



TRIBUNALS
JUDICIARY

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**Presidential Guidance Note No 3 of 2018:
The Tribunal Procedure (First-tier Tribunal)
(Immigration and Asylum Chamber) Rules 2014**

This note provides guidance to Judges and Tribunal Caseworkers of the First-tier Tribunal (Immigration and Asylum Chamber) on the holding of Case Management Appointments.

Pursuant to the Senior President of Tribunals' Practice Statement of 28th September 2018 authorising Tribunal Caseworkers to carry out functions of a judicial nature, the following guidance is given on when a Tribunal Caseworker may hold a Case Management Appointment before exercising such functions.

1. Authorised Tribunal Caseworkers within the First-tier Tribunal (Immigration and Asylum Chamber) shall be permitted to hold case management meetings (which the parties, and/or their representatives, are required to attend) for the purposes of managing, and/or giving directions in, any appeal. Such meetings shall be known as Case Management Appointments.
2. Before a Tribunal Caseworker is permitted to hold Case Management Appointments, they must be authorised to do so by the President, and have received written confirmation to that effect.
3. To apply for authorisation for a Tribunal Caseworker to hold Case Management Appointments, the Resident Judge with responsibility for the centre at which that Caseworker is principally located needs to inform the President, in writing, that they are satisfied that the Caseworker has received appropriate training and that in their opinion the Caseworker should be authorised.
4. A Tribunal Caseworker is not eligible for authorisation unless they have been in post for at least six months and have gained experience of Case Management Hearings through shadowing a salaried judge.
5. A Tribunal Caseworker who is authorised by the President to hold Case Management Appointments shall be known as a Case Officer.
6. The Resident Judge with responsibility for the centre at which a Case Officer is principally located shall be responsible for the ongoing training and supervision of the Case Officer, but this may be delegated to another judge.

7. A Case Management Appointment may only be held by a Case Officer where this would further the overriding objective, in accordance with Rule 2 of the Tribunal Procedure (First-tier Tribunal) (Immigration and Asylum Chamber Rules 2014.
8. Where a Case Officer holds a Case Management Appointment resulting in agreed Directions then all parties in respect of whom the Directions relate should be asked to sign the Directions to that effect.
9. A Case Officer may, at any time, suspend a Case Management Appointment if they consider that it would preferable for it to be converted into a Case Management Hearing to be presided over by a judge.

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President FtTIAC
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