



HM Courts &  
Tribunals Service

## **Administrative Court Information for Court Users**

Effective date: 27 June 2022

The following practical measures will remain in place until further notice, to assist the court to deal with its business as efficiently as possible.

Sections A and B apply to all Administrative Court claims. Compliance with Section A is required by Practice Directions 54A and 54B.

Sections C to H also apply to claims, appeals and applications administered by the Administrative Court; but where arrangements differ depending on which Administrative Court office is dealing with the matter, this is explained in the text below.

### **Arrangements for electronic working**

#### **A. ELECTRONIC BUNDLES**

**(Practice Direction 54A, §§ 4.5 and 15; Practice Direction 54B, §1.3)**

Electronic bundles must be prepared as follows and be suitable for use with all of Adobe Acrobat Reader and PDF Expert and PDF Xchange Editor.

1. A bundle must be a single PDF.
2. If the bundle is filed in support of an urgent application (i.e., an application made using Form N463) it must not exceed 20mb, and (unless the court requests otherwise) should be filed by email
3. If the papers in support of any claim or appeal or non-urgent application exceed 20mb, the party should file:
  - a. a core bundle (no larger than 20mb) including, as a minimum, the Claim Form and Grounds or Notice of Appeal and Grounds, or Application Notice and Grounds; documents regarded as essential to the claim, appeal, or application (for example the decision challenged, the letter before claim

and the response, etc.); any witness statements (or primary witness statement) relied on in support of the claim, appeal or application; and a draft of the order the court is asked to make; and

- b. a further bundle containing the remaining documents.

Bundles should be filed using the Document Upload Centre.

4. All bundles must be paginated in ascending order from start to finish. The first page of the PDF will be numbered “1”, and so on. (Any original page numbers of documents within the bundle are to be ignored.) Index pages must be numbered as part of the single PDF document, they are not to be skipped; they are part of the single PDF and must be numbered. If a hard copy of the bundle is produced, the pagination on the hard copy must correspond exactly to the pagination of the PDF.

5. Wherever possible pagination should be computer-generated; if this is not possible, pagination must be in typed form.

6. The index page must be hyperlinked to the pages or documents it refers to.

7. Each document within the bundle must be identified in the sidebar list of contents/bookmarks, by date and description (e.g., “email 11.9.21 from [x] to [y]”). The sidebar list must also show the bundle page number of the document.

8. All bundles must be text based, not a scan of a hard copy bundle. If documents within a bundle have been scanned, optical character recognition should be undertaken on the bundle before it is lodged. (This is the process which turns the document from a mere picture of a document to one in which the text can be read as text so that the document becomes word-searchable, and words can be highlighted in the process of marking them up.) The text within the bundle must therefore be selectable as text, to facilitate highlighting and copying.

9. Any document in landscape format must be rotated so that it can be read from left to right.

10. The default display view size of all pages must always be 100%.

11. The resolution on the electronic bundle must be reduced to about 200 to 300 dpi to prevent delays whilst scrolling from one page to another.

12. If a bundle is to be added to after the document has been filed, it should not be assumed the judge will accept a new replacement bundle because he/she may already have started to mark up the original. Inquiries should be made of the judge as to what the judge would like to do about it. Absent a particular direction, any pages to be added to the bundle as originally filed should be provided separately, in a separate document, with pages appropriately sub-numbered.

For guidance showing how to prepare an electronic bundle, see (as an example) this video prepared by St Philips Chambers, which explains how to create a bundle using Adobe Acrobat Pro <https://st-philips.com/creating-and-using-electronic-hearing-bundles/>

Any application filed by a legal representative that does not comply with the above rules on electronic bundles may not be considered by a Judge. If the application is filed by a litigant in person the electronic bundle must if at all possible, comply with the above rules. If it is not possible for a litigant in person to comply with the rules on electronic bundles, the application must include a brief explanation of the reasons why.

## **B. THE DOCUMENT UPLOAD CENTRE**

Whenever possible, file documents electronically. This includes claims, responses, interlocutory applications, and hearing bundles. Unless stated otherwise below, file documents using the Document Upload Centre (DUC).

