

CORONAVIRUS (COVID-19)

INFORMATION FOR COURT OF APPEAL CRIMINAL DIVISION COURT USERS

During the current COVID-19 outbreak the work of the CACD will continue so far as possible. However, it is inevitable that with the outbreak of the virus and the Government and NHS guidelines on self-isolation, it means that there are, and will continue to be, absences of both Judiciary and court staff.

An overview of our current arrangements:

1. Focus will be on cases that are deemed to be urgent because of the type of appeal or a feature in the case e.g. due to expected release dates, vulnerability of appellant/applicant.
2. We aim to make use of DCS wherever possible to provide judges with a Single Judge or Full Court Index that provides hyperlinks to documents that we have uploaded to the appeal sections of DCS.
3. All applications and documents should wherever possible be lodged electronically. Where that is not possible, they should be left in the drop boxes installed outside Conviction Casework Room E239 - 240.
4. If you are lodging a new application this should be lodged electronically at the registry applications mail box:
criminalappealoffice.applications@hmcts.x.gsi.gov.uk
5. We will prioritise new applications lodged in terms of urgency as outlined above.
6. Where possible, we will hear cases remotely by telephone (BTMeetMe) or by a combination of telephone and video (CVP). Further guidance will be provided to parties who are involved in a remote hearing.

Professional Court Users

1. Court users should continue to file documents electronically where possible (see attached relevant generic mail boxes for service of documents) but **not** by uploading to DCS. Please be aware that users are likely to experience significant delays due to a reduced workforce.
2. Please let us know as soon as possible if a hearing is likely to be vacated or a representative cannot attend through illness/self-isolation.
3. To the extent that hearings are continuing, at least partially, as normal in a real courtroom, the conventional dress code continues for those assembling in court.

4. Anyone appearing by way of a remote connection need not robe and business attire should be worn.
5. Once we move to entirely virtual hearings, everyone, including the judiciary, will be in business attire.
6. Advocates need to consider the “backdrop” when they are linking remotely from home, chambers or an office – it should be neutral and appropriate for a court hearing, if this is possible.
7. Advocates linking remotely need not “rise” when the court assembles etc.

Litigants in Person

Litigants in person (not in custody) are encouraged to use electronic filing where possible, but if this is not possible documents should be sent by post in the usual way. Please note that Royal Mail are currently not delivering any post sent by secure or registered delivery so any document(s) sent should be sent by regular post.

The position may change in the forthcoming days /weeks as we respond to developments and future government guidance, and we shall provide details of any changes as soon as possible.

VP CACD

27 March 2020

ANNEX A

Generic Mailboxes

Criminal Appeal Office, Applications
(for direct lodgement of appeals)

<criminalappealoffice.applications@hmcts.x.gsi.gov.uk>;

Criminal Appeal Office, A Reference

<criminalappealoffice.areference@hmcts.x.gsi.gov.uk>;

Criminal Appeal Office, B Reference

<criminalappealoffice.breference@hmcts.x.gsi.gov.uk>;

Criminal Appeal Office, Costs <CriminalAppealsOffice.Costs@hmcts.x.gsi.gov.uk>;

Criminal Appeal Office, General Office

<criminalappealoffice.generaloffice@hmcts.x.gsi.gov.uk>;

Criminal Appeal Office, List of Authorities

<CriminalAppealOffice.ListofAuthorities@hmcts.x.gsi.gov.uk>;

Criminal Appeal Office, List Office

<criminalappealoffice.listoffice@hmcts.x.gsi.gov.uk>;