relevant party will have to liaise (quietly) with the associate to arrange for the obtaining of the order in question – either there and then or later in the day.

It is hoped that this will improve the efficiency of the drawing of orders in the applications court. There may well be refinements of this system once it has been in operation for a while. If any practitioner or practitioner body has any suggestions for refinements they would be welcomed; please submit them to the clerk to Mann J (susan.woolley@hmcts.gsi.gov.uk).

Mr Justice Mann
12th December 2011