

NOTICE FOR QUEEN'S BENCH AND ADMINISTRATIVE COURT USERS AND PRACTITIONERS

During the phase of the COVID-19 outbreak the Queen's Bench Division are making some temporary changes to our service that will impact our customers which will be take effect from Thursday 19 March 2020 until further notice. We apologise for any inconvenience.

Changes to service

From Thursday 19 March 2020 the following counters will close to the public –

E07 - Queen's Bench Issues, Enforcement and Masters Listing

E15 – Queen's Bench Enforcement, Deed Poll and Bills of Sale

E14 – Foreign Process

WGO8 – Queen's Bench Listing

C324 - Administrative Court Issues

WGO7 – Administrative Court Listing

The following contingency for our customers will be put in place:

- The Fees Office counter (room E01) will remain open and claim forms and other related documentation can be handed over this counter where it will be redirected to the relevant department.
- Bundles for QB Masters hearings should still be delivered to the Bear Garden (East Block).
- Bundles for Queen's Bench and Administrative Court hearings should be delivered to Court 37 (West Green building).

Contacting the court

Customers can also contact the required court office via the email addresses provided below:

AdministrativeCourtOffice.GeneralOffice@hmcts.x.gsi.gov.uk

AdministrativeCourtOffice.ListOffice@hmcts.x.gsi.gov.uk

QBEnquiries@justice.gov.uk

QBJudgesListingOffice@justice.gov.uk

ForeignProcess.RCJ@justice.gov.uk

FeesRCJ@justice.gov.uk