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Our ref: RM/Chancery

Your ref:

FAO

- Senior Partners of local Practitioners
- Counsel's Chambers

DATE 5th July 2016

Dear Sirs,

RE : Companies Court E-Filing Initiative at Leeds District Registry

I write to inform you of a new pilot the Companies Court at Leeds District Registry are currently trialling. The aim of which is to eliminate the requirement to file "paper" documents in respect of winding up petitions and to be paperless so far as possible and to be digital in relation to this area of work.

We would anticipate that this new way of working will streamline our working processes with a view to providing a more efficient, improved service to our customers as well as reduce the possibility of any data loss that could occur if the documents are sent to the Court by other means (i.e Royal Mail or DX post).

This new way of working is fully endorsed by the Judiciary at Leeds District Registry and will initially be trialled at Leeds on the 12th July 2016.

In order to assist this initiative to be successful as far as possible, we request the following documents be filed by E-Mail **by no later than Friday prior to any allocated hearing date unless there are exceptional circumstances and prior agreement has been sought from the court:**

- Affidavits/Certificates/Statements of Service
- Certificate of Compliance
- Copy of Advertisements
- List of persons attending
- Witness Statements (excluding statements to verify the petition)
- Skeleton arguments

Please note this does not change the Insolvency Rules 1986 filing time requirements.

The filing of Winding Up Petitions will still presently need to be sent via post to be court sealed.

A new dedicated email account has been set up solely for the Companies Court which is as follows: LeedsCompanyCourt@hmcts.gsi.gov.uk

We request hearing bundles are also filed by E-Mail AND in the paper form to make it easier for the Judge to read.

Any applications such as Applications to Withdraw can also be sent via E-Mail (and you would be encouraged to do so) however, emailed applications can only be accepted whether the Court fee is to be paid by way of PBA account or by debit/credit card. Alternatively the application can be sent by post with a cheque enclosed.

Attachments sent by e-mail must be formatted as follows:

DD.MM.YYYY [Case Number] [Document][File format]

e.g.

05.07.161 of 2016 Certificate of Compliance.pdf

06.07.162 of 2016 Statement of Service.pdf

06.07.163 of 2016 Application to Withdraw.pdf

07.07.164 of 2016 Applicant's Skeleton Argument of Mr Smith.pdf

07.07.164 of 2016 Skeleton Argument in Opposition.pdf

It should be also noted that any Orders made produced by the Companies Court at Leeds will now be endorsed with a black digital seal rather than the red manual seal. Again this has been fully endorsed by the Judiciary at Leeds and indeed mirrors what currently occurs at The Companies Court in London

If you require any further information regarding this pilot, please feel free to contact the Companies Court e-filing project leads, Richard Marsland and Daniel Gaunt, who will be pleased to assist you.

Yours Faithfully

Richard Marsland/Daniel Gaunt
Chancery Section
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