

HIGH COURT

QUEEN'S BENCH DIVISION ACTIONS - HEARINGS AND REVIEWS

3 September 2020

QBD Actions listed for Hearing in week commencing 7 September 2020

Where a case is currently listed for hearing in w/c 7 September 2020, the legal representatives should email the Central Office (centraloffice@courtsni.gov.uk) **no later than 12 noon on Friday 4 September 2020** to indicate if the case is ready to proceed. **The subject line of your email should state "QBD Actions - Hearing w/c 7 September"**. If either party informs the court office that the case is not ready to proceed, the case will not be listed for hearing and the legal representatives should collaboratively complete **Form [HR1](#)** and lodge it with the Central Office no later than 12 noon on 11 September 2020.

Where a party is not represented or is a litigant in person, they will be contacted directly by the Court Office and asked to complete and return Form **HR1** to the Central Office.

QBD Actions listed for Hearing between 14 and 30 September 2020

Where a case is currently listed for hearing between 14 and 30 September, the legal representatives should indicate if the case is ready to proceed on the listed date. Legal representatives should in any event collaboratively complete and lodge form **[HR1](#)** by secure email with the Central Office (centraloffice@courtsni.gov.uk) **no later than 12 noon on 11 September 2020**. **The subject line of your email should state "QBD Actions - Hearing 14 - 30 September"**.

Lists of the cases listed in this period will be issued through the Law Society and Bar Council. Where a party is not represented or is a litigant in person, they will be contacted directly by the Court Office and asked to complete and return Form **HR1** to the Central Office.

The information provided by legal representatives and Litigants in Person will inform judicial decision on, for example, whether a matter should be listed for hearing or review, whether directions may be appropriate, whether a settlement can be recorded or whether it is appropriate to adjourn the case. Form **HR1** requires the parties to indicate whether the case is ready to proceed on the trial date and if so whether it should proceed remotely, in person in a courtroom or by a combination of remote and in person. Representatives are also asked to identify dates that are not suitable to participants in the case. The names of witnesses to be called, including experts, should also be provided along with information as to whether their evidence is to be given remotely or whether they are required to attend the court.

The Central Office will notify parties of the date, time and type of hearing and the details of any callover which may be arranged in advance of the hearing.

If the hearing is to proceed the parties will then be asked to attend close to the RCJ for their allocated time slot. Legal representatives should ensure that they have a waiting area for themselves, their clients and witnesses in close proximity to the RCJ on the day of the hearing. No waiting facility will be available in the RCJ prior to the hearing and parties will not be admitted until the action is ready to proceed. If a matter is unable to proceed on its allocated date the Central Office must be advised as soon as possible.