

This guidance is based on the Immigration Rules



# Appeal hearings

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## Appeal hearings

### About this guidance

|  |   |  |
|--|---|--|
| <p>About this guidance</p> <p>Court lists allocation for presenting staff</p> <p>File allocation to presenting staff</p> <p>Case management review hearings</p> <p>Substantive hearing</p> <p>Adjourned or part heard appeals</p> <p>Post-hearing action</p> <p>Appeal determination</p> | <p>This guidance explains the administrative processes around the appeal hearing.</p> <p>It is intended for administration teams within presenting officers units and asylum teams.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contacts – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p> | <p><b>Related links</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p> |
|--|---|--|

This guidance is based on the Immigration Rules

## Appeal hearings

### Changes to this guidance

| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page lists changes to the 'Appeal hearings' guidance, with the most recent at the top.</p> <table border="1"><thead><tr><th data-bbox="490 403 831 443">Date of the change</th><th data-bbox="831 403 1532 443">Details of the change</th></tr></thead><tbody><tr><td data-bbox="490 443 831 632">20 January 2014</td><td data-bbox="831 443 1532 632"><p>Six month review by the modernised guidance team:</p><ul style="list-style-type: none"><li>• Minor housekeeping changes.</li></ul></td></tr><tr><td data-bbox="490 632 831 1198">12 July 2013</td><td data-bbox="831 632 1532 1198"><p>Six month review by the modernised guidance team:</p><ul style="list-style-type: none"><li>• Court lists allocation for presenting staff:<ul style="list-style-type: none"><li>○ sixth paragraph, new sentence and bullet points added</li><li>○ seventh and eighth paragraphs deleted</li></ul></li><li>• File allocation to presenting staff:<ul style="list-style-type: none"><li>○ sub-heading 'Asylum case teams' and content deleted</li></ul></li><li>• Substantive hearing:<ul style="list-style-type: none"><li>○ page rewritten</li></ul></li><li>• Post-hearing action<ul style="list-style-type: none"><li>○ new fourth paragraph and related link</li></ul></li><li>• Minor housekeeping changes.</li></ul></td></tr><tr><td data-bbox="490 1198 831 1347"></td><td data-bbox="831 1198 1532 1347"><p>For previous changes to this guidance you will find all earlier versions in the archive. See related link: Unified tribunal appeals system - archive.</p></td></tr></tbody></table> | Date of the change | Details of the change | 20 January 2014 | <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"><li>• Minor housekeeping changes.</li></ul> | 12 July 2013 | <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"><li>• Court lists allocation for presenting staff:<ul style="list-style-type: none"><li>○ sixth paragraph, new sentence and bullet points added</li><li>○ seventh and eighth paragraphs deleted</li></ul></li><li>• File allocation to presenting staff:<ul style="list-style-type: none"><li>○ sub-heading 'Asylum case teams' and content deleted</li></ul></li><li>• Substantive hearing:<ul style="list-style-type: none"><li>○ page rewritten</li></ul></li><li>• Post-hearing action<ul style="list-style-type: none"><li>○ new fourth paragraph and related link</li></ul></li><li>• Minor housekeeping changes.</li></ul> |  | <p>For previous changes to this guidance you will find all earlier versions in the archive. See related link: Unified tribunal appeals system - archive.</p> | <p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p> |
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| Date of the change   | Details of the change   |                    |                       |                 |  |              |  |  |  |   |
| 20 January 2014  | <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"><li>• Minor housekeeping changes.</li></ul>  |                    |                       |                 |  |              |  |  |  |   |
| 12 July 2013   | <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"><li>• Court lists allocation for presenting staff:<ul style="list-style-type: none"><li>○ sixth paragraph, new sentence and bullet points added</li><li>○ seventh and eighth paragraphs deleted</li></ul></li><li>• File allocation to presenting staff:<ul style="list-style-type: none"><li>○ sub-heading 'Asylum case teams' and content deleted</li></ul></li><li>• Substantive hearing:<ul style="list-style-type: none"><li>○ page rewritten</li></ul></li><li>• Post-hearing action<ul style="list-style-type: none"><li>○ new fourth paragraph and related link</li></ul></li><li>• Minor housekeeping changes.</li></ul>  |                    |                       |                 |  |              |  |  |  |   |
|  | <p>For previous changes to this guidance you will find all earlier versions in the archive. See related link: Unified tribunal appeals system - archive.</p>  |                    |                       |                 |  |              |  |  |  |   |

