

**CORONAVIRUS BULLETIN 8**  
**INFORMATION FOR QUEEN'S BENCH COURT USERS**  
**PROCEEDINGS BEFORE THE QUEEN'S BENCH MASTERS FROM 15 JUNE 2020**

All hearings will continue to be conducted remotely unless the Master considers that a hearing should be held with legal representatives and parties present, in which case, at the Master's discretion, a hearing will be listed in the Master's Chambers or in a court room. If a party considers that there are good reasons why a hearing should not be held remotely they should contact the QB Masters Listing Section [QBMastersListing@Justice.gov.uk](mailto:QBMastersListing@Justice.gov.uk) at least 7 days before the hearing and provide reasons.

Attended Hearings at the Royal Courts of Justice

If the Master decides that a hearing should be held with legal representatives and/or parties present in person at the Royal Courts of Justice the following restrictions will apply until further notice.

1. A hearing will only take place in a Master's room if no more than two persons intend to attend. The advocates must sit at each end of the advocates bench to ensure maximum distance between them. The remaining seating for solicitors, parties and observers will be out of use. If a member of the public wishes to attend the hearing will be adjourned to a court room.
2. The parties must notify the court at least 7 days before the hearing whether more than two persons will be attending a hearing, so that a court room can be booked if required. Parties must also inform the List Office regarding the number of attendees.
3. If a hearing is held in a court room all persons present must ensure that they sit two metres apart.
4. Hand sanitiser will be available in the Master's rooms and in a court room but parties should bring their own gloves, masks and any other protective clothing/equipment that they wish to use.
5. Door handles will be cleaned regularly in the Royal Courts of Justice, but we recommend that everyone entering Masters' rooms and court rooms wear gloves and/or sanitise their hands after touching them.
6. Documents and skeleton arguments to be relied on at a hearing must continue to be sent electronically even where a hearing takes place with attendance in person, in accordance with the guidelines for electronic bundles.

## Remote Hearings

From 15 June 2020 Masters Clerks will be responsible for organising remote hearings with Parties via Microsoft Teams, Skype & Telephone on Office 365. Parties will be contacted by a Masters Clerk who will facilitate the hearing arrangements and provide hearing directions on behalf of their respective Master. A list of the names and contact email addresses for each of the Queen's Bench Masters Clerks is included at the bottom of this notice, this list will be subject to change when normal working practices resume at the RCJ.

## Hearing Bundles

HMCTS has introduced a Document Upload Centre, (DUC) using a public and private area within Microsoft SharePoint on eJudiciary.net which enables Court users to upload single or multiple documents for court hearings. It will be an optional facility and can be accessed only by invitation from a Clerk who will require an e-mail address from the Court users for login purposes. If you wish to upload documents using this facility you must email the Master's clerk to request an invitation. Guidance on how to upload your documents via the DUC can be accessed via the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/887109/Document Upload Centre - Professional User.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887109/Document_Upload_Centre_-_Professional_User.pdf)

## Queen's Bench Masters Clerks

<b>Master's</b>	<b>Clerk's</b>	<b>Clerk's email address</b>
Senior Master Fontaine Master Davison	Jonathan Eves	<a href="mailto:JONATHAN.EVES@justice.gov.uk">JONATHAN.EVES@justice.gov.uk</a>
Master Yoxall Master Dagnall	Beverley Henningham	<a href="mailto:beverley.henningham@Justice.gov.uk">beverley.henningham@Justice.gov.uk</a>
Master Sullivan Master Gidden	Sheila Anirudhan	<a href="mailto:Sheila.Anirudhan@justice.gov.uk">Sheila.Anirudhan@justice.gov.uk</a>
Master Thornett Master Brown	Mihaela Baditoui	<a href="mailto:Mihaela.Baditoui@justice.gov.uk">Mihaela.Baditoui@justice.gov.uk</a>
Master Eastman	Sajid Ansari	<a href="mailto:Sajid.Ansari@justice.gov.uk">Sajid.Ansari@justice.gov.uk</a>
Master McCloud	Agnes Elsayed	<a href="mailto:Agnes.Elsayed@justice.gov.uk">Agnes.Elsayed@justice.gov.uk</a>
Master Cook	Sujen Subenthiran	<a href="mailto:Suken.Subenthiran@justice.gov.uk">Suken.Subenthiran@justice.gov.uk</a>