

## Timetable of the appeal process

The LA sends its decision letter to you. Your appeal must reach the Tribunal **within two months of the date on the letter**.



After you send in your appeal, the Tribunal replies **within 10 working days** of registering your appeal.



In this response, the Tribunal tells you about important dates. It gives you a deadline to send further information and details of your witnesses. **It tells you the hearing date and asks if this is not possible for you.**



At the same time, the Tribunal writes to the LA, sending them a copy of your appeal documents.



**The LA submits its response to the Tribunal within 30 days** of receiving your appeal documents from the Tribunal. The LA must state whether it opposes your appeal and why. The LA must **send you a copy of its response at the same time**:  
- tell the Tribunal if you do not get it within the 30 days.



If you need to request that the Tribunal **summon a witness** do this as soon as possible and at the latest **at least 14 days before the hearing**. The summons will be sent to you and you should ensure that **it gets to the witness at least 14 days** before the hearing unless the Tribunal has agreed a shorter time and specified it: **hand the summons to the witness or send it by Recorded Delivery**.



Ensure that **late evidence** gets to the Tribunal **at least four weeks before the day of the hearing**, and send a copy to the LA at the same time.



**At least 10 working days before the hearing**, the Tribunal will send you and the LA the **'bundle'**, copies of the documents the Tribunal has received in the case.



The date and venue for the hearing will be **confirmed not less than ten working days** before the date unless a shorter period has been agreed.