

PRACTICE DIRECTION INSOLVENCY PROCEEDINGS

PART ONE

1. GENERAL

- 1.1 In this Practice Direction:
- (1) “The Act” means the Insolvency Act 1986;
 - (2) “The Insolvency Rules” means the rules for the time being in force and made under s.411 and s.412 of the Act in relation to insolvency proceedings;
 - (3) “CPR” means the Civil Procedure Rules and “CPR” followed by a Part or rule by number means the Part or rule with that number in those Rules;
 - (4) “RSC” followed by an Order by number means the Order with that number set out in Schedule 1 to the CPR;
 - (5) “Insolvency proceedings” means any proceedings under the Act, the Insolvency Rules, the Administration of Insolvent Estates of Deceased Persons Order 1986 (S.I. 1986 No.1999), the Insolvent Partnerships Order 1986 (S.I. 1986 No. 2124) or the Insolvent Partnerships Order 1994 (S.I. 1994 No. 2421).
- 1.2 This Practice Direction shall come into effect on 26th April 1999 and shall replace all previous Practice Notes and Practice Directions relating to insolvency proceedings.
- 1.3 Except where the Insolvency Rules otherwise provide, service of documents in insolvency proceedings in the High Court will be the responsibility of the parties and will not be undertaken by the court.
- 1.4 Where CPR Part 2.4 provides for the court to perform any act, that act may be performed by a Registrar in Bankruptcy for the purpose of insolvency proceedings in the High Court.
- 1.5 A writ of execution to enforce any order made in insolvency proceedings in the High Court may be issued on the authority of a Registrar.

PART TWO COMPANIES

2. ADVERTISEMENT OF WINDING UP PETITION

- 2.1 Insolvency Rule 4.11(2)(b) is mandatory, and designed to ensure that the class remedy of winding up by the court is made available to all creditors, and is not used as a means of putting pressure on the company to pay the petitioner's debt. Failure to comply with the rule, without good reason accepted by the court, may lead to the summary dismissal of the petition on the return date (Insolvency Rule 4.11(5)). If the court, in its discretion, grants an adjournment, this will be on condition that the petition is advertised in due time for the adjourned hearing. No further adjournment for the purpose of advertisement will normally be granted.
- 2.2 Copies of every advertisement published in connection with a winding up petition must be lodged with the Court as soon as possible after publication and in any event not later than the day specified in Insolvency Rule 4.14 of the Insolvency Rules 1986. This direction applies even if the advertisement is defective in any way (e.g. is published at a date not in accordance with the Insolvency Rules, or omits or misprints some important words) or if the petitioner decides not to pursue the petition (e.g. on receiving payment).

3. CERTIFICATE OF COMPLIANCE - time for filing

- 3.1 In the High Court in order to assist practitioners and the Court the time laid down by Insolvency Rule 4.14 of the Insolvency Rules 1986, for filing a certificate of compliance and a copy of the advertisement, is hereby extended to not later than 4.30 p.m. on the Friday preceding the day on which the petition is to be heard. Applications to file the certificate and the copy advertisement after 4.30 p.m. on the Friday will only be allowed if some good reason is shown for the delay.

4. ERRORS IN PETITIONS

- 4.1 Applications for leave to amend errors in petitions which are discovered subsequent to a winding up order being made should be made to the Court Manager in the High Court and to the District Judge in the county court.
- 4.2 Where the error is an error in the name of the company, the Court Manager in the High Court and the District Judge in the county court may make any necessary amendments to ensure that the winding up order is drawn with the correct name of the company inserted. If there is any doubt, e.g. where there might be another company in existence which could be confused with the company to be wound up, the Court Manager will refer the application to the Registrar and the District Judge may refer it to the Judge.

- 4.3 Where an error is an error in the registered office of the company and any director or member of the company claims that the company was unaware of the petition by reason of it having been served at the wrong registered office, it will be open to them to apply to rescind the winding up order in the usual way.
- 4.4 Where it is discovered that the company had been struck off the Register of Companies prior to the winding up order being made, the matter must be restored to the list before the order is entered to enable an order for the restoration of the name to be made as well as the order to wind up.

