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## Pre action protocol letter example

assist clients who are subject to poor decision-making by the Home Office and other public authorities. Many immigration decisions do not attract a right of appeal or administrative review. In such cases, the only way to challenge the lawfulness of public body decision-making is through Judicial Review. The first step in any such claim, is the preparation of a letter before claim, which we consider in this post. Note that Judicial Review is a particularly complex corner of English law, and what follows should not be taken as legal advice. If you have had a negative decision from a public body and would like us to take a look, get in touch to book a consultation. [vumiwigalevaiozaro@vumi.pdf](#)

Pre-Action Protocol procedure Before bringing a claim for Judicial Review, the claimant should first engage in the Pre-Action Protocol (PAP) procedure. If your matter is particularly urgent – for example, you are facing imminent removal from the UK – you may be able to dispense with the pre-action protocol. Unless you have a very good reason not to, however, you should always aim to comply with the protocol as failure to do so may have later cost implications should the matter continue to court. [english file elementary test booklet.pdf](#) The first step in PAP procedure involves writing a formal letter to the proposed defendant setting out your arguments and what outcome you are seeking. This is often called a letter before claim or PAP letter. The best PAP letters are well structured and easy to follow, with clear headings and numbered paragraphs. A well-drafted PAP letter could make a real difference to your case and even lead to early resolution, preventing the high costs and stress involved in pursuing Judicial Review at court. If you are pursuing a claim without legal assistance (or even with a lawyer), then you should familiarise yourself with the protocol, available on the Ministry of Justice website. What is the decision? At the outset, the PAP letter should introduce the decision being challenged. For example, if the Home Office has decided to refuse an immigration application, the type of decision made and the date of the decision should be set out at the start of the letter. [agathiyaar books in tamil.pdf](#) A succinct summary of the facts should be provided. In particularly complex matters a chronology of the main events and dates relevant to the decision should be included. This will aid the reader in navigating the facts relevant to the case.

What is the law? Remember that it is not the decision itself that is in dispute but the way which the decision was made and whether this was legally and procedurally correct. Accordingly, there must be some legal basis for bringing the claim. Any decision made by the Home Office must accurately apply the legal framework and Home Office published policy to the facts of each case. The Home Office must take into account all material considerations, facts and evidence relevant to an application. The decision must not contain factual errors or lack sufficient reasoning. [58445132994.pdf](#) The PAP letter must clearly identify the relevant legislation, policy or case law applicable which the decision maker must have had regard to. Why is it wrong? The facts and the applicable law have been outlined. Focus now turns to the legal basis for why the decision is unlawful when viewed against the particular circumstances of the case. This is the crux of the PAP letter and where legal arguments are built demonstrating how the decision under challenge was not made in accordance with the relevant legal principles. See our post "Judicial Review: who, what, where, how, why, when, and how much?" for an overview of the available grounds of challenge. What do you want? The PAP letter should conclude with the remedy sought and a timeframe of at least 14 days for a response in the context of Home Office decision-making a remedy might be for an immigration decision to be reconsidered or remade with a right of appeal granted. The remedy sought must be connected to the legal arguments raised. For instance, if the decision under challenge was a refusal to accept further submissions as amounting to a fresh claim, the remedy sought might be reconsideration of the further submissions applying the correct legal test for fresh claims. Time limits For immigration matters, the Judicial Review time limit is 3 months from the date of decision under challenge. The time limit is strictly applied. We therefore advise those who receive a decision to seek legal advice at the earliest opportunity to ensure compliance with the time limit for taking action. [principles of macroeconomics mankiw 7th edition pdf](#)

