

COVID-19 GUIDANCE

ACCESS TO CASE INFORMATION

This guidance provides links to the key documents which allow practitioners and parties to access information about their case and also how to attend remote hearings.

CASE INFORMATION

Non-represented parties should use [Public Court Lists Online](#) if they know the location and date of their case to identify the time when it has been listed.

Solicitors should use [ICOS Case Tracking Online](#) to access case details for civil, family and criminal cases in which they are involved. Barristers seeking case information should liaise with the solicitor on record for the case.

REMOTE HEARING GUIDANCE

Guidance on how to access Sightlink hearings is published on the [Northern Ireland Courts and Tribunals Service](#) website. The website also includes guidance on how to access a hearing which has been set up via [WebEx](#).

The Judiciary NI website contains guidance for users on remote hearings. There is a [Practice Direction for Remote Hearings in the Court of Appeal and High Court](#) (Practice Direction 1/20), a [Practice Direction for Remote Hearings in the County Court and Magistrates' Courts](#) and a [Quick User Guide for Remote Hearings](#).

COVID-19 FORMS

It is **essential** that parties complete the relevant forms within the timeframe specified in the guidance issued by the OLCJ. The forms are used to inform judicial consideration and listing arrangements. They are also used by court managers to assess how many people will be in each court building on any given day. This is essential if public health guidance and social distancing are to be complied with and courts are to remain safe, secure environments.

The [HR1 form](#) is used for most proceedings but there are also some forms specific to some tiers such as the Court of Appeal or Masters' Courts. The [HR2 form](#) should be used for Magistrates' Courts contests. All forms and accompanying guidance can be found on the [Covid-19](#) page of the Judiciary NI website.