

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). 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.