



SENIOR PRESIDENT
OF TRIBUNALS

GUIDANCE ON FORMS OF ADDRESS

Statutory basis

1. The Tribunals, Courts and Enforcement Act 2007 does not directly confer judicial titles or dictate what judges and members are to be called. It uses the term “judge” to describe an office or a position within a tribunal and encompasses a wide range of people some of whom hold other judicial offices and titles.
2. The position is different for judges in the Employment Tribunals. “Employment Judge” is a statutory title – see Employment Tribunals Act 1996 s3A (inserted by paragraph 36, Schedule 8 of the TCE Act). “Immigration judge” and “Senior Immigration judge” were statutory titles (The Asylum and Immigration Tribunal (Judicial Titles) Order 2005) but the Order was revoked when the AIT was abolished. However, the Senior President has approved their continued use as courtesy titles – see paragraph 6.
3. This guidance is primarily for the First-tier and Upper Tribunals, although for consistency and convenience the employment tribunals and EAT may wish to follow it.

Titles in determinations/decisions

4. The conventions governing judicial titles in formal decision documents are now largely established. In the Upper Tribunal, Judges are referred to as “Upper Tribunal Judge X” on decision documents, on the frontsheet, after the signature and in references to other judges’ decisions. Some include their forename or initials, others do not. High Court and Circuit Judges sitting in the Upper Tribunal are referred to by their court titles. The title of “Chamber President” and “Deputy Chamber President” should be given in full on decision documents, on the frontsheet and after the signature. They can be abbreviated to “CP” and “DCP” in the course of a Decision.
5. Practice on whether to use forename or initials as well as surname varies. The courts convention that a forename is only used by judges who are the second or subsequent judge with that surname is not followed in tribunals. The large number of tribunal judges in the First-tier may make it impracticable for any “no-forename” convention to be followed in that tribunal.
6. Non-statutory courtesy titles (e.g. Immigration Judge, Designated Immigration Judge, Senior Immigration Judge, Vice-President, Principal Judge) may be used on frontsheets and at the top of decisions, but the formal title, depending on the Tribunal in which they are sitting, should be used after their signature.

In hearing rooms

7. There is no change in the manner of addressing tribunal judiciary in the hearing rooms. They continue to be called “Sir” or “Madam”. This mirrors the universal practice

throughout all tribunals, including the EAT, which is commonly presided over by High Court and Circuit Judges.

In Correspondence

8. Letters from the administration to a judge should normally begin "Dear Judge." The MoJ practice is, however, not to include judicial titles on an envelope when writing to a judge. This is a security measure.

Non-legal members

9. There is no change to their titles. They continue to be referred to as "Mr; Mrs; Ms" etc.

31 March 2010 (revised 12 May 2010)

