

Upper Tribunal Immigration and Asylum Chamber

# Application notice – attendance of a witness

Fee: £55

**For office use only**

This form **must only** be used to apply for a summons or an order for a witness to attend the tribunal.

You **must** complete **every** section of this form and ensure that Section 5 is signed and Section 6 is completed.

All other 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)

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

## Information

If the Upper Tribunal grants your application for a witness summons the judge may require you to provide the witness summons to the witness. If the judge orders this, instructions will be given to you with the witness summons.

The witness summons must give the witness at least 14 days’ notice of the hearing (unless ordered otherwise by the judge). Therefore, you must file this application with the tribunal early enough for the tribunal to decide the application and for any summons to be provided to the witness with sufficient notice.

You may be required to pay the witness’ expenses for attending the tribunal to give evidence.

## Section 1 – Details of the parties

1.1 Give details for each party's name, email and postal address(es) for service and telephone number.

a. Name of **applicant(s)**

--

Home Office reference

email address

Phone number

Address

Postcode

--	--	--	--	--	--	--	--

**b. Name of respondent**

email address

Phone number

Address

Postcode

--	--	--	--	--	--	--	--

**c. Name of interested party (if any)**

email address

Phone number

Address

Postcode

--	--	--	--	--	--	--	--

## Section 2 – Party making this application

### 2.1 Who is making this application?

- Applicant
- Respondent
- Interested party
- Other (give details)

## Section 3 – Details of the next hearing in the case (if known)

### 3.1 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.

### 3.2 Time

### 3.3 Type of hearing (reconsideration, substantive, case management)

### 3.4 Name of Judge(s)

## Section 4 – Details of the application

### 4.1 Give details of the witness whose attendance is sought

Name of witness

Address

Postcode

--	--	--	--	--	--	--

Phone (if known)

Email address (if known)

### 4.2 State the purpose and reasons for the witness summons, as well as any material facts relied on;

**4.3** State the date and time for the attendance of the witness  
(if known)

Date

Day

Month

Year

Time

**4.4** List the correspondence and document(s) attached to this form  
(if any).

**4.5** State whether the tribunal is requested to serve the witness  
summons or give full details of the party responsible for serving the  
witness, and how the witness will be served.

## Section 5 – 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.
- 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.
- The interested party(ies) 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 interested party(ies) to sign this statement.

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

**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
- Interested party
- Legal representative
- Litigation friend

Name of litigation friend

Day

Month

Year

## Section 6 – Tribunal fee

### What you need to pay

The fee due for this application is

£55
-----

### 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

H	W	F							
---	---	---	--	--	--	--	--	--	--

- 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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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							
---	---	---	--	--	--	--	--	--	--

Your reference (if applicable)

--

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](http://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](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).