

# ONWARD RIGHTS OF APPEAL

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## Introduction

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This section sets out guidance for Case Owners on the processes and procedures to be followed where either the UK Border Agency or an asylum appellant wishes to exercise their onward rights of appeal. The Onward Rights of Appeal process commences once an application for a reconsideration order has been made to the Asylum and Immigration Tribunal (AIT).

For further information on the service of initial appeal determinations, see Asylum Appeal Hearings - Service of Appeal Determinations

This guidance does not apply to cases where the asylum appellant is not in the UK. See NSA Appeals for further information.

### **Application of this instruction in respect of children and those with children**

Section 55 of the Borders, Citizenship and Immigration Act 2009 requires the UK Border Agency to carry out its existing functions in a way that takes into account the need to safeguard and promote the welfare of children in the UK. It does not impose any new functions, or override existing functions.

Officers must not apply the actions set out in this instruction either to children or to those with children without having due regard to Section 55. The UK Border Agency instruction 'Arrangements to Safeguard and Promote Children's Welfare in the United Kingdom Border Agency' sets out the key principles to take into account in all Agency activities.

Our statutory duty to children includes the need to demonstrate:

- Fair treatment which meets the same standard a British child would receive;
- The child's interests being made a primary, although not the only consideration;
- No discrimination of any kind;
- Asylum applications are dealt with in a timely fashion;
- Identification of those that might be at risk from harm.

# Overview of Onward Rights of Appeal

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## Reconsideration

Section 103A of the NIA 2002 (as amended by s26 of the 2004 Act) gives the unsuccessful party a right to appeal the initial decision to the AIT, for a Reconsideration Order if they are dissatisfied with a determination of the AIT (where hearing comprised of less than three legally qualified members). However, an application for reconsideration may only be made on **a material error of law**. For the purpose of this instruction “material error of law” means “an error which affects the ultimate outcome of the appeal”.

Section 103A (3) of the 2002 Act states that any application for reconsideration of appeal must be made within 5 working days of the determination being served. (28 days, if the appellant is applying from aboard (NSA).) The application must be sent to the appropriate court. In the case of the initial appeal being heard in England or Wales, the appropriate court is the High Court. In Scotland it is the Outer House of the Court of Session and in Northern Ireland it is the High Court in Northern Ireland.

An application for a Reconsideration Order will be reviewed by the AIT and decided upon by a Senior Immigration Judge who will consider the application on the papers and decide whether the Tribunal made an error of law and therefore would be suitable for a reconsideration hearing. The procedure for making and considering such an application is contained in rules 25-33 of the Asylum Immigration Tribunal (Procedure) Rules 2005.

If the Senior Immigration Judge decides that the grounds on which the application is being made is not suitable and there was no material error in law, he will refuse the order for reconsideration. The appellant or the UK Border Agency may then apply within five working days for reconsideration directly to the high court. Such an application is known as an **Opt-in application**, and will be decided by a high court judge on paper. See [Reconsideration Order direct to the High Court \(High Court Opt-in\)](#)

The High Court judge can either make a reconsideration order or refuse the application. If he refuses the application to appeal at the 'Opt-in' stage, there are **no further rights of appeal**. If he agrees to the reconsideration order, he will list for a reconsideration hearing.

## Legal Panel

If the AIT's initial decision was made by a panel consisting of three or more legally qualified member, then the decision can not be reconsidered. The only way of challenging such a decision is to seek permission to appeal to the appropriate court. In England and Wales it is the Court of Appeal; in Scotland it is the Inner House of the Court of Session and in Northern Ireland it is the Court of Appeal in Northern Ireland. For further information on how to apply, see PTA to the Appropriate Court below.

## PTA to the Appropriate Court

Following the service of the determination of the reconsideration hearing from the High Court, the appellant or the UK Border Agency may seek permission to Appeal (PTA) to the appropriate Court to challenge the decision (for details of the appropriate court, see Legal Panel above). The first application is via the AIT, if this is refused a written application direct to the appropriate Court can be made and finally if this is refused an oral application can be made to the appropriate Court.

If all applications for PTA are refused and the Secretary of State is successful the appellant awaits the Appeal Rights Exhausted (ARE) date and is then liable for Removal. Or if the appellant is successful, the UK Border Agency would have no further rights of appeal and leave should then be implemented. If PTA is granted by the Court removal cannot take place until the appropriate Court judgement has been served.

