

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 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 utiacjudicialreviewapplications@justice.gov.uk
Post Upper Tribunal, Field House, 15–25 Breems Buildings, London EC4A 1DZ

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

Leeds Email utiac.leeds@justice.gov.uk
Post Leeds Combined Court Centre, 1 Oxford Row, Leeds LS1 3BG

Manchester Email 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.

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).