

Text for wording of procedure on emailing skeletons

From 29th October 2012 and until further notice, the following pilot scheme will operate in relation to the lodging of skeletons for judges in the Chancery Division where those skeletons are to be used in forthcoming hearings. Comments on the operation of the scheme are welcomed; please provide them to doug.bell@hmcts.gsi.gov.uk

Subject to the exception below in relation to hearings in private, all skeletons of 25 pages and fewer should be filed by email to the appropriate address:

chancery.applications.skeletons@hmcts.gsi.gov.uk for skeletons for use in the applications court.

chancery.general.skeletons@hmcts.gsi.gov.uk for all other skeletons

The following principles should be observed:

1. These email boxes should be used for skeleton arguments only and not for any other documents. Any other documents are likely to be ignored. The only exceptions are:
 - (a) In the case of the applications court mailbox, a short indication that a case is going to be ineffective in the event of that becoming apparent late on the previous day or early on the morning of the hearing.
 - (b) A short reading list.
2. Any skeleton arguments of greater length than 25 pages should be provided in hard copy.
3. The digital copy should be in .doc format (preferred) or .docx format; but should not be in .pdf format.
4. All emails should have the following in the subject matter line of the enclosing email: the name of the case (in short form) and case number; the name of the judge (if known); and the date of the hearing if in the applications court or the hearing window, as the case may be.
5. In the applications court a fresh skeleton should be emailed in respect of any adjourned hearing even if it has not changed in form since the earlier hearing; and it should be clearly re-dated.
6. If a supplemental or amended skeleton is lodged, the attention of the relevant judge's clerk should be drawn to that lodgement (preferably by direct email) so that it is not overlooked.
7. Any skeleton lodged in accordance with the above rules need not thereafter be provided in hard copy, unless the court otherwise directs.
8. If the skeleton supports a hearing in private, and if the privacy considerations make it undesirable for the skeleton to be transmitted by email (which may not always be the case) it may be lodged in hard copy form with listing, or with the judge's clerk (if known).
9. This direction applies only to skeleton arguments filed in support of forthcoming hearings. It does not apply to skeleton arguments filed in support of appeals where a hearing may not necessarily take place, or in support of any other application where there is no forthcoming hearing. Those skeletons should be lodged in hard copy.
10. The above email boxes will be cleared of all skeletons over 14 days old at any given time.

The Chancellor