### **Service of Determinations**

Case Owners **must** ensure that they serve all allowed appeal determinations on the appellant by day 24 after the date of the hearing; this allows 4 days for contingency as the legal limit is 28 days (after which the AIT will serve directly to the appellant). Any dismissed determinations should be served within the normal timescales. CID **must** be updated with the appeal outcome and date and the Key Document tracking screen must be updated to record the time and method of service.

When preparing for service in person, the Case Owner must prepare the appropriate section within 'Appeal Decision Service Record' (ASL.3383 in DocGen) in line with appeal determination. During the service of determination, Case Owners must read the letter to the appellant and request for the appellant to sign the letter at the end of service.

### **Judicial Review**

Case Owners should be aware that an appellant may, at any time, apply for a judicial review, which allows any decision by a public authority to be challenged in the courts. In practice, however, it is likely that such an application will be made once all avenues of appeal have been exhausted. Where such an application is made, it will be dealt with by the Judicial Review Unit (JRU). Case Owners should ensure that close liaison with JRU is maintained. In particular, care should be taken to monitor reporting arrangements and review enforcement procedures, because the decision of the court will be sent to the appellant and to JRU by post on the same day.

See the ORA Process Map for further information on the outline of the various stages in the appeals process.

## Appellant Applies for a Reconsideration Order

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This section provides guidance for Case Owners on the processes and procedures to follow when the appellant applies for a reconsideration order.

### Notification of an Application (Appellant)

If the appellant advises at the appeal determination service that they are going to apply for a reconsideration order, the Case Owner must:

- Update the case management plan.
- Maintain regular contact with the appellant and regularly check CID for the next 7 working days, in order to ascertain whether a reconsideration application has been lodged with the AIT.

If the service was by post the Case Owner should telephone the appellant to ascertain whether they are going to lodge a reconsideration application.

If an application has not been submitted within 5 working days from the date of receipt of the determination (7 days after service) then the appellant has exhausted their right to appeal against the decision. The Case Owner should refer to guidance on Removal and consider termination of asylum support. The Case Owner must also take into account that a late appeal may be submitted by the appellant. See Late Appeals Instruction for further information.

For further information on discontinuing Asylum Support, see Status Cessation Guidance

Electronic notifications are sent throughout the day by the AIT to APC of appeals lodged and of the hearing centre/date assigned to them. APC updates CID with this information later the same day as far as possible. The next day, Asylum Team cases in which an appeal has been lodged are identified in a daily report, grouped by Asylum Team, which is located in the 'NAM Admin' e-mail folder on POISE. This daily report is monitored by the Asylum Teams and APC.

The AIT must make a decision on whether they have accepted an application for reconsideration order within 10 working days.

### AIT agreed to the (Appellant's) Reconsideration Order

If AIT agrees to the reconsideration order, they will send the AIT 78 Order for Reconsideration Granted directly to the Appeals Determinations Management Unit (ADMU) for ADMU to send to the relevant Asylum Team for service. The Case Owner must serve the decision on the appellant. The Case Owner should check CID for the date and location of the reconsideration hearing and update the case management plan, once the AIT have set the hearing date.

### Reply

Once the Case Owner has received the reconsideration hearing papers and date from AIT, they would be invited to respond to the order for a reconsideration appeal. A reply must be submitted no later than five days before the first reconsideration hearing, if the UK Border Agency wants the AIT to uphold the original decision for reasons different from, or in addition to those given in the determination.

The Case Owner may also consider using the reply to make any comments in relation to the determination, especially if allegations are about the Immigration Judge's or Case Owner's conduct.

Not all cases would require a Reply. The Case Owner should draft a reply, only if they consider it necessary. The Reply should be approved by a Senior Presenting Officer (or SCW). Once the Reply has been approved, it should be sent to the AIT and the file should be forwarded to the Senior Presenting Officer assigned to attend the hearing.

If the Case Owner decides not to produce a Reply, the file should be forwarded to the Senior Presenting Officer assigned to attend the hearing with a recommendation to that effect.

### **AIT rejects the Appellant's Reconsideration order**

If AIT rejects the appellant's application for a reconsideration order, the AIT 80 is sent to ADMU who then forward the determination to the Case Owner. The appellant has 5 working days from date of receipt to consider whether to accept the AIT decision, or to apply direct to the High Court for reconsideration see [Reconsideration order direct to the High Court \(High Court Opt-in\)](#).

