Department for Work & Pensions   Procedures ▸ Judicial Review

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Judicial Review

This procedure will take you through the steps to refer a case to the judicial review team.

A client may submit a claim for judicial review at any time and in relation to any matter. They may also bring other action against the Child Maintenance Group (CMG) including county court action and other litigation.

ℹ️ For judicial reviews only; a letter before claim - otherwise known as a pre-action protocol is usually the first notification the CMG receives of a likely judicial review. This letter should set out what the problem is and what the claimant would like to be done to resolve it. It may be headed 'Letter Before Claim', it may mention judicial review in the text, or it may merely threaten court action.

⚠️ **DO NOT scan documents for judicial review onto the system.**

The judicial review team will take ownership of a case whilst litigation action is ongoing and will return the case back to the business when litigation action has been completed.

For more information refer to the Policy, Law and Decision Making Guidance ⚖️
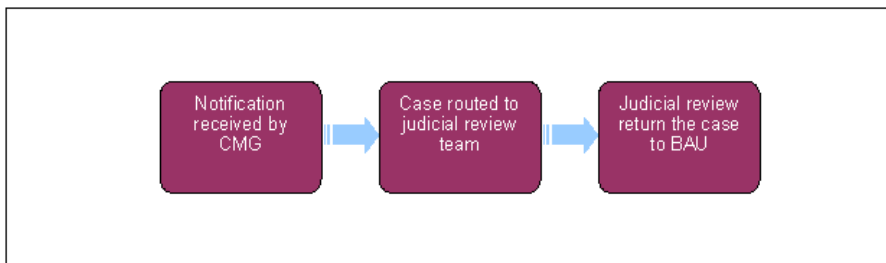
Notification received by Child Maintenance Group

Business as usual (BAU) caseworker action

1. When documents that refer to judicial review, county court claims or other litigation are received contact the judicial review team for advice on **0191 2168431, 0191 2166054** or **0191 2168080**.

2. If the judicial review team advise that;

   - a referral is appropriate continue to **step 3**.

   - a referral is not appropriate continue normal action and consider referral to the complaint resolution team. For more information refer to Complaint/Dissatisfaction - Log.

Case routed to judicial review team

3. Raise a service request (SR)

   - **Process = Escalated Enquiry**

   - **Area = Judicial Review**

   - **Sub Area = Judicial Review/County Court/Other Litigation** (select the most appropriate option)

4. Update the **Contact Last Name** and **Case #** fields and change the **Status** of the SR to **Pending Assignment**. The SR will automatically route to the judicial review team.

5. Send the original documents to the judicial review team by next day courier.

   ⚠️ **DO NOT** scan the documents onto the system.

Judicial review return the case to BAU

Judicial review team action

6. Close the SR by updating the **Resolution Code** with **Case Rejected**, change the SR **Status** to **Closed** and the **Sub Status** to **Complete**.

   ℹ️ **Case Rejected** is used as the **Resolution Code** in all judicial review SRs. It might not reflect the actual outcome. Please read the **Notes** field in the SR for the correct outcome.

Complaint/Dissatisfaction - Log

Complaints Overview

Terminology Changes