

*****IMPORTANT NOTICE *****

**DUE TO THE EXCEPTIONAL CIRCUMSTANCES OF THE CURRENT
NATIONAL HEALTH EMERGENCY BIRMINGHAM COUNTY COURT
BUILDING IS NOW CLOSED TO THE PUBLIC**

**This means that you do not need to attend court unless you have been instructed to do
so
BUT IT IS POSSIBLE THAT YOUR HEARING WILL GO AHEAD BY
TELEPHONE**

WHAT IF I HAVE A HEARING LISTED?

Most cases will be suitable for a telephone hearing which means **you will not need to attend court.**

The Judges will be considering all the cases and you will be contacted by the court for a telephone hearing if this is the ordered.

As you will appreciate, the court staff are working incredibly hard to contact all the parties for all the cases, so don't worry if you don't hear anything until a few days before the hearing date.

If you do not think that the court has up to date contact information for you, most essentially a telephone number, please let us know as soon as possible please by email to hearings.birmingham.countycourt@justice.gov.uk Give us your case number, name and the date of the hearing as well as your up to date phone and email address.

It is important to note that when the court calls you, it is likely that the screen will show 'No Caller ID'.

WHAT HAPPENES AT A TELEPHONE HEARING.

- At the date and time of the hearing the Court will call you
- Please try to be in a private quiet area so that you are not overheard and can hear everything.
- It is important you are ready to accept the call at the time of the hearing, so that you can take part. If you do not answer the call, the hearing may go ahead, and a decision made in your absence. Sometimes the Court may be busy and the hearing may be slightly later than originally planned. Please remain available.
- If your case is a private matter involving your children, you should do all that you can to make sure that you are in a private location when you are on the telephone to the Judge and you must be prepared to tell the judge who else is in the room at the time of the call. **Under no circumstances should the children be in the room with you whilst you are on the telephone call.**

IF YOU ARE A LAWYER REPRESENTING A PARTY WHAT YOU CAN DO TO HELP:

- if you have a forthcoming hearing, please talk to the other party/parties and try to agree arrangements for a remote hearing.
- The Judges are usually able to hear cases on the phone or by video conferencing.
- Tell the Court what arrangements you have made and how the Judge can access the hearing.

HOW DO I LODGE DOCUMENTS FOR MY HEARING?

The preferred option is by email. Many of the Judges are working remotely and it saves us time in getting documents to them quickly and easily. Bundles will not be rejected but if they are large, but please send them in 2 or 3 parts.

WILL THERE BE A FEE TO ARRANGE A TELEPHONE HEARING?

There will be no fee and no need to make a formal application at this time.

I AM WAITING FOR A COURT ORDER/APPLICATION

We are working hard in the court office to deal with relisting hearings and urgent matters. We ask for your patience now. Unless your matter is considered urgent, there may be a delay in dealing with it.

MY EMAIL HASN'T BEEN RESPONDED TO

Again, we are dealing with a high volume of emails. Please limit your correspondence to urgent matters only or documents for hearings. We cannot now deal with general correspondence and would request that you do not copy the court into correspondence between parties.

Finally, we thank you for your patience at this extremely challenging time and we send our genuine best wishes to all the court users and stakeholders. Please stay at home, stay safe and look after yourself and your families.