The Case Owner must serve the determination in person and:

- Explain to the appellant that if they consider that an error of law has been made, they may exercise their onwards right of appeal.
- Ask the appellant whether they wish to exercise their onward rights of appeal.
- Explain that if they do not apply direct to the high court, they would be expected to return to their country of origin.
- Promote Assisted Voluntary Return.
- Consider termination of asylum support.
- Provide a covering letter from the AIT informing the appellant of the rights to apply direct to the High Court.
- Provide an **AIT/103A** form.
- Provide a copy of A Guide to Completing **AIT/103A**.

If AIT has not provided these forms, the Case Owner can print them direct from the AIT website using the following links:

Form AIT/103A

A Guide to Completing AIT/103A

For further information on discontinuing Asylum Support, see Status Cessation Guidance

### **If Reconsideration is Dismissed at Hearing (Appellant)**

If at the reconsideration hearing, the appeal is dismissed, the appellant has a further onwards right of appeal. The appellant can apply for Permission to Appeal (PTA) to the Court of Appeal Via the AIT within 10 working days of the date of receipt of the determination if they believe a material error in law has been made. See [Seeking Permission to Appeal to the Appropriate Court](#),

The Case Owner must prepare the appropriate section within 'Appeal Decision Service Record' (ASL.3383 in DocGen) and serve the determination in person. The Case Owner must:

- Explain to the appellant that if they consider that an error of law has been made, they may exercise the onwards right of appeal.
- Ask the appellant whether they wish to exercise their onward rights of appeal.
- Explain that if they do not apply for permission to Appeal (PTA) to the Appropriate Court, they would be expected to return to their country of origin.
- Promote Assisted Voluntary Return.
- Consider termination of asylum support.
- Provide a covering letter from the AIT informing the appellant of the rights to apply for permission to appeal to the Court of Appeal.
- Provide a **pf244** form.
- Provide a copy of A Guide to Completing **pf244**.

If AIT has not provided these forms, the Case Owner can print them direct from the AIT website using the following links:

[Form pf244](#)

[A Guide to Completing pf244](#)

For further information on discontinuing Asylum Support, see Status Cessation Guidance

### **If reconsideration is allowed at hearing (Appellant)**

If at the reconsideration hearing, the appeal is allowed, the UK Border Agency has an opportunity to exercise their onwards right of appeal. This is normally only exercised in exceptional circumstances. The Specialist Appeals Team (SAT) will consider the determination; assess it in conjunction with the Legal Adviser's Branch (LAB) and the SAT minute ICD.2742, in order to decide whether to apply for a PTA to the appropriate Court via AIT. See [Seeking permission to Appeal to the Appropriate Court](#). SAT may need to ask the Case Owner for further information, and this should be provided as a matter of urgency so that the deadline can be met.

SAT has 10 working days to decide whether to make an application for permission to appeal (PTA) to the appropriate Court via the AIT. When the grounds are submitted to the AIT, ADMU and the relevant Case Owner are also notified. ADMU will then serve the determination by 1<sup>st</sup> class post.

The Case Owner must serve the decision on the appellant within 24 days of its deemed receipt by the Home Office (see Service of Determinations above).

If [SAT decide not to appeal to the Appropriate Court](#), ADMU will be notified. ADMU will then send the determination to the Asylum Team for service.

The Case Owner must:

- Prepare ASL.3383 and implement the appeal determination by granting asylum, Humanitarian Protection, or Discretionary Leave according to the direction given by the SAT SCW on the minute accompanying the determination

Instructions on serving decisions, granting Humanitarian Protection, granting Discretionary Leave, and granting asylum can be found in Decision Service Event and in Implementing Substantive Decisions

## Appellant Decides not to Apply for a Reconsideration Order

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Where the appeal has been dismissed and the appellant has not applied for a reconsideration hearing within the 5 working day time limit, the appellant becomes Appeal Rights Exhausted (ARE) and the Case Owner should take action on the B/F date:

- Commence Enforcement action, see [Removal](#)

At the next reporting event, the Case Owner should:

- Explain that the appellant is now expected to return to their country of origin.
- Promote AVR.
- Consider termination of asylum support.

For further information on discontinuing Asylum Support, see [Status Cessation Guidance](#)

## Home Office Applies for a Reconsideration Order

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This section provides guidance for Case Owners on the processes and procedures to follow when they, in consultation with SAT, decide to apply for a Reconsideration Order on behalf of the UK Border Agency.

