

**BANKRUPTCY AND COMPANIES MASTER
CASE INFORMATION FORM**

Where required, this form should be completed **collaboratively** by the legal representatives for all parties in typewritten form, copied to those parties and submitted to the bankruptcyoffice@courtsni.gov.uk via secure email by 4.00 pm on the date specified (if applicable) or at least **FIVE** working days before the case hearing / review is scheduled or requested. Otherwise, onward transmission should only be by the court office.

REASON FOR LODGING FORM	<p><i>Please state whether you are lodging this form because the matter is:</i></p> <p>URGENT <input type="checkbox"/> REQUIRED by the Court <input checked="" type="checkbox"/> FOR APPROVAL <input type="checkbox"/></p> <p>OTHER (please state)</p>
DATE LISTED / REQUIRED BY:	<p>Court Date (if Listed) : 15 April 2021</p> <p>OR</p> <p>Date Required By (for reviews /if directed):</p>
REASON FOR URGENCY (if applicable)	<p><i>If it is asserted that a particular emergency arises short reasons should be set out below. Please also set out objections if applicable.</i></p> <p>N/A</p>
ICOS REF:	2020/123456
CASE TITLE:	A Sample as Trustee in Bankruptcy of B Sample v B Sample and C Sample
LISTING TYPE:	<p><i>e.g. Directions Hearing; Interim Hearing; Final Hearing</i></p> <p>Administrative Review</p>
SERVICE DETAILS:	<p><i>Have the proceedings been served?</i></p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If Yes – please set out details below (i.e. date /mode of service)</i></p> <p>Summons was served on First Respondent on xx xxxx xxxx by xxxxxxxxxxxx</p> <p>Summons was served on Second Respondent on xx xxxx xxxx by xxxxxxxxxxxx</p>

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	<p><i>If No – please provide an explanation below.</i></p>
<p>LEGAL REPRESENTATIVES FOR EACH PARTY (INCLUDE ALL CONTACT DETAILS: EMAIL AND TEL)</p>	
<p>Applicant <i>Please also indicate the <u>lead contact</u> for the applicant.</i></p>	<p>Solicitor: Email: Tel:</p> <p>Counsel: Email: Tel:</p>
<p>Respondent <i>Please also indicate the <u>lead contact</u> for the respondent.</i></p>	<p>Solicitor: Email: Tel:</p> <p>Counsel: Email: Tel:</p>
<p>HAS MEANINGFUL ENGAGEMENT TAKEN PLACE?</p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If Yes – please set out detail; If No – please provide an explanation.</i></p> <p>The Second Respondent has instructed xxxxx Solicitors to represent her interest in this matter. The parties entered in to pre-action discussions but were unable to reach agreement.</p> <p>The First Respondent did not respond to the service of proceedings and has not, as far the Applicant is aware, instructed a solicitor to represent him in these proceedings. The First Respondent does not reside at the subject property.</p>
<p>IS THERE AN AGREED POSITION?</p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> PARTIAL <input type="checkbox"/></p>

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	<p><i>Please give PARTICULARS (Where this position has changed since the last communication with the Court, this should also be detailed here):</i></p> <p>As part of the pre-action discussions referred to above, the Second Respondent made a Statutory Declaration setting out her claim to a greater than 50% beneficial interest in the subject property/former matrimonial home. This Statutory Declaration is already before the Court as it is exhibited to the Applicant's grounding affidavit. The factual matrix has not materially changed since the Statutory Declaration was sworn.</p> <p>The Second Respondent filed and served a replying affidavit in the proceedings on xxxxxxxx adopting the Statutory Declaration whilst addressing other ancillary matters arising from the Applicant's grounding affidavit. The Applicant requires time to consider the contents of the replying affidavit with a view to filing a rejoinder.</p> <p>Subject to the court, the parties have agreed to adjourn the application for 4 weeks.</p>
<p>AGREED DIRECTIONS (if applicable)</p>	<p><i>Where the parties agree the directions/issues /order can be considered without an oral hearing, please attach any written position papers/submissions and expert reports relied on. Where the directions are not fully agreed, but the matter is urgent, please provide draft directions for each party. To be attached in 1 x A4 page Font 12 if necessary.</i></p> <p>That the application is adjourned for a period of 4 weeks at the Court's discretion.</p>
<p>ISSUES IN DISPUTE (if applicable).</p>	<p><i>Please summarise the core issues requiring judicial adjudication, to be attached in 1 x A4 page Font 12, highlighting any contentious matters</i></p> <p>The Applicant is seeking an order pursuant to Article 309(3) of the Insolvency (Northern Ireland) Order 1989 granting leave for the eviction of the Second Respondent from the Property at xxxxxxxxxxxxxxxxxxxxxxxxxxxx so that the Trustee may sell and realise her interest in the Property, together with further relief as set out in the Summons dated xx xxxxxx 2020.</p> <p>The Second Respondent rebuts the presumption that as both Respondents are registered owners of the Property, that the equity should be divided equally and shared on a 50:50 basis. The Second Respondent contends that she is entitled to the entire beneficial interest in the Property. The Applicant disputes this claim.</p>

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HEARING REQUIRED	<p><i>If a hearing is required please select preferred option AND provide any relevant information to support your preference.</i></p> <p>A hearing is Not required at this stage</p> <ul style="list-style-type: none">• REMOTE HEARING (Sightlink / WebEx) <input type="checkbox"/>• LIVE HEARING (in Person in a Courtroom) <input type="checkbox"/> <p><i>(Please note that capacity within the courtroom is restricted to ensure all attendees can maintain effective social distancing. Therefore it may not be possible to accommodate all attendees in the courtroom)</i></p> <ul style="list-style-type: none">• HYBRID HEARING (partly live/ partly remote) <input type="checkbox"/>• TELEPHONE CONFERENCE <input type="checkbox"/> <p><i>The Master may, upon reviewing the papers direct which form of hearing is most appropriate; therefore it is important that you provide any relevant information to support your preference.</i></p> <p>Please confirm :</p> <ol style="list-style-type: none">1. The number of attendees required :2. The time estimate:3. Details of proposed arrangements for any parties, witnesses or representatives to attend by live link or telephone link:
COMPLETED BY: (Name and date)	<p>_____ On behalf of Applicant</p> <p>_____ On behalf of Respondent</p> <p>DATED: _____</p>
FOR JUDICIAL USE ONLY	
Reviewed By : (name of Judge / Master) _____ on (date) _____	
If a hearing is required , please state if it is : 1. Urgent YES / NO 2. To be by remote means - by LIVE-LINK / TELEPHONE 3. To be held in person in a courtroom: YES / NO	

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Order or Directions (Please detail here):

Please note here any documents referred to (and attach for office):

COURT OFFICE USE ONLY

Order / directions resulted on ICOS by _____ on _____

Arrangements made for hearing (if applicable) as follows:

Sample