



Dear Sir

Discussions have taken place within the Public Law Team and the Court would like to remind you of the following:

- The correct email account for all enquiries, orders (both pre and post hearing) is [leedsdfcpubliclaw@hmcts.gsi.gov.uk](mailto:leedsdfcpubliclaw@hmcts.gsi.gov.uk)
- The correct email account for all issue is [leedsdfcpubliclawissue@hmcts.gsi.gov.uk](mailto:leedsdfcpubliclawissue@hmcts.gsi.gov.uk)

The above email accounts are to be used for all public law matters, please **do not** email individuals direct.

When sending emails to the Court please ensure the case number, name of matter and which Judge is dealing with the case is typed in the 'subject matter'.

When sending emails to the Court which relate to Placements or Adoptions please ensure you quote the 'Z' number rather than the Care file number.

- All orders after a hearing before the Court **MUST** be filed with the Court the same day as the hearing. Please see attached document '24 hour issue public law orders' which was introduced on 5 August 2013.
- When attending hearings at the Court please remember it is **your responsibility** to report to the Clerk for that Court. Also if you are granted extra time for discussions, if you require further time please ensure you request that in the original time allowed.

Yours faithfully

Sharon Thickett  
Public Law

## 24 Hour issue Public Law orders for DJ appointments in hearing rooms.

This process has been developed by Court staff in consultation with the judiciary. The new process will be introduced on .....

### Day before the hearing

- The parties will discuss what they would like in the order and give the LA draft directions if they are disputed – e.g. experts. The LA must submit the draft CMO to [leedsdfcploorders@hmcts.gsi.gov.uk](mailto:leedsdfcploorders@hmcts.gsi.gov.uk) by 11am the day before the hearing. The draft must indicate any matters that are not agreed by putting them in square brackets.
- The receiving clerk will email all draft orders as soon as possible to the Judge and the clerk who will be attending the hearing no later than 3pm the day before the hearing.
- The CMS summary sheet, hearing outcome tick list and a printed copy of the completed draft CMO is to be provided to the Judge along with the bundle which should arrive at the office 2 days before the hearing and should be sent to the judge on receipt. (Any documents received in Care late filing will also be sent at this stage or emailed if late in the day)

### At the hearing

- The next hearing date from the new electronic diary. (Go live date for e-diary is 16<sup>th</sup> September until then a hearing date will need to be obtain from the DJ's listing section or own listing).
- The parties must submit an amended draft order to be approved by the Judge.
- Once the order has been approved, the Judge will either email a copy direct to the Public Law Team or, in the event that the order is hand written, it will be collected by the ushers on DJ's reception and will be collected by the Public Law Team.. This will then be given to the orders clerk.
- The orders clerk will amend the electronic draft order and copy and paste on to Familyman.
- The orders Clerk will finalise, print, seal and distribute the order to all parties and an unsealed copy of the order will be emailed to the Local Authority. (In the future it is hoped that this will also be done electronically with a seal).
- Judges will robustly remind parties of the need for bundles and draft orders to be filed on time and will not let parties leave until a complete amended order is in the clerk's hand.

Any orders made in court after 3pm will be processed the next morning.

Vicki Rushworth  
1 August 2013