



## HM Courts & Tribunals Service

12 July 2024

### **Working with the Family Division of the High Court**

I am writing to let you know about two planned changes to the Family Division of the High Court.

After careful review and testing, we are introducing an email naming convention and a document upload centre (DUC) to streamline the process of sending bundles to the court and improve document security.

#### **Email naming guidelines**

From Monday 15<sup>th</sup> July, please follow the naming conventions attached to this email when writing to the general office inbox ([rcj.familyhighcourt@justice.gov.uk](mailto:rcj.familyhighcourt@justice.gov.uk)). This will ensure your requests are easy to identify and are dealt with promptly.

#### **Document upload centre**

We are also introducing a document upload centre (DUC) from Monday 15<sup>th</sup> July. This is a dedicated and secure Microsoft SharePoint site where you should upload the hearing bundles.

This change aligns the Family Division with similar processes in the Court of Appeal Criminal Division and the Administrative Court where the DUC is already in use. Guidance on using the DUC is also attached to this email.

#### **Requesting access to the DUC**

Please email the High Court Family general inbox at [rcj.familyhighcourt@justice.gov.uk](mailto:rcj.familyhighcourt@justice.gov.uk) with the subject field heading 'Access request for DUC'. We will action your request and will send you an access link with a security pin to access the DUC and upload your documents. Please note:

- if you're writing from legal firm or organisation that regularly works with the High Court, the link provided will remain active and you can use the same link for each future case
- access is linked to the email address that requested access to the DUC, you should ensure you have access to the mailbox or assign a point of contact(s) to upload the bundles for your firm/organisation to avoid requesting access for each new case
- if your case relates appeals, including Court of Protection (CoP), you should email your request to [appeals.familydivision@justice.gov.uk](mailto:appeals.familydivision@justice.gov.uk)

## OFFICIAL - SENSITIVE

- if your case relates Deprivation of Liberties, please email your request to [rcj.nationaldolslist@justice.gov.uk](mailto:rcj.nationaldolslist@justice.gov.uk).
- if your case relates to Court of Protection Tier 3, including Serious Medical (SMT) please email your request to [rcj.coptier3listing@justice.gov.uk](mailto:rcj.coptier3listing@justice.gov.uk)

### **Closed bundles and existing access links**

Please note, if a Judge authorises access to a closed bundle that should only be viewed by legal representatives of parties who are entitled to see the documents you will need to request a link to the private folder separately, using the relevant team email address.

If you have further questions, please contact [Lydia.Parkin@justice.gov.uk](mailto:Lydia.Parkin@justice.gov.uk) and we'll be happy to support you and your colleagues.

Yours faithfully,

Angelica Latchman

Senior Operations Manager