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**The First-tier Tribunal
(Health, Education and Social Care Chamber)
Mental Health**

Case Notification Letter (1) & Directions

To:	Case No: Patient: Date of Birth: Name of Responsible Authority: Hospital:
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The above named patient (or his/her nearest relative) has applied to the tribunal, or the case has been referred to the tribunal by the Hospital Managers or the Secretary of State. It is intended that the case will be listed for hearing during the four week period, for non-restricted and 75(1)(a) cases and the three week period for restricted cases, beginning on .

1. I direct that the above named (Responsible Authority or Representative) complete, and return to the tribunal, the Hearing Questionnaire 1 (HQ1). Both the Responsible Authority and Representative must fully complete the case details box on the HQ1. The Responsible Authority must then fully complete both parts of HQ1 (Reports and Listing), whilst the Representative must fully complete HQ1 (Listing).
2. Form "HQ1" can be found in the Health, Education and Social Care Chamber – Mental Health section on the tribunal web site: <https://www.justice.gov.uk/forms/hmcts> (First-tier Tribunal – HESC – Mental Health).
3. The "HQ1" form(s) must be fully completed and returned to the tribunal using secure email to: HQ1listings@justice.gov.uk.cjism.net no later than 4.30pm on .
4. I further direct that the Responsible Authority shall file the information and reports specified in the Senior President's Practice Direction¹, within the 3 week period specified in Rule 32². This is by 4.30pm on . The reports must contain the information required by the Practice Direction, and copy medical records should not be submitted in lieu.
5. If a party considers that the tribunal should give a direction prohibiting the disclosure of a document or information to a patient or other party, Rule 14² must be complied with.
6. If it appears likely that the application will be withdrawn prior to the hearing, the patient or their representative must use their best endeavours to request withdrawal at least 2 full working days before the hearing start time. Requests to withdraw after this time must be accompanied by reasons for the withdrawal.

Parties should note that if they fail to return a fully completed HQ1 within the time limit directed, the tribunal will assume that all dates within the 4 week time period, or 3 week time period for restricted cases apart from 75(1)(a) cases, above are convenient for that party and will fix a hearing date accordingly. Furthermore, failure to return a fully completed HQ1 form may also result in the issue of Summonses. Application can be made to the tribunal for variation of the directions herein, if necessary.

**Signed: Judge
Deputy Chamber President**

Date:

¹ <https://www.judiciary.gov.uk/publications/practice-direction-first-tier-tribunal-health-education-and-social-care-chamber-statements-and-reports-in-mental-health-cases>
² <https://www.gov.uk/government/publications/health-education-and-social-care-chamber-tribunal-rules>