



## JUDICIAL REVIEW IN THE UPPER TRIBUNAL (ADMINISTRATIVE APPEALS CHAMBER) Claim Form JR1 Notes for Guidance

These notes are to help you complete the **Claim Form, JR1**. You should read the notes to each section carefully before you begin to complete that particular section.

Use a separate sheet if you need more space for your answers, marking clearly which section the information refers to and putting your name at the top of the sheet.

If you do not have all the documents or information you need for your claim, you must not allow this to delay sending or taking the form to the Upper Tribunal Office within the correct time.

Complete the form as fully as possible and provide what documents you have. The notes to **section 8** will explain more about what you have to do in these circumstances.

If you need help to complete the form you may wish consult a solicitor or your local Citizens Advice Bureau.

Judicial Review in the Administrative Appeals Chamber of the Upper Tribunal

The Practice Direction of the Lord Chief Justice sets out the classes of cases of judicial review transferred to the Upper Tribunal under section 18(6) of the Tribunals, Courts and Enforcement Act 2007. This can be found at. <http://www.tribunals.gov.uk/Tribunals/Rules/directions.htm>

The rules governing judicial review in the Upper Tribunal are set out in the Tribunal Procedure (Upper Tribunal) Rules 2008, SI 2008 No 2698.

Judicial review is a two- stage process. You must obtain permission before you can claim judicial review. Form JR1 is for both stages.

### Time limit for filing a claim

Unless any other enactment specifies a shorter time limit, the claim form making an application for judicial review must be sent or delivered to the Upper Tribunal so that it is received **no later than three months** after the date of the decision to which it relates (rule 28(2)). If the proceedings seek to challenge the decision of a First tier Tribunal the application may be made (if later) within **one month** of the written reasons for the decision or notification that a timeous application to set aside was not successful.

### Filing your judicial review claim form

Your claim form and supporting documents must be sent or delivered to:

The Upper Tribunal (Administrative Appeals Chamber),  
3<sup>rd</sup> floor, Procession House,  
55 Ludgate Hill,  
London, EC4M 7JW. Fax:(for urgent cases) 0207 029 9848

If the First-tier Tribunal hearing you seek to challenge was in **Wales**, or you live in **Wales**, you may **either** send the form to the London address **or** to:

The Upper Tribunal (Wales),  
Columbus House,  
Langstone Business Park,  
Chepstow Road,  
Newport, NP18 2LX.

**If your case is exceptionally urgent** complete **section 7** of the form and give your reasons

**Section 1 Details of the applicant(s) and any representative**

Give your full name(s) and address and the full name and address of any representative. If you have a representative our office will send all documents relating to the judicial review to your representative. If you do not have a representative our office will send documents to your usual address unless you give us a different address. Please include contact information e.g. telephone numbers and any other reference numbers (rule 28(4)).

**Section 2 Details of the respondents**

Give the name and address of the respondent or respondents in this section (rule 28(4)). If you are seeking to challenge the decision of a first tier tribunal give the name and address of the tribunal.

**Section 3 Details of other interested parties**

Where the claim for judicial review relates to proceedings in a tribunal, any other parties to those proceedings must be named in the claim form as interested parties (rule 28(5)). Full details of interested parties must be included in the claim form. For example, if you are making a claim for judicial review seeking to challenge a criminal injuries decision of a first tier tribunal you should name the Criminal Injuries Compensation Authority as an interested party.

**Section 4 Details of the decision to be judicially reviewed**

Give details of the decision you seek to have judicially reviewed. Give the name of the tribunal, person or body whose decision you are seeking to judicially review, and the date on which the decision was made.

**Section 5 Detailed statement of grounds**

Set out, in detail, the grounds on which you contend the decision should be set aside or varied and the facts on which you rely (rule 28(4)).

**Section 6 Details of outcome (including any interim relief)**

Complete this section stating what remedy you are seeking (see Tribunals, Courts and Enforcement Act 2007, sections 15, 18 and 19 and rule 28(4)):

(a) a mandatory order; (b) a prohibiting order; (c) a quashing order; or (d) an injunction

**Section 7 Other applications**

If your application for permission to bring judicial review proceedings is late you should complete **section 7** and say why you are late.

If you wish to make any other additional applications in connection with your claim for Judicial Review, please complete this section and give your reasons.

**Section 8 Supporting documents**

**Do not delay filing your claim for judicial review.** If you have not been able to obtain any of the documents listed in this section within the time limits referred to complete the claim form as best you can and ensure the claim is filed on time. Set out the reasons why you have not been able to obtain any of the information or documents and give the date when you expect them to be available.

**Section 9 Statement of truth and claim for judicial review**

Sign and date the form authorising your representative (unless your representative is a solicitor who is completing and signing the form for a client)