



DECLAN HEAVEY
3RD FLOOR FLAT
83 PRIORY GARDENS
LONDON
N6 5QU

18 July 2011 14:07

Our ref: CO/11759/2010

Your ref:

Dear Sirs,

**Re The Queen on the application of DECLAN HEAVEY versus HIGHGATE
JOBCENTRE PLUS**

The permission application in the above case has been listed for oral hearing on 22/11/2011. As the Court considers that adequate notice of the hearing is being given, it is very unlikely that any request for adjournment of alternative dates will be acceded to. You should also be aware that there is a fee payable for any request for adjournment unless the request is made at least 14 days before the date of the hearing and all parties consent to the adjournment.

The court number and hearing time can be found on the Administrative Court Daily List at <http://www.justice.gov.uk/guidance/courts-and-tribunals/courts/hearing-lists/list-rcj.htm> after 2.30 on the working day before the hearing.

If you are unable to access the Internet you may telephone the Administrative Court List Office on 020 7947 6655 after 2.30pm on the last working day before the hearing.

This application has been fixed in accordance with our revised listing policy and on the basis that it will take no longer than 30 minutes to hear. If you have already indicated that this application will require a hearing of longer than 30 minutes, I would be grateful if you could confirm this with the List Office, **in writing**, on receipt of this letter and confirm your current time estimate.

The Court will be assisted by skeleton arguments from advocates and any party being represented at the hearing is invited to file and serve, not less than 7 days prior to the hearing date, a skeleton argument (or confirm in writing to the List Office that they will rely only upon documents previously filed and served).



Please note that skeleton arguments can now be submitted to the court by email to the following address;
administrativecourtofficelondon.skeletonarguments@hmcts.x.gsi.gov.uk.

A party lodging their skeleton argument via the dedicated email address does not need to lodge a further copy by any other means.

The Court will not accept service of skeleton arguments to any other email address.

*** IMPORTANT INFORMATION – PLEASE READ ***

Please note that it is the Court's practice to destroy **all** copy documentation and **any** bundles immediately following the conclusion of these proceedings, and to retain original documentation on the Court file. **We therefore strongly advise you to keep copies of any documents that you submit to the Court.**

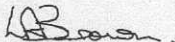
If you wish to have your copy documentation or bundles returned to you, **you must notify the Court, in writing, at your earliest convenience, and prior to the conclusion of these proceedings**, specifying whether you intend to come to the Court and collect your documentation, or whether you would like the Court to return it to you by post or by DX. Please note that for reasons of cost, the Court will not return documentation by Recorded Delivery or Registered post.

If we do not receive such notification, the Court will assume that you do not wish to have your copy documentation or bundles returned, and they will be destroyed as confidential waste.

Please be aware that if you request copies of documentation kept on the Court file, a fee is applicable under paragraph 4.1 (a) and (b) of the Civil Proceedings Fees (Amendment) Order 2009 (£5.00 for first 10 pages, and £0.50 for each further page).

Please note our case reference number CO/11759/2010, which you should quote whenever you contact the Court.

Yours faithfully



L Brown
For Court Manager

NB: It is the duty of the parties to notify the Administrative Court List Office of any problems that may affect the listing of the above mentioned case (e.g. whether special facilities for disabled access are required).