Requests to upload documents to the DUC should be sent to the email addresses referred to below in Sections D, E and F. After uploading a document, you must email the relevant court office to confirm the upload.

For guidance on how to use the DUC, see the HMCTS “Professional Users Guide” for detailed information about the Document Upload Centre<sup>1</sup>, and the DUC video guide on YouTube<sup>2</sup>.

### **Arrangements for filing and responding to claims, appeals and applications**

## **C. APPLICATIONS FOR URGENT CONSIDERATION**

### **Administrative Court, London (Royal Courts of Justice)**

Urgent applications (i.e. applications within the scope of Practice Direction 54B) should be filed either electronically (preferred wherever possible), or by post or DX. Until further notice, urgent applications may not be filed over the counter at the Royal Courts of Justice.

The process explained below should be used for any urgent interlocutory application that is filed electronically.

1. Applications must be filed by email to: [immediates@administrativecourtoffice.justice.gov.uk](mailto:immediates@administrativecourtoffice.justice.gov.uk) accompanied with either a PBA

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/887109/Document\\_Upload\\_Centre\\_-\\_Professional\\_User.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887109/Document_Upload_Centre_-_Professional_User.pdf)

2 <https://www.youtube.com/watch?v=rbYBhdPNr5E>

number, receipt of payment by debit/credit card or a fee remission certificate (see below, Section G).

2. This inbox will be monitored Monday to Friday between the hours of 9:30am and 4:30pm. Outside of these hours the usual QB out of hours procedure should be used.

3. Your application must be accompanied by an electronic bundle containing only those documents which it will be necessary for the court to read for the purposes of determining the application – see Practice Direction 54B at §§1.3, and 2.2 – 2.3. The bundle must be prepared in accordance with the guidance at Section A; it must not exceed 20mb.

4. Any other urgent queries should be sent by email to: [generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk), marked as high priority, and with 'URGENT' in the subject line. Any such emails will be dealt with as soon as possible.

If you are not legally represented and do not have access to email, you should contact the Administrative Court Office by telephone on 020 7947 6655 (option 6) so that details of your application may be taken by telephone and alternative arrangements made if permitted by the senior legal manager or the duty judge.

#### Other Administrative Court offices

Out of London, urgent applications may be filed between 10am and 4pm, Monday to Friday. Urgent applications may also be filed in person. If you wish to file in person, you should contact the relevant office by phone to arrange to attend the public counter. The phone numbers are as follows

*Birmingham* 0121 681 4441 – pick option 2 then option 5.

*Cardiff* 02920 376460

*Leeds* 0113 306 2578

*Manchester* 0161 240 5313

If filing an urgent application by email, the arrangements at 1 – 4 above apply, save that: (a) see Section H below for how to pay the application fee; and (b) please use the following email addresses.

*Birmingham:*

[birmingham@administrativecourtoffice.justice.gov.uk](mailto:birmingham@administrativecourtoffice.justice.gov.uk)

*Cardiff:*

[cardiff@administrativecourtoffice.justice.gov.uk](mailto:cardiff@administrativecourtoffice.justice.gov.uk)

*Leeds:*

[leeds@administrativecourtoffice.justice.gov.uk](mailto:leeds@administrativecourtoffice.justice.gov.uk)

*Manchester:*

[manchester@administrativecourtoffice.justice.gov.uk](mailto:manchester@administrativecourtoffice.justice.gov.uk)

#### **D. NON-URGENT WORK: CIVIL CLAIMS AND APPEALS**

All other civil business (i.e. non-urgent claims, appeals and applications) should be filed electronically (preferred wherever possible) or by post or DX. There may be a slight delay before claims/applications are issued, but the date the Claim Form or Notice of Appeal is received by the Administrative Court office will be recorded as the date of filing. It remains the responsibility of the party making an application or claim to ensure that it is filed within the applicable time limit.

If a decision on an interlocutory application is time-sensitive, please state (both in the Application Notice and in a covering letter) the date by which a decision on the application is required.

#### **Filing claims, appeals and non-urgent applications**

1. Wherever possible, claims for judicial review, statutory appeals, planning matters, and non-urgent interlocutory applications are to be filed electronically using the Document Upload Centre.
2. Requests to upload documents should be sent for London cases to: [DUC@administrativecourtoffice.justice.gov.uk](mailto:DUC@administrativecourtoffice.justice.gov.uk) for other offices, use the appropriate email address at Section C above.

You will receive an invitation by email to upload your documents. You should then upload the claim/appeal/application bundle (prepared in accordance with Section A).

3. If you are commencing a claim or appeal please upload a further PDF document comprising an additional copy of the Claim Form or Notice of Appeal and the decision document challenged. If filing in London include a PBA number or proof of payment by debit/credit card or a fee remission certificate (see Section H); if you are filing the claim at any office out of London, also see Section H.
4. Documents being uploaded must be in PDF format, no other format will be accepted by the system. If the papers in support of an application for judicial review or an appeal or an application exceed 20mb, the claimant/appellant/applicant should file:
  - a. a core bundle (no larger than 20mb) including, as a minimum, the Claim Form and Grounds or Notice of Appeal and Grounds, or Application Notice and Grounds; documents regarded as essential to the claim, appeal, or application

(for example the decision challenged, the letter before claim and the response, etc.); any witness statements (or primary witness statement) relied on in support of the claim, appeal or application; and a draft of the order the court is asked to make; and

b. a further bundle containing the remaining documents.

5. All electronic bundles must be prepared/formatted in accordance with the guidance at Section A.

6. Once a claim or appeal has been issued, Administrative Court staff will provide the case reference number to the parties by email.

7. Interlocutory applications should be sent by email

for London cases to: [generaloffice@administrativecourtoffice.justice.gov.uk](mailto:generaloffice@administrativecourtoffice.justice.gov.uk)  
for other offices, use the appropriate email address at Section C above.

If filing in London include a PBA number or receipt of payment by debit/credit card (see Section H); if filing at an office out of London, also see Section H.

8. If you are not legally represented and do not have access to email, contact the Administrative Court office by telephone so that alternative arrangements can be made. For London claims the number is 020 7947 6655 (option 6). For claims at other offices use the appropriate phone number at Section C above.

### **Responding to claims, appeals or application notices**

1. Wherever possible, any response to a claim or appeal or application notice should be filed electronically. This will include Acknowledgements of Service, Respondent's Notices, responses to interlocutory applications, and any supporting bundles.

2. File smaller documents (less than 50 pages or less than 10mb) by email. In London these should be sent to [caseprogression@administrativecourtoffice.justice.gov.uk](mailto:caseprogression@administrativecourtoffice.justice.gov.uk), for other offices use the appropriate email address at Section C above.

3. For all larger documents use the Document Upload Centre. Any request to upload documents must be made by the professional representative by email:

for London cases to: [DUC@administrativecourtoffice.justice.gov.uk](mailto:DUC@administrativecourtoffice.justice.gov.uk)  
for other offices, use the appropriate email address at Section C above.

4. The requirements for the preparation of bundles at Section A and Section D (filing claims) apply and must be followed. Please note the provisions on file size.

5. If you are not legally represented and do not have access to email, you should contact the Administrative Court office by telephone so that alternative arrangements can be made. For London claims the number is 020 7947 6655 (option 6). For claims at other offices use the appropriate phone number at Section C above.

**E. NON-URGENT WORK: CLAIMS IN CRIMINAL CAUSES OR MATTERS, APPEALS BY CASE STATED**

**Filing claims and issuing applications and case stated appeals**

1. Wherever possible, non-urgent claims for judicial review in criminal causes or matters and appeals by case stated are to be filed electronically using the Document Upload Centre.

2. Requests to upload documents should be sent

for London cases to: [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)  
for other offices, use the appropriate email address at Section C above.

