



Contact Details for Leicester Secretariat

Please note: Fax numbers should be used for urgent work only and if using a CJSM account - add .cjsm.net to the end of the email addresses below.

General Enquiries

(Mental Health Tribunal only):

Email: MHRTEnquiries@hmcts.gsi.gov.uk

Customer Support Team

Phone: 0300 123 2201

Applications (except Section 2 applications)

- For submission of all new applications or referrals except Section 2 cases
- To avoid delay in processing applications please ensure you provide us with: Patient's Name, Date of Birth, Hospital / Community Address, Section, Date of Section and for *all CTO applications please ensure social workers full name and address including postcode are supplied.*
- Please ensure hand written applications are clearly printed
- To avoid duplication, please only send Applications by *one* method of service.

Email: tsmhapplications@hmcts.gsi.gov.uk (please note the section type in the subject line of your email)

Fax: 0870 739 4074

Section 2

- For all applications, listing and correspondence regarding Section 2 cases

Email: TSMHSection2applications@hmcts.gsi.gov.uk

Fax: 0870 324 0116

Phone: 0116 249 7037 / 7067 / 7076

Listing

- For return of Hearing Questionnaire 1 (HQ1)

Email: HQ1Listings@hmcts.gsi.gov.uk

- For listing queries, requests to extend the listing window or to notify the Tribunal of a venue change

Email: TSMHFirstListing@hmcts.gsi.gov.uk

Case Progression

- For correspondence regarding the administration of all live cases except Section 2

Email: tsmh_case_progression@hmcts.gsi.gov.uk

Fax: 0870 739 4040

Case Management Requests

- For return of CMR1 forms requiring a Judicial decision

Email: tsmhcasemanagementrequest@hmcts.gsi.gov.uk

Tribunal Reports

- For submission of all patient reports to the Tribunal and for requests to extend the statutory reports submission deadline

Email: mhtreports@hmcts.gsi.gov.uk

(If using email please enter the hearing date/No Hearing Date and the section type as well as the patient surname and first name.)

Fax: 0870 739 4101

0870 739 4121

RC Discharges

- For notification of patient discharge by the Responsible Clinician (Section 23 forms)

Email: MHRCDischarges@hmcts.gsi.gov.uk

Decisions

- For all enquiries regarding the final written Tribunal decision

Email: posthearingmhrt@hmcts.gsi.gov.uk