Out of Hours Application

Where counsel or solicitors are requested to complete an Out of Hours application form by the Out of Hours Duty Clerk this form should be emailed to DutyClerkQB@justice.gov.uk Please do not send emails to this address unless the Out of Hours Duty Clerk has invited you to do so.

When making an out of hours application, applicants should bear in mind R (on the application of Hamid) v Secretary of State for the Home Department [2012] EWHC 3070 (Admin).

If the judge makes a determination, whether or not your Out of Hours application is successful, in accordance with CPR 25APD4.5 you must file your Out of Hours application with the court the next working day, together with the application fee of £100. You should send the form and fee to the Royal Courts of Justice Fees Office. You must pay this fee in addition to any fee required for any other application/claim the judge directs you to issue.

Counsel's name

Name of chambers

Telephone number

(please ensure that you remain contactable on this number until your application has been dealt with)

Solicitor's name

Name of firm

Telephone number

Applicant's name

If this is an Admin Court matter, has a JR been applied for? ☐ Yes ☐ No

If Yes, please provide the CO number and or any applicable Home Office number

CO no.	Home Office no.

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Nature of application (in brief)

Reasons requiring OOH consideration (You must explain why the matter could not be dealt with during the day, specifying the time/date the solicitor and counsel were instructed)

Please tick to confirm that this application is being made in compliance with your professional obligations ☐

To be completed by judge's clerk

Was the order granted or refused? ☐ Granted ☐ Refused

If granted, date and time completed order received and approved

Date and time completed

Date and time order received and approved

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