



## CIVIL APPEALS OFFICE

Room E307, Royal Courts of Justice

Strand, London WC2A 2LL

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<http://www.civilappeals.gov.uk>

Alkiviades David  
4 WILTON PLACE  
LONDON SW1X 8RH

DATE: 17-12-2025

OUR REF: CA-2025-002562

Linked Case References: [[Dixon Vs Allgood Main  
Case Number]]

Dear Sir/Madam,

Re: David v Kahn

The appellant's notice you filed on 16-12-2025 in this case seeking Permission to appeal, stay of execution and extension of time from the order of The Hon. Mrs Justice Stacey dated 15-10-2025, has now been entered in the Court's records and given the full reference number CA-2025-002562. Please quote this reference in all future correspondence. In order to comply with CPR 39.8 any communication with the court on matters of substance or procedure must be copied to the other party, or parties, or their representatives, and must state on its face that it is being copied to that other person or persons. Any written communication which does not comply will be returned to the sender without being considered by the court. A party is not required to disclose or copy a communication where it is purely routine, uncontentious and administrative or where there is a compelling reason for not doing so which is clearly stated in the communication.

### **1. What you must do next:**

- 1. If you have not already done so, serve a copy of the appellant's notice and a copy of this letter on all other parties.**
- 2. The certificate of service must be completed and returned to this office by 31 Dec 2025 (see paragraph 5 below).**
- 3. The enclosed party details form must be completed and returned to this office within four days of receipt (see paragraph 2 below).**
- 4. The core bundle of documents should be lodged at the Civil Appeals Office by 31 December 2025 . Do not serve a copy of the bundle on any other party (see paragraph 3 below). If an extension of time is required, see paragraph 7 below.**
- 5. You must serve the index to the core bundle and any supplementary bundle on the respondent(s) by 31 December 2025.**
- 6. Two copies of the skeleton argument should have been lodged in the Civil Appeals Office by 16-12-2025 (see paragraph 4 below). If an extension of time is required, see paragraph 7 below.**

7. If you do not already have the transcript of judgment, the transcript should be ordered **without delay**. For information on how to order the transcript of judgment refer to the leaflet 'How to Prepare an Appeal Bundle for the Court of Appeal'. Obtaining the transcript of judgment can take some time and it may significantly delay matters if the transcript of judgment is not ordered immediately.

**What the respondent should do next:** A respondent is not required to take any action at the permission stage, unless directed to do so by the Court. In all cases, however, the respondent is permitted, and is encouraged, to file a brief written statement setting out any reasons why permission should be refused in whole or in part. The respondent should do so within 14 days of service of the appellant's notice or skeleton argument if later. Any written statement filed with the court should be served on all other parties. It should be noted, however, that there will normally be no order for the recovery of costs of a respondent's written statement. See CPR PD 52C, paragraphs 19 and 20.

**2. Party Details:** You are reminded that you are required to inform the Court immediately of any change in representation or alteration in the address, telephone number or other details you supply.

**3. Bundle of Documents:** Applicants must lodge a core bundle containing only those documents listed in the relevant core bundle index, a copy of which is attached. The core bundle contains the key documents required by the court. If other documents are necessary for the court to determine the application, it is your responsibility to include them in a supplementary bundle. A core bundle should be lodged in the Civil Appeals Office in accordance with CPR PD 52C paragraph 14 by 31 December 2025. The enclosed leaflet *How to Prepare an Appeal Bundle for the Court of Appeal* explains what you should do. If an extension of time is required, see paragraph 7 below.

**Filing your Bundle:**

If possible you should file your bundle electronically using the E-Filing service. Guidance on using the E-Filing service can be found at <https://www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals>. Bundles filed electronically must be formatted as one PDF document with bookmarks as appropriate for each document and with section headings within the document, unless its size exceeds 50 megabytes, in which case it can be divided into up to 10 documents of that size, each bearing bookmarks as appropriate (see paragraphs 10.3 and 14.1 Practice Direction 51O). If you are unable to file your bundle electronically paper format bundles should be sent or taken to the Civil Appeals Office Registry, Room E307, 3<sup>rd</sup> Floor East Block, Royal Courts of Justice. The office is open Monday to Friday, 10.00am to 4.30pm. Bundles should be sent by recorded delivery so that receipt can be tracked. **If you choose to file a paper format bundle you should note that the Court may order that an electronic version of the bundle be filed in addition to the paper format version (paragraph 14.2 Practice Direction 51O).**

**General Bundle Guidance:** Do not serve the bundle on any other party unless you are directed to do so by this court.

All parties filing bundles with the Court must retain a copy of the bundle:

- (a) for their own use in the proceedings; and
- (b) as an essential back up should the court bundle(s) be accidentally misplaced, damaged or destroyed; and
- (c) for the purposes of any onward appeal.

