

Asylum Appeals Project: Pro Forma

RESEARCHER: <input style="width: 60px;" type="text"/>			
DATE: <input style="width: 120px;" type="text"/>			
LOCATION: <input style="width: 200px;" type="text"/>			
HEARING ROOM NO.: <input style="width: 150px;" type="text"/>		Place in order of hearings in room (e.g. 2/3): <input style="width: 150px;" type="text"/> <input type="checkbox"/> UO	
START TIME: <input style="width: 60px;" type="text"/> UO <input type="checkbox"/>		WITHDRAWAL: <input type="radio"/> Y <input type="radio"/> N	
FINISH TIME <input style="width: 60px;" type="text"/> UO <input type="checkbox"/>		ADJOURNMENT: <input type="radio"/> Y <input type="radio"/> N	
		If Adjourned, New Date: <input style="width: 100px;" type="text"/> <input type="checkbox"/> UO	
NO. OF BREAK(S): <input style="width: 40px;" type="text"/> UO <input type="checkbox"/>		TOTAL DURATION (INCL. <u>ALL</u> BREAKS): <input style="width: 100px;" type="text"/> <input type="checkbox"/> UO	
CASE DETAILS	Appeal Ref. Number: AA/ <input style="width: 100px;" type="text"/>		Reporting Restrictions: <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
			Anonymity Directions: <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
			Previously adjourned hearing? <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
			Name of IJ who previously heard this case: <input style="width: 100px;" type="text"/> <input type="checkbox"/> UO
		Previously heard in UT?: <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO	
APPELLANT	Gender: <input type="radio"/> M <input type="radio"/> F <input type="radio"/> O <input type="checkbox"/> UO		Age: <input style="width: 40px;" type="text"/> <input type="checkbox"/> UO
	Minor: <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> DISPUTED <input type="checkbox"/> UO		Address (city only): <input style="width: 100px;" type="text"/> <input type="checkbox"/> UO
	Nationality given by Appellant: <input style="width: 150px;" type="text"/>		<input type="checkbox"/> UO
	Nationality (other - if contested): <input style="width: 150px;" type="text"/>		<input type="checkbox"/> UO
	Currently detained: <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO		NASS support: <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
SUBSTANTIVE ISSUES	Type of application: <input type="radio"/> At port <input type="radio"/> In country <input type="checkbox"/> UO		
	Length of time in UK (approx): <input style="width: 100px;" type="text"/>		<input type="checkbox"/> UO
	Length of time since asylum claimed (approx): <input style="width: 100px;" type="text"/>		<input type="checkbox"/> UO
	Fresh claim?: <input type="radio"/> Y <input type="radio"/> N		<input type="checkbox"/> UO
	Convention Reason: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Nationality </div> <div> <input type="checkbox"/> Political Opinion <input type="checkbox"/> PSG <input type="checkbox"/> None </div> </div> <div style="text-align: right;"><input type="checkbox"/> UO</div>		
Comments (specify if observed or inferred): <input style="width: 500px;" type="text"/>			

