

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

- CPR part 54 – claims for Judicial Review are dealt with by the Administrative Court.
- Where the claim is proceeding in the Administrative Court in London, documents must be filed in the Administrative Court Office in the Royal Courts of Justice, Strand, London, WC2A 2LL.
- Where the claim is proceeding in the Administrative Court in Wales, documents may be filed in the Law Courts, Cathay Park, Cardiff, CF10 3PG or in the Administrative Court in London.

Time limit for filing a claim

- The claim must be filed promptly and in any event **no later than three months** after the grounds to make the claim first arose.

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