

Upper Tribunal Immigration and Asylum Chamber

# Written Statement (statement of service) – Rule 28A(2)

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

**Use this form** to inform the tribunal that you have complied with Rule 28A(2) of the Tribunal Procedure (Upper Tribunal) Rules 2008 (as amended). The Rule states that **within 9 days** of making an application for judicial review you **must**:

- a) Provide a copy of the application and any accompanying documents to each respondent or interested party; **and**
- b) Provide a written statement of when and how this was done to the Upper Tribunal.

You must provide a **sealed** (stamped) copy of your application or form **UTIAC1** and any supporting documents to the respondent and any interested party. The tribunal will provide to you a **sealed** (stamped) copy, with the case reference number, once your application has been issued.

**Failure to comply with this requirement may lead to your application for judicial review being struck out.**

If you require more time to comply with Rule 28A(2), you must make a paid application for an extension of time using form **UTIAC6**, before the expiry of the 9 days.

All forms are available 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)

## Section 1 – Service details

Tick to confirm how you provided a **sealed** (stamped) copy of your application or form **UTIAC1** and any supporting documents (together with form **UTIAC4**, if applicable), to each respondent or interested party.

☐ The **respondent or interested party is the Secretary of State for the Home Department** (Home Office) and I provided the documents:

☐ By email to: [UKVIJudicialReview@homeoffice.gov.uk](mailto:UKVIJudicialReview@homeoffice.gov.uk)

☐ By post to: Litigation Allocation Unit  
6 New Square, Bedford Lakes  
Feltham  
Middlesex TW14 8HA

☐ By another method (state the address/fax number used)

☐ The **respondent or interested party is the First-tier Tribunal** and I provided the documents:

☐ By email to: [Litigation\\_Team\\_C@justice.gov.uk](mailto:Litigation_Team_C@justice.gov.uk)

☐ By post to: HMCTS User Investigations Team  
Service Excellence and Delivery  
6th Floor, 102 Petty France  
London, SW1H 9AJ

☐ By another method (state the address/fax number used)

☐ The **respondent or interested party is another person or organisation** and I provided the documents by

**Note:** Name the person/organisation, state how you provided the documents to them, and the address, email or fax number used.

☐ I provided the documents as described above on

Day

Month

Year

## Section 2 – 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.

☐ **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.

### Signature

☐ Applicant

☐ Litigation friend

☐ Legal representative

Name of firm (if applicable)

Name of legal representative (if applicable)

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

### Date

Day

Month

Year

**This section must be completed in full, otherwise the application/ form is not valid and it will be returned to you.**

If the applicant does not have a legal representative tick this box.

If the applicant has a legal representative tick this box.

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

## What to do next

If you are **legally represented**, 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 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 [utiac.londonjr@justice.gov.uk](mailto:utiac.londonjr@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).