		Human Rights: <div> <input type="checkbox"/> Article 3 <input type="checkbox"/> Article 8 <input type="checkbox"/> Other: <input type="text"/> <input type="checkbox"/> UO </div>
		Comments (specify if observed or inferred): <input type="text"/>
		Type of claim (e.g. LTTE supporter, Ahmadi, gay/lesbian, FGM): <input type="text"/> <input type="checkbox"/> UO
		Appellant's credibility raised: <div> <input checked="" type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO </div>
PARTIES PRESENT	Judge/s	Name: <input type="text"/> <input type="checkbox"/> UO Gender: <div> <input checked="" type="radio"/> M <input type="radio"/> F <input type="radio"/> O </div> <input type="checkbox"/> UO Senior: <div> <input type="radio"/> Y <input type="radio"/> N </div> <input type="checkbox"/> UO Designated: <div> <input type="radio"/> Y <input type="radio"/> N </div> <input type="checkbox"/> UO <div> <input type="radio"/> Part Time (fee-based) <input type="radio"/> Full Time (salaried) </div> <input type="checkbox"/> UO
	HOPO	Name: <input type="text"/> <input type="checkbox"/> UO Gender: <div> <input type="radio"/> M <input type="radio"/> F <input type="radio"/> O </div> <input type="checkbox"/> UO Barrister: <div> <input type="radio"/> Y <input type="radio"/> N </div> <input type="checkbox"/> UO If Barrister, what Chambers: <input type="text"/> <input type="checkbox"/> UO
	LR	Solicitor's Firm: <input type="text"/> <input type="checkbox"/> UO Name: <input type="text"/> <input type="checkbox"/> UO Gender: <div> <input type="radio"/> M <input type="radio"/> F <input type="radio"/> O </div> <input type="checkbox"/> UO Is the LR: <div> <input type="radio"/> Legal aid <input type="radio"/> Private </div> <input type="checkbox"/> UO Barrister: <div> <input type="radio"/> Y <input type="radio"/> N </div> <input type="checkbox"/> UO If Barrister, what Chambers: <input type="text"/> <input type="checkbox"/> UO
	Interpreter	Language: <input type="text"/> <input type="checkbox"/> UO Gender: <div> <input type="radio"/> M <input type="radio"/> F <input type="radio"/> O </div> <input type="checkbox"/> UO Type: <div> <input type="radio"/> CAPITA <input type="radio"/> Private </div> <input type="checkbox"/> UO
	Witness(es)	No. of witnesses: <input type="text"/> <input type="checkbox"/> UO
	Expert(s)	Expert present? <div> <input type="radio"/> Y <input checked="" type="radio"/> N </div> <input type="checkbox"/> UO Type (e.g. medical): <input type="text"/> <input type="checkbox"/> UO Gender: <div> <input type="radio"/> M <input type="radio"/> F <input type="radio"/> O </div> <input type="checkbox"/> UO Who called for expert? <div> <input type="radio"/> HOPO <input checked="" type="radio"/> LR </div> <input type="checkbox"/> UO

	Others	No. of others present: <input type="text"/> <input type="checkbox"/> UO	Multiple cases heard together? <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
		Type(s) (e.g. family, HO observer):	If yes, no. of Appellants: <input type="text"/>
		1. <input type="text"/> <input type="checkbox"/> UO	Relationship of Appellants to each other:
		2. <input type="text"/> <input type="checkbox"/> UO	Family: <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
		3. <input type="text"/> <input type="checkbox"/> UO	Other: <input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
		4. <input type="text"/> <input type="checkbox"/> UO	
		5. <input type="text"/> <input type="checkbox"/> UO	
		6. <input type="text"/> <input type="checkbox"/> UO	

Section 1: Introduction

Does the IJ:

1.1.a. State their independence (from Home Office etc)	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.b. Explain clearly to all parties present how the hearing will proceed	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.c. Explain clearly to all parties present what the purpose of the hearing is	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.d. Introduce themselves and the HOPO to the Appellant	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.e. Ensure that names are correctly pronounced	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.f. Ensure that all parties have the same documentation to refer to	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.g. Explain that it is possible to/how to ask for a break	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.h. Make the A aware that they are to say if they do not understand anything	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.1.i. Comments:	
<div style="border: 1px solid black; height: 60px;"></div>	

1.2. Is an interpreter present? ☐ Y ☐ N ☐ UO

If yes, does the IJ:

1.2.a. Check understanding between the interpreter and the appellant	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.2.b. Provide guidance for communication throughout the hearing	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
1.2.c. Comments:	
<div style="border: 1px solid black; height: 60px;"></div>	

Section 2: Waiting/Delays/Breaks

2.1. How long has the Appellant waited on the day for their hearing to begin?

Time: ☐ UO

If the Appellant has had to wait, what is the reason for this?

2.2.a. Other cases were heard before	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
2.2.b. Party/parties late to the hearing	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
2.2.c. If yes, who: <input type="text"/>	<input type="checkbox"/> UO
2.2.d. Reason given: <input type="text"/>	<input type="checkbox"/> UO
2.2.e. Bundles/evidence delayed	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
2.2.f. If so, whose: <input type="text"/>	<input type="checkbox"/> UO
2.2.g. Reason given: <input type="text"/>	<input type="checkbox"/> UO
2.2.h. Other:	<input type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> UO
2.2.i. Who: <input type="text"/>	<input type="checkbox"/> UO
2.2.j. Reason given: <input type="text"/>	<input type="checkbox"/> UO
2.2.k. Comments: <div><div></div></div>	

2.3. Were there any breaks? ☐ Y ☐ N ☐ UO

If yes, who requested them, for what reason, and were they granted, and why?

