

Section 1: Details of the claim or case you are appealing against

Give the claim or case number you wish to appeal against. You are required to provide the full name of all parties and to indicate whether they were the claimant, applicant or petitioner, defendant or respondent by ticking the appropriate box. You can find this and other information in the order or decision you are appealing against.

Give your (appellant's) full name, and the address to which you would like all documents relating to the appeal to be sent. Include contact information e.g telephone and any other contact information.

You will also need to include the above details for the respondent to enable the court to send correspondence and other details to the respondent. If there is more than one respondent, list their names, addresses and contact details on a separate sheet of paper and tick the 'details of additional parties' box to indicate that you have done so. Write the claim number on it and attach it securely to your notice.

Section 2: Details of the appeal

Most of the information you will need to complete this section will be found on the order or decision you are appealing against.

Give the name of the court or tribunal whose order you are appealing against.

Give the name of the Judge, whose decision you wish to appeal and indicate, by ticking the relevant box, the status of the judge.