

**Queen's Bench Division**  
**Queen's Bench Masters Listing and Action Department**  
**Information for Court Users**

Date: 19 July 2021

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

The Queen's Bench Division telephone number is 0203 936 8957

**QUEEN'S BENCH ISSUES –**

Submitting Claim Forms

Professional court users should continue to submit claim forms via CE-File.

Unrepresented Litigants in person are encouraged to use CE-File, but if this is not possible claims forms can be submitted by -

- a) email, accompanied with a receipt of payment by debit/credit card or fee remission certificate to [QBEnquiries@justice.gov.uk](mailto:QBEnquiries@justice.gov.uk); or
- b) post, accompanied with a cheque, receipt of payment by debit/credit card or fee remission certificate to HMCTS, Queen's Bench Division, Issues Department, Royal Court of Justice, Strand, London, WC2A 2LL; or alternatively
- c) deposit the application with receipt of payment by debit/credit card or a fee remission certificate in the Queen's Bench Division drop box which is situated at the main entrance of the Royal Courts of Justice.

For more information in relation to payment by debit/credit card please see Fees Office section.

For more information, support, advice and to register to use CE-File, please use this link: - [www.gov.uk/guidance/ce-file-system-information-and-support-advice](http://www.gov.uk/guidance/ce-file-system-information-and-support-advice)

Contacting the Queen's Bench Issues Department

All enquiries relating to Queen's Bench Issues should be sent to [QBEnquiries@justice.gov.uk](mailto:QBEnquiries@justice.gov.uk) or telephone 0203 936 8957 and a member of the team will assist you.

## **QUEEN'S BENCH MASTERS LISTING -**

### Attended Hearings at the Royal Courts of Justice

1. All hearings will continue to be conducted remotely until the 30 September 2021 unless the Master considers that a hearing should be held with legal representatives and parties present, in which case, at the Master's discretion, a hearing will be listed in the Master's Chambers or in a court room. If a party considers that there are good reasons why a hearing should not be held remotely they should contact the Queen's Bench Masters Listing Section [QBMastersListing@justice.gov.uk](mailto:QBMastersListing@justice.gov.uk) at least 7 days before the hearing and provide reasons.
2. If a Master directs a hearing will be in person, Masters Listing Office will contact the parties to ascertain the number of attendees.
3. Hand sanitiser will be available in the Master's rooms and in a court room but parties should bring their own gloves, masks and any other protective clothing/equipment that they wish to use.

### Remote Hearings

Masters Clerks will be responsible for organising remote hearings with Parties via Microsoft Teams. Parties will be contacted by a Master's Clerk who will facilitate the hearing arrangements and provide hearing directions on behalf of their respective Master. A list of the names and contact email addresses for each of the Queen's Bench Masters Clerks is included in this document. Hearings via telephone will continue to be arranged by the parties (see CPR Practice Direction 23A para. 6.10(1)). The approved providers are Kidatu and Legalconnect.

### Hearing Bundles

Documents and skeleton arguments to be relied on at a hearing must continue to be sent electronically even where a hearing takes place with attendance in person, in accordance with the guidelines for electronic bundles. If a hard copy bundle is required it will be specified in the hearing notice sent to parties, along with the Masters remote hearing directions.

### Submitting Applications

Professional court users should continue to submit applications via CE-File.

Unrepresented Litigants in person are encouraged to use CE-File, but if this is not possible applications can be submitted by -

- a) email, accompanied with a receipt of payment by debit/credit card or with a fee remission certificate to [QBMastersListing@justice.gov.uk](mailto:QBMastersListing@justice.gov.uk) ; or

- b) post, accompanied with a cheque, receipt of payment by debit/credit card or fee remission certificate to HMCTS, Queen's Bench Division, Masters Listing Office, Royal Court of Justice, Strand, London, WC2A 2LL; or alternatively
- c) deposit the application with receipt of payment by debit/credit card or a fee remission certificate in the Queen's Bench Division drop box which is situated at the main entrance of the Royal Courts of Justice.

