

**UNREPRESENTED PARTIES / LITIGANTS IN PERSON****BUSINESS CONTINUITY ARRANGEMENTS COVID-19**

Where a party involved in a case before a Court is unrepresented, known as a Litigant in Person (LIP), they must read the following in conjunction with the **most recent 'Guidance for all Courts'** **AND** the **most up-to-date specific guidance relevant to the nature of their case** as published at <https://judiciaryni.uk/coronavirus-covid-19>.

If there are legal representatives for another party in the case, they will copy the LIP into any correspondence submitted to the court in line with any specific guidance in place at that time.

If a LIP wishes any urgent matter to be adjudicated on, or wishes to have an agreement between the parties approved by the Court, they should complete **FORM LIPCI1** as directed (ie LIPs must not complete any other form). All parties are asked to consider the need for applications in line with the changing situation and Public Health Agency (PHA) guidance.

The judge will decide how to proceed on receipt of **FORM LIPCI1**, having reviewed the application and any relevant papers, given the circumstances at that time. The court office will advise what steps should then be taken, and issue any interim orders or further directions to the parties involved.

ALL contact must be made **via the appropriate court office email** address provided. These are accessible and monitored by multiple court staff, who will correspond with the assigned judge. NO contact should be made directly with any individual member of the court staff or the judiciary, who may have cause to be absent at any time.

Further general information, not contained within Covid-19 business continuity arrangements, can be found at <https://www.justice-ni.gov.uk/articles/information-litigants-person>.

**These arrangements will be kept under review and will be revisited as circumstances develop.**