### Notification of an SAT application (Home Office)

Where it has been decided to request a reconsideration, SAT will complete the **AIT/103A** and dispatch it to the AIT within 5 working days of the determination being received in the UK Border Agency.

At the next reporting event, the Case Owner should:

- Advise the appellant that the UK Border Agency have decided to exercise their Onward Rights of Appeal and request a reconsideration order.
- Explain to the appellant that they may have to attend the reconsideration hearing and if the hearing is decided in favour of the UK Border Agency they will be liable for removal.

The AIT has 12 working days in which to decide whether to accept the Home Office's application for reconsideration. This includes the 2 days for postage.

### AIT Agrees the Home Office's Reconsideration Order

If AIT agrees to the reconsideration order, the AIT 78 Order for **Reconsideration Granted** will be sent by ADMU to the relevant Asylum Team for service. Once the AIT orders reconsideration and sets a date for the hearing, the Case Owner should check CID for details and location of the hearing and update the Case Management Plan accordingly.

The Case Owner must prepare ASL.3383 and serve the determination in person and:

- Explain to the appellant that AIT have agreed to a request by the Home Office for a reconsideration hearing, and advise the appellant of the date and location of the hearing.
- Explain to the appellant that if the Home Office is successful then the appellant may apply for PTA to the Court of Appeal.
- Promote AVR.

### AIT Rejects Home Office's Application for Reconsideration

If AIT rejects the UK Border Agency's application for a reconsideration hearing, the AIT 80 is sent to ADMU who then forward to SAT. SAT have 5 working days from the date of receipt of the determination to consider whether to accept the AIT decision, or to apply direct to the High Court for reconsideration see [Reconsideration order direct to the High Court \(High Court Opt-in\)](#).

If [SAT decides not to apply direct to the High Court](#), then the Case Owner should:

- Prepare ASL.3383 and Implement the determination by granting asylum, Humanitarian Protection, or Discretionary Leave as appropriate, according to the direction given by the SAT SCW on the minute accompanying the determination.

Instructions on serving decisions, granting Humanitarian Protection, granting Discretionary Leave, and granting asylum can be found in Implementing Substantive Decision

If **SAT decide to apply direct to the High Court**, then the Case Owner should:

- Advise the appellant that the UK Border Agency have decided to exercise their Onward Rights of Appeal and requested a reconsideration of the appeal determination direct to the high court.
- Explain to the appellant that they may have to attend the reconsideration hearing and if the hearing is decided in favour of the UK Border Agency they will be liable for removal.

If the service is by post, the Case Owner should telephone the appellant to explain.

The High Court will decide whether to accept the UK Border Agency's application for reconsideration within 10 working days. The Case Owner should therefore monitor CID regularly for 10 working days after submission of the reconsideration application. Case Owners should be aware that in practice, the consideration of High Court Review applications can take longer than 10 working days.

### **If Reconsideration Dismissed at Hearing (Home Office)**

If following the reconsideration hearing, the appeal is dismissed, UK Border Agency have an opportunity to exercise their further onwards right of appeal. The UK Border Agency can apply for a PTA to the Appropriate Court. See [Seeking permission to Appeal to the Appropriate Court](#), if they believe a material error in law has been made. This has only been exercised in exceptional circumstances. SAT has 10 days from date of receipt of the determination to decide whether to request PTA to the Court of Appeal.

If **SAT decides not to apply for PTA**, the Case Owner should:

- Prepare ASL.3383 and Implement the determination by granting asylum, Humanitarian Protection, or Discretionary Leave as appropriate, according to the direction given by the SAT SCW on the minute accompanying the determination.

Instructions on serving decisions, granting Humanitarian Protection, granting Discretionary Leave, and granting asylum can be found in Implementing Substantive Decision

If **SAT decides to apply for PTA**, then the Case Owner should:

- Advise the appellant that the Home Office have decided to exercise their Onward Rights of Appeal and apply for PTA to the Court of Appeal.
- Explain to the appellant that they may have to attend the hearing and if the hearing is decided in favour of the Home Office they will be liable for removal.

### **If Reconsideration Allowed at Hearing (Home Office)**

If following the reconsideration hearing, the appeal is allowed; the appellant may exercise their onwards right of appeal and apply for PTA to the Court of Appeal. See [Seeking Permission to Appeal to the Court of Appeal](#). The Case Owner must serve the decision on the appellant within 24 days of its deemed receipt by the Home Office (see Service of Determinations above).

