



TRIBUNALS  
JUDICIARY

**THE HON MR JUSTICE BLAKE**

PRESIDENT OF THE UPPER TRIBUNAL IMMIGRATION AND ASYLUM CHAMBER

**MICHAEL CLEMENTS**

PRESIDENT OF THE FIRST-TIER TRIBUNAL IMMIGRATION AND ASYLUM CHAMBER

**JOINT PRESIDENTIAL GUIDANCE NOTE**

1. Prior to the 14 February 2010, Judges of the Asylum and Immigration Tribunal were known as Immigration Judges or Senior Immigration Judges and those concerned with judicial management of hearing centres were known as Designated Immigration Judges and Resident Senior Immigration Judges.
2. By the terms of s. 3, 4 and 5 of the Tribunals Courts and Enforcement Act 2007 Judicial members of the Upper Tribunal and First-tier Tribunal are described as Judges of the Upper Tribunal and Judges of the First-tier Tribunal respectively.
3. The purpose of this note is to bring the practice relating to judicial titles into line with the provisions of the Act, and with practice in other branches of the Judiciary.
4. The Senior President of Tribunals has delegated this matter to the Upper and First-tier Chamber Presidents. Following consultation we have decided as follows.
5. So far as Judges' titles as set out in formal documents are concerned:-
  - i) Judges of the Upper Tribunal (formerly Senior Immigration Judges) sitting in the Upper Tribunal, will be identified in their written judicial decisions as "Upper Tribunal Judge X".
  - ii) Upper Tribunal Judges sitting in the First-tier Tribunal will be identified in their written judicial decisions as "Upper Tribunal Judge X sitting in the First-tier Tribunal".
  - iii) Deputy Judges of the Upper Tribunal, whether or not they are also Judges of the First-tier Tribunal, will when sitting in the Upper Tribunal, but only when sitting in that capacity, be

- identified in their written judicial decisions as "Deputy Upper Tribunal Judge X".
- iv) Judges of the First-tier Tribunal (formerly Immigration Judges) sitting in the First-tier Tribunal will be identified in their written decisions as "Judge of the First-tier tribunal X".
  - v) Judicial managers of the First-tier Tribunal (formerly Resident Senior Immigration Judges and Designated Immigration Judges) will be known as, and identified in their written management decisions as, Resident Judge X and Designated Judge X respectively.
  - vi) Designated Judges when sitting in the First-tier Tribunal will be identified in their written judicial decisions "Designated Judge of the First tier Tribunal X".
  - vii) The decision will be signed indicating the capacity in which the judge is sitting: i.e. a Judge of the Upper Tribunal or a Judge of the First-tier Tribunal
6. The oral forms of address to be used at judicial hearings will remain the same, all judges being addressed as "Sir" or "Madam" as the case may be.
  7. In correspondence to any judge it will usually be appropriate for the salutation to read "Dear Judge".
  8. Management of all judges performing functions on behalf of the Upper Tribunal Immigration and Asylum Chamber is assigned to Paul Southern, Resident Judge of the UTIAC, who will be known as The Principal Resident Judge. Jim Latter will be Deputy Resident Judge.
  9. Mark Ockelton and Elisabeth Arfon-Jones will retain the courtesy titles Vice President of the Upper Tribunal Immigration and Asylum Chambers.
  10. These changes will come into effect as from 5 December 2011.



The Hon Mr Justice Blake



Michael Clements

Chamber Presidents

2 December 2011