



HM Courts & Tribunals Service

Administrative Court and Planning Court

Admin Court Office

Administrative Court Office, The Royal
Courts of Justice, Strand, London
WC2A 2LL

DX Number: 44457 Strand

T 020 7947 6000, 0121 250 6319,
02920 376460, 0113 306 2578, 0161
240 5313

F 020 7947 6802, 020 7947 6330

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administrativecourtoffice.generaloffic
e@justice.gov.uk,
administrativecourtoffice.listoffice@j
ustice.gov.uk,
administrativecourtoffice.QB&ACOTr
anscriptsRequests@ustice.gov.uk

<https://www.gov.uk/courts-tribunals/administrative-court>

01-12-2025

Nadia Zahmoul

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Our ref: AC-2025-LON-004293

Dear Sir / Madam,

Re. The King (on the application of Zahmoul) v Secretary of State for Justice and Permanent Secretary and another

I write to inform you that your claim for Judicial Review was issued this day.

It is now necessary for you to serve all documents on the Defendant/s [and Interested Party/ies]. Please note that service must be effected within 7 days of the date this letter, and a Certificate of Service (Form N215) lodged with the Court. Failure to comply with this requirement may result in the file in these proceedings being closed.

When serving the claim on the Defendant [and any interested party(ies)], please ensure you enclose a copy of the attached notice.

Please note:

Notwithstanding the wording of the Certificate of Service (Form N215), it is not necessary to enclose with your completed certificate a further copy of all the papers you have served on the Defendant and/or any interested party.

Please also note our Case Reference number which should be quoted whenever you communicate with the Court.

Please use the accompanying proforma to supply details of counsel instructed on your behalf, if you have not already done so. **If counsel's details are not provided within 14 days, and the case is subsequently required to be listed for hearing, the case will be listed without counsel's availability being taken into consideration.**

Your attention is drawn to Part 54 of the Civil Procedure Rules and its accompanying Practice Directions, which give guidance on future procedural matters. Please be aware that the aforementioned can be obtained from the HMCTS website at www.justice.gov.uk/about/hmcts/index.htm

***** IMPORTANT INFORMATION – PLEASE READ *****

Please note that it is the Court's practice to destroy **all** copy documentation and **any** bundles immediately following the conclusion of these proceedings, and to retain original documentation on the Court file. **We therefore strongly advise you to keep copies of any documents that you submit to the Court.**

If you wish to have your copy documentation or bundles returned to you, **you must notify the Court, in writing, at your earliest convenience, and prior to the conclusion of these proceedings**, specifying whether you intend to come to the Court and collect your documentation, or whether you would like the Court to return it to you by post or by DX. Please note that for reasons of cost, the Court will not return documentation by Recorded Delivery or Registered post.

If we do not receive such notification, the Court will assume that you do not wish to have your copy documentation or bundles returned, and they will be destroyed as confidential waste.

Please be aware that if you request copies of documentation kept on the Court file, a fee is applicable under paragraph 4.1 (a) and (b) of the Civil Proceedings Fees (Amendment) Order, please refer to the Administrative Court Office Fees Table at <http://www.justice.gov.uk/courts/rcj-rolls-building/administrative-court>.

Yours faithfully,

Sean Sikity
Officer of the Court

Case reference number: AC-2025-LON-004293

Re: The King (on the application of Zahmouli) v Secretary of State for Justice and Permanent Secretary and another

Name of counsel:

Chambers:

Chambers telephone number:

Time estimate (*if longer than 20 minutes*):

Please return this slip to:

The Administrative Court Office,
List Office,
Admin Court Office
Administrative Court Office, The Royal Courts of Justice, Strand, London WC2A 2LL

DX [[Court DX Address]]



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<https://www.gov.uk/courts-tribunals/administrative-court>

01 December 2025

NOTE TO DEFENDANT AND INTERESTED PARTY(IES)

Our ref: AC-2025-LON-004293

A claim before the Administrative Court may be started, administered and determined at one of the following venues:

Royal Courts of Justice – Room C315, Royal Courts of Justice, Strand, London, WC2A 2LL;

Birmingham Civil Justice Centre – Priory Courts, 33 Bull Street, Birmingham, B4 6DS;

Cardiff Civil Justice Centre – 2 Park Street, Cardiff, CF10 1ET;

Leeds Combined Court Centre – 1 Oxford Row, Leeds, LS1 3BG;

Manchester Civil Justice Centre – 1 Bridge Street West, Manchester, M60 9DJ

This matter is currently proceeding in the **Admin Court Office**. Should you wish to seek a direction that any hearings in this matter be heard at one of the other venues listed above, you should complete, lodge with the Administrative Court in **Administrative Court Office, The Royal Courts of Justice, Strand, London WC2A 2LL** and serve on all parties to this claim, a Form N464, Application for Directions as to venue for administration and determination, within 21 days of service of the claim form upon you. There is a fee payable for such application.

Form N464 can be obtained from any of the Administrative Court Offices or downloaded from the HMCTS website at www.justice.gov.uk/about/hmcts/index.htm

Sean Sikity
For Court Manager