The Case Owner must serve prepare ASL.3383 and the determination in person and:

- Explain to the appellant that they may apply for permission to appeal to the Appropriate Court
- Advise the appellant that they have 10 working days after the service of determination, to request permission to appeal, if they so wish and that they may only do so if they consider that an error in law has been made.
- Explain to the appellant that they are now expected to return to their country of origin,
- Promote AVR.
- Consider termination of asylum support
- Provide a **pf244** form
- Provide a copy of A Guide to Completing **pf244**.

If AIT has not provided these forms, the Case Owner can print them direct from the AIT website using the following links:

Form pf244

A Guide to Completing pf244

For further information on discontinuing Asylum Support, see Status Cessation Guidance

## Home Office Decide not to Apply for a Reconsideration Order

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Where the appeal has been dismissed and the Case Owner, in consultation with SAT, has not applied for a reconsideration hearing within the 5 working days time limit, the Case Owner should:

- Prepare ASL.3383 and implement the determination by granting asylum, Humanitarian Protection, or Discretionary Leave as appropriate. A direction on this will be given by the SCW who has signed off the decision on the determination.

Instructions on serving decisions, granting Humanitarian Protection, granting Discretionary Leave, and granting asylum can be found in Implementing Substantive Decision

## Reconsideration Hearing

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Following a successful application for a reconsideration hearing via the AIT, the AIT will list the reconsideration for hearing within 20 working days (the application for reconsideration will be decided).

The Case Owner should maintain contact with the Appeals Notification Unit (ANU) and regularly check CID after promulgation of the determination in order to ascertain the date and location of the reconsideration hearing.

If the reconsideration hearing is to be presented by a Senior Presenting Officer as agreed by a Senior Case Worker, the Case Owner should liaise closely with the POU. The file must be forwarded to the allocated Senior Presenting Officer and the Case Owner should also discuss with a senior Case worker whether they should attend the reconsideration hearing to assist the Senior Presenting Officer.

The reconsideration hearing will start by looking at whether the original Immigration Judge made an error of law, and if so whether the error was material to the outcome of the determination. The Tribunal (usually sitting as a panel) will hear submissions from both representatives.

The panel, legal or otherwise may announce whether or not there is a material error of law at the hearing; or take submissions on what remedy is being sought or reserve their decision and then either allow or dismiss the appeal or request a further hearing.

If the panel finds there is a material error of law and decides that the appeal should be reheard, it will usually be the Case Owner who presents that reconsideration hearing. The exception would be if there have been specific instructions that the reconsideration is to be heard by a panel, legal or otherwise. If this is the case then a Senior Presenting Officer must present the reconsideration.

### Decisions Which can be Made by the Reconsideration Panel

The panel could:

- Order the original Immigration Judge's decision to stand, which it must do if there was no error of law in the original determination.
- Decide there was an error in law in the original determination but find the error was not material to the Immigration Judge coming to their decision. As above, they must order the original decision to stand.

If the panel decides there was a material error of law in the original determination, it must then substitute a fresh decision to allow or dismiss the appeal. The ways in which this can be determined is outlined below:

- If it can substitute a fresh decision on the basis of the original Immigration judge's findings of the facts, then they will do so.
- If new evidence is needed, for example: if the error of law fatally undermined the original Immigration Judge's findings, then the AIT will arrange to receive that evidence. They will do this by obtaining the evidence themselves or by adjourning the case to another Immigration

Judge or panel who did not make the initial decision. They would re-hear the case and make a fresh decision. In such a case, the panel's decision that the original immigration Judge made an error in law would form part of the final determination made by the new Immigration Judge or panel.

## Reconsideration Application Direct to the High Court (High Court Opt-in)

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Following the AIT refusing a reconsideration application, the party refused may apply direct to the High Court (opt-in) within 5 working days of receipt for the decision to be overturned.

The High Court has 10 working days, from receipt, in which to decide whether to accept the application for reconsideration. However Case Owners should be aware that the High Court may take longer than 10 days to make a decision.

If the **appellant is not granted a reconsideration order**, the determination is sent to ADMU, who will notify the Case Owner. The appellant becomes Appeal Rights Exhausted (ARE). The Case Owner should refer to guidance on Removal and consider termination of asylum support.

