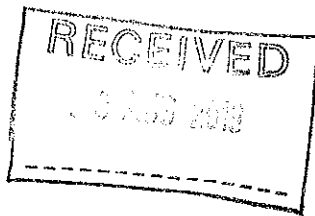




HM Courts & Tribunals Service



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Royal Courts of Justice
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PROTECT

CLP SOLICITORS
5 STAPLE INN
LONDON
WC1V 7QH

Our ref: CO/9385/2013
Your ref: RK/TB/JR

29 August 2013 08:08

Dear Sir / Madam,

Re The Queen on the application of MELISSA LAIRD versus SECRETARY OF STATE FOR THE HOME DEPARTMENT

The permission application in the above case has been listed for oral hearing on 05/12/2013. As the Court considers that adequate notice of the hearing is being given, it is very unlikely that any request for adjournment of alternative dates will be acceded to. You should also be aware that there is a fee payable for any request for adjournment unless the request is made at least 14 days before the date of the hearing and all parties consent to the adjournment.

The court number and hearing time can be found on the Administrative Court Daily List at <http://www.justice.gov.uk/guidance/courts-and-tribunals/courts/hearing-lists/list-rcj.htm> after 2.30 on the working day before the hearing. To receive regular updates of the daily list by email please send us your email address and we will add you to our mailing list.

If you are unable to access the Internet you may telephone the Administrative Court List Office on 020 7947 6655 after 2.30pm on the last working day before the hearing.

This application has been fixed in accordance with our revised listing policy and on the basis that it will take no longer than 30 minutes to hear. If you have already indicated that this application will require a hearing of longer than 30 minutes, I would be grateful if you could confirm this with the List Office, **in writing**, on receipt of this letter and confirm your current time estimate.

The Court will be assisted by skeleton arguments from advocates and any party being represented at the hearing is invited to file and serve, not less than 7 days prior to the hearing date, a skeleton argument (or confirm in writing to the List Office that they will rely only upon documents previously filed and served).

The Administrative Court Office will not accept service via email. When using the above email address it should be noted that mail sent after 4.30 p.m. may not be opened until 9.00 a.m. on the following working day. Court users should not send confidential or restricted information over the public Internet.

Please note that skeleton arguments can now be submitted to the court by email to the following address;
administrativecourtoffice.london.skeletonarguments@hmcts.x.gsi.gov.uk.

A party lodging their skeleton argument via the dedicated email address does not need to lodge a further copy by any other means.

The Court will not accept service of skeleton arguments to any other email address.

*** IMPORTANT INFORMATION – PLEASE READ ***

Please note that it is the Court's practice to destroy **all** copy documentation and **any** bundles immediately following the conclusion of these proceedings, and to retain original documentation on the Court file. **We therefore strongly advise you to keep copies of any documents that you submit to the Court.**

If you wish to have your copy documentation or bundles returned to you, **you must notify the Court, in writing, at your earliest convenience, and prior to the conclusion of these proceedings**, specifying whether you intend to come to the Court and collect your documentation, or whether you would like the Court to return it to you by post or by DX. Please note that for reasons of cost, the Court will not return documentation by Recorded Delivery or Registered post.

If we do not receive such notification, the Court will assume that you do not wish to have your copy documentation or bundles returned, and they will be destroyed as confidential waste.

Please be aware that if you request copies of documentation kept on the Court file, a fee is applicable under paragraph 4.1 (a) and (b) of the Civil Proceedings Fees (Amendment) Order 2009 (£5.00 for first 10 pages, and £0.50 for each further page).

Please note our case reference number *CO/9385/2013*, which you should quote whenever you contact the Court.

Yours faithfully



T Green
For Court Manager

NB: It is the duty of the parties to notify the Administrative Court List Office of any problems that may affect the listing of the above mentioned case (e.g. whether special facilities for disabled access are required).

Information for people with disabilities or other particular needs coming to the Royal Courts of Justice

We aim to accommodate everyone coming to the Royal Courts of Justice (RCJ) by making reasonable adjustments wherever possible under the Equality Act 2010 to ensure all Court Users have access to justice. Much of the RCJ is, however, a Grade 1 listed building and there are times when, in some parts of the complex, we are restricted in the changes we can make.

It may also assist you to know that the main RCJ complex is spread over 13 acres so offices may be some considerable distance apart. Additionally, some courts/offices are in buildings off the main complex, a 5-10 minute walk away.

Facilities currently available include:

- pre-bookable car parking facilities (on the main complex)
- availability of a manual wheelchair, however please note that staff are not permitted to push these
- low level access to most offices with public counters
- Accessible Routes leaflets for those with mobility difficulties
- pre-hearing visits to a court room to become familiar with the court environment and facilities
- breaks in Court proceedings can be requested
- help with reading court forms and leaflets
- arranging for an interpreter (please contact the relevant Listing Office about how this might be arranged and funded)
- ramps and stair lifts
- facilities for prayer
- designated courts with induction loops; portable hearing loops
- leaflets in Braille or large print (available to order)
- being accompanied throughout your visit by a member of the Personal Support Unit (telephone 020 7947 7701 for details of its services)
- accessible toilets across the complex
- access to refreshment facilities in the main complex at Café 26 and by trolley service in the West Green building (ground floor)

Please note that you should attend with a carer/helper to assist with personal needs as our staff are unable to assist.

To discuss any particular needs please contact the Disability Contact Officer/Customer Service Officer for the Administrative Court Office, whose name is Christine Bakkioui and contact telephone number is 0207 947 6655.

To request a disabled parking space, please provide in writing (by fax or letter 24 hours in advance), the following details:

**Car registration number, make, model and colour
Disabled badge number and issuing authority
Date and estimated time of visit
The courtroom or office you are attending.**

For further information please initially contact us on

Tel: 0207 947 6506

Fax: 0207 947 6622

Updated June 2011