

# Guidance notes on completing the Judicial Review claim form

Set out overleaf are notes to help you complete the form. 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.

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 Administrative Court Office within the correct time. Complete the form as fully as possible and provide what documents you have. The notes to section 9 will explain more about what you have to do in these circumstances.

## The Court and venue

- CPR part 54 – claims for Judicial Review are dealt with by the Administrative Court.
- Subject to the considerations in Practice Direction 54D 5.2, the general expectation is that proceedings will be administered and determined in the region in which the claimant has closest connection.
- Where the claim is proceeding in the Administrative Court in **London**, documents must be filed in the Administrative Court Office, Room C315, Royal Courts of Justice, Strand, London, WC2A 2LL.
- Where the claim is proceeding in the Administrative Court in **Birmingham**, documents must be filed in the Administrative Court Office, Birmingham Civil Justice Centre, Priory Courts, 33 Bull Street, Birmingham B4 6DS.
- Where the claim is proceeding in the Administrative Court in **Wales**, documents must be filed in the Administrative Court Office, Cardiff Civil Justice Centre, 2 Park Street, Cardiff, CF10 1ET.
- Where the claim is proceeding in the Administrative Court in **Leeds**, documents must be filed in the Administrative Court Office, Leeds Combined Court Centre, 1 Oxford Row, Leeds, LS1 3BG.
- Where the claim is proceeding in the Administrative Court in **Manchester**, documents must be filed in the Administrative Court Office, Manchester Civil Justice Centre, 1 Bridge Street West, Manchester, M3 3FX.

## Time limit for filing a claim

- Unless Section 18 Practice Direction 54 applies in relation to the deferral of removal, the claim must be filed promptly and in any event **no later than three months** after the grounds to make the claim first arose.

**Note:** Section 18 Practice Direction 54 and Practice Direction 54D are set out on our website ([www.hmcourts-service.gov.uk](http://www.hmcourts-service.gov.uk)). Should you need a hard copies of these Practice Directions, please contact the Administrative Court office or your local Citizen's Advice Bureau.

**If you need help to complete the form you should consult a solicitor or your local Citizen's Advice Bureau.**

## **Section 1**

### **Details of the claimants and defendants**

Give full name(s) and address(es) to which all documents relating to the judicial review are to be sent. Include contact information e.g. telephone numbers and any other reference numbers.

## **Section 2**

### **Details of other interested parties**

Where the claim for judicial review relates to proceedings in a court or tribunal, any other parties to those proceedings must be named in the claim form as interested parties. Full details of interested parties must be included in the claim form.

For example, if you were a defendant in a criminal case in the Magistrates or Crown Court and are making a claim for judicial review of a decision in that case, the prosecution must be named as an interested party.

In a claim which does not relate to a decision of a court or tribunal, you should give details of any persons directly affected by the decision you wish to challenge.

## **Section 3**

### **Details of the decision to be judicially reviewed**

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

## **Section 4**

### **Permission to proceed with a claim for judicial review**

This section must be completed. You must answer all the questions and give further details where required.

## **Section 5**

### **Detailed statement of grounds**

Set out, in detail, the grounds on which you contend the decision should be set aside or varied.

## **Section 6**

### **Details of remedy**

Complete this section stating what remedy you are seeking:

- (a) a mandatory order;
- (b) a prohibiting order;
- (c) a quashing order; or
- (d) an injunction restraining a person from acting in any office in which he is not entitled to act.

A claim for damages may be included but only if you are seeking one of the orders set out above.

## **Section 7**

### **Other applications**

You may wish to make additional applications to the Administrative Court in connection with your claim for Judicial Review. Any other applications may be made either in the claim form or in a separate application (Form PF244). This form can be obtained from any of the Administrative Court Offices listed overleaf or from our website at [www.hmccourts-service.gov.uk](http://www.hmccourts-service.gov.uk).

## **Section 8**

### **Statement of facts relied on**

The facts on which you are basing your claim should be set out in this section of the form, or in a separate document attached to the form. It should contain a numbered list of the points that you intend to rely on at the hearing. Refer at each point to any documents you are filing in support of your claim

## **Section 9**

### **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 on the previous page, complete the notice 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.