

email and include a contact number for the Court to contact you to take payment.

### **What is Fee Account?**

This is a Direct Debit function that is quick, safe and easy to use. It is available for solicitors and large organisations. Once you have set up an account all you need is to provide your fee account number within the body of the email. The fee will then be deducted from your account. For more information and to apply for Fee Account please visit [www.justice.gov.uk/courts/fees/payment-by-account](http://www.justice.gov.uk/courts/fees/payment-by-account).

Any document submitted that breaches any of the above terms will remain unprocessed. This is in line with Court Practice Directions 5BPD.1 – 5BPD.9.3.

When you email the court **the subject line of your mail must contain** (in the following order): -

- The claim number
- The title of the claim (abbreviated if necessary) \*\*
- The subject matter (e.g. defence)
- If relating to a hearing the date and time of hearing **in bold black**
- The judge's name, where the correspondence/document is for their attention

\*\*If your email is in relation to a family matter, please refer to the initials only.

Your message should also contain the **name, telephone number and email address of the sender**. Correspondence and documents may be sent as either text or attachments. Where there is a practice form, it must be sent in that form by attachment. The complete email (including any attachment(s)) **must not exceed 10Mb**.

The rest of this automated message provides information that customers often find useful.

### **Edmonton County Court**

- **The public counter services are no longer available at this court.**

**Urgent applications and processes that need to be dealt with in person will be through an appointment only system. Users should contact the court on 0208 8846510 between 9.00 am and 5.00 pm Monday to Friday to make an appointment.**

- **The main telephone number for Civil and Family enquiries is 0208 884 6500**

- **Goldfax 0870 3240314**

**Our address is The County Court at Edmonton, 59 Fore Street, Edmonton, London, N18 2TN**

**DX 136686 Edmonton 3**

**The court building is open between 9.00 am and 4.00 pm Monday to Friday.**

**We have a secure drop box located in reception for personal deliveries to the court, which is opened once a day at 9.00 am Monday to Friday.**

### **Website links**

Information on Court forms and fees can be also be obtained from [www.justice.gov.uk](http://www.justice.gov.uk)

**Issuing a claim for Money or Possession of Property – MCOL & PCOL**