

Section 1

Details of the claimants and defendants

Give your 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 the Administrative Court Office or the Court Service website at www.courtservice.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.