3. You will receive an invitation by email to upload your documents. You should then upload the claim/appeal/application bundle (prepared in accordance with Section A). If you are commencing a claim or appeal please also upload a further PDF document comprising an additional copy of the Claim Form or Notice of Appeal and the decision document challenged. If filing in London include a PBA number or proof of payment by debit/credit card or a fee remission certificate (see Section H); if filing at any of the out of London offices, also see Section H.

4. Once a claim or appeal has been issued, Administrative Court staff will provide the case reference number to the parties by email.

5. Interlocutory applications should be sent by email

for London cases to: [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)  
for other offices, please use the appropriate email address referred to at Section B above.

For London include a PBA number or receipt of payment by debit/credit card (see Section H); if you are filing the claim in one of the out of London offices, also see Section H.

6. The requirements for the preparation of bundles at Section A and Section D (filing claims) apply and must be followed. Please note the provisions on file size.

7. If you are not legally represented and do not have access to email, you should contact the Administrative Court office by telephone on 020 7947 6655 (option 6) so that alternative arrangements can be made.

## **Responding to claims and case stated appeals**

1. Wherever possible, any response to a claim or appeal or application notice should be filed electronically. This includes Acknowledgements of Service, Respondent's Notices, responses to interlocutory applications, and any supporting bundles.
2. File smaller documents (less than 50 pages or less than 10mb) by email. In London, use [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk), and for other offices use the appropriate email address at Section C above.
3. For all larger documents use the Document Upload Centre. Requests to upload documents should be sent  
  
for London cases to: [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)  
for other offices, use the appropriate email address at Section C above.
4. The requirements the preparation of bundles at Section A and Section D apply and must be followed. Please note the provisions on file size.
5. If you are not legally represented and do not have access to email, you should contact the Administrative Court Office by telephone on 020 7947 6655 (Option 6) so that alternative arrangements can be made.

## **F. EXTRADITION APPEALS**

### **Filing appeals and issuing Application Notices**

1. Wherever possible, extradition appeals and interlocutory applications in extradition appeals must be sent electronically to:  
[crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)

Include a PBA number or proof of payment by debit/credit card (see Section H). If you are not legally represented and do not have access to email, you should contact the Administrative Court office by telephone 020 7947 6655 (Option 6) so that alternative arrangements can be made.

2. After the period for lodging amended grounds of appeal has expired the Appeal Bundle must be lodged. Please use the Document Upload Centre. Any request to upload documents must be made by the professional representative by email to:  
[crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)

Litigants in person without access to email should contact the Court to make alternative arrangements – see paragraph 1 above.

3. Any further bundles (whether for renewed application for permission to appeal or for the hearing of the appeal) shall also be lodged in by the methods stated at paragraph 2 above.
4. All bundles for the appeal or (if heard other than at the permission to appeal hearing or the appeal hearing), for any application in the appeal must be prepared in accordance with the requirements at Section A above. If the papers in support of an appeal or application exceed 20mb, the Appellant/Applicant should file:
  - a. a core bundle (no larger than 20mb) including, as a minimum, the Notice of Appeal and Grounds, or Application Notice and grounds; documents regarded as essential to the appeal, or application (for example the extradition request, the judgment of the District Judge, the Respondent's Notice etc.); any witness statements (or primary witness statement) relied on in support of the appeal or application; and a draft of the order the court is asked to make; and
  - b. a further bundle containing the remaining documents.

#### **Responding to appeals and Application Notices**

1. Wherever possible, responses to appeals and Application Notices should be filed electronically with the Administrative Court.
2. File smaller documents (less than 50 pages or less than 10mb) by email, to [Crimex@administrativecourtoffice.justice.gov.uk](mailto:Crimex@administrativecourtoffice.justice.gov.uk).
3. Larger documents should be filed using the Document Upload Centre. Any request to upload documents must be made by email to [crimex@administrativecourtoffice.justice.gov.uk](mailto:crimex@administrativecourtoffice.justice.gov.uk)
4. Litigants in person without access to email should contact the Administrative Court office by phone on 020 7947 6655 (Option 6) so that alternative arrangements can be made.
5. Any documents for the hearing of the appeal or application must be prepared in accordance with the requirements at Section A, and be lodged in the manner described above in the paragraphs concerning the filing of appeals.

