

Upper Tribunal Immigration and Asylum Chamber

# Request for copies of documents from the tribunal

Fee: Minimum £10

**For office use only**

This form may be used to request copies of documents from the tribunal file. The minimum fee for requesting copies of documents is £10 which will pay for up to 10 pages in hard copy, or documents in electronic form.

If you are requesting more than 10 pages, there will be a charge of £0.50 for each additional page. The tribunal will contact you to request the additional payment before making the copies.

UTIAC case reference number

Applicant(s) name(s)

Applicant(s) reference number

Respondent(s) name(s)

Respondent(s) reference number

Interested party/ies (if any)

Interested party/ies reference number

Home Office reference number

# Section 1 – Details of the party/person making the application

1.1 Name

1.2 Contact email address

1.3 Contact phone number(s)

## Section 2

2.1 How and where would you like the documents to be sent?

**By post to**

Name

Building and street

Second line of address

Town or city

County (optional)

Postcode

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**By email to**

Email address

## **Section 3**

**3.1** List the documents below you would like the tribunal to send you and state whether you would like those documents in hard copy or electronically:

**3.2** Please explain why you need copies.

## Section 4 – Tribunal fee

### What you need to pay

The fee due for this application is

**Minimum £10**

### How to pay the tribunal fee

1.  **I have not included payment because**

- I have applied for Help with Fees online and my reference number is

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- I am applying for Help with Fees, see attached form **EX160**

- Other – please explain why

2.  **Prepayment** – I have already made a payment, and the reference number provided to me by HMCTS is

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3.  I attach a **cheque, banker's draft or postal order**, made payable to 'HMCTS'

4.  **I am attending in person at** the court/office counter

5.  **Fee account details – for use by legal professionals**

Your account number

P	B	A							
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Your reference (if applicable)

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**Check the details you have provided carefully and pay as soon as possible so that any issues regarding payment can be resolved before the expiry of any deadlines in your case.**

### If you cannot afford the tribunal fee

You may not have to pay a fee, or you may get some money off it if you only have a small amount of savings and investments, receive certain benefits or are on a low income. You can apply for help with court and tribunal fees online at [www.gov.uk/help-with-court-fees](http://www.gov.uk/help-with-court-fees) or through the 'EX160 Apply for help with fees' form and 'EX160A – How to apply for help with fees' guidance.

**Prepayment** – This can be via a bank transfer, please contact the Upper Tribunal's regional office for details.

**Card payments** - this can be taken over the phone if your case is in Birmingham, Manchester, Leeds or Cardiff.

**By post or DX** – cheque, banker's draft or postal order.

**In person** – cash, credit/debit card or one of the ways listed above.

**Fee account** – a way for solicitors, local authorities and other regular users to make payments relating to civil and family cases.

## What should I do when I have completed the form

1. Email this form and supporting documents to the Upper Tribunal's regional office already dealing with the case or from which you are seeking copies (contact centre details are provided below).
2. **£10 is the minimum fee**, the tribunal will tell you what the final fee will be before copying the documents.

**London** Email **For forms only** – [utiacjudicialreviewapplications@justice.gov.uk](mailto:utiacjudicialreviewapplications@justice.gov.uk)  
**For all other enquiries** – [utiac.londonjr@justice.gov.uk](mailto:utiac.londonjr@justice.gov.uk)

DX DX 309301 STRAND 6

Post Upper Tribunal, Field House, 15–25 Breams Buildings, London EC4A 1DZ

**Birmingham** Email [utiac.birmingham@justice.gov.uk](mailto:utiac.birmingham@justice.gov.uk)

DX DX 701987 BIRMINGHAM 7

Post Civil Justice Centre, Priory Courts 5th floor, 33 Bull Street, Birmingham B4 6DS

**Cardiff** Email [utiac.cardiff@justice.gov.uk](mailto:utiac.cardiff@justice.gov.uk)

DX DX 99500 CARDIFF 6

Post Civil Justice Centre, 2 Park Street, Cardiff CF10 1ET

**Leeds** Email [utiac.leeds@justice.gov.uk](mailto:utiac.leeds@justice.gov.uk)

DX DX 703016 LEEDS 6

Post Leeds Combined Court Centre, 1 Oxford Row, Leeds LS1 3BG

**Manchester** Email [utiac.manchester@justice.gov.uk](mailto:utiac.manchester@justice.gov.uk)

DX DX 724783 MANCHESTER 44

Post Civil Justice Centre, 1 Bridge Street West, Manchester M60 9DJ