

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

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 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).