This guidance is based on the Immigration Rules

## Appeal hearings

### Court lists allocation for presenting staff

|  |   |  |
|--|---|--|
| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page tells you how to allocate presenting staff to cases.</p> <p>This guidance is for appeal administration teams within presenting officer units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)).</p> <p>POUs or ICE teams must maintain a diary system to show when presenting staff (PS) are available to attend court and set aside time for case preparation.</p> <p>The court lists should be received from Her Majesty's Courts and Tribunals Service (HMCT) hearing centre five working days before the hearing. The lists may consist of substantive hearings only, or a mixture of substantive, case management reviews and bail hearings.</p> <p>When the lists are received, you should allocate PS to the lists.</p> <p>If there are not enough PS to cover the lists, a team manager or senior caseworker will decide whether any of the cases can be unrepresented. These cases are called 'no PO cases'. For information on which appeals must be represented, see related links:</p> <ul style="list-style-type: none"><li>• Priority representation guidance</li><li>• Priority representation matrix.</li></ul> | <p><b>Related links</b></p> <p>Links to staff intranet removed</p> |
|--|---|--|

This guidance is based on the Immigration Rules

## Appeal hearings

### File allocation to presenting staff

|  |  |                             |
|--|--|-----------------------------|
| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page explains how to allocate case files to presenting staff.</p> <p>This guidance is for to all case types and is for appeal administration teams within presenting officers units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)) and asylum caseworkers.</p> <p><b>POU cases</b></p> <p>Case files arrive in the POU before the hearing and must be stored in the hearing hold under the hearing date and recorded on the record management system (RMS).</p> <p>If a file has not arrived in the POU when the court lists are received, make an urgent file request and monitor the request to make sure the file is received in time for the hearing.</p> <p>When you receive files from other locations, update:</p> <ul style="list-style-type: none"><li>• RMS to show receipt of the file, and</li><li>• the case ownership tab on CID to show your unit as a sub-owner for the duration of the appeal.</li></ul> <p>When the court lists are allocated, the files for each list must be gathered together and tracked to the presenting officer (PO) responsible. This should be done between two and six days before the hearing to allow the PO time to prepare.</p> <p>For a no PO list (the list has not been allocated a PO) a PO or member of the administration team should send written no PO submissions and any objective evidence to the tribunal. These are usually standard bundles and standard written 'no PO' submissions or sometimes a PO may make specific written submissions. If you are not sure what evidence to send to the tribunal seek the advice of a PO, administration team manager or senior caseworker.</p> | <p><b>Related links</b></p> |
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|  | <p>You must then track the files into the awaiting determination hold, stored under the hearing date.</p> <p><b>List Changes</b><br/>The hearing centre may make changes to the court lists. The latest point this should happen is 10am, two working days before the hearing. If changes are made you will need to make sure the correct files are with the correct PO and any file movements are recorded on RMS.</p> |  |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Case management review hearings

|  |   |   |
|--|---|---|
| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This section gives an overview of case management review hearings and their alternatives.</p> <p>This guidance applies to asylum cases, and is for appeal administration teams within presenting officers units (POUs) or immigration compliance and engagement (ICE) teams (formerly local immigration teams (LITs)) and asylum teams.</p> <p>Asylum cases are listed for a case management review hearing before proceeding to a substantive hearing.</p> <p>The case management review is always heard on day ten after an appeal is lodged. Because of the tight timescales, files should arrive in the POU or ICE team two days before the date of the case management review. But you must check as they may arrive the day before the hearing.</p> <p>Other case types, such as deport cases, may occasionally be listed for a case management review at the discretion of the hearing centre.</p> <p><b>Case management review hearing</b></p> <p>The case management review is presented by a presenting officer (PO). The purpose of the review is to identify the key issues on which the appeal relies and on which the substantive hearing will focus. The PO will submit any objective evidence and caselaw to be relied upon at the substantive hearing. A time estimate for the length of the substantive hearing will be agreed.</p> <p>For more information, see related links:</p> <ul style="list-style-type: none"><li>• Case management reviews by telephone</li><li>• Pre-hearing reviews</li><li>• Directions following a case management review</li></ul> | <p><b>In this section</b></p> <p><a href="#">Case management review by telephone</a></p> <p><a href="#">Pre-hearing reviews</a></p> <p><a href="#">Directions following a case management review</a></p> <p><a href="#">Appeal determined at case management review</a></p> |
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This guidance is based on the Immigration Rules

