

**Administrative Court  
User Group Meeting  
30<sup>th</sup> January 2024, 9am (by Teams)**

**Draft Minutes**

**Present**

Mr Justice Swift, Monika Patel, Geraint Evans, Daniel Trinidad, Angela Warwick, Margaret Newton, Philip Shearer, Jyoti Gill, Jawaid Luqmani, Christina Parkinson, Caroline Bird, Lee Marsons, Sasha Rozansky, Erin Alcock, Ruth Gabriel, Steve Broach, Jamie Beagent, Katy Watts, Francesca Debenham, Priscilla Effah, Gavin John, Dean Tolman, David May, Miranda Butler, Rakesh Singh

**Apologies**

Sarah Christou, Elizabeth Mackie, Ruth Buckland, Katie Meredith, Ruth-Ann Cathcart, Sarah Wilson, Lucy Barbet, Caroline Robinson, Shu Shin Luh, Waleed Sheikh, Jamie Tucker, John Curtis.

**1. Welcome /Minutes of last meeting/matters arising**

Mr Justice Swift (JS) welcomed all.

The meeting approved the draft minutes of the last meeting without amendment.

Matters arising from minutes of last meeting

- Any further response to the discussion at the last meeting on the possibilities for ADR in Administrative Court claims?
- Lee Marsons (Public Law Project) had some information, but it was more than 5 years old. This will be provided.
- ALBA to provide update by next meeting.

**2. Court Performance**

The usual summary of information was provided. JS spoke to this document.

- The time taken for decisions on paper applications (permission to apply for judicial review etc.) in London is longer than the target time. This is a long-standing problem. The capacity of the court staff who prepare applications to go to judges is now routinely outstripped by the number of claims filed.
- JS noted the Receipts and Disposals stats have a slight increase year on year
- Final hearings are taking place within the target time.

- The number of applications being dealt with through the Immediates procedure is consistent, month on month, with the previous year.
- All hearings now routinely take place in-person, save for the short NMC interlocutory applications where the default position is that the hearing takes place by Teams.

Jawaid Luqman asked what the definition of an Immediate application was.

- JS said that any application filed using form N463 is treated as an Immediate application. The guidance on the Form and in PD 54B explains when the immediate applications process should be used (in short, for any application requiring a decision to be made in less than 7 days).

Christina Parkinson asked if there had been any change in relation to the location of where a hearing takes place.

- JS said no. The principles applied are those in PD 54D.

### **3. CE File**

JS confirmed that the Court is now using CE-File; case information has been transferred from COINS to CE-File.

For now, the process for filing claims/applications remains unchanged

The next step will be to introduce filing by CE-File. This will require amendment to the CPR.

Filing by CE file will be introduced first, on a voluntary basis, and will be required only later.

The timetable for this is not yet set. For now, the aim is to introduce voluntary filing by Easter, and compulsory filing from the end of July (end of Trinity term)

JS said to let him know of any suggestions to make the transition easier.

### **4. Court Administration**

JS advised that the working patterns of Court staff remain as before, and will do for the foreseeable future. JS said that this item will be removed from the agenda for the next meeting.

JS asked if there were any problems encountered with communicating with the Court?  
No matters raised.

### **5. AOB .**

Sasha Rozensky has experience of ADR. She will contact JS regarding this.

On use of Form N463.

- JS said that in the vast majority of instances the immediates (Form N463) procedure is now being correctly used.
- The important question (when deciding whether to use Form N463 or make an application in the “ordinary” way using Form N244) is whether a decision on the application is needed within 7 days.
- Bear in mind it may well be appropriate to use Form N463 when the purpose of the application is to obtain an order that shortens the time for a step to be taken. For example, where the application is to reduce the time permitted to file/serve a defence: in such a case a decision on the application may well be needed within 7 days so as to allow the defence to be filed within the shortened period should the application succeed. Always have this sort of practical consideration in mind.

JS thanked everyone for attending.

JS asked committee members to let Monika Patel know their preference (a) for the date next meeting. Options are April/May (Easter Term) or July (Trinity Term); and (b) for whether the meeting should be on Teams or in person.

Meeting ended 9:29am