



Ministry
of Justice

HMCTS
Courts and Tribunals Development Directorate
Petty France
Westminster
London
SW1H 9AJ
www.gov.uk

Court of Protection – Multiple Points of Entry Scheme Section 16 and 21A applications

Dear Court User,

I am writing to inform you that with effect from 30th July 2018, the Court of Protection Central Registry (First Avenue House) will allow court users to issue section 16 (Health & Welfare) and 21A (Deprivation of Liberty) applications via email. Further information relating to the scheme is outlined in detail below. This will bring the Central Registry in line with the Multiple Points of Entry scheme, which launched nationally on the 25th June 2018

Background

Currently, all applications to the Court of Protection made to First Avenue House, London are dealt with in hard copy format. From the 30th July 2018, the Central Registry will be using electronic files for Section 16 and Section 21a applications and users will be encouraged to submit such applications via email. This will align the issue process for Section 16 and Section 21a applications nationally in the Court of Protection

Outline of the new scheme

The Multiple Points of Entry scheme allows users to issue Health & Welfare (Section 16) and Deprivation of Liberty (Section 21A) applications and file all documents relating to these applications via email at the Regional Hub where 'P' resides. From the 30th July 2018, this will include First Avenue House. All other application types, including Serious Medical Treatment, are not affected. This scheme will reduce the delay in processing applications and will allow parties to directly interact with their Regional Hubs, including First Avenue House, via email.

The proposed process

All users will be invited to send applications electronically to their Regional Hub via email. Each Regional Hub, including First Avenue House, has a dedicated email box for receipt of these applications.



Submitting documents via email

When submitting documents to the Court of Protection for issue the following naming conventions must be followed:

- Email Subject Line:
The email subject line must include the case number, title of document being filed and the name of 'P'. New Section 16 / 21a applications to be issued should be marked as urgent and the application type specified.
- Documents & Attachments
Each individual document on an email should be attached as a single attachment, for instance, and application with 2 witness statements in support should be attached as
 - 1) Application
 - 2) Statement 1
 - 3) Statement 2Attachments must not be more than **100** pages in length and more than **10mb** in size.
- File names
File names in Attachments must follow the naming convention below

Year – Month – Day (YYYY-MM-DD) – Who From – What It Is

A default process for the acceptance of paper applications will be in place for users who are unable to submit electronic applications.

How the scheme will be implemented

The Multiple Points of Entry scheme launched nationally to the regional hubs on the 25th June 2018 and will launch in First Avenue House on the 30th July 2018. Contact details for each of the regional hubs, including First Avenue House are detailed in the table below:

Hub	Hub email address
Bristol (SW Region)	courtofprotection@bristol.countycourt.gov.uk



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Hub	Hub email address
Manchester (North West Region)	COP.Manchester@hmcts.gsi.gov.uk
Birmingham (Midlands Region)	courtofprotection.birmingham.countycourt@justice.gov.uk
Reading (South East Region)	courtofprotection@reading.countycourt.gsi.gov.uk
Cardiff (Wales Region)	Cardiffcop@hmcts.gsi.gov.uk
Leeds (North East - East)	cop.leeds.countycourt@justice.gov.uk
Newcastle (North East - North)	COPNewcastle@newcastle.countycourt.gsi.gov.uk
First Avenue House	COPUBOS@justice.gov.uk

How this will affect you

We are requesting that users issue Section 16 and Section 21a applications electronically (by email) via the Regional Hubs local to P, including First Avenue House. Users will be asked to interact directly with the hub where the application is issued, rather than with the Court of Protection, First Avenue House solely.

Feedback

We would welcome any feedback regarding the pilot and any comments should be directed to Civil&FamilyBusinessSupport@Justice.gov.uk

Yours sincerely

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