Temporary working guidance. Greater Manchester Financial Remedies Court 4.5.20 - 3.8.20.

1. **General.** Let’s improve cooperation and communication between practitioners and with the court. Let’s improve timeliness, just in time working is history. Prepare earlier. Inform the court of problems earlier. File AQ’s with the Form A always please.
2. **Communication.** Court to parties by e mail only with read receipt. All communication by parties in readiness for FA/FDR/FH, Orders, requests to adjourn or stay to be sent to [manchesterdivorce@justice.co.uk](mailto:manchesterdivorce@justice.co.uk) with the allocated judges name in the subject line. Staff to forward to the judge the same day. When represented parties communicate directly with the judge this should be by one e mail only, with effective communication and agreement on content. As few telephone calls to HMCTS staff as possible please, only when necessary.
3. **Urgent applications**. Welcome although please explain the urgency. Administration on receipt must e mail the allocated judge / hearing judge or if unavailable the zone lead or deputy lead judge for listing directions. If urgent they will give directions for a paper or remote hearing. To be listed before the first available judge.
4. **First Appointments.** Accelerated procedure is the aim (4th Sch FR Good Practice Guide). Consent orders: file by email please. If agree late (less than 14 days before FA) still submit.

Otherwise First Appointments will be conducted as a paper hearing without attendance. The parties must electronically file no later than 5 working days before the hearing

1. The Form E’s without attachments.
2. A chronology marked as agreed or not.
3. Agreed or separate statements of issues (no more than 2 pages of A4).
4. Questionnaires (no more than 4 pages A4).
5. Any part 25 applications for expert evidence with supporting statements.
6. Short written submissions (no more than 1 page of A4) and a draft order.

Request for a remote hearing must be 7 days before FA with reasons and form RH1a.

**Financial Dispute Resolution Appointments**. By remote hearing. Platform decided by judge at FA. Advocates meeting must take place no later than the day before (preferably earlier). No more than 2 FDRA per day listed a.m. on 1 ½ elh with an additional ½ hour p.m. slot for each. If CMD’s from FA not complied with one party must e mail the court no later than 14 days before hearing. Where both are LIP’s the remote hearing will probably be BT meet me. Both to inform the court of their telephone number 7 days before the hearing. Documents to be filed 7 days before: Chronology, single asset schedule (qualified if not agreed); skeleton arguments (if any); offers made and draft order. A bundle is not necessary unless ordered. If no agreement FH date must be fixed before an identified judge with a mention date (1 hour) to consider if FH suitable for a remote hearing. Only likely to be suitable if the E bundle can comply with the FRC e bundle protocol of 3.3.20.

**Final Hearings**. Applicant to send to court a FRC protocol compliant e Bundle and witness template 7 days before. If not sent or not compliant the hearing is likely to be vacated.

1. **Alternative Dispute Resolution.** Consider at all stages please.
2. **Consent orders**. Case management and final order (if not lodged on the digital platform) to be emailed to the court with D81, copied to the judge.
3. **In person hearings**. Only with the permission of the judge. No attendance at the CJC otherwise. M**ust not attend in any event** if symptomatic Covid 19 or, required to self-isolate. Government safe distancing guidelines must be observed.

HHJ Haigh 2.5. 2020.