5. DISTRIBUTION OF BUSINESS

- 5.1 The following applications shall be made direct to the Judge and, unless otherwise ordered, shall be heard in public:-
 - (1) Applications to commit any person to prison for contempt;
 - (2) Applications for urgent interim relief (e.g. applications pursuant to s.127 of the Act prior to any winding up order being made);
 - (3) Applications to restrain the presentation or advertisement of a petition to wind up; or
 - (4) Applications for the appointment of a provisional liquidator;
 - (5) Petitions for administration orders or an interim order upon such a Petition;
 - (6) Applications after an administration order has been made pursuant to s.14(3) of the Act (for directions) or s.18(3) of the Act (to vary or discharge the order);
 - (7) Petitions to discharge administration orders and to wind up;
 - (8) Applications pursuant to s.5(3) of the Act (to stay a winding up or discharge an administration order or for directions) where a voluntary arrangement has been approved;
 - (9) Appeals from a decision made by a County Court or by a Registrar of the High Court.
- 5.2 Subject to paragraph 5.4 below all other applications shall be made to the Registrar or the District Judge in the first instance who may give any necessary directions and may, in the exercise of his discretion, either hear and determine it himself or refer it to the Judge.
- 5.3 The following matters will also be heard in public:-
 - (1) Petitions to wind up;
 - (2) Public examinations;
 - (3) All matters and applications heard by the Judge, except those referred by the Registrar or the District Judge to be heard in private or so directed by the Judge to be heard.

5.4 In accordance with directions given by the Lord Chancellor the Registrar has authorised certain applications in the High Court to be dealt with by the Court Manager of the Companies Court, pursuant to Insolvency Rule 13.2(2). The applications are:

- (1) To extend or abridge time prescribed by the Insolvency Rules in connection with winding up (Insolvency Rules 4.3 and 12.9);
- (2) For substituted service of winding up petitions (Insolvency Rule 4.8(6));
- (3) To withdraw petitions (Insolvency Rule 4.15);
- (4) For the substitution of a petitioner (Insolvency Rule 4.19);
- (5) By the Official Receiver for limited disclosure of a statement of affairs (Insolvency Rule 4.35);
- (6) By the Official Receiver for relief from duties imposed upon him by the rules (Insolvency Rule 4.47);
- (7) By the Official Receiver for permission to give notice of a meeting by advertisement only (Insolvency Rule 4.59);
- (8) To transfer proceedings from the High Court to a County Court (Insolvency Rule 7.11);
- (9) For permission to amend any originating application.

[N.B. In District Registries all such applications must be made to the District Judge.]

6. DRAWING UP OF ORDERS

- 6.1 The Court will draw up all orders except orders on the application of the Official Receiver or for which the Treasury Solicitor is responsible under the existing practice.

7. RESCISSION OF A WINDING UP ORDER

- 7.1 Any application for the rescission of a winding up order shall be made within seven days after the date on which the order was made (Insolvency Rule 7.47(4)). Notice of any such application must be given to the Official Receiver.
- 7.2 Applications will only be entertained if made (a) by a creditor, or (b) by a contributory, or (c) by the company jointly with a creditor or with a contributory. The application must be supported by written evidence of assets and liabilities.
- 7.3 In the case of an unsuccessful application the costs of the petitioning creditor, the supporting creditors and of the Official Receiver will normally be ordered to be paid by the creditor or the contributory making or joining in the application. The reason for this is that if the costs of an unsuccessful application are made payable by the company, they fall unfairly on the general body of creditors.

- 7.4 Cases in which the making of the winding up order has not been opposed may, if the application is made promptly, be dealt with on a statement by the applicant's legal representative of the circumstances; but apart from such cases, the court will normally require any application to be supported by written evidence.
- 7.5 There is no need to issue a form of application (Form 7.2) as the petition is restored before the Court.

8. RESTRAINT OF PRESENTATION OF A WINDING-UP PETITION

- 8.1 An application to restrain presentation of a Winding-up petition must be made to the Judge by the issue of an Originating Application (Form 7.1).

