Upper Tribunal Immigration and Asylum Chamber

Application for urgent consideration or interim relief without UTIAC1 – Fee: £298

For office use only

You **must** use this form if you want to apply for urgent consideration or interim relief where judicial review proceedings have already commenced.

If you are an applicant issuing a new judicial review claim on form UTIAC1 and you are applying for urgent consideration or interim relief at the same time, you must use form UTIAC4.

An application for urgent consideration should only be made when your case is exceptionally urgent, or requires consideration within a set timescale.

Interim relief is when you need the tribunal to make an order now, before it has decided your case.

You **must** complete **every** section of this form and ensure that Section 7 is signed and Section 8 is completed.

All forms are available at 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

An application for urgent consideration or interim relief lodged before 4.30pm on a working day will be considered by the Upper Tribunal that day. Outside these hours, only a barrister or solicitor acting for an applicant may use the Out of Hours service by contacting 020 7947 6000 or 020 7947 6260. The Out of Hours service is not available to litigants in person. If you are a litigant in person then you will need to immediately seek legal advice and instruct a barrister or solicitor, who can then use the Out of Hours service on your behalf.

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Section 1 – Proposed timetable

Complete this section to indicate when you think these steps in your case should be taken. If left blank the tribunal will assume you do not want the timescale for that step to be changed.

1.1 The application for urgent consideration or interim relief should be considered within

☐ hours ☐ days

1.2 Permission for judicial review should be considered within

☐ hours ☐ days

1.3 The other party(ies) should file Acknowledgment(s) of Service by

Day Month Year

Note 1.3: The usual deadline is within 21 days of the date the party was provided with a copy of the application for judical review.

1.4 A substantive judicial review hearing is sought by

Day Month Year

Note 1.4: A substantive hearing will only be listed if a judge grants permission to apply for judicial review.

Section 2 – Time of application

2.1 When did you first appreciate that an application for urgent consideration or interim relief might be necessary?

Day Month Year

Time

2.2 Has there been any delay in making the application?

☐ Yes. Please explain why

☐ No

Section 3 – Reasons for urgency

You must state all reasons why this application is urgent and why the timetable you have set out is necessary (even if you are attaching additional documents).

Section 4 – Interim relief

4.1 Are you seeking interim relief?

☐ Yes. You must state what interim relief is required and why in the box below, even if you are attaching additional documents. **You must also attach a draft order.**

☐ No

Section 5 – Informing the other parties

5.1 What steps have you taken to tell the respondent(s) and any interested party that you intend to make this application and when?

Section 6 – Additional information

6.1 If there is any other information you wish to add to this application, or that you have not been able to fit in other parts of this form, include it in the box below or attach it to the application or separately.

☐ Additional information set out below

☐ Additional information attached

Section 7 – Statement of truth

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

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.

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

☐ **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.

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.

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

Section 8 – Tribunal fee

What you need to pay

The fee due for this application is

£298

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 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

The **preferred method** for sending this form any supporting documents is the HM Courts and Tribunals E-filing service.

Alternatively, you can **email or send** the signed and completed form with any supporting documents and the **appropriate arrangements for payment of the fee** 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
DX 309301 STRAND 6
Post Upper Tribunal, Field House, 15–25 Breams Buildings, London EC4A 1DZ

Birmingham
Email utiac.birmingham@justice.gov.uk
DX 701987 BIRMINGHAM 7
Post Civil Justice Centre, Priory Courts 5th floor, 33 Bull Street, Birmingham B4 6DS

Cardiff
Email utiac.cardiff@justice.gov.uk
DX 99500 CARDIFF 6
Post Civil Justice Centre, 2 Park Street, Cardiff CF10 1ET

Leeds
Email utiac.leeds@justice.gov.uk
DX 703016 LEEDS 6
Post Leeds Combined Court Centre, 1 Oxford Row, Leeds LS1 3BG

Manchester
Email utiac.manchester@justice.gov.uk
DX 724783 MANCHESTER 44
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).