

**New email address for Urgent Family Prep documents.**

[Urgentfamilyprep@justice.gov.uk](mailto:Urgentfamilyprep@justice.gov.uk)

This email account is only for the filing of Part A documents: case summaries, draft orders (before the hearing), position statements, and skeleton arguments for hearings within the next 72 hours before Family Circuit Judges.

*Advocates and parties are reminded of their individual responsibility to file documents in accordance with Practice Direction 27A for all hearings.*

Please use the following naming convention in the subject line:

**Name of case; date of hearing; what the document is; case number; name of Circuit Judge**

For example: BCC v Smith; 12.12.18; case summary; BM19C00001; HHJ Thomas.

Please note that any documents that do not comply with this instruction will not be forwarded to the Circuit Judges, and will be DELETED without being read or any further notification being sent.

This email address is not to be used to communicate with the court about any other matters, such as listing, or when evidence may be filed.

All other documents in relation to proceedings, such as evidence and applications, should be sent to:

Public law cases:

[publiclaw.birmingham.countycourt@justice.gov.uk](mailto:publiclaw.birmingham.countycourt@justice.gov.uk)

Private law cases:

[family.birmingham.countycourt@justice.gov.uk](mailto:family.birmingham.countycourt@justice.gov.uk)

Court of Protection cases:

[courtofprotection.birmingham.countycourt@justice.gov.uk](mailto:courtofprotection.birmingham.countycourt@justice.gov.uk)

Financial remedy cases where the application was filed after 1.4.18:

[frcbirmingham@justice.gov.uk](mailto:frcbirmingham@justice.gov.uk)