The parties should ensure that paper format bundles filed with the Court do not contain original material such as original documents, photographs, recording media etc. If it is necessary to use original material, copies should still be included in the court bundles and the originals should be

brought to any hearing. Parties must ensure they retrieve any original material handed up to the judge before leaving court. Any original material placed in the court bundle will be destroyed with the court bundle at the conclusion of proceedings (see paragraph 27(4) and (5) of Practice Direction 52C).

**4. Skeleton Argument:** A litigant in person may choose not to file a skeleton argument. If a skeleton argument is not filed by 12-01-2026 it will be assumed that you do not wish to rely on a skeleton argument and you may not be given a further opportunity to file one. Two copies should be lodged with the Court. If an extension of time is required, see paragraph 7 below. A copy should be served on the respondent(s) by 12-01-2026.

Your attention is drawn to CPR PD 52C paragraph 31(1) which provides that a skeleton argument must not normally exceed 25 pages (excluding front and back sheets) and be printed on A4 paper in not less than 12 point font and 1.5 line spacing. It should be labelled the “applicant’s PTA skeleton argument”. Further requirements as to the content of skeleton arguments can be found at CPR PD 52A paragraph 5. Please note that any skeleton argument which fails to comply with CPR PD 52C paragraph 31.1 will be returned by the Civil Appeals Office. If re-filed out of time it must be accompanied by a formal application under Part 2.3 seeking permission to rely on it.

If possible documents should be filed electronically via the E-Filing service. If it is not possible to file a document electronically paper format documents should be sent to or taken to the Civil Appeals Office Registry, Room E307, 3rd Floor East Block, Royal Courts of Justice. The office is open Monday to Friday, 10am to 4.30pm.

**5. Certificate of Service:** The Certificate of Service must be completed and returned to this office by 31 Dec 2025.

**6. Default:** If you do not comply with the requirements set out in this letter without good reason, the case is likely to be dismissed with costs. Unrepresented litigants are advised that help with their application may be available from the Citizens Advice Bureau at the Royal Courts of Justice.

**7. Extensions of Time:** The deadlines in this letter are set by the Civil Procedure Rules (CPR PD 52C). If you have already missed relevant deadlines, you should immediately request an extension of time by email, and copy in the respondent (see CPR 39.8(4)). If you anticipate that you will be unable to comply with any of the relevant time limits you should write before the extension of time has expired and copy in the respondent (see CPR 39.8(4)). In any request for an extension of time, you should set out in full your reasons for failing to meet the deadline and set out the length of the extension sought. You will then be informed whether or not an extension has been granted. Failure to meet any of the time limits without good reason will result in the matter being referred to the Dismissal List.

**8. Determination of Application:** When we have received all of the documents we need to comply with the Court’s requirements, the papers will be referred to the Court. Applications for permission to appeal will be determined on paper without an oral hearing unless the judge directs that an oral hearing is required. A copy of any Order made will be sent by post to you and to the respondent.

**9. Disposal of Bundles:** If permission to appeal is granted your bundle of documents will be retained for use at the appeal hearing and you will be advised of any additional requirements. If permission to appeal is refused paper format bundles will be destroyed in accordance with paragraph 27 (15) of Practice Direction 52C, which supplements Civil Procedure Rules Part 52. Therefore it is essential that the bundle does not contain original documents. Electronic bundles will be retained for a period of two months from the refusal of permission to appeal after which time they may be deleted (see paragraph 14.5 Practice Direction 51O).

Yours faithfully,

Manpreet Singh  
Case Progression Manager - Section A2  
civilappeals.cmsb@justice.gov.uk

Enc: Forms **235 240A 204** How to Prepare an Appeal Bundle for the Court of Appeal  
EX107 and EX107GN  
Core Bundle Index

In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 that came into effect from 25th May 2018 if you would like to know more about how HMCTS handles your personal data please visit our website at [www.gov.uk/hmcts](http://www.gov.uk/hmcts). If you require a hard copy of the privacy notice please contact the court.

**With effect from 1<sup>st</sup> February 2018 the Case Progression Section will only answer the phones between the hours of 10am – 12pm and 2pm – 4pm.**

**PLEASE NOTE THAT YOU SHOULD USE THE TELEPHONE NUMBER LOCATED ON THE FRONT PAGE OF THIS LETTER FOR ANY FUTURE ENQUIRIES**

**PARTY DETAILS**

**CIVIL APPEALS OFFICE**  
 REGISTRY  
 Room E307  
 Royal Courts of Justice  
 Strand, London WC2A 2LL

DX 44456 STRAND

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE CIVIL APPEALS OFFICE REGISTRY  
 BY POST OR DX WITHIN 4 DAYS OF RECEIPT  
**PLEASE DO NOT RETURN THIS FORM BY FAX OR EMAIL UNLESS REQUESTED TO DO SO BY THE COURT**