Break 1	Break 2
2.3.a. Who: <input type="text"/>	2.3.e. Who: <input type="text"/>
2.3.b. Reason: <input type="text"/>	2.3.f. Reason: <input type="text"/>
2.3.c. Granted: <input type="text"/>	2.3.g. Granted: <input type="text"/>
2.3.d. Reason: <input type="text"/>	2.3.h. Reason: <input type="text"/>

2.4.a. Were there any other interruptions to the hearing? ☐ Y ☐ N ☐ UO

2.4.b. Comments:

Section 3: Judges

What is the overall behaviour of the IJ throughout the hearing?

	Not at all		Moderately		Extremely	UO
3.1.a. Confrontational	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
3.1.b. Impatient	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
3.1.c. Interruptive	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
3.1.d. Attentive	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
3.1.e. Friendly	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
3.1.f. Is the IJ inconsistent in their behaviour towards different actors?	<input type="radio"/> Y	<input type="radio"/> N				<input type="checkbox"/> UO

3.1.g. If yes, explain (i.e. to which actor, and in what manner):

3.2. Does the IJ ask their own questions? ☐ Y ☐ N ☐ UO

If yes, are these:

3.2.a. For clarification or further elaboration?	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
3.2.b. Inquisitorial (substantive/independent question)?	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO

3.3. Which of the following best describes the role adopted by the IJ today?

☐ Enabling ☐ Inquisitorial ☐ Adversarial ☐ UO

3.3.a. Comments:

3.4. Does the IJ make eye contact when addressing the Appellant? (Rarely 0-19%; Sometimes 20-79%; Frequently 80-100%)

☐ Rarely ☐ Sometimes ☐ Frequently ☐ UO

3.5. Does the IJ at any point during the hearing *other than the introduction* check that the Appellant understands the meaning of the questions asked and answers given?

☐ Y ☐ N ☐ UO

3.6. Does the IJ ask the LR to move on from their oral examination in chief by referring to how much there is to get through?

☐ Y ☐ N ☐ UO

3.7. Does the IJ ask questions of anything more than a clarificatory nature during the cross examination by the HOPO?

☐ Y ☐ N ☐ UO

3.7.a. Comments:

Section 4: Appellant

- 4.1. Is the Appellant present? ☐ Y ☐ N
- 4.2.a. Is the Appellant a minor? ☐ Y ☐ N ☐ DISPUTED ☐ UO
- 4.2.b. If a minor, were they unaccompanied on their arrival in to the UK? ☐ Y ☐ N ☐ UO
- 4.2.c. Is the Appellant a former unaccompanied minor? ☐ Y ☐ N ☐ UO
- 4.2.d. If a minor, or suspected minor, are any special measures taken by the IJ to ensure that the hearing is conducted in a manner suitable for their age/comprehension levels? ☐ Y ☐ N ☐ UO

4.2.e. Comments:

- 4.3. Is the Appellant's attire: ☐ Casual ☐ Smart-casual ☐ Formal ☐ UO
- 4.4. If using an interpreter, is the Appellant still able to follow English? ☐ Y ☐ N ☐ UO

What is the overall behaviour of the Appellant throughout the hearing?

- | | Not at all | | Moderately | | Extremely | UO |
|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| 4.5.a. Distressed | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="checkbox"/> |
| 4.5.b. Confrontational | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="checkbox"/> |
| 4.5.c. Nervous | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="checkbox"/> |
| 4.5.d. Assertive | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="checkbox"/> |
| 4.5.e. Softly spoken | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="checkbox"/> |
| 4.5.f. Short replies | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="checkbox"/> |
| 4.5.g. Attentive | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="checkbox"/> |

4.5.h. Comments:

- 4.6. Is the IJ informed of any health issues of the Appellant which might affect their ability to continue the hearing? ☐ Y ☐ N ☐ UO
- 4.6.a. If yes, do these pertain to: ☐ Mental health ☐ Physical health ☐ Both ☐ UO
- 4.6.b. If yes, what course of action is taken by the IJ? (e.g. break offered, adjournment, no action)

☐ UO

Section 5: Representation

5.1. Is the Appellant represented?

☐

Y

☐

N

[If No, go to Question 5.5.]

Represented

5.2.a. Does the LR appear to be ill-prepared?

☐

Y

☐

N

☐

UO

5.2.b. Comments:

5.2.c. Does the LR speak the first language of the Appellant (if not English)?

☐

Y

☐

N

☐

UO

5.2.d. Does the LR examine the Appellant, beyond confirming their statement?

☐

Y

☐

N

☐

UO

5.2.e. Does the LR re-examine the Appellant?

☐

Y

☐

N

☐

UO

5.2.f. Comments:

5.2.g. If asking more than two questions, does the LR indicate a structure to their examination-in-chief and signpost each group of questions as they are arrived at?

