



IN THE SUPREME COURT OF THE UNITED KINGDOM

A list of the steps and questions asked on the Portal during the process to file a Notice of Appeal in the UKSC

Step 1: Application Information

Page 1: Enter information about the order you want to appeal

Name of the court

Who were the judges in this hearing?

Is this a criminal case?

Are you applying to cross-appeal in an existing case?

If yes, provide the Case ID

Date of the order being appealed

Date permission to appeal granted

Neutral citation number of this judgment

Hearing Date

Give a brief description of what was decided in this order

What are you asking the court to do in relation to the order being appealed?

What are you asking the court to do in relation to the original order?

Provide a short summary of the case

Provide keywords to assist the court in indexing your case

Page 2: Tell us about any considerations for this appeal

Are you applying for an order for anonymity?

If 'yes', briefly explain why you need an order for anonymity

Does this case need to be dealt with urgently?

If 'yes', explain why urgency is needed

Page 3: Tell us about any considerations for this appeal (continued)

Are you receiving legal aid?

If 'yes', enter the legal aid certificate number

Do you need to apply for an extension of time?

If yes, tell us why you missed the deadline

Have you previously been granted an extension of time by the Registrar pending Legal Aid?

If yes, enter the date the Registrar granted this extension of time

Page 4: Enter additional application information

Are you asking the Court to make a declaration of incompatibility?

If 'yes', give the name, date and section of the legislation you are challenging

Are you applying to depart from a decision of either the Supreme Court or House of Lords?

If 'yes', provide the name and neutral citation number of the decision

Is your case brought under the devolution jurisdiction?

Are you asking the Court to refer a question to the Court of Justice of the European Union following the UK's departure from the European Union (EU)?

If 'yes', enter the question to be referred

Is this a case where there was, or should be, a departure from any retained EU case law?

Page 5: Chronology of Proceedings

This is where you would enter the details of the previous hearings and judgments in this litigation

Step 2: Parties

This is where you would enter the details of the parties.

Step 3: Documents

This is where you will upload the required supporting documents. The mandatory documents are:

- Grounds of Appeal
- Information about the Appeal
- Order that you want to appeal
- Judgment relating to the order that you want to appeal

You will have the option to upload additional documents if necessary.

Step 4: Payment

This is where you will either make payment by credit/debit card or provide details of a BACS payment you have made.