PART THREE PERSONAL INSOLVENCY - BANKRUPTCY

9. DISTRIBUTION OF BUSINESS

- 9.1 The following applications shall be made direct to the Judge and unless otherwise ordered shall be heard in public:
 - (1) Applications for the committal of any person to prison for contempt;
 - (2) Application for injunctions or for the modification or discharge of injunctions;
 - (3) Applications for interlocutory relief or directions after the matter has been referred to the Judge.
- 9.2 All other applications shall be made to the Registrar or the District Judge in the first instance. He shall give any necessary directions and may, if the application is within his jurisdiction to determine, in his discretion either hear and determine it himself or refer it to the Judge.
- 9.3 The following matters shall be heard in public:
 - (1) The public examination of debtors;
 - (2) Opposed applications for discharge or for the suspension or lifting of the suspension of discharge;
 - (3) Opposed applications for permission to be a director;
 - (4) In any case where the petition was presented or the receiving order or order for adjudication was made before the appointed day, those matters and applications specified in Rule 8 of the Bankruptcy Rules 1952;
 - (5) All matters and applications heard by the Judge, except matters and applications referred by the Registrar or the District Judge to be heard by the Judge in private or directed by the Judge to be so heard.

- 9.4 All petitions presented will be listed under the name of the debtor.
- 9.5 In accordance with Directions given by the Lord Chancellor the Registrar has authorised certain applications in the High Court to be dealt with by the Court Manager of the Bankruptcy Court pursuant to Insolvency Rule 13.2(2). The applications are:
- (1) by petitioning creditors: to extend time for hearing petitions (s.376 of the Act).
 - (2) by the Official Receiver:
 - (a) To transfer proceedings from the High Court to a County Court (Insolvency Rule 7.13);
 - (b) to amend the full title of the proceedings (Insolvency Rules 6.35 and 6.47).
- [NB In District Registries all such applications must be made to the District Judge]

10. SERVICE ABROAD OF STATUTORY DEMAND

- 10.1 A statutory demand is not a document issued by the Court. Leave to serve out of the jurisdiction is not, therefore, required.
- 10.2 Insolvency Rule 6.3(2) ("Requirements as to service") applies to service of the statutory demand whether outside or within the jurisdiction.
- 10.3 A creditor wishing to serve a statutory demand outside the jurisdiction in a foreign country with which a civil procedure convention has been made (including the Hague Convention) may and, if the assistance of a British Consul is desired, must adopt the procedure prescribed by RSC Order 11 Rule 6. In the case of any doubt whether the country is a "convention country", enquiries should be made of the Queen's Bench Masters' Secretary Department, Room E216, Royal Courts of Justice.
- 10.4 In all other cases, service of the demand must be effected by private arrangement in accordance with Insolvency Rule 6.3(2) and local foreign law.
- 10.5 When a statutory demand is to be served out of the jurisdiction, the time limits of 21 days and 18 days respectively referred to in the demand must be amended. For this purpose reference should be made to the table set out in the practice direction supplementing RSC Order 11 in Schedule 1 to the CPR.
- 10.6 A creditor should amend the statutory demand as follows:
- (1) For any reference to 18 days there must be substituted the appropriate number of days set out in the table plus 4 days, and
 - (2) for any reference to 21 days must be substituted the appropriate number of days in the table plus 7 days.

Attention is drawn to the fact that in all forms of the statutory demand the figure 18 and the figure 21 occurs in more than one place.

11. SUBSTITUTED SERVICE

STATUTORY DEMANDS:

- 11.1 The creditor is under an obligation to do all that is reasonable to bring the statutory demand to the debtor's attention and, if practicable, to cause personal service to be effected. Where it is not possible to effect prompt personal service, service may be effected by other means such as first class post or by insertion through a letter box.
- 11.2 Advertisement can only be used as a means of substituted service where:
 - (1) The demand is based on a judgment or order of any Court;
 - (2) The debtor has absconded or is keeping out of the way with a view to avoiding service and,
 - (3) There is no real prospect of the sum due being recovered by execution or other process.

As there is no statutory form of advertisement, the Court will accept an advertisement in the following form:

STATUTORY DEMAND

(Debt for liquidated sum payable immediately following a judgment or order of the Court)

To (Block letters)

of

TAKE NOTICE that a statutory demand has been issued by:

Name of Creditor:

Address:

The creditor demands payment of £ the amount now due on a judgment or order of the (High Court of Justice Division)(.....County Court) dated the day of 199 .

The statutory demand is an important document and it is deemed to have been served on you on the date of the first appearance of this advertisement. You must deal with this demand within 21 days of the service upon you or you could be made bankrupt and your property and goods taken away from you. If you are in any doubt as to your position, you should seek advice immediately from a solicitor or your nearest Citizens' Advice Bureau. The statutory demand can be obtained or is available for inspection and collection from:

Name:

Address:

(Solicitor for) the Creditor

Tel. No.

