



THE ADMINISTRATIVE COURT IN LEEDS

User Group Meeting (UGM)

Tuesday 17.10.23 4.45pm by MS Teams

Minutes

In attendance:

Mr Justice Fordham (Liaison Judge) [MF]
Michael Blackwood (CPS)
Chris Brooks (ACO)
Dominique Cole (ACO)
Noeleen Conneely (ACO) [NC]
Alexander Davey (Bhatia Best) [AD]
Charlotte Davies (Capsticks)
Killian Garvey (Kings Chambers)
John Hunter (Kings Chambers)
Martin Lee (ACO) [ML]
Gary Smith (Kings Chambers)
Jessica Turner (Clerk to MF)

1. Introduction. MF welcomed participants to the User Group Meeting for ACL and referred to the minutes from the last meeting, already published online. [ACL UGM Minutes 26.4.23](#)
2. Matters Arising from previous Minutes. MF explained that:
 - In Social Work England interim order cases the approach to orders requiring notice of third party applications to access documents from the court records (CPR5.4C) has featured in 6 recent short judgments in the last fortnight.
 - Timescale for sending sealed orders: it was hoped that this matter had been sufficiently addressed
3. Introduction of the CMS system.
 - NC advised that as from 07/08/2023 the AC had moved to a new case management system for existing and new cases in the High Court. This involved the staff having to get used to new processes and different ways of working all of which has proved time-consuming and challenging. Users are asked to bear with us while we familiarise ourselves with the new system: we hope we will get quicker with practice.

- ML confirmed that “CMS” refers to the Court side of the system, “CE-File” refers to external users side of the same system. He also added that the transfer of documents and data to the new system meant that for a fortnight the Court was unable to process any cases to conclusion and that backlog continues to have an impact on current performance.
- ML clarified that the situation in the regional office was different for the UTIAC and AC jurisdictions. The use of CE-file for applications to the Upper Tribunal (IAC) was now mandatory for professional court users [since 25/09/2023] – applications etc can no longer be sent via email / posted etc by professional users. However, where an application includes a request for immediate or urgent relief [UTIAC4] the application must be made to Field House, not the regional office. By contrast, CE-filing was not yet possible in the AC and, at present, it is not known when it will be possible for professional users to use CE-File (and any individuals who would choose to) or when its use will be mandated.

4. Recording date of filing on claim forms

- AD had raised the issue of recording the date of filing of new claims [known as ‘submitted date’ on CMS]: this was occurring in Leeds but has not been done in all regional courts. The date can be important and it needs to be recorded by the Court.
- NC responded to say that the same should be happening at all ACs but it may be that different ‘work-arounds’ are being used at different sites. NC said she would take the matter up with her regional team leader colleagues with a view to the same practices being in place at all sites.

5. Feedback

- AD’s email had said: We would also like to say as a general point that Leeds staff (in particular Dominique Cole) are always quick to seal claim forms, answer the phone, and respond promptly to email queries. We are aware of the pressures court staff are under and would like to express our thanks to staff in Leeds in what we appreciate to be a very busy period.
- MF thanked AD for this feedback.

6. Communications with the Court

- NC explained that court users who wished to contact the court should choose email or court but not both in parallel.
- In his capacity as liaison Judge, MF explained the position as follows: The Administrative Court in Leeds is under pressure at present and Court staff are working extremely hard on dealing with the caseload. Unnecessary emails and calls relating to individual cases can absorb time and undermine the Court’s ability to operate effectively, dealing with all of its cases, compatibly with the overriding objective.

7. Filing of documents from previous SWE applications

- An email from Capsticks (Keziah Pearson) had referred *Burnham [2023] EWHC 1895 (Admin)* and raised the question of whether it needed to file all bundles from previous applications.
- MF responded that his own view was that skeleton arguments / witness statements from a previous High Court application are needed, together with a record of any observations made by the Judge at previous application. However, the temptation to simply refile the whole electronic bundle should be resisted. Any particular issues in a case should be raised in open court.

8. Further Meetings

- MF said that the format of a single meeting for ACL appeared to be working well. Users were invited to let the office know if a joint meeting with Manchester may be appropriate in future. Users are encouraged to let others know about the meetings and encourage others to also attend. The date for the next meeting will not be fixed now but it is expected to be next term unless something urgent arises which needs a meeting to be held sooner.

