



HM Courts &  
Tribunals Service

**Royal Courts of Justice  
Fees Office - Notice to all court users**

From Monday 1 June 2020 the Royal Courts of Justice Fees Office will reopen to the public during the hours of 10am to 2.00pm each Monday, Wednesday and Friday.

**Access to the Fees Office will be on an appointment only basis.**

An appointment can be booked from the 1 June 2020 by calling the telephone number 0207 947 6527 each Monday, Wednesday and Friday between the hours of 10am to 2:00pm or by emailing the following address [feesofficecounterbooking@justice.gov.uk](mailto:feesofficecounterbooking@justice.gov.uk) . If you are unable to attend in person please contact the Fees Office by telephone or email and a member of the team will assist you.

Once an appointment has been booked, Court users are advised to enter the Royal Courts of Justice via the main Strand entrance and make their way directly to the Fees Office. Upon arrival you will be directed by staff to pay a fee or submit a remission application and then your documents will be placed in a drop box for the appropriate Court department. Once this has been done you should leave the Royal Courts of Justice via the designated exit. Please follow the social distancing measures that will be in-place around the court building. Court users will need to bring their own hand sanitiser and bottled water.

If you have any queries specific to your case please contact the relevant department via the emails listed below:

1. Queen's Bench Masters - [QBenquiries@justice.gov.uk](mailto:QBenquiries@justice.gov.uk)
2. Queen's Bench General – [qbjudgeslistingoffice@justice.gov.uk](mailto:qbjudgeslistingoffice@justice.gov.uk)
3. Administrative Court - [administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk](mailto:administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk)
4. County Court at Central London – Bankruptcy and Companies Team - [RCJBankCLCCDJHearing@justice.gov.uk](mailto:RCJBankCLCCDJHearing@justice.gov.uk)
5. Family Division – [rcj.familyhighcourt@justice.gov.uk](mailto:rcj.familyhighcourt@justice.gov.uk)
6. Senior Courts Costs Office using - [scco@justice.gov.uk](mailto:scco@justice.gov.uk)
7. Civil Court of Appeal – [civilappeals.registry@justice.gov.uk](mailto:civilappeals.registry@justice.gov.uk)