Reference:

You have only 21 days from the date of the first appearance of this advertisement before the creditor may present a Bankruptcy Petition. You have only 18 days from that date within which to apply to the Court to set aside the demand.

- 11.3 In all cases where substituted service is effected, the creditor must have taken all those steps which would justify the Court making an order for substituted service of a petition. The steps to be taken to obtain an order for substituted service of a petition are set out below. Failure to comply with these requirements may result in the Court declining to file the petition: Insolvency Rule 6.11(9).

PETITIONS

- 11.4 In most cases, evidence of the following steps will suffice to justify an order for substituted service:
- (1) One personal call at the residence and place of business of the debtor where both are known or at either of such places as is known. Where it is known that the debtor has more than one residential or business address, personal calls should be made at all the addresses.
 - (2) Should the creditor fail to effect service, a first class prepaid letter should be written to the debtor referring to the call(s), the purpose of the same and the failure to meet with the debtor, adding that a further call will be made for the same purpose on the day of 19 at hours at (place). At least two business days notice should be given of the appointment and copies of the letter sent to all known addresses of the debtor. The appointment letter should also state that
 - (a) in the event of the time and place not being convenient, the debtor is to name some other time and place reasonably convenient for the purpose;
 - (b) (Statutory Demands) if the debtor fails to keep the appointment the creditor proposes to serve the debtor by [advertisement] [post] [insertion through a letter box] or as the case may be, and that, in the event of a bankruptcy petition being presented, the Court will be asked to treat such service as service of the demand on the debtor;
 - (c) (Petitions) if the debtor fails to keep the appointment, application will be made to the Court for an order for substituted service either by advertisement, or in such other manner as the Court may think fit.
 - (3) In attending any appointment made by letter, inquiry should be made as to whether the debtor has received all letters left for him. If the debtor is away, inquiry should also be made as to whether or not letters are being forwarded to an address within the jurisdiction (England and Wales) or elsewhere.
 - (4) If the debtor is represented by a Solicitor, an attempt should be made to arrange an appointment for personal service through such Solicitor. The Insolvency Rules enable a Solicitor to accept service of a statutory demand on behalf of his client but there is no similar provision in respect of service of a bankruptcy petition.

(5) The written evidence filed pursuant to Insolvency Rule 6.11 should deal with all the above matters including all relevant facts as to the debtor's whereabouts and whether the appointment letter(s) have been returned.

- 11.5 Where the Court makes an order for service by first class ordinary post, the order will normally provide that service be deemed to be effected on the seventh day after posting. The same method of calculating service may be applied to calculating the date of service of a statutory demand.

12. SETTING ASIDE A STATUTORY DEMAND

- 12.1 The application (Form 6.4) and written evidence in support (Form 6.5) exhibiting a copy of the statutory demand must be filed in Court within 18 days of service of the statutory demand on the debtor. Where service is effected by advertisement in a newspaper the period of 18 days is calculated from the date of the first appearance of the advertisement. Three copies of each document must be lodged with the application to enable the Court to serve notice of the hearing date on the applicant, the creditor and the person named in Part B of the statutory demand.
- 12.2 Where, to avoid expense, copies of the documents are not lodged with the application in the High Court, any order of the Registrar fixing a venue is conditional upon copies of the documents being lodged on the next business day after the Registrar's order otherwise the application will be deemed to have been dismissed.
- 12.3 Where the statutory demand is based on a judgment or order, the Court will not at this stage go behind the judgment or order and inquire into the validity of the debt nor, as a general rule, will it adjourn the application to await the result of an application to set aside the judgment or order.
- 12.4 Where the debtor (a) claims to have a counterclaim, set off or cross demand (whether or not he could have raised it in the action in which the judgment or order was obtained) which equals or exceeds the amount of the debt or debts specified in the statutory demand or (b) disputes the debt (not being a debt subject to a judgment or order) the Court will normally set aside the statutory demand if, in its opinion, on the evidence there is a genuine triable issue.
- 12.5 A debtor who wishes to apply to set aside a statutory demand after the expiration of 18 days from the date of service of the statutory demand must apply for an extension of time within which to apply. If the applicant wishes to apply for an injunction to restrain presentation of a petition the application must be made to the Judge. Paragraphs 1 and 2 of Form 6.5 (Affidavit in Support of Application to set Aside Statutory Demand) should be used in support of the application for an extension of time with the following additional paragraphs:
- “3 That to the best of my knowledge and belief the creditor(s) named in the demand has/have not presented a petition against me.
 4. That the reasons for my failure to apply to set aside the demand within 18 days after service are as follows:”

If application is made to restrain presentation of a bankruptcy petition the following additional paragraph should be added:

“5. Unless restrained by injunction the creditor(s) may present a bankruptcy petition against me.”

