

General notes on completing the notice

Set out below are notes to help you fill in 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. Write the claim or case number on it and attach it securely to the notice.

If you do not have all the documents or information you need for your appeal, you must **not** allow this to delay sending or taking the form to the appeal court within the correct time. Complete the form as fully as possible and provide what documents you have. The notes to Section 11 will explain more about what you have to do in these circumstances.

Section 1

Details of the claim or case

Give the name of the court or tribunal whose order you are appealing against, the number of the case or claim in that court or tribunal, and the full names of all parties. You can take these details from the order or decision you are appealing against.

Indicate, by ticking the appropriate box, which party you were in those proceedings.

Section 2

Your (appellant's) name and address

Give your full name and an address to which all documents relating to the appeal are to be sent. Include contact information, e.g. telephone, and any other reference numbers.