

QUEEN'S BENCH DIVISION
INTERIM APPLICATIONS COURT (COURT 37)
Notice to All Court Users

Changes to service

Due to high levels of staff absence because of the COVID-19 pandemic, the Interim Applications Court (Court 37) will be closed to the public from 4:30pm on Wednesday 25 March 2020 until further notice. Court users are advised not to go to Court 37. We apologise for any inconvenience.

Interim applications i.e. where immediate action is required from the court, otherwise a situation will become irreversible, should continue to be sent by professional court users via CE-File.

For Litigants in person who do not have access to CE-File applications should be sent to qbjudgeslistingoffice@justice.gov.uk

Your application must be accompanied by an electronic bundle containing only those documents which it will be necessary for the court to read for the purposes of determining the application.

In all cases where the application cannot be sent via CE-File the electronic bundle:

- a. **must** be a **single** PDF not exceeding 20mb in size;
- b. **must** be numbered in ascending order regardless of whether multiple documents have been combined together (the original page numbers of the document will be ignored and just the bundle page number will be referred to)
- c. Index pages and authorities **must** be numbered as part of the single PDF document (they are not to be skipped; they are part of the single PDF and must be numbered).
- d. The default display view size of all pages **must always be 100%**.
- e. Texts on all pages **must be selectable** to facilitate comments and highlights to be imposed on the texts
- f. **The bookmarks must be labelled** indicating what document they are referring to (**it is best to have the same name or title as the actual document**) and also display the relevant page numbers.
- g. The resolution on the electronic bundle **must** be reduced to about 200 to 300 dpi to prevent delays whilst scrolling from one page to another.
- h. **The index page must be hyperlinked** to the pages or documents it refers to.

If you are not legally represented and you do not have access to email, you should contact the Queen's Bench Division by telephone between 10:00am and 5:00pm on 07562 434 296 (**only to be used in an emergency**) so that details of your application may be taken by telephone and alternative arrangements made if permitted by the Judge on duty.