

JO Ref:

**Judicial Engagement Enquiry Form**

This form should be used for requests for judges from beyond England & Wales wish to meet judges from this jurisdiction. This information will help us determine whether we have resources available to support the proposed visit. Please complete all sections as fully as possible so that, should a visit go ahead, we will be able to tailor it accordingly. Our judiciary must prioritise their own caseload so we are unable to accept every request. We usually ask for at least three months’ notice. If you are in any doubt please do not hesitate to contact the International Team of the Judicial Office at InternationalRelationsJudicialOffice@judiciary.uk. We will be happy to assist you.

**1. Visitor Information**

 **Please complete all sections**

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| Please list all members of the delegation who wish to participate in the proposed visit (including any accompanying interpreters and liaison officer). We may ask for short personal profiles of members of the delegation upon confirmation of the visit. |
| **Country of Origin**:       |
| **Full Name**(Surname in **CAPITALS**) | **Job title and Department** |
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|       | Interpreter |

Will the delegation be accompanied by an Interpreter?

No [ ]  Yes [ ]

**2. Contact Details**

**Please provide the name, telephone number and email address of the coordinator of this visit below:**

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**3. Proposed dates**

**Please list two dates that the delegation is available to participate in the proposed visit (in order of preference):**

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| Proposed date(s) of visit: | 1st choice dates       |
| 2nd choice dates       |
| Estimated length of visit (in working days): |       |

**4. Visit Information**

**Please note that due to the significantly high number of requests we receive to visit London based courts, we are not always able to arrange visits to London courts.  Where objectives can be met by outer London courts, we may consider other areas of England & Wales to accommodate your visit.**

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| **Please tick one of the following:** Yes, I am happy to visit any courts in England or Wales if the meetings achieve the stated objectives      No, I am only able to visit courts in the London area       |

**Please state the specific and detailed aims and objectives of the proposed visit, including the expected outcome and benefits to the delegation below:**

**(Please note that the aims and objectives of the visit may be reproduced on the visit programme).**

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**Please outline what you think the wider and long-term benefits of this engagement will be.**

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**Have you considered whether the objectives of the visit might be met by digital engagement such as a conference call with a member of our judiciary via Microsoft Teams?**

**(This could be arranged instead of a visit or in addition to a visit).**

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**Would the delegation like meetings with the Judiciary of England & Wales or with senior members of staff or both?**

**Please note that meetings with the Judiciary of England & Wales will usually take place before 10am or after 4:30pm around court sitting hours.**

Staff [ ]  Judiciary [ ]  Please provide details of the topics for discussion below:

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**Please provide details of any Courts and organisations that you wish to visit to help achieve your objectives (e.g. Civil, Family, Criminal Courts).**

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**Is the delegation interested in judicial training from the Judicial College? Further information about Judicial College and judicial training may be found at www.** <https://www.judiciary.uk/about-the-judiciary/training-support/judicial-college/>

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**Would the delegation be interested in discussing the work of the Standing International Forum of Commercial Courts? Further Information about SIFoCC including its membership and latest news can be found at** [www.sifocc.org](http://www.sifocc.org)

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**Would the delegation be interested in discussing the Equal Treatment Bench Book? Further Information about the ETBB and the publication itself can be found here** [**https://www.judiciary.uk/publications/new-edition-of-the-equal-treatment-bench-book-launched/**](https://www.judiciary.uk/publications/new-edition-of-the-equal-treatment-bench-book-launched/)

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**If this request is part of a larger programme or will include visits to other government departments please provide details:**

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**Please provide details of any alternative methods you have considered to achieve your objectives and why you considered them unsuitable:**

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**5. Additional Information**

**Have any of the delegation visited before if so please provide details:**

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**Are any members of the delegation members of any judicial organisations (for example the International Association of Women Judges) and if so, would they like a meeting with the relevant judicial lead for England & Wales?**

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**Please provide details if any members of the delegation have any specific requirements such as assistance with mobility:**

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**Please use this box to provide any additional information that you would like to give us:**

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| **Please indicate your acceptance of our Data Privacy Policy:**I give consent to any personal information given in this form to be used in line with the privacy policy below Y/N: The Judicial Office will only hold and use the information recorded in this Form (your information) consistently with its obligations under the General Data Protection Regulation and Data Protection Act 2018. The Judicial Office will retain the forms safely and we will only use the information in the form for the purposes of your visit. We will only use and retain your information with your **explicit consent**. You may **withdraw** your consent at any time. If you wish to withdraw consent please inform us as soon as possible at InternationalRelationsJudicialOffice@judiciary.ukThe information will only be accessible to those involved in the visit and Judicial Office staff. The forms will be destroyed when they are no longer relevant. Applicants should retain a copy of their completed template for their own records. |

Do you need a visa to travel to the UK? Please check online at

**Thank you for completing this form**

Your request will now be considered in the context of our work overall and you will be notified of our decision as soon as possible.

Please submit this form to:

InternationalRelationsJudicialOffice@judiciary.uk