**JUDICIAL PENSION SCHEMES -**

**APPEALS, DISSATISFACTION AND**

**STAGE 2 INTERNAL DISPUTE RESOLUTION FORM**

This form should be used:

* to raise an appeal;
* to express dissatisfaction; or
* if you have received a Stage One Internal Dispute Resolution Procedure (IDRP) decision from the Scheme Administrator for the Judicial Pension Schemes, and you wish to appeal under Stage Two to the Scheme Manager.

If you have not received a Stage One IDRP decision from the Scheme Administrator, your application under Stage Two cannot proceed and you should refer back to the Internal Dispute Resolution Procedure.

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| **Member’s Details** | | | | |
| Full Name: |  | Date of Birth: |  | |
| Member ID: |  | National Insurance No: |  | |
| Judicial Office(s): |  | | | |
| Address: |  | | | |
|  | | Post Code: |  | |
| Email: |  | | | |
| Tel No: |  | | | |
| Judicial Pension Scheme: | 1981 Scheme[[1]](#footnote-1)  or JUPRA[[2]](#footnote-2) | JPS2015[[3]](#footnote-3) | FPJPS[[4]](#footnote-4) | JPS 2022 | |

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| **Appellant’s Details:**  If you are not the member, please give your details in this section | | | |
| Full Name: |  | Date of Birth: |  |
| Relationship to Member: | |  | |
| Address for Correspondence (if different to above): | |  | |
|  | | | |
|  | | Post Code: |  |

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| **Representative’s Details:**  If you are the member’s or complainant’s (if different) representative, please give your details in this section | | | |
| Full Name: |  |  | Date of Birth: |
| Relationship to Member: | |  | |
| Address for Correspondence (if different to above): | |  |  |
|  | |  | Post Code: |

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| **Appeal Details:**  Please give full details of your complaint and the basis of your appeal in this section. You should try to explain why you are unhappy, including any dates, financial loss (if applicable) or other information you think is relevant.  If you require additional space please attach a separate sheet. Please write your name and national insurance number at the top of any separate sheet if you are a member. Otherwise please note the member’s name and national insurance number. |
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| **Outcome of Stage One IDRP (if applicable) -** |
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| ***What resolution are you seeking?*** |
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| --- | --- |
| **Your signature:**  I would like my complaint to be considered and a decision to be made about it.  I am a: | |
| * Scheme member/former member/prospective member | |
| * Dependant of a former member | |
| * Member’s representative/dependant’s representative | |
| *\*delete as appropriate* | |
|  | |
| **Signed:** | **Date:** |
|  |  |

**Please enclose a copy of any correspondence related to the decision on which your complaint is based.**

**Once completed this form should be forwarded to –**

[**jpsgovernance@justice.gov.uk**](mailto:jpsgovernance@justice.gov.uk) **(due to current Covid-19 restrictions we are unable to accept postal submissions)**

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| **Timeframes –**   * Completed forms must be submitted to the Scheme Manager within six months of the Stage One decision; * The Stage Two decision will be made within four months of receipt of the completed forms; and * The Stage Two decision will be communicated to the complainant within 15 days of the date of decision. |

1. 1981 Scheme = Judicial Pensions Act 1981 scheme [↑](#footnote-ref-1)
2. JUPRA = 1993 Judicial Pension Scheme [↑](#footnote-ref-2)
3. JPS2015 = Judicial Pension Scheme 2015 [↑](#footnote-ref-3)
4. FPJPS = Fee Paid Judicial Pension Scheme

   5 JPS 2022 = Judicial Pension Scheme 2022  [↑](#footnote-ref-4)