



**UPPER TRIBUNAL  
ADMINISTRATIVE APPEALS CHAMBER**

**GUIDANCE FOR USERS IN SCOTLAND**

1. This Guidance comes into effect on 16 April 2020 and applies to the business of the Upper Tribunal (Administrative Appeals Chamber) ('UTAAC') in **Scotland** until further notice. It replaces (i) the Statement from the President of the Upper Tribunal Administrative Appeals Chamber dated 20 March 2020 and (ii) the Guidance for Users in Scotland dated 26 March 2020. There is separate guidance for users in England and Wales, and Northern Ireland.
2. As a result of the Covid-19 Coronavirus Pandemic, there may be delays in deciding appeals. Cases ready for decision will be placed before a judge as soon as practicable.
3. The UTAAC is not holding face to face hearings at present. In respect of appeals and applications which are listed for hearing, the parties will be contacted by UTAAC staff in order to assist the judge to decide whether the matter is suitable for a telephone or video hearing (for example, by Skype). The judge must ensure that the case is heard and decided in a just and fair way. The judge will consider whether and how this can be done.
4. A judge may decide that an appeal or application does not need a hearing. If so, the matter will be decided by reference to the documents only.
5. There has been no change to the time limits for complying with directions or rules of procedure, including for seeking permission to appeal or appealing.
6. The parties should seek to comply with any directions that have been made. Where the impact of the Coronavirus Pandemic leads to delay in complying with directions, a brief explanation should be provided.
7. Urgent applications may be made by email to [UTAACMailbox@justice.gov.uk](mailto:UTAACMailbox@justice.gov.uk) and marked "URGENT" in the subject line, with an explanation for the urgency. They will be dealt with as quickly as possible, but there is no guaranteed timescale.
8. The UTAAC will apply the Pilot Practice Directions issued by the Senior President of Tribunals, which can be found here:

[Pilot Practice Direction: Contingency Arrangement in the First-tier Tribunal and the Upper Tribunal](#)

[Pilot Practice Direction: Panel Composition in the First-tier Tribunal and the Upper Tribunal](#)

**DAME JUDITH FARBEY DBE  
CHAMBER PRESIDENT**

**16 April 2020**