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|  | <ul style="list-style-type: none"><li>• Appeal determined at case management review.</li></ul> |  |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Case management review by telephone

|  |  |  |
|--|--|--|
| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page outlines case management reviews by telephone.</p> <p>This guidance applies to asylum cases, and is for appeal administration teams within presenting officer units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)) and asylum teams.</p> <p>Some hearing centres conduct case management reviews by telephone.</p> <p>The hearing notice will clearly state if the case has been listed for a telephone review and gives the time slot allocated for the case.</p> <p>The presenting officer (PO) will be contacted on a designated telephone number at the allocated time. If they are not available the review may take place in their absence.</p> <p>The PO must make sure any objective evidence and caselaw is served by post, to arrive seven days before the substantive hearing. Asylum appeal bundles should include objective evidence and caselaw as part of the main bundle, so it may not be necessary to serve additional evidence in these cases.</p> <p>The case law and objective evidence must be served on the:</p> <ul style="list-style-type: none"><li>• judge</li><li>• appellant’s legal representative (if there is one)</li><li>• appellant (if there is no representative).</li></ul> | <p><b>In this section</b></p> <p><a href="#">Pre-hearing reviews</a></p> <p><a href="#">Directions following a case management review</a></p> <p><a href="#">Appeal determined at case management review</a></p> |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Pre-hearing reviews

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| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page outlines pre-hearing reviews.</p> <p>This guidance applies to asylum cases, and is for appeal administration teams within presenting officer units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)) and asylum teams.</p> <p>Some hearing centres conduct case management reviews on the papers, this is called a pre-hearing review.</p> <p>The appellant's representative and presenting officer (PO) complete a form to identify key issues in the appeal and a time estimate for substantive hearing.</p> <p>The judge will consider the case in-chambers and may issue directions to make sure the case is prepared for the substantive hearing.</p> <p>The PO must make sure any objective evidence and caselaw is served by post, to arrive seven days before the substantive hearing. Asylum appeal bundles should include objective evidence and caselaw as part of the main bundle so it may not be necessary to serve additional evidence in these cases.</p> <p>You must serve the caselaw and objective evidence on the:</p> <ul style="list-style-type: none"><li>• judge</li><li>• appellant's legal representative (if there is one)</li><li>• appellant (if there is no representative).</li></ul> | <p><b>In this section</b></p> <p><a href="#">Case management review by telephone</a></p> <p><a href="#">Directions following a case management review</a></p> <p><a href="#">Appeal determined at case management review</a></p> |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Directions following a case management review

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| <a href="#">About this guidance</a>                         | This page explains what to do when directions are received following a case management review hearing.  | <b>In this section</b><br><br><a href="#">Case management review by telephone</a><br><br><a href="#">Pre-hearing reviews</a><br><br><a href="#">Appeal determined at case management review</a> |
| <a href="#">Court lists allocation for presenting staff</a> | This guidance applies to asylum cases, and is for appeal administration teams within presenting officer units (POUs) or immigration compliance and engagement (ICE) teams (formerly local immigration teams (LITs)) and asylum teams.   |   |
| <a href="#">File allocation to presenting staff</a>         | Following a case management review the presenting officer must:   |   |
| <a href="#">Case management review hearings</a>             | <ul style="list-style-type: none"><li>• minute the file with any directions issued</li><li>• update CID with the hearing details and outcome, and</li><li>• in asylum team cases, check the 'POU responsible' field on CID shows the name of the asylum team who own the case.</li></ul>  |   |
| <a href="#">Substantive hearing</a>                         | <b>Case management orders</b><br>The judge may issue a case management order giving directions that parties to the appeal must comply with, before the substantive hearing on day 20.   |   |
| <a href="#">Adjourned or part heard appeals</a>             | The presenting officer (PO) is responsible for making sure the directions are complied with. They may ask for administration or casework support to do this.  |   |
| <a href="#">Post-hearing action</a>                         | If the file moves, you must make sure you update the file location on the record management system (RMS).   |   |
| <a href="#">Appeal determination</a>                        | If the decision maker is required to take action, make a full minute on the file and forward for action, in time for the substantive hearing.<br><br>For cases owned by criminal casework. If directions other than standard directions have been issued, you need to notify the caseworker by telephone within 24 hours of receipt and |   |

