

## **BACK TO BACK DISPOSALS**

Dear all, following the guidance issued by this court last week on civil matters and how we are conducting business during the COVID-19 pandemic, this is further guidance on how we are going to manage any BACK TO BACK DISPOSAL LISTS during the current crisis:

1. The hearing will take place remotely using BT meet me facilities.
2. The Judge will dial out to you at the time of the hearing. The court will record the hearing.
3. The day before the list, parties **MUST** contact the usher Rachel Beddows either by phone or email and sign in for their case, giving their name and contact phone number. Tel: 0151 666 5849 and email: [rachel.beddows@justice.gov.uk](mailto:rachel.beddows@justice.gov.uk)
4. **IT IS VITAL THAT YOU NARROW ISSUES OR IF YOU CAN, SETTLE ANY HEADS OF DAMAGE, to ensure the court can get through the list.**
5. **You are reminded that the hearings are 10 minutes long – any unsuitable or complex or lengthy matters will be adjourned.**
6. **Any matters outstanding by 4pm will be adjourned – the court will also be dealing with urgent business.**

## **BUNDLES:**

1. **CLAIMANT SOLS MUST CONTINUE TO COMPLY WITH CPR 26 PD 12.4(5) AND SEND ANY WRITTEN EVIDENCE TO THE DEFENDANT AT LEAST 3 DAYS BEFORE THE HEARING.**
2. **\*\*\*\*\*DO NOT SEND THE BUNDLE TO THE COURT\*\*\*\*\* YOU SHOULD ONLY SEND THE CLAIMANT'S STATEMENT AND ANY PERTINENT SPECIAL DAMAGE DOCUMENTATION BUT DO NOT SEND, FOR EXAMPLE, 3 YEARS WORTH OF TAX RETURNS IN A SELF EMPLOYED CLAIMANT. USE YOUR COMMON SENSE.**
3. **IF THERE ARE DISPUTES ABOUT LOSS OF EARNINGS OR CARE OR HIRE, EACH REP SHOULD WORK OUT AN AMOUNT THEY SEEK FROM THE COURT AND BE READY TO BRIEFLY EXPLAIN THEIR CALCULATION.**

## **FILING OF DOCUMENTS**

4. **FOR THE LIST ON TUESDAY 14 APRIL, YOU SHOULD E-FILE ANY DOCS TO THE COURT NO LATER THAN WEDS 8 APRIL AT 12 NOON TO ALLOW THE STAFF TIME TO PRINT OFF AND PLACE WITH THE FILES, DUE TO THE EASTER WEEKEND.**
5. **FOR ANY LISTS AFTER 14 APRIL LIST, YOU SHOULD E-FILE ANY DOCUMENTS BY NO LATER THAN 12 NOON ON THE FRIDAY BEFORE THE TUESDAY LIST.**