

Upper Tribunal Immigration and Asylum Chamber

## Apply for an agreed adjournment: 14+ days' notice

Fee: No fee

**For office use only**

This form **must only** be used to apply for an adjournment where the next listed hearing is at least 14 days away **and** all parties agree to the adjournment. You **must** attach evidence of agreement from the other party(ies).

You **must** complete **every** section of this form and ensure that Section 4 is signed.

If you do not have written agreement for an adjournment from the other party(ies), apply on form **UTIAC6**.

If you have written agreement for an adjournment from the other party(ies) but the hearing is in less than 14 days, apply on form **UTIAC7** (and pay the fee).

All forms are at: [www.gov.uk/government/collections/immigration-and-asylum-chamber-upper-tribunal-forms](http://www.gov.uk/government/collections/immigration-and-asylum-chamber-upper-tribunal-forms).

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 making this application

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

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## Section 2 – Details of the hearing you are applying to adjourn

### 2.1 Date

Day

Month

Year

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 – Reasons for making this application**

- 3.1** Give the reasons why you are applying to adjourn the hearing, include any further information relating to the hearing you think is relevant and which has not already been provided in Section 2.

**3.3** State any future dates when the parties are not available covering a period of **3 months from the date of this application**. If the adjournment is granted the tribunal's listing staff will take these into account if directed to do so by the Judge

**3.4** Are you attaching any draft orders/directions?

Yes

No

**3.5** List the correspondence and document(s) attached to this form including evidence that the other party(ies) agree to this application.

## 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 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.

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

### Signature

Name of legal representative

Name of firm

If signing on behalf of firm or company give position or office held

- Applicant
- Respondent
- Legal representative
- Litigation friend

Name of litigation friend

Day

Month

Year

## 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 [utiacjudicialreviewapplications@justice.gov.uk](mailto:utiacjudicialreviewapplications@justice.gov.uk)  
Post Upper Tribunal, Field House, 15–25 Breems Buildings, London EC4A 1DZ

**Birmingham** Email [utiac.birmingham@justice.gov.uk](mailto:utiac.birmingham@justice.gov.uk)  
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)  
Post Civil Justice Centre, 2 Park Street, Cardiff CF10 1ET

**Leeds** Email [utiac.leeds@justice.gov.uk](mailto:utiac.leeds@justice.gov.uk)  
Post Leeds Combined Court Centre, 1 Oxford Row, Leeds LS1 3BG

**Manchester** Email [utiac.manchester@justice.gov.uk](mailto:utiac.manchester@justice.gov.uk)  
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: <https://efile.cefile-app.com/login>.

For guidance, support and information about the E-Filing Service, go to:  
[www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals](http://www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals).

## 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).