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|  | send a copy of the directions by fax. |  |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Appeal determined at case management review

|  |   |  |
|--|---|--|
| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page explains what to do when an appeal has been determined at the case management review.</p> <p>This guidance applies to appeal administration teams within presenting officer units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)) and asylum caseworkers.</p> <p>An appeal may be determined at the case management review. When this happens, the presenting officer (PO) will forward the file to the awaiting determination hold to be stored under the hearing date.</p> <p>Before placing the file into the hold, you must make sure you record the new file location on the record management system (RMS).</p> <p><b>Non-suspensive appeals</b></p> <p>A non-suspensive appeal can be ruled as invalid at the case management review if the appellant has not left the country before lodging the appeal.</p> <p>If the judge finds this has happened, the case will be struck out. The PO must send the file to the awaiting determination hold.</p> <p>The judge will issue a notice of invalid appeal to the Home Office, the appellant and representative.</p> <p>The Home Office copy of the notice is received in the appeals determination management unit (ADMU) who update CID and forward the notice to the unit responsible for the appeal.</p> <p>If you receive a notice of invalid appeal:</p> <ul style="list-style-type: none"><li>• check that CID has been updated with the appeal outcome</li></ul> | <p><b>In this section</b></p> <p><a href="#">Case management review by telephone</a></p> <p><a href="#">Pre-hearing reviews</a></p> <p><a href="#">Directions following a case management review</a></p> |
|--|---|--|

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|  | <ul style="list-style-type: none"><li>• link the notice to the file, and</li><li>• send the file to the caseworker for consideration.</li></ul> |  |
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## Appeal hearings

### Substantive hearing

|  |   |  |
|--|---|--|
| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page gives an overview of substantive appeal hearings that apply to all appeal types.</p> <p>This guidance applies to all case types and are for appeal administration teams within presenting officer units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)) and asylum caseworkers.</p> <p><b>Visitors appeal rights</b></p> <p>From 9 July 2012 there is no full right of appeal for people who are refused visiting their:</p> <ul style="list-style-type: none"><li>• uncle</li><li>• aunt</li><li>• first cousin</li><li>• nephew</li><li>• niece, or</li><li>• someone who does not have:<ul style="list-style-type: none"><li>○ settled status</li><li>○ asylum status, or</li><li>○ humanitarian protection in the UK.</li></ul></li></ul> <p>From 25 June 2013 there is no right of appeal against the refusal of a visa application, made on or after this date, to visit a family member.</p> <p>For more information see related link: Visiting family in the UK – family visitors.</p> <p>Before 9 July there would have been an appeal right as a family visitor. A right of appeal on human rights and race discrimination grounds remains.</p> <p><b>Police National Computer (PNC) checks</b></p> <p>The police have agreed to share PNC checks with the Home Office. PNC checks can be</p> | <p><b>Related links</b></p> <p>Links to staff intranet removed</p> |
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submitted to immigration judges and representatives, providing the information they contain is material to a case and is necessary for legal proceedings, including bail hearings. The PNC check, if it is being relied on by the decision maker, will form part of the bundle.

There are three 'prints' and presenting staff must make sure they use the correct one for legal proceedings:

- Court print: fully disclosable. Recommended for court proceedings and for passing to the applicant and their representative.
- Disclosure print: standard. Not for disclosure.
- Police print: strictly non-disclosable. The Home Office will not issue these without specific permission from the PNC data owner.

Presenting staff must make sure only court prints are served on the court, appellant and representative.

If you are not sure whether a PNC document can be disclosed, you must contact the PNC bureau.

Restricted - not for disclosure - start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Restricted - not for disclosure - end of section

### **Presenting appeal hearings**

Appeal hearings will be presented by a presenting officer (PO) or an asylum caseworker. In the unified tribunals appeal system:

- First substantive appeals will be heard within the First-tier by an immigration judge.