<p><b>RAJIV CHAITOO</b>  <b>ATTORNEY-AT-LAW</b>  Mecalfab House, #92 Queen Street, Port of Spain  tel: (868) 768-4718 e-mail: r_chaitoo@hotmail.com</p>	<p>July 30, 2021</p>
<p><b>The Honourable Faris Al-Rawi, M.P.</b>  Attorney General of Trinidad and Tobago  Ministry of the Attorney General and Legal Affairs  Corner London and Richmond Streets  Port of Spain</p>	
<p><b>Her Honor Donna Powell-Raphael</b>  Chairman  Equal Opportunity Tribunal  55 Manic Street  Chaguanas</p>	
<p><b>RE: PRE-ACTION PROTOCOL LETTER – JUDICIAL REVIEW AND CONSTITUTIONAL MOTION  – CHARMAN’S FAILURE TO COMPLY WITH PRESIDENTIAL APPOINTMENT– VEERA  BHAJAN</b></p>	
<p>I refer to the matter at caption wherein I act on behalf of Ms. Veera Bhajan (hereinafter referred to as ‘my client’), Lay-Assessor of the Equal Opportunity Tribunal (hereinafter referred to as ‘the Tribunal’). My Client is an Attorney at Law.</p> <p><b>This letter is given to you in accordance with the Practice Direction on Pre-action Protocol contained in the Civil Proceedings Rules 1998 (as amended).</b></p> <p>I am instructed by my client as follows:</p> <ol style="list-style-type: none"> <li>1. My client was appointed as a Lay-Assessor of the Tribunal by Her Excellency Paula Mae Weekes O.R.T.T. The President of the Republic of Trinidad and Tobago (hereinafter referred to as ‘Her Excellency’). This appointment was made on the 17<sup>th</sup> March, 2021 for a period of three (3) years with effect from March 17<sup>th</sup>, 2021. A copy of the instrument of appointment is hereto attached and marked “A”.</li> <li>2. Following the said appointment, my client made numerous attempts via telephone and email correspondence to communicate with the Tribunal as so to immediately fulfil her lawful duties as Lay-Assessor in compliance with her appointment. A chronology of</li> </ol>	

See our detailed post on time limits in judicial review claims. Logistics The PAP letter can be sent via email to the following Home Office email address: UKVIPAP@homeoffice.gov.uk Alternatively, it can be sent via post to the Home Office postal address: Litigation Operations Allocation Hub 6 New Square Bedford Lane Feltham Middlesex TW14 8JH

What happens next? The PAP letter should trigger a review by the Home Office. If the Home Office agree to remake their original decision, a new decision will be issued. If the Home Office decide to maintain their original decision, or if you receive no response to your PAP letter, you can then apply to a court for permission to bring a claim for Judicial Review, in order for your case to be considered by a judge. [life without go go boots pdf](#)

The links below are to judicial review pre-action protocol template letters and are designed to be sent by advisers or legal representatives on behalf of their clients. If you are a member of the public with a problem you feel could be resolved using one of these letters, it is important to seek advice to confirm whether judicial review is appropriate. If you do not have an adviser to act for you, you may be able to find one here: [adviceuk uk](#) If you are an adviser, we hope you find the letters useful. Please contact CPAG for support when using the templates: [email protected]. Sending the letters Pre-action letters should be saved as a Pdf and sent with your client's signed authority by email. DWP: [email protected] HMRC: [email protected] Local authority: FAO local department Scope These letters are for use in ENGLAND AND WALES. [cours excel 2020 pdf gratuit d'excel 2007](#) If you intend to use any of these letters in Scotland, please use with caution. The Scottish rules of procedure are different from those in England and Wales. We cannot give you specific advice on Scottish law. Please contact CPAG for further information. [\[email protected\]](#) The PAP letter must be accompanied by a signed authority from your client. If you are a local authority respond (as this will involve future templates) [email protected] It is possible that the DWP will respond to your letter along these lines "Judicial review is inappropriate. However the decision has been changed on mandatory reconsideration". This is a success for your client. [long drive dbq pdf answer key](#) If no response is received within 14 days (or the lesser time requested due to your client's circumstances) - contact CPAG for advice [email protected]. If the matter remains unresolved, CPAG may be able to facilitate a referral to a law firm who can issue judicial review proceedings. Template letter library These templates are for advisers. Please don't send these letters unless you have an adviser acting for you.