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For more information, support, advice and to register to use CE-File, please use this link: - [www.gov.uk/guidance/ce-file-system-information-and-support-advice](http://www.gov.uk/guidance/ce-file-system-information-and-support-advice)

### Clerks Walk in

Clerks walk in remains suspended until further notice.

### Contacting the Queen's Bench Masters Listing Office and Clerks

All enquiries relating to Masters hearings should be sent to the Masters Clerks at the email addresses provided.

All other general enquiries should be sent to [QBMastersListing@justice.gov.uk](mailto:QBMastersListing@justice.gov.uk)

<b>Master's</b>	<b>Clerk's</b>	<b>Clerk's email address</b>
Senior Master Fontaine Master Davison	Jonathan Eves	<a href="mailto:Jonathan.Eves@justice.gov.uk">Jonathan.Eves@justice.gov.uk</a>
Master Dagnall Master Stevens	Beverley Henningham	<a href="mailto:Beverley.henningham@Justice.gov.uk">Beverley.henningham@Justice.gov.uk</a>
Master Sullivan Master Gidden	Sheila Anirudhan	<a href="mailto:Sheila.Anirudhan@justice.gov.uk">Sheila.Anirudhan@justice.gov.uk</a>
Master Cook Master Thornett	Mihaela Baditoiu	<a href="mailto:Mihaela.Baditoiu@justice.gov.uk">Mihaela.Baditoiu@justice.gov.uk</a>
Master McCloud Master Eastman	Sujen Subenthiran	<a href="mailto:Sujen.subenthiran@justice.gov.uk">Sujen.subenthiran@justice.gov.uk</a>
Master Brown Deputy Masters	Stephen Keith	<a href="mailto:Stephen.keith@justice.gov.uk">Stephen.keith@justice.gov.uk</a>

## QUEEN'S BENCH ENFORCEMENT –

### Writs of Possession

Writs of Possession may be issued. However, Section 82 of the Coronavirus Act provides that possession orders made against tenants of commercial properties cannot be enforced before 30 June 2020, or any extension of that period, and that period has been extended by the Government to **25 March 2022**. The same applies to commercial landlords' abilities to recover rental arrears through the seizure of goods

Please note that, except in the case of certain trespassers (those who never had any right or permission from a relevant person to enter or remain) or the court otherwise orders, 14 days' notice of eviction is required to be delivered to the premises by Rule 83.8A before a writ of possession can be executed.

There is now no general requirement for permission of the court to be obtained to issue a writ of possession, following amendments to Rule 83.13. Judicial permission is still required to issue a writ to enforce notices under section 33D Immigration Act, and to enforce orders over 3 months old against a trespasser(s), and to issue writs of restitution or assistance. CPR83.13(6) does provide that there must be a certificate that the land has not been vacated.

### Transfers from the County Court to the High Court for the enforcement of a possession order

Rule 30.4(3), which took effect from 21 September 2020, provides that orders made by the County Court for transfer of proceedings to the High Court for the enforcement of a judgment or order for possession will have effect so as to transfer those proceedings to the District Registry in whose area the land is situated (where the land is not situated in the area of any District Registry then the transfer will still be to the Royal Courts of Justice), unless the court otherwise orders. All relevant applications, including for writs and for stays of enforcement, should then be made to that transfer destination (and which should also be identified on the notice of eviction).

### Submitting Writs of Control and Writs of Possession

Professional court users should continue to submit applications via CE-File if they already have a QB claim number.

Unrepresented litigants in persons are encouraged to use CE-File if they already have a QB claim number, but if this is not possible applications can be submitted by -

- a) by email, accompanied with a receipt of payment by debit/credit card or a fee remission certificate to [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk); or
- b) post, accompanied with a cheque, PBA account number, receipt of payment by debit/credit card or fee remission certificate to HMCTS, Queen's Bench Division, Enforcement Department, Royal Court of Justice, Strand, London, WC2A 2LL; or

- c) deposit the application with receipt of payment by debit/credit card or a fee remission certificate in the Queen's Bench Division drop box which is situated at the main entrance of the Royal Courts of Justice.
- d) for all claims issued in the County Court please email [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk)

For more information in relation to payment by debit/credit card please see Fees Office section.