For further information on discontinuing Asylum Support, see Status Cessation Guidance

If the UK Border Agency **is not granted reconsideration**, the determination is sent to ADMU, who will notify the Case Owner. The UK Border Agency would have no further avenues to appeal. At the next reporting event, the Case Owner should:

- Prepare ASL.3383
- Serve the determination in person
- Update the Case Management Plan
- Explain to the appellant that the Home Office has no further right of appeal.
- Implement the determination by granting asylum, Humanitarian Protection, or Discretionary Leave, according to the direction given by the SAT SCW on the minute accompanying the determination.

Instructions on serving decisions, granting Humanitarian Protection, granting Discretionary Leave, and granting asylum can be found in Implementing Substantive Decision

## Seeking Permission to Appeal to the Appropriate Court

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Following a legal panel hearing or reconsideration hearing (either via the High Court Filter or the High Court opt-in), the party refused may seek permission to appeal via AIT to the Appropriate Court. For details of the appropriate court, see Legal Panel above.

The party refused permission has 10 working days after the service of the reconsideration/panel determination to request permission to appeal; they may only do so if they consider that an error in law has been made.

When seeking permission to appeal to the Appropriate Court, the refused party (either the appellant or SAT, on behalf of the UK Border Agency) should complete form AIT/4 and send it to the AIT. The AIT will decide whether to grant permission to appeal or to refuse permission. If the AIT refuses permission to appeal, the appealing party has the opportunity to appeal direct to the Appropriate Court. If the Court of appeal refuses the direct application, the appealing party may make an oral application via their legal representatives to the Appropriate Court.

If **permission is granted (to either party)** for the appeal to be heard at the Appropriate Court, and a SAT SCW has filed the Appellant's Notice, where necessary, the file is sent to a Senior Presenting Officer (SPO) (or a Senior Caseworker) within the Appeals Directorate. They will liaise with Treasury Solicitors who will instruct counsel to manage the case on behalf of the UK Border Agency at the appropriate Court. This process can take some time and the Case Owner should therefore seek guidance from their team leader on reviewing the appellant's reporting regime.

If the **appellant is not granted permission** to appeal the Court of Appeal Team (CoAT) based at Angel, which will serve the determination to all parties. The appellant becomes appeal rights exhausted (ARE). The Case Owner should refer to guidance on Removal and consider termination of asylum support.

For further information on discontinuing Asylum Support, see Status Cessation Guidance

If the **Home Office is not granted permission** to appeal, the decision is sent to CoAT. CoAT will notify SAT of the decision. SAT would consider whether to make a direct application to the Appropriate Court, if they decide not to put in an application, they will return the file to the Case Owner. At the next reporting event, the Case Owner should:

- Prepare ASL.3383.
- Serve the determination in person.
- Update the Case Management Plan.
- Implement the determination by granting asylum, Humanitarian Protection, or Discretionary Leave, according to the direction given by the SAT SCW on the minute accompanying the determination.

Instructions on serving decisions, granting Humanitarian Protection, granting Discretionary Leave, and granting asylum can be found in Implementing Substantive Decision

### Case remitted by the Appropriate Court

The Appropriate Court may decide to remit the case to the AIT, either before the hearing (with the consent of the parties) or following submissions at the hearing itself. It will be for the AIT to decide whether to list the case before a panel (which will be presented by a SPO) or a single

judge (which will be presented by the Case Owner). If the case is remitted, CoAT will send the file to the SPO hearing hold in Angel Square. If the case is to be presented by a Case Owner, the Case Owner should request the file for the file promptly to prepare for the hearing.

## Glossary of Forms

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<b>Title</b>	<b>Description</b>
AIT/103A	AIT application form to request for reconsideration to a challenge a AIT decision
AIT/78	AIT determination to agree a reconsideration order
AIT/80	AIT determination to reject a reconsideration order
AIT/4	AIT application form to apply to the Appropriate Court to challenge a AIT decision
ICD.2742	SAT minute sheet to be completed by the Case Owner after a AIT hearing
ASL.3383	Appeal Decision Service Record

# Document Control

## Change Record

Version	Authors	Date	Change Reference
1.0	MO	22/02/07	Reformatted to new website style and update with comments from ORAT
2.0	MO	14/06/07	Updated to include new Appeal Decision Service Record
3.0	JW	09/10/2007	Updated to reflect the new onwards rights process. ORAT replaced by SAT
4.0	BN	21/11/2008	Update branding only
4.1	ZKZ	30/09/09	Updated to include new Instruction on Children.