13. PROOF OF SERVICE OF A STATUTORY DEMAND

- 13.1 Insolvency Rule 6.11(3) provides that, if the Statutory Demand has been served personally, the written evidence must be provided by the person who effected that service. Insolvency Rule 6.11(4) provides that, if service of the demand (however effected) has been acknowledged in writing, the evidence of service must be provided by the creditor or by a person acting on his behalf. Insolvency Rule 6.11(5) provides that, if neither paragraphs (3) or (4) apply, the written evidence must be provided by a person having direct knowledge of the means adopted for serving the demand.
- 13.2 Form 6.11 (Evidence of personal service of the statutory demand): this form should only be used where the demand has been served personally and acknowledged in writing (see Insolvency Rule 6.11(4)). If the demand has not been acknowledged in writing, the written evidence should be provided by the Process Server and Paragraphs 2 and 3 (part of Form 6.11) should be omitted (See Insolvency Rule 6.11(3)).
- 13.3 Form 6.12 (Evidence of Substituted Service of the Statutory Demand): this form can be used whether or not service of the demand has been acknowledged in writing. Paragraphs 4 and 5 (part) provide for the alternatives. Practitioners are reminded, however, that the appropriate person to provide the written evidence may not be the same in both cases. If the demand has been acknowledged in writing, the appropriate person is the creditor or a person acting on his behalf. If the demand has not been acknowledged, that person must be someone having direct knowledge of the means adopted for serving the demand.

Practitioners may find it more convenient to allow process servers to carry out the necessary investigation whilst reserving to themselves the service of the demand. In these circumstances Paragraph 1 should be deleted and the following paragraph substituted:

“1. Attempts have been made to serve the demand, full details of which are set out in the accompanying affidavit of ...”.

- 13.4 “Written evidence” means an affidavit or a witness statement.

14. EXTENSION OF HEARING DATE OF PETITION

- 14.1 Late applications for extension of hearing dates under Insolvency Rule 6.28, and failure to attend on the listed hearing of a petition, will be dealt with as follows:
 - (1) If an application is submitted less than two clear working days before the hearing date (for example, later than Monday for Thursday, or Wednesday

for Monday) the costs of the application will not be allowed under Insolvency Rule 6.28(3).

- (2) If the petition has not been served and no extension has been granted by the time fixed for the hearing of the petition, and if no one attends for the hearing, the petition will be re-listed for hearing about 21 days later. The Court will notify the petitioning creditor's solicitors (or the petitioning creditor in person), and any known supporting or opposing creditors or their solicitors, of the new date and times. Written evidence should then be filed on behalf of the petitioning creditor explaining fully the reasons for the failure to apply for an extension or to appear at the hearing, and (if appropriate) giving reasons why the petition should not be dismissed.
- (3) On the re-listed hearing the Court may dismiss the petition if not satisfied it should be adjourned or a further extension granted.

- 14.2 All applications for extension should include a statement of the date fixed for the hearing of the petition.
- 14.3 The petitioning creditor should attend (by solicitors or in person) on or before the hearing date to ascertain whether the application has reached the file and been dealt with. It should not be assumed that an extension will be granted.

15. BANKRUPTCY PETITION

To help in the completion of the form of a creditor's bankruptcy petition, attention is drawn to the following points:

- 15.1 The petition does not require dating, signing or witnessing.
- 15.2 In the title it is only necessary to recite the debtor's name e.g. Re John William Smith or Re J W Smith (Male). Any alias or trading name will appear in the body of the petition. This also applies to all other statutory forms other than those which require the "full title".
- 15.3 Where the petition is based on a statutory demand, only the debt claimed in the demand may be included in the petition.
- 15.4 In completing Paragraph 2 of the petition, attention is drawn to Insolvency Rule 6.8(1)(a) to (c), particularly where the "aggregate sum" is made up of a number of debts.
- 15.5 Date of service of the statutory demand (paragraph 4 of the petition):
 - (1) In the case of personal service, the date of service as set out in the affidavit of service should be recited and whether service is effected *before/after* 1700 hours on Monday to Friday or at any time on a Saturday or a Sunday: see CPR Part 6.7(2) and (3).
 - (2) In the case of substituted service (otherwise than by advertisement), the date alleged in the affidavit of service should be recited: see "11. Substituted Service" above.

