STANDARD DIRECTIONS IN PUBLIC LAW CASES

1. The parties and any representatives shall attend all directions hearings by way of telephone.
2. The default position, unless advised otherwise by the court, is that the hearing will be conducted by means of the BT MeetMe system.
3. Service of court orders in this case shall be effected by electronic email.
4. The parties shall arrange and attend remotely an Advocates Meeting no less than 48 hours before the directions hearing.
5. The applicant shall be responsible for informing the court office at [cfc.telephonehearing@justice.gov.uk](mailto:cfc.telephonehearing@justice.gov.uk) of the necessary contact details for the parties and their representatives where these are needed to facilitate the remote hearing. This shall include email and telephone details. The court shall be informed if any of the contact details must remain confidential.
6. The applicant must confirm the details of the arrangements for the hearing to the other parties by no later than 24 hours prior to the remote hearing taking place.
7. All documents shall be lodged with the court by electronic mail save in exceptional circumstances and any email sent to the court concerning the case shall contain, in the subject line, the case name, the case number and the date of the hearing.
8. The applicant shall by 1600 hrs on the day before the hearing electronically file a PDF bundle, which must include:
9. A case summary and chronology;
10. The parties’ position statements;
11. The previous orders that are relevant to the remote hearing;
12. All essential documents that the court requires to determine the issues that fall for determination at the remote hearing;
13. A draft order.