**Urgent Application Checklist**

**To be completed by the Applicant(s) in all cases**

The Court requires all Applicants to complete this form and send it by email or, if at the Court counter, by hand to the Court at the addresses below. Please do this as far in advance of the intended hearing as possible so that the Court can ensure that the matter is dealt with appropriately.

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| **QUESTION:** | **ANSWER:** |
| Who is the Applicant(s)? |  |
| Who is the Respondent(s)? |  |
| Please provide all known contact details - including telephone numbers (landline and mobile) and addresses (email and main address) - for the parties and their legal representatives |  |
| Please outline the brief facts of the case / application |  |
| 1. Why is the application urgent? 2. Will the other side be told of the application? 3. If so, when and how will you tell the other side? |  |
| What papers have been prepared? |  |
| Level of Judge : HCJ/CJ/DJ?  When can the judge expect the papers? |  |
|  |  |
| How many pages are there in the   1. application and witness statement(s)? 2. exhibits? |  |
| Time estimate for hearing? |  |
| Is the application made in existing proceedings?  If so, what is the case number? |  |
| If no,   1. when will you issue the proceedings? 2. High Court or County Court ? 3. What is the claim value? |  |
| Is this case sufficiently urgent and suitable for the next CJ Apps day? (Dates provided in accompanying email along with criteria of suitable cases) |  |
| Court Address | Birmingham Civil Justice Centre,  33 Bull Street, Birmingham B4 6DS  DX: 701987 Birmingham 7 |
| Court Contact details | General Switchboard: 0121 250 6131  Listing Officer: 0121 681 3160  BPC Chancery Clerk: 0121 681 3033  Circuit Commercial Clerk: 0121 681 3043  TCC Clerk: 0121 681 3043  Email: [BPC.Birmingham@justice.gov.uk](mailto:BPC.Birmingham@justice.gov.uk) |