16. ORDERS WITHOUT ATTENDANCE

- 16.1 In suitable cases the Court will normally be prepared to make orders under Part VIII of the Act (Individual Voluntary Arrangements), without the attendance of either party, provided there is no bankruptcy order in existence and (so far as is known) no pending petition. The orders are:
- (1) A fourteen day interim order with the application adjourned 14 days for consideration of the nominee's report, where the papers are in order, and the nominee's signed consent to act includes a waiver of notice of the application or a consent by the nominee to the making of an interim order without attendance.
 - (2) A standard order on consideration of the nominee's report, extending the interim order to a date 7 weeks after the date of the proposed meeting, directing the meeting to be summoned and adjourning to a date about 3 weeks after the meeting. Such an Order may be made without attendance if the nominee's report has been delivered to the Court and complies with Section 256(1) of the Act and Insolvency Rule 5.10(2) and (3) and proposes a date for the meeting not less than 14 days from that on which the nominee's report is filed in Court under Insolvency Rule 5.10 nor more than 28 days from that on which that report is considered by the Court under Insolvency Rule 5.12.
 - (3) A "concertina" Order, combining orders as under (1) and (2) above. Such an order may be made without attendance if the initial application for an interim order is accompanied by a report of the nominee and the conditions set out in (1) and (2) above are satisfied.
 - (4) A final order on consideration of the Chairman's report. Such an order may be made without attendance if the Chairman's report has been filed and complies with Insolvency Rule 5.22(1). The order will record the effect of the Chairman's report and may discharge the interim order.
- 16.2 Provided that the conditions as under 16.1(2) and (4) above are satisfied and that the appropriate report has been lodged with the Court in due time the parties need not attend or be represented on the adjourned hearing for consideration of the Nominee's report or of the Chairman's report (as the case may be) unless they are notified by the Court that attendance is required. Sealed copies of the order made (in all four cases as above) will be posted by the Court to the applicant or his Solicitor and to the Nominee.
- 16.3 In suitable cases the Court may also make consent orders without attendance by the parties. The written consent of the parties will be required. Examples of such orders are as follows:
- (1) On applications to set aside a statutory demand, orders:
 - (a) dismissing the application, with or without an order for costs as may be agreed (permission will be given to present a petition on or after the seventh day after the date of the order, unless a different date is agreed);

- (b) setting aside the demand, with or without an order for costs as may be agreed; or
 - (c) giving permission to withdraw the application with or without an order for costs as may be agreed.
- (2) On petitions: where there is a list of supporting or opposing creditors in Form 6.21, or a statement signed by or on behalf of the petitioning creditor that no notices have been received from supporting or opposing creditors, orders:
- (a) dismissing the petition, with or without an order for costs as may be agreed, or
 - (b) if the petition has not been served, giving permission to withdraw the petition (with no order for costs).
- (3) On other applications, orders:
- (a) for sale of property, possession of property, disposal of proceeds of sale
 - (b) giving interim directions
 - (c) dismissing the application, with or without an order for costs as may be agreed
 - (d) giving permission to withdraw the application, with or without an order for costs as may be agreed.

If, (as may often be the case with orders under subparagraphs (3)(a) or (b) above) an adjournment is required, whether generally with liberty to restore or to a fixed date, the order by consent may include an order for the adjournment. If adjournment to a date is requested, a time estimate should be given and the Court will fix the first available date and time on or after the date requested.

- 16.4 The above lists should not be regarded as exhaustive, nor should it be assumed that an order will be made without attendance as requested.
- 16.5 The procedure outlined above is designed to save time and costs but is not intended to discourage attendance.
- 16.6 Applications for consent orders without attendance should be lodged at least two clear working days (and preferably longer) before any fixed hearing date.
- 16.7 Whenever a document is lodged or a letter sent, the correct case number, code (if any) and year (for example 123/SD/99 or 234/99) should be quoted. A note should also be given of the date and time of the next hearing (if any).
- 16.8 Attention is drawn to Paragraph 4.4(4) of the Practice Direction relating to CPR Part 44.