For more information, support, advice and to register to use CE-File, please use this link: - [www.gov.uk/guidance/ce-file-system-information-and-support-advice](http://www.gov.uk/guidance/ce-file-system-information-and-support-advice)

### Possession Claims against Trespassers under CPR Part 55

The following procedure has been introduced in the QB Enforcement Section to allow claims against trespassers which are permitted to be brought, and are not subject to a stay.

#### Claims under Rule 55.6

1. Draft Claim Form and Particulars of Claim, (or issued and filed Claim Form and Particulars of Claim in an existing QB claim), Witness Statement and Certificate of urgency with draft Order to be E-filed and also sent to QB Enforcement Section [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk) in PDF form.
2. Permission to issue given by the Master and Order approved, without a hearing or by telephone hearing at Master's discretion. The draft Order must include a protocol for Defendants to dial in to a telephone hearing for the return date.
3. Claim Form issued and Order sealed electronically.
4. The Claim Form and sealed Order will be emailed to High Court Enforcement Officer/Solicitor for Claimant who will serve in accordance with CPR 55.6.
5. Certificate/Statement of service to be emailed to [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk) and E-filed.
6. Return hearing to be conducted by telephone conference call arranged by Claimant.
7. Order following telephone hearing and PF86 to be approved by the Master and Possession Order sealed.
8. Writ of Possession sealed.
9. Writ executed by High Court Enforcement Officer.

#### Applications for an Interim Possession Order (IPO) under Rule 55.20

- a) The documents required under Rule 55.22 must be E-filed and also sent to [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk) in PDF form.
- b) The court will issue the claim form and the application for the IPO and send these by email to the High Court enforcement officer/solicitor for the claimant.

- c) The hearing of the application will be by telephone no later than 3 days after the date of issue.

An application for case management directions agreed by all parties

Submit by E-filing and by sending the application notice and draft order to [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk)

Stay of execution

All applications for a stay of execution will be dealt with on an urgent basis. To maximise efficiency the preferred option is email.

Applications to file a stay of execution can be submitted by -

- a) email, accompanied with a receipt of payment by debit/credit card or a fee remission certificate to [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk) ; or
- b) post, accompanied with a cheque, PBA account number, receipt of debit/credit card or fee remission certificate to HMCTS, Queen's Bench Division, Enforcement Department, Royal Court of Justice, Strand, London, WC2A 2LL; or alternatively
- d) deposit the application with receipt of payment by debit/credit card or a fee remission certificate in the Queen's Bench Division drop box which is situated at the main entrance of the Royal Courts of Justice.
- e) If the application is urgent and you have no access to email you can telephone 0203 936 8957 and a member of the team will assist you.

For more information in relation to payment by debit/credit card please Fees Office section.

Contacting Queen's Bench Enforcement

All enquiries relating to Queen's Bench Enforcement should be sent to [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk) or telephone 0203 936 8957 and a member of the team will assist you.

**DEEDS POLL –**

Applications for Deeds Poll should be submitted by -

- a) post, with a cheque, postal order, bankers draft or receipt of debit/credit card payment to HMCTS, Queen's Bench Division, Deed Poll Department, Royal Court of Justice, Strand, London, WC2A 2LL; or alternatively
- b) deposit the application with a cheque, postal order, bankers draft or receipt of debit/credit card payment receipt of payment in the Queen's Bench Division drop box which is situated at the main entrance of the Royal Courts of Justice.

For more information in relation to payment by debit/credit card please see Fees Office section.

#### Contacting Deeds Poll Department

All enquiries relating to Queen's Bench Deeds Poll should be sent to [QBEnforcement@justice.gov.uk](mailto:QBEnforcement@justice.gov.uk) or telephone 0203 936 8957 and a member of the team will assist you.

### **FOREIGN PROCESS –**

The Foreign Process Section processes requests for service of proceedings from foreign courts, requests for service of proceedings issued in this jurisdiction in other countries, requests for taking of evidence and registration of foreign judgments.

Documents can be sent to the court by post, accompanied with a cheque, receipt of payment by debit/credit card or PBA account number if applicable, to HMCTS, Foreign Process Department, Royal Court of Justice, Strand, London, WC2A 2LL

Alternatively, documents with accompanying fee or PBA number if applicable, can be left in the Queen's Bench Division drop box, which is situated at the main entrance of the Royal Courts of Justice.

