

## **CORONAVIRUS (COVID-19) PANDEMIC**

### **JUDICIAL REVIEW APPLICATIONS TO THE UPPER TRIBUNAL (IMMIGRATION AND ASYLUM CHAMBER)**

Following guidance issued on 23<sup>rd</sup> March 2020 we are making a change to the way we currently work. As of Thursday, 30<sup>th</sup> April 2020, all Judicial Review applications can be lodged using email.

#### **Judicial Review applications to the Upper Tribunal (Immigration and Asylum Chamber) that require urgent or immediate consideration (Form T483)**

**There has been no change to the following guidance issued on 23<sup>rd</sup> March 2020 in relation to Judicial Review applications made to the Upper Tribunal (Immigration and Asylum Chamber) that require urgent or immediate consideration.**

A. Beginning on 23<sup>rd</sup> March 2020 and until further notice, all applications for Judicial Review that require urgent or immediate consideration (using or including form T483/T484) **MUST** be filed as follows:

1. If the applicant is represented or unrepresented, and not in immigration detention or at a removal centre, by email to [utiac.londonjr@Justice.gov.uk](mailto:utiac.londonjr@Justice.gov.uk)
2. If the applicant is unrepresented and is in immigration detention or at a removal centre, there is no change to the existing arrangements for filing by fax.
3. Attachments to any email must not, in total, exceed 15 MB. If they exceed this limit the email will not be delivered.
4. This applies to the whole of England and Wales; and accordingly the offices in Birmingham, Cardiff, Leeds, London and Manchester will not accept such applications by hard copy.

#### **B. Fees**

A party making an application as described in paragraph A above by email will be treated as having promised to pay to the Upper Tribunal, on demand, any fee payable for the application AND will be contacted by the Tribunal for the payment in due course.

Please note for any application as described in paragraph A above, the cut-off time is 4pm Monday to Friday (except bank holidays). If your application is not received by 4pm on a working day, please call the Out of Hours Court service at 0207 947 6260.

#### **Judicial Review applications to the Upper Tribunal (Immigration and Asylum Chamber) that DO NOT require urgent or immediate consideration**

C. Beginning on 30<sup>th</sup> April 2020 and until further notice, Judicial Review applications made to the Upper Tribunal (Immigration and Asylum Chamber) that **do not** require urgent or immediate consideration can be filed as follows:

1. By email to [UTIAJudicialReviewApplications@justice.gov.uk](mailto:UTIAJudicialReviewApplications@justice.gov.uk), by post or at the fees counter when the counter re-opens.
2. Attachments to emails sent to [UTIAJudicialReviewApplications@justice.gov.uk](mailto:UTIAJudicialReviewApplications@justice.gov.uk) must not, in total, exceed 25 MB per email. If they exceed this limit the email will not be delivered.

#### D. Fees

Beginning on 30<sup>th</sup> April 2020, parties lodging applications via email will be required to make an online payment.

1. For professional users who already have a PBA account, payment will be taken in the normal way.
2. For others, upon receipt of the application contact will be made by a member of HMCTS staff who will ask you to proceed with online payment using a unique reference number.
3. Once the required fee has been paid, the application will be accepted and progressed.
4. Cheques/ postal orders will still be accepted if the application for Judicial Review is filed by post
5. Cheques/postal orders/banker's drafts/credit and debit card payments will still be accepted if the application for Judicial Review is filed at a fees counter.
6. Other fees payable in respect of judicial review may be paid as described above.