Upper Tribunal Immigration and Asylum Chamber UTIAC case reference number Application notice without consent Applicant(s) name(s) Fee: £290 Applicant(s) reference number Respondent(s) name(s) Respondent(s) reference number For office use only Interested party/ies (if any) This form must be used to apply for order(s) or case management direction(s), where no other form applies or where you do not have the agreement of the other party(ies). You **must** complete **every** section of this form and Interested party/ies reference number ensure that Section 4 is signed and Section 5 is completed. Home Office reference number All other forms are available at www.gov.uk/ government/collections/immigration-and-asylumchamber-upper-tribunal-forms

# Section 1 – Details of the party making this application

Give	Give your details in the boxes below.								
1.1	Name								
1.2	Contact email address								
1.3	Contact phone number								
1.4	Postal address Building and street								
	Second line of address								
	Town or city								
	County (optional)								
	Postcode								

# Section 2 - Details of the next hearing in the case (if known)

2.1	Date	If your case is listed for a
	Day Month Yea	If your case is listed for a hearing, provide as much detail as you know. This will help with processing the application.
2.2	Time	
2.3	Type of hearing (reconsideration	, substantive, case management)
2.4	Name of Judge(s)	

## **SECTION 3 - Details of the application**

#### **3.1** Give details of the

- order(s) or case management direction(s) sought.
- state any material facts relied upon
- identify any rule or statutory provision applicable

<b>5.</b> ∠	Are you are attaching	any drait order:	
	☐ Yes		
	☐ No		

**3.3** List the correspondence and document(s) attached to this form (if any).

You must send a sealed copy of this form to the other party(ies) as soon as it has been sealed by the tribunal. Failure to do so, without good reason, may lead to your application being struck out.

#### Section 4 - Statement of truth

I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth. This section must be completed in full, otherwise the application/ form is not valid and it will be returned to you.

	I believe that the facts and matters stated in this application are true and complete.										
	The applicant believes that the facts and matters stated in this application are true and complete. I am authorised to conduct litigation in the High Court and am authorised by the applicant										
$\neg$	to sign this statement.										
	The respondent believes that the facts and matters stated in this application are true and complete. I am authorised to conduct litigation in the High Court and am authorised by the respondent to sign this statement.										
	The interested party(ies) believes that the facts and matters stated in this application are true and complete. I am authorised to conduct litigation in the High Court and am authorised by the interested party(ies) to sign this statement.  Signature										
	Signature										
	Name of legal representative										
	Name of firm										
	If signing on behalf of firm or company give position or office held										
	Applicant										
	Respondent										
	Interested party										
	Legal representative										
	Litigation friend										
	Name of litigation friend										
	Day Month Year										

Rule 11(5A) requires the representative to be authorised to conduct litigation in the High Court under the Legal Services Act 2007.

#### Section 5 - Tribunal fee

#### What you need to pay

The fee due for this application is									
£290									

#### How to pay the tribunal fee

1.															
	<ul> <li>I have applied for Help with Fees online and my reference number is</li> </ul>														
	H W F														
	☐ I am applying for Help with Fees, see attached form <b>EX160</b>												60		
	Other - please explain why														
_		_													
2.		-	-	<b>nent</b> ence				-			-				
											- <b>,</b>				
_															
3.		I attach a <b>cheque, banker's draft or postal order,</b> made payable to 'HMCTS'													
4.	I am attending in person at the court/office counter														
5.	Fee account details – for use by legal professionals														
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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 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 to do next

If you are **legally represented or a public body, you must** send this form and any supporting documents using the HM Courts and Tribunals E-Filing service.

For those that are **not legally represented**, the **preferred method** is the E-filing service. Alternatively, unrepresented applicants can **email or send** the signed and completed form with the **appropriate arrangements for payment of the fee** and any supporting documents to the Upper Tribunal's regional office which is closest in connection to the applicant. Contact details for all the hearing centres are provided below:

**London** Email <u>utiacjudicialreviewapplications@justice.gov.uk</u>

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

Birmingham Email <u>utiac.birmingham@justice.gov.uk</u>

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

Cardiff Email <u>utiac.cardiff@justice.gov.uk</u>

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

Leeds Email <u>utiac.leeds@justice.gov.uk</u>

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

Manchester Email <u>utiac.manchester@justice.gov.uk</u>

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

### How to use HM Courts and Tribunals E-Filing service

To register and access the E-Filing Service, go to: <a href="https://efile.cefile-app.com/login">https://efile.cefile-app.com/login</a>.

For guidance, support and information about the E-Filing Service, go to: <a href="https://www.gov.uk/guidance/">www.gov.uk/guidance/</a> <a href="https://www.gov.uk/guidance/">https://www.gov.uk/guidance/</a>

### **Next steps**

The Upper Tribunal will check this form and let you know if you need to provide any more information. 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).