9. Thankyous

- MF thanked each member of the Leeds Team and his clerk for their hard work, and thanked all attendees.

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1. Introduction
2. ACL matters arising from minutes of meeting 26.4.2023
[ACL UGM Minutes 26.4.23](#)
3. Discussion topics
 - Introduction of CMS
 - Contacting the Court
4. AOB
5. Date of next UGM

Notes:

- The ACO (Administrative Court Office) team at ACL is: Noeleen Conneely (Administrative Court Team Leader), Martin Lee (Administrative Court & Planning Court Lawyer), Dominique Cole (Administrative Court Team Member/Listing), Chris Brooks and Robert Brown (Administrative Court Team Members). The address and email address are: [Leeds Combined Court Centre](#) leeds@administrativecourtoffice.justice.gov.uk
utiac.leeds@Justice.gov.uk
- The Section 9 judges who sit at ACL are: HHJ Penelope Belcher*; HHJ Malcolm Davis-White KC; HHJ Mark Gosnell; HHJ Claire Jackson; HHJ Siobhan Kelly; HHJ Jonathan Klein*; DHCJ Daniel Kolinsky KC; DHCJ Karen Ridge*; HHJ Andrew Saffman; UTJ Chris Ward; Richard Wright KC. [*planning ticket]
- The Liaison Judge (Fordham J) is sitting at ACL until 20.10.23 and scheduled next to be sitting at ACL 15.1.24-2.2.24. He is contactable via his clerk: Jessica.Turner1@justice.gov.uk
- Admin Court North (ACN) Materials for information:

Divisional Court Cases.

- ACL
 - Ryan v DPP CO/2568/2019 judgment 19.10.22
 - [Cook \[2022\] EWHC 2963 \(Admin\)](#)
 - [Officer B50 \[2023\] EWHC 81 \(Admin\)](#)
- ACM
 - Greater Manchester Chief Constable CO/593/2022 judgment 1.11.22

- [Leeson \[2023\] EWHC 62 \(Admin\)](#)
- [Makki \[2023\] EWHC 80 \(Admin\)](#)

User Group Meetings. UGMs are open to all ACN users and all Minutes are online:

- [ACM UGM Minutes 28/04/2022](#)
- [ACL UGM Minutes 17/05/2022](#)
- [ACL UGM 26/07/2022](#)
- [ACM UGM Minutes 28/07/2022](#)
- [ACN Combined UGM Minutes 7/12/2022](#)
- [ACL UGM Minutes 26/04/2023](#)
- [ACM UGM Minutes 26/07/2023](#)

Venue Determinations.

- [Fortt \[2022\] EWHC 152 \(Admin\) 27.1.22 transfer to ACM](#)
- [Smart \[2022\] EWHC 509 \(Admin\) 9.3.22 transfer to ACL](#)
- [Assent \[2022\] EWHC 510 \(Admin\) 9.3.22 transfer to ACL](#)
- [Assurant \[2022\] EWHC 511 \(Admin\) 9.3.22 non-transfer](#)
- [Orekoya \[2022\] EWHC 540 \(Admin\) 15.3.22 transfer to ACL](#)
- [Khvam \[2022\] EWHC 993 \(Admin\) 4.5.22 transfer to ACL](#)
- [Ellis \[2022\] EWHC 1263 \(Admin\) 25.5.22 transfer to ACL](#)
- [Porky Pint \[2022\] EWHC 1705 \(Admin\) 6.7.22 transfer to ACL](#)
- [Bhimsinhji \[2022\] EWHC 2556 \(Admin\) 11.10.22 transfer to ACL](#)
- [Newcastle United \[2022\] EWHC 2555 \(Admin\) 11.10.22 non-transfer](#)
- [Airedale \[2022\] EWHC 2937 \(Admin\) 16.11.22 transfer to ACL](#)
- [Group for Action \[2022\] EWHC 3296 \(Admin\) 21.12.22 non-transfer](#)
- [O'Brien \[2022\] EWHC 3297 \(Admin\) 21.12.22 non-transfer](#)
- [Subramaniam \[2022\] EWHC 3294 \(Admin\) 21.12.22 transfer to ACL](#)
- [Cleugh \[2023\] EWHC 374 \(Admin\) 24.2.23 transfer to ACL from ACM](#)
- [Parkin \[2023\] EWHC 1500 \(Admin\) 21.6.23 transfer to ACL](#)