## Other arrangements

### G. DETERMINATION OF CLAIMS

#### Paper applications

Applications for permission to apply for judicial review, applications for permission to appeal, and interlocutory applications will continue to be considered on the papers, as usual.

#### Orders

Orders will be served on all parties by email or, if service by email is not possible, they will be served by post.

#### Hearings

1. All matters for hearing will appear in the Daily Cause List. The list may be subject to change at short notice.
2. Hearings will ordinarily take place either in person (in court).
3. A judge may, on application by the parties, permit a different mode of hearing: either a hybrid hearing, or a remote hearing. A hybrid hearing is when some participants in court and others present by video. At a remote hearing all participants are present by video or phone. Hybrid hearings are conducted using the Cloud Video Platform (CVP) for persons attending by video. Remote hearings are by Cloud Video Platform (CVP) or Microsoft Teams (video), or BT Meet Me (phone). If a hearing takes place by video and/or phone, the arrangements will be made by the court.
3. If an application is made that the hearing take place as a hybrid hearing or a remote hearing, the application will be determined by a judge who will decide whether it is in the interests of justice to grant the application. Whenever possible the judge will make this decision taking account of the views of the parties.
4. If it appears a hearing may need to be vacated (e.g. by reason of illness) or the arrangements for the hearing may need to be changed (e.g. because a party is required to self-isolate), please inform the court as soon as possible.

### **H. FEES (APPLIES TO ALL CLAIMS)**

#### **Payment by debit or credit card (by phone or email)**

You can pay a court fee for a London claim by debit or credit card by contacting the Fees Office on 020 7073 4715 between the hours of 10:00am and 16:00pm, Monday to Friday (except bank holidays) or by emailing [RCJfeespayers@justice.gov.uk](mailto:RCJfeespayers@justice.gov.uk) Once the payment

has been processed you will receive a receipt which you should submit with the claim form and/or application form.

Court fees for claims at other offices can also be paid by debit or credit card – please provide your contact telephone number in the email/letter that accompanies the claim or application, you will be contacted to make payment by phone.

### **Payment by PBA**

If you have a PBA account, then you must include the reference number in a covering letter with any claim form and/or application you lodge so the fee can be deducted from this account.

### **Payment by cheque**

Cheques should be made payable to HMCTS. The cheque should be sent together with the Claim Form or Application Notice, either by post or DX.

For London claims cheques can be sent via the drop box at the main entrance in the Royal Courts of Justice. For claims at other offices, if you have arranged to file the claim/application in person, you may bring the cheque with you.

### **Attending the Fees Office counter (Royal Courts of Justice, London only)**

The Fees Office counter is open to the public Monday to Friday 10:00am to 4:30pm (except Bank Holidays). **Access to the Fees Office counter is on an appointment only basis. There is no walk-in facility.** To make an appointment to attend the counter contact the Fees Office, Monday to Friday 10.00am to 4.00pm (except Bank Holidays), by phone (020 7947 6527) or by email ([feesofficecounterbooking@justice.gov.uk](mailto:feesofficecounterbooking@justice.gov.uk)). Do not attend without a confirmed appointment.

Once the fee has been taken or the fee remission form completed the Claim Form, or Notice of Appeal or Application Notice may be sent and will be forwarded to the relevant Administrative Court office for processing.

### **Help with fees**

To apply for fee remission, go to the Help with Fees website [www.gov.uk/get-help-with-court-fees](http://www.gov.uk/get-help-with-court-fees) and complete the step-by-step application process.

If your claim is in London forward your 'HWF' reference to the Fees Office [feesrcj@justice.gov.uk](mailto:feesrcj@justice.gov.uk) along with a copy of your Claim Form and/or application form. Please note, the number is confirmation of applying and is not confirmation of Remission entitlement. The Fees Office will process your application and contact you with the outcome of the Help with Fees application and will advise your next steps. For the out of

London offices send your HWF reference along with the Claim Form and/or application form.