Court of Appeal Reference: **CA-2025-002562**

Title: David v Kahn

<b>APPELLANT</b>		<b>RESPONDENT</b>	
<b>NAME</b>		<b>NAME</b>	
Address ( <i>if in person</i> )		Address ( <i>if in person</i> )	
Tel.No. ( <i>if in person</i> )		Tel.No. ( <i>if in person</i> )	
e-mail address		e-mail address	
<b>SOLICITORS</b>		<b>SOLICITORS</b>	
DX		DX	
Address		Address	
Tel.No.	Fax No.	Tel.No.	Fax No.
e-mail address		e-mail address	
Reference		Reference	
<b>LONDON AGENTS</b>		<b>LONDON AGENTS</b>	
DX		DX	
Address		Address	
Tel.No.		Tel.No.	
e-mail address		e-mail address	
Reference		Reference	
<b>ADVOCATE Junior</b>		<b>ADVOCATE Junior</b>	
DX	Tel.No.	DX	Tel.No.
e-mail address		e-mail address	
<b>Leading</b>		<b>Leading</b>	
DX	Tel.No.	DX	Tel.No.
e-mail address		e-mail address	

**Any Appellant's Legal Aid Certificate which is relevant and not already submitted must be attached to this Form**

**YOU MUST NOTIFY THIS OFFICE IMMEDIATELY IF ANY OF THESE DETAILS CHANGE**

IF THERE ARE OTHER APPELLANTS/RESPONDENTS WHO WILL BE SEPARATELY REPRESENTED PLEASE PROVIDE FULL DETAILS ON ADDITIONAL SHEETS

## CERTIFICATE OF SERVICE

**CIVIL APPEALS OFFICE**  
REGISTRY  
Room E307  
Royal Courts of Justice  
Strand, London WC2A 2LL

DX 44456 STRAND

Court of Appeal Reference: **CA-2025-002562**

David v Kahn

THE COMPLETED CERTIFICATE OF SERVICE MUST BE RETURNED TO THE CIVIL APPEALS OFFICE  
by **31 Dec 2025**

**PLEASE DO NOT RETURN THIS FORM BY FAX UNLESS REQUESTED TO DO SO BY THE COURT**

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I/WE, solicitor(s)\* for the applicant(s), HEREBY CERTIFY that a copy of the appellant's notice and the letter dated 17-12-2025 from the Civil Appeals Office were served on all respondents to the application

on \_\_\_\_\_

**Statement of Truth:** I believe that the facts stated in the certificate(s) of service contained within this document are true.

*This form should be signed by the Solicitor with the conduct of the case for the Applicant(s),  
or by the Applicant if acting in person*

Signed

Date

---

Name

Telephone

---

*(in block capitals)*

Firm

DX

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*(in block capitals)*

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\* If you are acting in person, please delete as appropriate

Court of Appeal Ref: **CA-2025-002562**

Title: ***David v Kahn***

## **CORE BUNDLE INDEX**

### **Pages Document**

1. Sealed Appellant's Notice and grounds of appeal
2. Skeleton argument
3. Chronology of relevant events
4. Sealed order under appeal
5. Transcript of judgment
6. N460 - reasons for allowing or refusing permission to appeal to the Court of Appeal (if applicable)
7. Claim Form including Particulars of Claim
8. Defence
9. Relevant contractual clauses

Use for: First appeals from the High Court King's Bench Division or Chancery Division or Technology and Construction Court (A1/A2/A3)



RCJ advice

**advocate**



## **Court of Appeal Scheme (COAS)**

### **Do you need help with your application for Permission to Appeal?**

If you are a Litigant in Person and have submitted your Appellant's Notice to the Court of Appeal, you may be eligible for help from the COAS scheme.

Under the COAS scheme, a volunteer lawyer will:

- Assess the merits of your application and consider your prospects of success

If your application has merit then the volunteer lawyer may:

- Draft a skeleton argument to support your application
- Represent you if you are required to attend an oral hearing for your application for permission to appeal
- Represent you if you participate in mediation once permission to appeal has been granted

To apply for help, please send all of the following documents to [COAS@rcjadvice.org.uk](mailto:COAS@rcjadvice.org.uk) or post them to RCJ Advice (COAS), Royal Courts of Justice, The Strand, London WC2A 2LL:

- A copy of your Sealed Appellant's Notice and grounds of appeal
- A copy of the Order you wish to appeal
- A copy of the Transcript of Judgment

*COAS is a free service for Litigants in Person who cannot afford legal advice and representation. We reserve the right to request a financial assessment before helping you. For more information about RCJ Advice services, visit our website at [www.rcjadvice.org.uk](http://www.rcjadvice.org.uk)*