#### Contacting Foreign Process Department

All enquiries relating to Foreign Process should be sent to [ForeignProcess.rcj@Justice.gov.uk](mailto:ForeignProcess.rcj@Justice.gov.uk) or telephone 0203 936 8957 and a member of the team will assist you.

### **CHILDREN'S FUNDS –**

#### Deposits into Court Funds Office

For all deposits into Court Funds please contact the Court Funds Office on -

Court Funds Office  
Sunderland  
SR43 3AB

Email: [enquiries@cfo.gov.uk](mailto:enquiries@cfo.gov.uk)

Telephone: 0300 0200 199

<https://www.gov.uk/pay-court-funds-office>

#### Claims in the High Court

For all queries where money has been paid into the Court Funds Office relating to a child or protected party please contact Queen's Bench Children's Funds and refer to section 13 of

the Queen's Bench Guide <https://www.judiciary.uk/publications/the-queens-bench-guide-2021/>

### Claims issued outside of the High Court

For any query relating to monies in the Court Funds Office for an unclaimed balance should first contact the court where the direction/order was made. In all other instances contact Queen's Bench Enforcement.

### Contacting Children's Funds Department

All enquiries relating to Children's Funds should be sent to [QBChildrensFunds@Justice.gov.uk](mailto:QBChildrensFunds@Justice.gov.uk) or telephone 0203 936 8957 and a member of the team will assist you.

## **ELECTRONIC SIGNATURES ON COURT DOCUMENTS –**

Rule 5.3 permits any document that is required to be signed "if the signature is printed by computer or other mechanical means". The QB Action Department will accept all documents signed with electronic signatures, but documents that are unsigned will not be accepted.

## **FEES OFFICE –**

### How to Pay a Court Fee

#### *Payment by CE-File –*

Court users can pay a fee by Payment by Account (PBA) or debit or credit card on submission of documents via Ce-File. For more information, support, advice and to register to use CE-File, please use this link: [www.gov.uk/guidance/ce-file-system-information-and-support-advice](http://www.gov.uk/guidance/ce-file-system-information-and-support-advice)

#### *Payment by Debit or Credit Card via the Phone or Email –*

You can pay a court fee by debit or credit card by contacting the Fees Office on 0203 936 8957 between the hours of 10:00am and 16:00pm, Monday to Friday (except bank holidays) or by emailing [RCJFeesPayments@justice.gov.uk](mailto:RCJFeesPayments@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 to the relevant department either by email, post or drop box which is situated at the main entrance of the Royal Courts of Justice.

#### *Payment by Account (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 with the court, either by email, post or drop box which is situated in the main entrance to the Royal Court of Justice.

#### *Payment by Cheque –*

Cheques should be made payable to HMCTS and either posted with the claim form and/or application form or placed in the drop box which is situated at the main entrance to the Royal Court of Justice.

### *Attending the Fees Office Counter -*

The Fees Office counter is open to the public during the hours of 10:00am and 16:30pm, Monday to Friday (except bank holidays). **Access to the Fees Office counter is on an appointment only basis. There is no walk-in facility.** An appointment to attend the counter can be made by contacting the Fees Office on 0203 936 8957 between the hours of 10:00am and 16:00pm, Monday to Friday (except bank holidays) or by emailing [FeesOfficeCounterBooking@justice.gov.uk](mailto:FeesOfficeCounterBooking@justice.gov.uk) (you must await confirmation before attending).

Once an appointment has been booked, Court Users are advised to enter the Royal Courts of Justice via the main Strand entrance and make their way directly to the Fees Office. Upon arrival you will be directed by staff to pay a fee or submit a remission application and then your documents will be placed in a drop box for the appropriate Court department.

### Help with Fees Online

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. 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.

### General Fee Enquiries

For general fee related enquiries please contact the Fees Office on 0203 936 8957 between the hours of 10:00am and 16:00pm, Monday to Friday (except bank holidays) or email [FeesRCJ@justice.gov.uk](mailto:FeesRCJ@justice.gov.uk)