



HM Courts & Tribunals Service

To: All Court Users – Leicester County & Family Court

IMPORTANT NOTICE – PLEASE READ THIS NOTICE AS IT CONTAINS IMPORTANT INFORMATION REGARDING HOW YOU CONTACT THE COURT.

PLEASE NOTE

From the week commencing Monday 2nd July 2018 the Court will be operating a counter service for urgent business only

Urgent business is defined as any process/application requiring judicial intervention within 24 hours such as applications to suspend evictions, injunctions and family applications.

For all other non urgent business we will be operating an appointment service. If you require a face to face counter appointment system then please phone the number below, email us or complete one of the appointment request notices located in the counter foyer area and place in the blue box.

If you need to need to hand documents into the court, please use the drop-box facility, located in the foyer area. If you need to make a payment of any kind please email the court with your application/requirement and telephone number and the court will call you to take the payment.

Any forms required can be found on the court's website which is:

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service>

If you require further information as to the progress of your claim/application, you can either write to or email the court at the following address:

Postal:

Leicester County & Family Court

90 Wellington Street

Leicester

LE1 6HG

Email:

Email:

hearings@leicester.countycourt.gsi.gov.uk

bailiffs@leicester.countycourt.gsi.gov.uk

family@leicester.countycourt.gsi.gov.uk

Please ensure your email/letter contains your case number and a contact number. If you have a hearing coming up please quote the hearing date.

For telephone queries relating to County Court matters or family matters please contact 0116 2225700.