

ALL COURT OF APPEAL CASES

Case Title:

ICOS Ref:

Date of issue of this Form:

Please consult carefully the current guidance published at <https://judiciaryni.uk/coronavirus-covid-19>, Practice Direction 06/2011 (as amended March 2021) and Practice Direction 01/2020 REV 1 to be considered and applied in conjunction with all COA Case Management Directions Orders in individual cases.

PREFACE

This Form will be issued by the Court of Appeal administration in every appeal, civil and criminal alike, as heretofore, normally within 21 days of receipt of the Notice of Appeal or equivalent. It will be completed collaboratively by the legal representatives of all parties, with the Appellant's legal representative taking the lead and coordinating input from other representatives and any unrepresented party. Where the Appellant is unrepresented, the Respondent's legal representative will take the lead. The form thus completed must be sent electronically to CourtofAppeal@courtsni.gov.uk via secure email, either by 4.00 pm WITHIN 7 CALENDAR DAYS OF RECEIPT FROM THE COURT OFFICE or, at latest, THREE working days before the next scheduled listing of this case where this date falls within the 7 day period and, simultaneously, copied to all other parties' legal representatives. Otherwise, onward transmission should only be by the court office. Absent clear indications in the text, the Court will treat this Form as the parties' joint and agreed position. If there is any compelling reason for not completing this Form, fully or at all, at this stage, this should be detailed in a joint electronic communication from the Appellant/Appellant's solicitors to the court office as and when required. In such cases and in all cases of default, the individual case will lose its priority ranking in the list of outstanding appeals. If any sections of the Form are not applicable to the individual case, please reply 'N/A'.

Forthcoming Listing Date/s Any Previous hearing date/s and previously Assigned Judicial Panel	<i>Please insert here the date and purpose of any already scheduled court listing</i>
Proposed Case Management Order/Directions	<i>FORM CMO 1 [APPENDIX 1] must be comprehensively completed in EVERY case</i>
Listing Type	<i>Is a physical/in person hearing person proposed? YES/NO</i> <i>If YES, complete APPENDIX 2</i>

LEGAL AID	<i>Particulars of any assisted party/parties, to include full details of any undetermined legal aid application/appeal</i>
Is a speedy judicial adjudication' required?	YES/ NO <i>If it is contended that there is particular urgency, for example due to the safety of a party or child or otherwise, short reasons and any objections of any party should be provided in FORM CMO1</i>
Printed name and e-mail and telephone contact details of the appellant's solicitor providing this completed form SIGNATURE: DATE:	NB <i>By this signature the author certifies comprehensive and accurate completion of this Form and Appendices, full compliance with all applicable procedural Rules/Practice Directions etc and service on all other parties</i>

APPENDIX 1

FORM CMO 1

This is the parties' joint agreed Case Management Order No 1 (with any genuinely unavoidable points of disagreement noted/highlighted). It addresses in numbered paragraphs every step and measure required to bring this case to hearing and completion, with particular regard to all of the requirements of Practice Direction 06/2011 (as amended March 2021) and Practice Direction 01/2020 REV 1. These include (inexhaustively but in particular) skeleton arguments, hearing bundles, core bundle, authorities, agreed schedule of material facts, each party's core propositions, each party's speaking note, agreed statement of issues to be determined by the Court, list of key persons, time limits for every step, sequencing, time estimate, proposed hearing date [having first consulted with the court office] ... etc .

CASE MANAGEMENT ORDER No 1

1. ...
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...

FULL PARTICULARS OF URGENCY [where appropriate]

CORE CONTENTIOUS ISSUES REQUIRING JUDICIAL ADJUDICATION

1. ...
2. ...
3. ...
4. ...
5. ...

PROPOSED AMENDMENT/ABANDONMENT OF GROUNDS OF APPEAL:
PARTICULARS

1. ...
2. ...
3. ...
4. ...

CRIMINAL CASES ONLY	<i>Insert full particulars of any transcript/s requested, to include in every case details of:</i> [1] DATE/S AND TIMES [2] NAMES [3] REASONS FOR EACH TRANSCRIPT REQUEST, WITH FULL CORRELATION WITH THE GROUNDS OF APPEAL [4] ANY OTHER RELEVANT INFORMATION
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APPENDIX 2: PROPOSED PHYSICAL LISTING

Legal Representatives In cases where the Court has expressly approved the physical attendance of any person in the courtroom, please complete the following table.		
	Name	Email Address
Senior Counsel		
Junior Counsel		
Solicitor		
If you are not Legally Represented Please provide your name and email address		
If you are not Legally Represented, please advise if you will be accompanied by a McKenzie Friend YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide their name below		
WITNESSES If you intend to call any witnesses please provide their full names below		
OBSERVERS Please provide the full names of any observers (<i>eg parties, family member or friend, carer, pupil barrister, trainee solicitor</i>) who will be attending the hearing		

INTERPRETER OR OTHER SUPPORT
Please tell us if you require an interpreter or other support

It is important that this form is completed accurately to inform court planning.

The importance of strict social distancing in every court building is hereby emphasised.

**APPENDIX 3: PROPOSED REMOTE LISTING OR COMBINED
PHYSICAL & REMOTE LISTING**

LEGAL REPRESENTATIVES		
Please provide the names and email addresses for all the legal representatives who will be attending the hearing and indicate if they will be attending IN PERSON or REMOTELY		
Name	Email Address	In Person or Remotely
Senior Counsel:		
Junior Counsel:		
Solicitor:		
IF YOU ARE NOT LEGALLY REPRESENTED		
Please provide your name and email address and indicate if you will be attending IN PERSON or REMOTELY		
Name	Email Address	In Person or Remotely
<p>If you are not Legally Represented, please advise if you will be accompanied by a McKenzie Friend YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please provide their name below and indicate if they will be attending IN PERSON <input type="checkbox"/> OR REMOTELY <input type="checkbox"/></p>		
WITNESSES		
If you intend to call any witnesses please provide their full names below and indicate if they will be attending IN PERSON or REMOTELY		
Name		In Person or Remotely
Name		In Person or Remotely

TOTAL NUMBER OF REMOTE HEARING LOCATIONS	
INTERPRETER OR OTHER SUPPORT Please tell us if your require an interpreter or other support	

It is important that this form is completed accurately to inform court planning.

Please note that capacity within the courtroom is restricted to ensure that all those attending the face to face hearing of the above matter can maintain effective social distancing. Therefore, it may not be possible to accommodate all attendees in the courtroom

FOR JUDICIAL USE ONLY

Reviewed By :

(name of Judge) _____ 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

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: