

Upper Tribunal Immigration and Asylum Chamber

# Change in representation

Fee: No fee

**For office use only**

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

**You must** tell the tribunal if there is a change in your representation. **Use this form** to notify the tribunal that a new legal representative is instructed, or if the previous legal representative is no longer instructed.

Legal representatives must also use this form to notify the tribunal if they are no longer instructed.

Send the completed form to the tribunal and all other parties.

## SECTION 1

**1.1** Name of the party whose legal representation has changed

## SECTION 2

### 2.1 Tick the box that applies to you

- The legal representative is no longer instructed. No new representative is instructed. **Go to Section 3**
- A new legal representative is instructed. **You must complete their details below.**

Name of representative

Name of their organisation

### 2.2 Rule 11(5A) of the Tribunal Procedure (Upper Tribunal) Rules 2008 (as amended) states a representative must be authorised to conduct litigation in the High Court under the Legal Services Act 2007.

Tick to confirm how the representative is authorised.

- Solicitor
- Barrister with a licence to conduct litigation
- Other - explain how they are authorised

## SECTION 3 – Contact details where documents can be sent to the party

This section must be completed in full, otherwise the application/form is not valid and it will be returned to you.

### 3.1 Name of organisation (if applicable)

Building and street

Second line of address

Town or city

County (optional)

Postcode

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### 3.2 Email address

### 3.3 Phone number

### 3.4 Form completed by

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**Date**

Day

Month

Year

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## What to do next and where to send this form

1. Email this form and supporting documents to the Upper Tribunal's regional office already dealing with the case (contact centre details are provided below).
2. If you email the application and it comprises a large number of pages, the tribunal may request that the attachments are also provided in hard copy.
3. This application has no effect until this form has been submitted to the tribunal, with the appropriate arrangements for payment **and** it has been **sealed** (stamped) by the tribunal.
4. You may contact the tribunal by email (using the email address provided for the contact centre below) to enquire if the application/form has been **sealed** (stamped).
5. Once you have received a **sealed** (stamped) copy, you **must** also immediately provide the same to all other parties, together with any supporting documents and draft order(s).

**London** Email **For forms only** – utiacjudicialreviewapplications@justice.gov.uk

**For all other enquiries** – utiac.londonjr@justice.gov.uk

DX DX 309301 STRAND 6

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

**Birmingham** Email 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

DX DX 99500 CARDIFF 6

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

**Leeds** Email 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

DX DX 724783 MANCHESTER 44

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