

**From:** [Kingston Crown Listing](#)  
**To:** [Lorraine Cordell](#)  
**Subject:** Auto response  
**Date:** 06 February 2015 16:42:13

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**Thank you for your e-mail.  
Your enquiry will be processed within 5 working days.  
Please note you do not need to supply the court with a hardcopy or fax version of this document.**

**Which Section should I contact?**

To avoid unnecessary delays it is important that your correspondence reaches the correct department. Please make sure you are sending it to the correct fax number or e-mail address.

**Listing queries and correspondence:**

Bail applications, Bail Variations, Appeal Enquiries, and Abandonment of appeals, Confiscation papers, Discontinuances, skeleton arguments, breaches, and requests for adjournments.

E-mail address: [listing@kingstonuponthames.crowncourt.gsi.gov.uk](mailto:listing@kingstonuponthames.crowncourt.gsi.gov.uk)

Fax number: 0870 324 0157

**Case progression queries and correspondence:**

Defence case statements, Special measures, Bad character, witness summons, CPS and general non compliance with Judges Orders and mention requests.

E-Mail address: [Caseprogression@kingstonuponthames.crowncourt.gsi.gov.uk](mailto:Caseprogression@kingstonuponthames.crowncourt.gsi.gov.uk)

Fax number: 0870 324 0157

**General queries and correspondence:**

Indictments, Legal aid applications, extension of legal aid i.e. QC and noting brief, Transfers of legal aid, Notices of appeal, NG's, committals from the magistrates court, requests for results, certificates of conviction.

E-Mail address: [enquiries@kingstonuponthames.crowncourt.gsi.gov.uk](mailto:enquiries@kingstonuponthames.crowncourt.gsi.gov.uk)

Fax number: 0870 324 0156

**Court clerk queries and correspondence:**

Remand orders/ warrants, Days on remand quires, requests of psychiatric reports and payments, Application to amend orders, SERCO bail quires, commendation order, and Slip rule request.

E-mail address: [results@kingstonuponthames.crowncourt.gsi.gov.uk](mailto:results@kingstonuponthames.crowncourt.gsi.gov.uk)

Fax number: 0870 324 0154.

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