

<i>For court use only</i>	
Claim No.	
Issue date	

**IN THE HIGH COURT OF JUSTICE OF THE ISLE OF MAN  
CIVIL DIVISION**

	<b>PROCEDURE</b>
Parties	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	Full name and address of applicant(s)
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	Full name and address of respondent(s)
Description of order applied for (use numbered paragraphs)	

State briefly why the order is applied for

(use numbered paragraphs)

State how the applicant(s) wishes the application to be dealt with:

At a hearing  Without a hearing

At a telephone hearing

How long is the hearing expected to last?                      hours                      minutes

Is this time estimate agreed by the respondent(s)?                      Yes                       No

The information relied on in support of                      the attached witness statement   
this application is in                      the evidence set out below

Evidence in support

(use numbered paragraphs)

If you need to continue on a separate sheet please use the prescribed form – 'HCC CONTINUATION SHEET'

<p>Statement of truth</p> <p>[I believe] [The applicant believes] that the facts stated in this section (and any continuation sheets) are true. delete as appropriate</p>	
<p>Signed</p> <p>(type or print full name here)</p> <p style="text-align: right;">[Applicant] ['s advocate] [Litigation friend] delete as appropriate</p>	
<p>Position or office held (if signed on behalf of a company or other corporation):</p>	
<p>Date</p>	
<p>Applicant or applicant's advocate's address in the Isle of Man (including postcode) to which documents should be sent:</p>	<p>Telephone no.</p>
	<p>Fax no. (if appropriate)</p>
	<p>E-mail (if appropriate)</p>
	<p>Reference (if any)</p>

## Notes for guidance

Court staff cannot give legal advice. If you need information or advice on a legal problem you should contact an advocate.

### Court fee

A court fee may be payable, depending on the type of application you are making. Court staff will give you information about fees.

### Completing the form

#### *Respondent*

Give here the full name and address of the person(s) against whom you wish the order to be made (referred to as a 'respondent'). If there are several respondents, list their full names and addresses on a separate sheet and enter *See list attached* here.

#### *Description of order*

Set out what order you are applying for e.g. *an order under section 34 of the High Court Act 1991 for the disclosure of documents relating to (description of matter)*.

A typed draft of the order must be attached to the application.

#### *Reasons for order*

Set out the reasons why you are applying for the order.

#### *Hearing*

Most applications will require a hearing and you will be expected to attend. The court will allocate a hearing date and time for the application. Please indicate in a covering letter any dates that you are unavailable, with reasons, within the next 6 weeks.

The court will only deal with the application without a hearing in the following circumstances.

- where all the respondents agree to the terms of the order being asked for;
- where all the respondents agree that the court should deal with the application without a hearing, or
- where the court does not consider that a hearing would be appropriate.

If your application includes a request that the application or part application be dealt with by a telephone hearing the court may grant or refuse such request.

#### *Duration of hearing*

If you do not know how long the hearing will take, do not guess but leave these boxes blank.

#### *Information relied on*

In this section set out the information you want the court to take account of in support of the application you are making.

- If you wish to rely on a witness statement, enter an 'X' in the appropriate box and attach the typed statement to the application notice. A witness statement form is available on request from the Courts Office.
- If you wish to rely on written evidence on this form, enter an 'X' in the appropriate box and enter details in the space provided. You must also complete the statement of truth. Proceedings for contempt of court may be brought against a person who signs a statement of truth without an honest belief in its truth.

*Signature*

The application must be signed and include your current address and contact details. If you agree that the court and the respondents may communicate with you by telephone, fax or email, complete the details before taking or sending the form to the Courts Office, Isle of Man Courts of Justice, Deemsters Walk, Bucks Road, Douglas Isle of Man IM1 3AR

*Address*

Insert in this box the address at which you wish to receive documents. The address must be in the Isle of Man. If you are willing to receive documents by fax or e-mail, add details.

*Service of application notice*

You must take or send to the court 2 sets of copies of the application notice, draft order and any witness statement, plus an additional set of copies for each respondent to be served. The court will keep one set, and stamp and return the others to you.

You must then arrange for the coroner to serve a stamped copy of the application notice, with a copy of the draft order and of any witness statement, on every respondent. (If a respondent is represented by an advocate who is authorised to accept service, you may serve the documents by taking or sending them to the advocate's business address.)

If a respondent resides outside of the Isle of Man service must be effected pursuant to any relevant order after application is made to the court. Forms HC8C Application Notice (permission to serve outside the jurisdiction) & HC?? Notes for Applicant - service outside the jurisdiction give you information about how to make application.

*What happens next*

If you have asked for the application to be dealt with without a hearing, the Courts Office will refer it to a judge, who will decide whether it is suitable for consideration without a hearing, and may give directions as to the filing of evidence.

If you have asked for a hearing, or the judge decides that the application is not suitable for consideration without a hearing, the Courts Office will notify you of the time and place of the hearing.

You must then notify the respondents of the time and place of the hearing. If the judge directs that any other person should be served with the application, you must also notify them of the time and place of the hearing, and take or send to them a copy of the application notice, with a copy of the draft order and of any witness statement.

*Documents*

All documents that are filed in support of the application must be typed.