

Mu Rose  
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24 June 2022

Dear Mu Rose

**Freedom of Information Act (FOIA) Request – 220526003**

Thank you for your request dated 26 May 2022 in which you asked for the following information from the Ministry of Justice (MoJ):

1. I am asking, Do ALL the magistrate courts in Lancashire keep records of 'all' summonses they approve to be issued.
2. I am inquiring about all prosecuting authorities.

Your request has been handled under the FOIA.

I can confirm that the MoJ holds the information that you have requested and I have provided it below.

Lancashire Magistrates' Courts keep copies of summonses where the law requires them to do so. However, in Council Tax matters, HMCTS does not retain the summons.

When obtaining a liability order the Local Authority applies to the court to issue summonses by sending the court a complaint list. A legal adviser will then consider the list and issue the summonses. The Local Authority will then print and post the summonses. The court does not receive a copy of the summonses from the Local Authority and does not hold copies of summonses. Under the Council Tax (Administration and Enforcement) (Amendment) (No. 2) (England) Regulations 2003, there is no prescribed form for a liability order and no requirement for a paper copy. It is at the discretion of the Local Authority whether they choose to prepare a hard copy order. You may wish to contact the Local Authority to determine if they hold a copy of any order issued to you.'

**Appeal Rights**

If you are not satisfied with this response you have the right to request an internal review by responding in writing to one of the addresses below within two months of the date of this response.

[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)

Disclosure Team, Ministry of Justice

You do have the right to ask the Information Commissioner's Office (ICO) to investigate any aspect of your complaint. However, please note that the ICO is likely to expect internal complaints procedures to have been exhausted before beginning their investigation.

Yours sincerely

Knowledge Information Liaison Officer  
North West Regional Support Unit