

Administrative Court User Group Meeting

Thursday 12th December 2024

16:30 Court 21

In Person / Remote

Draft Minutes

Present:

Chamberlain J, Geraint Evans, Philip Shearer, Lydia Watton, Monika Patel, Sarah Christou, Kareem Williams, Mark Hamilton, Kam Nagra, Louise Morgan Jawaaid Luqmani, Christina Parkinson, Erin Alcock, Rakesh Singh, Angela Warwick, Katy Watts, Peter Higham, Natalie Stevens, Alex Papasotiriou, Jake Foote, Thomas Belcher

Remote Attendance:

John Curtis
Sasha Rozansky

Apologies:

Jyoti Gill

Meeting started 16:40 Chamberlain J (**CJ**) thanked all for attending

1. Minutes of last meeting/matters arising

The draft minutes of the last meeting were agreed without amendment.

2. Contacting the Admin Court By phone

CJ advised that there is a plan for ACO to move to a new telephone system at the end of next year. Although this is not ideal, there is a proposal to route all calls via the main RCJ switchboard by the end of January 2025. The number is **0207 947 6000** and all should use this number. 0207 947 665 will be diverted to the switchboard.

The direct number for Extradition queries remains the same (6051).

CJ noted that the preferred method of contacting the Case Progression Team or Lawyers is still via email and that URGENT should be put in the subject line. Also, if a hearing is imminent, the date of the hearing should also be put in the subject line. It is also advisable not to send emails to multiple teams, just the team you require e.g. List Office, CPT etc.

3. Embargoed Judgments

Erin Alcock (**EA**) asked if there is any public guidance available for embargoed judgments as the rules are inconsistent.

CJ advised that there are two templates that the Judges use and that he will raise this issue with all Judges at the start of next term. He will draw up a simple note with the aim for more consistency.

4. Claim Forms

Kareem Williams (**KW**) (Issues and Enquiries Manager), asked if when lodging claims via CE-Filing, that the claim form be the first document that is filed at the start of the bundle. This is because the system will only “seal” the first document and there is no scope to isolate the claim form.

CJ said that the ACO Judicial Review Guide should be amended to reflect this in the next edition which will be in September.

It was noted that guidance regarding this is already on the ACO website.

CJ confirmed that CE-Filing is still in the “pilot” period and will become mandatory around Easter.

Sarah Christou (**SC**) confirmed that when CE-File becomes mandatory, Guidance will be filed. She will send a link to the General CE-Filing Guide with the minutes from this meeting.

5. Court Performance

CJ said that there was a mixed picture with the Court Performance figures. Some targets are being met and exceeded, but Renewal Hearings continues to be a problem. He hopes that this is going to be rectified by Renewal Hearings being Listed without a compliant bundle being lodged, as the previous practice was **not** to list until a compliant bundle had been lodged.

6. Changes to the data recorded in the stats

Monika Patel (**MP**) (Operations Manager) asked if everyone was happy to show the Hearings data as just one figure as there are hardly any remote hearings now.

There were no objections

7. News, notes and AOB

A question was raised about S.288 and S.289 Planning applications and what are reasonable steps to take if the sealed Claim Form has not been received. These cases have a strict deadline to serve the sealed claim form within six weeks of the decision. The “Rogers v SSLUHC” COA case was mentioned which included an application for an EOT to serve the sealed claim form.

MP confirmed that there was no longer a public counter at the Issues and Enquiries Office however, arrangements can be made to make an appointment in person at the counter in the West Green. Solicitors should also leave enough time for the claim to be issued. Another solution to follow up the sealed application is to email the General Office and mark this as urgent.

Philip Shearer (**PS**) (Senior Legal Manager) said the SLM’s will send a reminder to the Regions and this note will refer to the “Rogers v SSLUHC” case.

A question was raised about filing a bundle on CE-Filing. The workaround is to choose “other” on the dropdown menu.

CJ asked if the in-person meetings are helpful.
Answer- yes.

CJ apologised for not sending the agenda for this meeting earlier but confirmed the agenda for the next meeting would be sent at least one week in advance. The next CUG meeting will be at the end of January/ beginning of February and will be online.
The next in-person meeting will be at Easter. Dates will be circulated.

Geraint Evans (**GE**) (Senior Operations Manager) re-iterated that a counter service **is** available.

Meeting ended 17:20.