

Upper Tribunal Immigration and Asylum Chamber

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

Fee: No fee

For office use only

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.

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 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

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

By post to: Litigation Allocation Unit
6 New Square, Bedfont 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

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 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).