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**Remote Hearings: Standard & Suggested Recitals for Publicly-Funded Cases**

**Standard recitals**

1. The Court [granted an application made on behalf of XXXX/made an order of its own motion] for remote attendance at this hearing.
2. In respect of the parties’ attendance, they have attended, remotely [by telephone/video link], from XX until XX for the hearing, and convened [by telephone/video link/email] from XX until XX for pre-hearing discussions (which included time for each of the advocates to take instructions from their respective clients remotely).
3. The Court allowed the advocates further time to finalise the draft order, which was agreed and sent to the Court at XX:XX, which shall be recorded as the time the hearing ended.
4. The costs of remote hearing attendance are to be borne by HMCTS to enable the fair participation of all parties having due regard to Government Guidance and recommendations by professional bodies regarding court attendance during the COVID-19 pandemic.
5. Owing to the parties’ remote attendance at court, the parties have referred the Court to the Civil Finance Electronic Handbook, which, at paragraph 6.11, states as follows: “*We do not require an advocates’ attendance form where a hearing is heard by telephone or video conference. In its place, the court order and attendance notes should be submitted to verify the hearing*”. For the avoidance of doubt, that is why the parties’ attendance times are recorded in the order as confirmation of the same

**Additional suggested recitals**

You may wish to record, for the avoidance of doubt,

1. The type of case that the hearing related to (e.g. Domestic Abuse, Care, Public Other, Private Children, Financial Remedy);
2. The type of hearing it was (i.e. Interim, FDR, Final, IRH or Fact-Finding Hearing);
3. Where appropriate, if the case settled “at or before FDR” or “at the IRH”;
4. Which of the bolt-on payments can be claimed (although this may be different for each advocate); and
5. Where there was a luncheon adjournment, whether the advocates worked through that adjournment, or the duration of any break.

just as you would on a FAS Form.