Judicial Review

Acknowledgment of Service

Name of court

High Court of Justice
Administrative Court

Claim number

Name of claimant (including any reference)

Name of defendant

Interested parties

This Acknowledgment of Service is filed on behalf of

Name

who is the

☐ Defendant

☐ Interested party

Name and address of person to be served

Name

Address

Building and street

Second line of address

Town or city

County (optional)

Postcode

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Section 1

Tick the appropriate box

☐ I intend to contest all of the claim
– complete sections 2, 3, 4 and 6

☐ I intend to contest part of the claim
– complete sections 2, 3, 4 and 6

☐ I do not intend to contest the claim
– complete section 6

☐ The defendant (interested party) is a court or tribunal and intends to make a submission
– complete sections 2, 3 and 6

☐ The defendant (interested party) is a court or tribunal and does not intend to make a submission
– complete sections 2 and 6

☐ The applicant has indicated that this is a claim to which the Aarhus Convention applies
– complete sections 5 and 6

☐ The Defendant asks the Court to consider whether the outcome for the claimant would have been substantially different if the conduct complained of had not occurred (see s.31(3C) of the Senior Courts Act 1981)
– A summary of the grounds for that request must be set out in/accompany this Acknowledgment of Service

Note: If the application seeks to judicially review the decision of a court or tribunal, the court or tribunal need only provide the Administrative Court with as much evidence as it can about the decision to help the Administrative Court perform its judicial function.

Section 2

2.1 Insert the name and address of any person you consider should be added as an interested party.

Note 2.1: If you consider there is more than one interested party, set out their details on a separate sheet, marking that sheet so that it is clear it relates to this part of the Acknowledgment of Service.

Name

Organisation

Address

Building and street

Second line of address

Town or city

County (optional)

Postcode

Phone number

Email (if you have one)

Reference, if known

Section 3

Summary of grounds for contesting the claim. If you are contesting only part of the claim, set out which part before you give your grounds for contesting it. If you are a court or tribunal filing a submission, please indicate that this is the case.

Note 3: See Practice Direction 54A at paragraphs 6.1 – 6.2. Use separate sheets if you need more space; mark the sheets so that it is clear they relate to this section of the Acknowledgment of Service.

Section 4

4.1. Give details of any directions you want the court to make.

Section 5

Response to the claimant's contention that the claim is an Aarhus claim

5.1 Do you dispute that the claim is an Aarhus Convention claim?

☐ Yes. Set out your reasons in the box below.

☐ No

5.2 Do you wish the court to vary or remove the costs limits under CPR45.43(2)?

☐ Yes. Set out your reasons in the box below.

☐ No

Note 4: If you wish to make any interlocutory application now, set out the application and the reasons and/or evidence relied on in support of it in this Section. Use separate sheets if you need more space; mark the sheets so that it is clear they relate to this section of the Acknowledgment of Service.

If you are seeking a direction that this matter be heard at an Administrative Court venue other than that at which this claim was issued, you should complete, lodge and serve on all other parties form **N464** with this acknowledgment of service.

If, after this Acknowledgment of Service has been filed, you wish to make an interlocutory application, use form **N244**.

Section 6

Statement of truth

I understand that proceedings for contempt of court may be brought against a person who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

☐ **I believe** that the facts stated in this form are true.

☐ **The defendant** believes that the facts stated in this form are true. **I am authorised** by the defendant to sign this statement.

☐ **The interested party** believes the facts stated in this form are true. **I am authorised** by the interested party to sign this statement.

Signature

☐ Defendant

☐ Defendant's legal representative (as defined by CPR 2.3(1))

☐ Interested party

☐ Interested party's legal representative (as defined by CPR 2.3(1))

☐ Litigation friend

Date

Day	Month	Year

Full name

If legal representative, state name and firm

If signing on behalf of firm or company give position or office held

Give an address to which notices about this case can be sent to you

Name

Organisation

Address

Building and street

Second line of address

Town or city

County (optional)

Postcode

If applicable

Phone number

DX number

Email

Reference number

If you have instructed counsel, please give their name address and contact details below.

Name

Address

Building and street

Second line of address

Town or city

County (optional)

Postcode

If applicable

Phone number

DX number

Your reference

Email

Completed forms, together with a copy, should be filed at the Administrative Court Office (court address, listed below), at which this claim was issued within 21 days of service of the claim upon you, and further copies should be served on the Claimant(s), any other Defendant(s) and any interested parties within 7 days of filing with the Court. See CPR 54.8.

Administrative Court addresses

Administrative Court in London

Administrative Court Office, Room C315, Royal Courts of Justice, Strand, London, WC2A 2LL.

Administrative Court in Birmingham

Administrative Court Office, Birmingham Civil Justice Centre, Priory Courts, 33 Bull Street, Birmingham B4 6DS.

Administrative Court in Wales

Administrative Court Office, Cardiff Civil Justice Centre, 2 Park Street, Cardiff, CF10 1ET.

Administrative Court in Leeds

Administrative Court Office, Leeds Combined Court Centre, 1 Oxford Row, Leeds, LS1 3BG.

Administrative Court in Manchester

Administrative Court Office, Manchester Civil Justice Centre, 1 Bridge Street West, Manchester, M3 3FX.

Find out how HM Courts and Tribunals Service uses personal information you give them when you fill in a form: https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter