



HM Courts & Tribunals Service

Court of Protection Update

Re: The introduction of E-filing for Deprivation of Liberty (DoLs) cases

Dear Court User,

To further support digital working within the Court of Protection we are starting to use electronic filing of documents (aka e-filing) for all Deprivation of Liberty cases. This involves the introduction of an automated system where correspondence and attachments received by email are placed directly onto the court's digital files (e-files).

As well as providing the many general efficiencies of increased digital working, the use of the e-filing system will enable faster allocation of information to court files to ensure that judiciary and court administrators have immediate access to information within minutes of it being received by email.

When will the changes happen?

The e-filing system is being introduced at the Court of Protection to manage Deprivation of Liberty cases submitted to First Avenue House (FAH), London on/around the end of March 2021.

Changes to case numbers

To support the changes, it is necessary to introduce a new 10 digit case number for cases (rather than the current 8 digits used) for Deprivation of Liberty cases processed by FAH on/after the go live date. The first 8 digits identify a case/individual, the additional 2 digits identify the specific application. This numbering system already exists internally; however, we previously haven't provided the full 10 digits to court users.

How Can You Help?

To make e-filing a success we need your assistance.

For applications processed on/after the go live date, whenever you are provided a 10 digit reference number, please ensure you quote the full 10 digit number when corresponding with the court to ensure your documents reach the correct digital file.

Please file all future communications regarding the case to COPDOLS_or_S16@justice.gov.uk quoting the full 10 digit case number if you have one, with a description of the document in the subject line of the email as below:

- **(10 digit case number) Correspondence on case** – for a letter which requires consideration (attachments can accompany correspondence).
- **(10 digit case number) Document for filing (description i.e. **Mother's Statement/Dr's report**)** – for any report/statements or evidence that you wish to be available to the judiciary.
- **(Form number) New/review application** - for any application, ensuring that you have provided details of how you wish to pay (PBA is preferred).

Please Note

- This mailbox is for Deprivation of Liberty cases only.
- For cases processed before the change, which only have an 8 digit reference number, please file using the 8 digits unless we notify you otherwise, following the naming conventions in the subject line as above.
- A document filed with the wrong case number may automatically be placed on the wrong file – please be vigilant to ensure the number you are quoting is correct.
- If you do not clearly identify your document, the system cannot automatically process it and there will be a delay due to manual sorting.
- It is extremely important that you do not send duplicate copies of information sent via email to the Court via post. This requires double handling and can delay your case.

We will keep you updated with any further information as we introduce this system.

If you have any feedback or any queries, please email the team here:

COPDOLS_or_S16@justice.gov.uk

Yours Faithfully,

The Court of Protection Team.