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|  | <ul style="list-style-type: none"><li>• Onward appeals will be heard in the Upper Tribunal by a deputy or senior immigration judge.</li></ul> <p>If the PO is sick and not able to attend the hearing on the day, you will need to contact the hearing centre to inform them. This must be done as early as possible and before 10am at the latest.</p> <p>A team manager or senior caseworker will make a decision about whether to seek an adjournment, allow the case to continue without a PO or whether an alternative PO is available.</p> |  |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Adjourned or part heard appeals

|  |   |                             |
|--|---|-----------------------------|
| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page gives an overview of adjourned or part heard appeals.</p> <p>This guidance applies to all case types and are for appeal administration teams within presenting officer units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)) and asylum caseworkers.</p> <p>For further information on seeking an adjournment you must refer to the presenting officer's (PO) manual.</p> <p>Substantive hearings can be adjourned for various reasons, including gathering further evidence or if one of the parties is sick. If a hearing is adjourned the PO will need to:</p> <ul style="list-style-type: none"><li>• minute the file with the reasons for the adjournment and identify if any casework is required</li><li>• update hearing details on CID</li><li>• if no casework is required send the file to the hearing hold to be stored under the new hearing date.</li></ul> <p>If the new hearing date was not given at the adjourned hearing, send the file to the 'await hearing hold'.</p> <p>A hearing can also be part heard; if this happens, the hearing will be concluded on another date. The PO will need to:</p> <ul style="list-style-type: none"><li>• minute the file with the progress of the case and identify if casework is required</li><li>• update hearing details on CID</li><li>• send the file to the hearing hold to be stored under the new hearing date (which should be obtained at the part heard hearing, if a new date is not obtained, store the file in the 'awaiting hearing hold')</li></ul> | <p><b>Related links</b></p> |
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- notify the diary manager of the part heard case and the date when they will be required to attend the second part of the hearing.

**Action required before the next substantive hearing**

If casework is needed or if the judge has issued directions, it is the responsibility of the PO to make sure these are complied with by the stipulated time. A failure to comply with directions could result in the appeal being allowed, as well as attracting the displeasure of the court. Once completed, you must send the file to the hearing hold to be stored under the hearing date.

This guidance is based on the Immigration Rules

## Appeal hearings

### Post-hearing action

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| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page explains what to do when a substantive hearing has taken place.</p> <p>This guidance applies to all case types and is for appeals administration teams within presenting officer units (POUs).</p> <p>When the substantive hearing has taken place the presenting officer (PO) must:</p> <ul style="list-style-type: none"><li>• minute the file with the details of the hearing</li><li>• update CID with the hearing details, within 48 hours of the hearing taking place</li><li>• produce an electronic hearing minute for the specialist appeals team, and</li><li>• send the file to the awaiting determination hold to be stored under the hearing date.</li></ul> <p>For specific details of data quality requirements, see related link: Presenting staff professional standards.</p> <p><b>No PO cases</b></p> <p>When a case is heard without a PO, the file should already be in the ‘awaiting determination’ hold. You must make sure the hearing details are completed on CID within 48 hours of the hearing. To get the hearing details you may need to contact the hearing centre.</p> <p>If you are not able to do this, you may update CID to show the hearing went ahead. This will allow you to meet the target for updating CID within 48 hours of the hearing. If the case was adjourned you will be notified in due course and the hearing details on CID can be amended.</p> <p>If the file is not already in the ‘awaiting determination’ hold you can locate the file using the record management system (RMS) and then move it to the hold.</p> <p><b>Asylum team cases</b></p> | <p><b>Related links</b></p> <p>Links to staff intranet removed</p> |
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This guidance is based on the Immigration Rules

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|  | <p>The PO will complete the action above. When the PO's action is complete, you must return the file to the caseworker. The asylum determination is received in the appeals determination management unit (ADMU) and forwarded to the asylum team responsible for the case.</p> <p>Regional variation: Files for Midlands asylum team cases will be stored in the 'awaiting determination' hold at either Stoke or Birmingham POU's. ADMU will forward the determination for these cases to the POU holding the file.</p> |  |
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## Appeal hearings