17. APPEALS

- 17.1 An appeal from a decision made in a County Court by a Circuit or District Judge or in the High Court by a Registrar in Bankruptcy lies without leave to a Single Judge of the High Court ("Single Judge"): Section 375(2) of the Act and Insolvency Rule 7.48(2).
- 17.2 Such appeals are set down and heard as follows:
 - (1) An appeal from the decision of the Registrar in Bankruptcy shall, or from any decision made in any County Court may, be set down and heard in London by a High Court Judge of the Chancery Division or by a person authorised to sit in that capacity.
 - (2) An appeal from a decision made in a County Court exercising jurisdiction over an area within the Northern and North Eastern Circuits may be set down in Manchester for hearing in Leeds, Liverpool, Manchester, Preston or Newcastle Upon Tyne by a High Court Judge of the Chancery Division or a person authorised to sit in that capacity.
 - (3) An appeal from a decision made in the County Court exercising jurisdiction over an area within the Birmingham, Bristol or Cardiff Chancery District Registries may be set down in the Registry appropriate to the area in which the decision was made for hearing in Birmingham, Bristol or Cardiff by a High Court Judge or a person authorised to sit in that capacity.
- 17.3 The procedure and practice of the Supreme Court relating to appeals to the Court of Appeal (RSC Order 59) apply to appeals in insolvency proceedings: Insolvency Rule 7.49(1).
- 17.4 In relation to any appeal under s.375(2) of the Act to a single Judge of the Chancery Division of the High Court any reference to the Court of Appeal in the CPR is replaced by reference to that Judge and any reference to the Registrar of Civil Appeals is replaced by a reference to a Bankruptcy Registrar who deals with insolvency appeals referred to below as the Registrar of Bankruptcy Appeals: Insolvency Rule 7.49(2).
- 17.5 The following applications shall be made to the Single Judge:
 - (1) for injunctions pending a substantive hearing of the appeal;
 - (2) by way of appeal from the Registrar of Bankruptcy Appeals;
 - (3) for expedition or vacation of the hearing date of an appeal;
 - (4) for permission to issue a witness summons on an appeal;
- 17.6 The following applications may be made to a Bankruptcy Registrar who deals with Insolvency Proceedings (the Registrar of Bankruptcy Appeals):
 - (a) for extension of time for serving a notice of appeal;
 - (b) for extension of time for setting down a notice of appeal;
 - (c) for extension of time for serving a respondent's notice;

- (d) for permission to amend a notice of appeal or a respondent's notice;
- (e) for security for costs of an appeal;
- (f) for permission to adduce further evidence on appeal;
- (g) for service of a notice of appeal or respondent's notice by substituted service.

- 17.7 A form of notice of appeal appropriate to Insolvency Appeals to the Single Judge is set out in Atkins Court Forms, Volume 7, or may be obtained in London from the Fees Room, The Royal Courts of Justice or from the addresses set out in Paragraph 17.9(5) below.
- 17.8 Applications to the Registrar of Bankruptcy Appeals may be made on Bankruptcy Application Form 7.2 which may be obtained from the Fees Room, The Royal Courts of Justice, or from the addresses set out in Paragraph 17.9(5) below, and should be lodged at the address set out in Paragraph 17.9(5)(a) below.
- 17.9 The following practice applies to all appeals to a Single Judge of the High Court whether set down in London, or set down at one of the other venues referred to in Paragraph 17.2 above:
- (1) a notice of appeal must be served not later than 28 days, such time to run:
 - (a) in the case of an appeal from an order made in the County Court from the date the order is made (RSC Order 59 rules 4 and 19);
 - (b) in the case of an appeal from an order made by a Registrar in Bankruptcy from the date on which the order is sealed or otherwise perfected (RSC Order 59 rule 4(1)).
 - (2) notice of appeal must be served on all parties to the proceedings below who are directly affected by the appeal. This will include the Circuit or the District Judge of the appropriate County Court and where a bankruptcy order has been made the Official Receiver.
 - (3) notice of appeal must be served by the appellant or by the legal representative of the appellant and may be effected by the following methods:
 - (a) by leaving the document at the proper address of the person to be served;
 - (b) by post;
 - (c) through a document exchange;
 - (d) if both appellant and respondent are represented by solicitors by fax or by other electronic method together with a hard copy posted to the party concerned on the same day as the fax or other electronic method is sent;

