



# How to address the court

Updated 6 December 2023

## Your obligations

Using the correct terms of address will avoid a mistake which may damage your credibility and can help meet the following requirements of our Competence Statement:

- [B5 Undertake effective written and spoken advocacy](https://higher-rights.sra.org.uk/solicitors/resources-archived/continuing-competence/cpd/competence-statement/#b5) [<https://higher-rights.sra.org.uk/solicitors/resources-archived/continuing-competence/cpd/competence-statement/#b5>]
- [C1 Communicate clearly and effectively, orally and in writing](https://higher-rights.sra.org.uk/solicitors/resources-archived/continuing-competence/cpd/competence-statement/#c1) [<https://higher-rights.sra.org.uk/solicitors/resources-archived/continuing-competence/cpd/competence-statement/#c1>]

Making sure your client knows the correct terms can also help you provide a good standard of service and meet their particular needs.

## Terms of address to use

Terms to use in the courts and tribunals of England and Wales:

### Magistrates

- Your Worship or Sir or Madam
- Address them in written correspondence by using their prefix followed by their full name and begin letters 'Dear [Full Name]'.

### District judges

- 'Judge'
- Address them in correspondence as 'District Judge [Surname]' (Magistrates' Court) and begin letters with 'Dear Judge'.

### Employment judges

- 'Judge'
- Address them in correspondence as 'Employment Judge [Surname]' and begin letters with 'Dear Judge'.

### Tribunal judges

- 'Judge'
- Address them in correspondence as either 'First-tier Tribunal Judge or Upper Tribunal Judge[Surname]' and begin letters with 'Dear Judge'.



## **Circuit judges (Crown or County Court) and some High Court divisions**

- 'Your Honour'
- Address them in correspondence as His/Her Honour Judge [Surname]' and begin letters with 'Dear Judge'.

## **High Court judges**

- 'My Lord' or 'My Lady'
- Address them in correspondence as 'The Honourable [Prefix] Justice [Surname]' and begin letters with 'Dear Judge'.

## **Justice of the Supreme Court**

- 'My Lord' or 'My Lady'
- Address them in correspondence as 'The Rt Hon Lord/Lady [Surname]' and begin letters with 'Dear Lord/Lady [Name]' or 'Dear Lord/Lady [Surname]'.