### Appeal determination

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| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page explains where appeal determinations are received and gives an overview of processing timescales.</p> <p>This guidance applies to all case types and is for administration teams within presenting officers' units (POUs) or immigration compliance and engagement (ICE) teams (formerly known as local immigration teams (LITs)) and asylum caseworkers.</p> <p>After the hearing, the judge has 10 working days to produce the determination. This will be received in the:</p> <ul style="list-style-type: none"><li>• appeals determination management unit (ADMU), if it is an asylum case</li><li>• presenting officers unit, if it is a non-asylum case and the appeal outcome is dismissed</li><li>• specialist appeals team (SAT), if it is a non-asylum case and the outcome is allowed.</li></ul> <p>You should receive the appeal determinations no later than one calendar month after the hearing has taken place. You will need to monitor the awaiting determination hold to identify any determinations missing after this point. The calendar month consists of:</p> <ul style="list-style-type: none"><li>• 10 days for the judge to write the determination</li><li>• four days for processing and postage (two days Tribunal, two days Home Office)</li><li>• five days for SAT to consider applying for permission to appeal</li><li>• two days for processing and postage.</li></ul> <p>If a determination is missing you will need to make enquiries with the unit where the determination is first received (see above). If your enquiries show the determination has not been received by the Home Office, it is very important you get the determination. You will need to check if the hearing centre has issued the determination. You must update CID to reflect the outcome.</p> | <p><b>Related links</b></p> |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Contact

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| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page explains who to contact for more help with a specific case appeal hearing.</p> <p>If you have read the relevant Immigration Rules and this guidance and still need more help, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email the operational policy and rules unit for guidance on the policy, see related link: Email: Appeals operational policy.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the operational policy and rules unit, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p> | <p><b>Related links</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p> |
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This guidance is based on the Immigration Rules

## Appeal hearings

### Information owner

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| <p><a href="#">About this guidance</a></p> <p><a href="#">Court lists allocation for presenting staff</a></p> <p><a href="#">File allocation to presenting staff</a></p> <p><a href="#">Case management review hearings</a></p> <p><a href="#">Substantive hearing</a></p> <p><a href="#">Adjourned or part heard appeals</a></p> <p><a href="#">Post-hearing action</a></p> <p><a href="#">Appeal determination</a></p> | <p>This page tells you about this version of the 'Appeal hearings' guidance and who owns it.</p> <table border="1" data-bbox="499 403 1632 786"><tr><td>Version</td><td>7.0</td></tr><tr><td>Valid from date</td><td>20 January 2014</td></tr><tr><td>Policy owner</td><td>Appeals operational policy</td></tr><tr><td>Cleared by director</td><td>Sonia Dower</td></tr><tr><td>Director's role</td><td>Director, operational policy and rules</td></tr><tr><td>Clearance date</td><td>8 July 2013</td></tr><tr><td>This version approved for publication by</td><td>Richard Short</td></tr><tr><td>Approver's role</td><td>Grade 7, modernised guidance team</td></tr><tr><td>Approval date</td><td>16 January 2014</td></tr></table> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the operational policy and rules unit using related link: Email: Appeals operational policy, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p> | Version | 7.0 | Valid from date | 20 January 2014 | Policy owner | Appeals operational policy | Cleared by director | Sonia Dower | Director's role | Director, operational policy and rules | Clearance date | 8 July 2013 | This version approved for publication by | Richard Short | Approver's role | Grade 7, modernised guidance team | Approval date | 16 January 2014 | <p><b>Related links</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p>Links to staff intranet removed</p> |
| Version  | 7.0  |         |     |                 |                 |              |                            |                     |             |                 |  |                |             |  |               |                 |                                   |               |                 |   |
| Valid from date  | 20 January 2014  |         |     |                 |                 |              |                            |                     |             |                 |  |                |             |  |               |                 |                                   |               |                 |   |
| Policy owner   | Appeals operational policy   |         |     |                 |                 |              |                            |                     |             |                 |  |                |             |  |               |                 |                                   |               |                 |   |
| Cleared by director  | Sonia Dower  |         |     |                 |                 |              |                            |                     |             |                 |  |                |             |  |               |                 |                                   |               |                 |   |
| Director's role  | Director, operational policy and rules   |         |     |                 |                 |              |                            |                     |             |                 |  |                |             |  |               |                 |                                   |               |                 |   |
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