

ANNEX B

COUNTY COURT AT CENTRAL LONDON CIRCUIT AND DISTRICT JUDGES SKELETON ARGUMENT PROTOCOL

1. The Court has a dedicated e-mail address for filing skeleton arguments in all cases. Where listed before a Circuit Judge: CentralLondonCJSKEL@justice.gov.uk. Where listed before a District Judge: CentralLondonDJSKEL@justice.gov.uk.
2. Unless otherwise expressly directed (on occasion, the Circuit Judge may request that a skeleton argument is sent directly to the Judge's clerk's email address), all skeleton arguments for hearings must be emailed to the correct address in accordance with this protocol.
3. The "Subject" field of the email sending the skeleton must contain (in this order):
 - the Claim Number (typed without spacings)
 - the name of the (First) Claimant and (First) Defendant (abbreviated in any appropriate manner)
 - the party filing the skeleton
 - the date and time of hearing
 - if known, the name of the Judge hearing the case

Example: G10CL123 Smith v Jones Ltd – D – 1 Jan 10.00 – HHJ Dight CBE

The claim number in particular is vital in order for your skeleton argument to reach the Judge.

4. Attach the skeleton argument (in Word or Word compatible format) to the email. The only documents which can be sent by email in this way are:
 - Skeleton arguments (but not authorities to be relied on: these must be lodged on paper unless the court orders otherwise)
 - Chronologies
 - Reading lists
 - Lists of issues
 - Case summaries
 - Draft directions
 - Trial timetable
 - Lists of authorities (but not the authorities themselves)
 - *Dramatis personae*
5. All documents should be attached to one email. Should it become necessary to send a further email for correction purposes indicate in the title / subject of the email that it is a revised version.

Example: G10CL123 Smith v Jones Ltd – D – 1 Jan 10:00 – HHJ Dight CBE – revised

6. It may be appropriate for certain documents to be sent in PDF format, for example a document which is an essential appendix to a skeleton argument. However, this should be the exception and not the rule – the documents in paragraph 4 above must be in Word and not PDF format, unless the court orders otherwise.
7. Parties and legal representatives are reminded that, in the absence of any other Order made in any particular case, skeleton arguments should be sent to the court by 4 pm no more than 5 and no less than 2 days before the date on which the case is listed.
8. Do not send skeleton arguments by fax or by any other means unless email is not available, in which case an explanation must be provided with the document.
9. Do not duplicate the emailed skeleton argument by copying it to any other Central London email addresses or by sending it in the post. One email to the CJSKEL or DJSKEL Inbox as the case may be is all that is required.
10. When printed out, the email and any attachments, including any document embedded in another, must not exceed 25 pages.
11. The total size of an email, including any attachments, must not exceed 5 megabytes.
12. The CJSKEL and DJSKEL Inboxes are regularly monitored, but an individual acknowledgment of a received email will not be provided, so please do not ask for one.
13. The CJSKEL and DJSKEL Inboxes will be cleared of all emails over 21 days old at any given time.
14. The CJSKEL and DJSKEL Inboxes are not to be used for the following, unless expressly directed by a court order or requested by the Judge:
 - (1) Filing trial or hearing bundles.
 - (2) Filing copies of authorities.
 - (3) Issuing or filing applications; a Part 23 application requires payment of a fee, a draft order and a statement of truth.
 - (4) General correspondence with the Court or the Judge.
 - (5) Sending a draft Minute of Order after a hearing.