☐

Y

☐

N

☐

NA

☐

UO

5.2.h. Comments:

5.2.i. Does the LR introduce new evidence in their submission?

☐

Y

☐

N

☐

UO

5.3. How often does the LR make eye contact with the A? (Rarely 0-19%; Sometimes 20-79%; Frequently 80-100%)

☐

Rarely

☐

Sometimes

☐

Frequently

☐

UO

5.3.a Comments:

What is the behaviour of the LR towards the Appellant?

	Not at all		Moderately		Extremely	UO
5.4.a. Confrontational	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
5.4.b. Impatient	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
5.4.c. Familiar	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
5.4.d. Attentive	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
5.4.e. Friendly	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>

5.4.f. Comments:

Unrepresented

5.5. Is an explanation given for the lack of representation?

☐ Y ☐ N

☐ UO

If yes, what is the explanation given?

5.5.a. Prior LR no longer representing Appellant	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
5.5.b. Represented on paper but no one is coming to the hearing	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
5.5.c. Appellant has newly appointed someone	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
5.5.d. LR has notified Tribunal of absence	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
5.5.e. Tribunal has tried to contact LR with no response	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
5.5.f. LR has decided not to attend based on legal aid threshold assessment	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
5.5.g. Other	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
5.5.h. Other Reason:	<div></div>		

5.6.a If unrepresented, are special measures taken by the IJ to ensure the Appellant is able to follow the procedure of the hearing?

☐ Y ☐ N

☐ UO

5.6.b. If yes, what special measures?

5.6.c. If unrepresented, is the A offered the opportunity to give a submission by the IJ?

☐ Y ☐ N

☐ UO

5.6.d. If yes, does the Appellant give a submission?

☐ Y ☐ N

☐ UO

Section 6: HOPOs

6.1. Is the Home Office represented? ☐ Y ☐ N

What is the behaviour of the HOPO towards the Appellant?

	Not at all		Moderately		Extremely	UO
6.2.a. Aggressive	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
6.2.b. Accusatory	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
6.2.c. Skeptical	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
6.2.d. Overly confident	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
6.2.e. Friendly	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
6.2.f. Attentive	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
6.2.g. Frustrated	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>

6.2.h. Comments (esp. HOPOs' use of: Complex questions with conditionals; Leading questions; Double negatives; Value laden questions; Statements):

6.3. Does the HOPO make eye contact with the Appellant during examination? (Rarely 0-19%; Sometimes 20-79%; Frequently 80-100%)
☐ Rarely ☐ Sometimes ☐ Frequently ☐ UO

6.4. Does the HOPO appear to be ill-prepared?
☐ Y ☐ N ☐ UO

6.5. Does the HOPO ask overly complex questions, or multiple questions within a question/at once?
☐ Y ☐ N ☐ UO

6.5.a. If yes, does the IJ request the HOPO simplify their question to the appellant?
☐ Y ☐ N ☐ UO

6.5.b. If asking more than two questions, does the HOPO indicate a structure to their examination-in-chief and signpost each group of questions as they are arrived at?
☐ Y ☐ N ☐ NA ☐ UO

6.6. Does the Appellant appear to *not understand* the question posed by the HOPO at any point during the hearing?
☐ Y ☐ N ☐ UO

If yes, does the HOPO:

6.6.a. Rephrase the question	<input type="radio"/> Y <input type="radio"/> N	<input type="checkbox"/> UO
6.6.b. Repeat the question	<input type="radio"/> Y <input type="radio"/> N	<input type="checkbox"/> UO
6.6.c. Other	<input type="radio"/> Y <input type="radio"/> N	<input type="checkbox"/> UO
6.6.d. Other action taken: <div></div>		<input type="checkbox"/> UO

6.7. Does the Appellant appear to be *evasive* in answering a question/s posed by the HOPO at any point during the hearing?

☐ Y

☐ N

☐ UO

If yes, does the HOPO:

6.7.a. Rephrase the question	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
6.7.b Repeat the question	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
6.7.c. Other	<input type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
6.7.d. Other action taken: <div></div>			<input type="checkbox"/> UO

6.8. Does the HOPO introduce new evidence in their submission, not covered in the cross-examination?

☐ Y

☐ N

☐ UO

6.8.a. If yes, is this challenged?