- (e) by substituted service with leave of the Court.
- (4) after service the appellant must set down the notice of appeal within seven days of the later of (i) the date on which service of the notice of appeal was effected or (ii) the date on which the judgement or order of the Court below was sealed or otherwise perfected, by lodging the documents listed below:
 - (a) two copies of the notice of appeal, one of which must be endorsed with a certificate of the date and method of service and stamped with the appropriate fee,
 - (b) a copy of the order under appeal, and
 - (c) the estimate of time for the hearing.
- (5) the above documents may be lodged personally or by post at the address of the appropriate venue listed below:
 - (a) If the appeal is to be set down and heard in London the documents must be lodged at Room 110, Thomas More Building, The Royal Courts of Justice, Strand, London WC2A 2LL.
 - (b) If the appeal is to be set down in Manchester the documents must be lodged at the Chancery Section, Courts of Justice, Crown Square, Manchester, M3 3FL.
 - (c) If the appeal is to be set down in Birmingham, the documents must be lodged at the Registry of the Chancery Division of the High Court, 33 Bull Street, Birmingham B4 6DS
 - (d) If the appeal is to be set down in Bristol the documents must be lodged at the District Registry of the Chancery Division of the High Court, Third Floor, Greyfriars, Lewins Mead, Bristol, BS1 2NR.
 - (e) If the appeal is to be set down in Cardiff the documents must be lodged at the District Registry in the Chancery Division of the High Court, First Floor, 2 Park Street, Cardiff , CF1 1MR.
- (6) If the documents are correct and in order the Court at which the documents are lodged will fix a hearing date and will also fix the place of hearing. That Court will send letters to all the parties to the appeal informing them of the date and place of hearing and indicating the time estimate given by the appellant. The parties will be invited to notify the Court of any alternative or revised time estimates. In the absence of any such notification the estimate of the appellant will be taken as agreed. The Court will also send to the appellant a document setting out the Court's requirement concerning the form and content of the bundle of documents for the use of the Single Judge. Such bundle of documents must be lodged by the appellant at the address of the appropriate venue as set out in sub-paragraph 17.9(5) above not later than 7 days before the date fixed for the hearing. Failure to do so may result in the appeal being dismissed by the Judge.

- (7) Skeleton arguments, accompanied by a written chronology of events relevant to the appeal, should be lodged at the address of the appropriate venue as set out in sub-paragraph 17.9(5) above, at least two clear days before the date fixed for the hearing. Failure to lodge may result in an adverse costs order by the Single Judge on the hearing of the appeal.
- (8) A notice of appeal and a respondent's notice may be amended:
 - (a) With the permission of the Registrar of Bankruptcy Appeals or of the Single Judge at any time;
 - (b) Without permission by supplementary notice served:
 - (1) in the case of a notice of appeal not later than five days after setting down the notice of appeal, and
 - (2) in the case of a respondent's notice not later than five days after setting down the respondent's notice.

After service two copies of the amended notice must be lodged at the address of the appropriate venue as set out in sub-paragraph 17.9(5) above, one copy endorsed with the date on which service was effected and stamped with the appropriate fee.

- (9) Where an appellant does not wish to continue with the appeal or where the appeal has been settled, the appeal may be dismissed by consent on paper without a hearing. An order to that effect signed by each party or letters of consent from each party must be lodged not later than 24 hours before the date fixed for the hearing of the appeal at the address of the appropriate venue as set out in sub-paragraph 17.9(5) above and will be dealt with by the Single Judge.

- 17.10 An appeal from a decision made by the Single Judge lies to the Court of Appeal with the leave of that Judge or of the Court of Appeal (see Insolvency Rule 7.48(2)). Application for such leave to appeal should be made to the Single Judge at the conclusion of his judgement on the appeal. If a party fails to apply at that time he may apply to the Single Judge for permission. Such application together with draft intended grounds of appeal must be lodged at the address of the appropriate venue as set out in sub-paragraph 17.9(5) above within 28 days of the sealing of the Order made on the appeal. The application will first be considered by the Single Judge who heard the appeal who may refuse leave or give such directions as the single Judge thinks fit for the disposal of the application. Any application made after the 28 day period has expired must be made direct to the Court of Appeal.