

NOTICE FOR ADMINISTRATIVE COURT USERS

Issuing and Filing in the Administrative Court

During the current phase of the COVID-19 outbreak the Administrative Court Office is making some temporary changes to service that will impact customers. The following will take effect from Thursday 19 March 2020 until further notice:

1. Where possible, Court users should avoid attending the Administrative Court Office in person until further notice
2. Court users who have a PBA account may issue claims and applications by email: AdministrativeCourtOffice.GeneralOffice@hmcts.x.gsi.gov.uk
3. Court users who do not have a PBA account should, where possible, issue claims by post or DX enclosing a cheque for the court fee
4. For urgent claims, or for court users who are not able to pay by cheque or PBA, claims and applications may be issued by handing them over the counter at the Fees Office (Room E01) once the relevant fee has been paid. **Please note** that the court is likely to be operating at reduced staffing levels and in these circumstances the Administrative Court Office is unable to check applications before accepting them. If any application received via the Fees Office counter does not meet the minimum requirements to enable staff to issue it, court staff will contact the party who lodged the application for further information, or may return the application in non-urgent cases.
5. Documents of over 50 pages may be filed by email, but please bear in mind that the court may still require a hard copy to be lodged by post/DX if the matter is not urgent.
6. Bundles for hearings should where possible be sent by DX or post, but where this is not possible, should be taken to Court 37.