

**QICDRC PRACTICE DIRECTION No. 2/2021:
MATTERS RELATING TO THE ELECTRONIC FILING AND SERVICE OF
DOCUMENTS**

Introduction

1. This Practice Direction is issued pursuant to Article 37.2 of the Regulations and Procedural Rules of the Court ('the Rules').
2. In accordance with Articles 8.3 and 18.4 of the Rules, the President of the Court may issue Practice Directions to alter the permissible methods for the filing and service of claim forms, notices, and other documents.
3. The purpose of this Practice Direction is to provide directions in relation to the electronic filing and service of documents.

Electronic Filing of Documents with the Registry

4. Unless the Registrar or a Judge directs otherwise, a party must file any document, as required by the Rules or by an Order of the Court, with the Registry electronically, either by email or through the Court's 'eCourt' system, unless there is a good and proper reason why the document cannot be filed electronically.

Electronic Issuance of Claim Forms

5. When issuing a Claim Form under Article 17 of the Rules, the Registry will do so electronically, either by email or through the Court's 'eCourt' system, unless there is a good and proper reason why the Claim Form should not be issued electronically.

Electronic Service of Claim Forms

6. If a party wishes to serve a Claim Form electronically, it may only do so with the permission of the Registrar or a Judge. Permission will likely only be granted where the Registrar or a Judge is satisfied that electronic service of a Claim Form is likely to be received by the other party and is reasonable in all the circumstances.

Lord Thomas of Cwmgiedd
6 January 2021