☐ Y

☐ N

☐ UO

Section 7: Interpretation and communication

7.1. Is an interpreter present? *[If Yes, go to Question 7.3]*

☐ Y

☐ N

☐ UO

No Interpreter

7.2. If no interpreter is present, are there any communication problems?

☐ Y

☐ N

☐ UO

7.2.a. Comments (e.g. on accent and slang):

7.2.b. Does the IJ express any doubt about the decision to not use an interpreter, with the implication that they think an interpreter is required?

☐ Y

☐ N

☐ UO

Interpreter Present

7.3. Does the IJ make any effort to ensure that the IT and A understand each other?

☐ Y

☐ N

☐ UO

7.3.a. If yes, which of the following best describes the approach taken by the IJ?

IJ simply asks IT and Appellant whether they understand each other	<input type="radio"/>
IJ asks IT and Appellant whether they understand each other and instructs them to test their ability to communicate by engaging in a short dialogue	<input type="radio"/>
Other	<input type="radio"/>
7.3.b. Other approach: <div></div>	

7.4.a. Does the IT need guidance or prompting regarding the procedure?

☐

Y

☐

N

☐

UO

7.4.b. Does the IT adhere to the procedure?

☐

Y

☐

N

☐

UO

7.4.c. Does the IT perform simultaneous interpretation of speech not directed at the Appellant? (Rarely 0-19%; Sometimes 20-79%; Frequently 80-100%)

☐

Rarely

☐

Sometimes

☐

Frequently

☐

UO

7.4.d. Is the IT reminded to perform simultaneous interpretation of speech not directed at the A?

☐

Y

☐

N

☐

UO

7.4.e. At any point in the hearing does the IT overstep their role, such as giving their opinion to the IJ, or providing evidence?

☐

Y

☐

N

☐

UO

7.4.f. If yes, does the IJ stop them from doing so?

☐

Y

☐

N

☐

UO

7.4.g. Comments:

7.4.h. At any point in the hearing is the IT *asked* to overstep their role, such as to translate documents or provide evidence?

☐

Y

☐

N

☐

UO

7.4.i. If yes, who has requested them to do so?

☐

IJ

☐

HOPO

☐

LR

☐

Appellant

7.4.j. Does the IT agree to do this?

☐

Y

☐

N

☐

UO

7.4.k. Comments:

7.5. Is a break requested by the IT?

☐

Y

☐

N

☐

UO

7.5.a. If yes, is it allowed by the IJ?

☐

Y

☐

N

☐

UO

7.6. Are there problems between the IT and Appellant with language/dialect/accent?

☐

Y

☐

N

☐

UO

7.6.a. If yes, how does the IJ respond to these problems?

☐

UO

7.7. Are there significant problems with the flow of interpretation or frequent confusion over certain words?

☐

Y

☐

N

☐

UO

7.7.a. If yes, explain (e.g. confusion is related to use of legal terms, etc):

☐ UO

7.8. Does any party express dissatisfaction with the quality of interpretation at any point throughout the hearing?

☐ Y

☐ N

☐ UO

If yes, which party and for what reason? (e.g. interpreter oversteps role/relational issue)

7.8.a. Party:

☐ UO

7.8.b. Reason:

☐ UO

7.9. Does the Appellant or LR seek to give evidence in two languages?

☐ Y

☐ N

☐ UO

7.9.a. If yes, does the IJ allow it?

☐ Y

☐ N

☐ UO

7.10. Does the IJ express any doubt about whether the IT is needed?

☐ Y

☐ N

☐ UO

7.10.a. Comments:

Section 8: Witnesses

8.1. Are there any witnesses?

☐ Y

☐ N

☐ UO

8.1.a. If yes, how many witnesses are there? (If more than 3, please note in comments below):

☐ UO

Who are the witnesses? (e.g. family, friend, faith group member)

8.1.b. Witness 1:

☐ UO

8.1.c. Gender:

☐ M

☐ F

☐ O

☐ UO

8.1.d. Witness 2:

☐ UO

8.1.e. Gender:

☐ M

☐ F

☐ O

☐ UO

8.1.f. Witness 3:

☐ UO

8.1.g. Gender:

☐ M

☐ F

☐ O

☐ UO

8.2. Do any witnesses give evidence beyond acknowledging their written statement?

☐ Y

☐ N

☐ UO

If yes, who are the witnesses examined by (mark all that apply)?

8.2.a. Witness 1:

☐ LR

☐ HOPO

☐ IJ

☐ UO

8.2.b. Witness 2:

☐ LR

☐ HOPO

☐ IJ

☐ UO

8.2.c. Witness 3:

☐ LR

☐ HOPO

☐ IJ

☐ UO

8.3. Do any of the witnesses use an interpreter?

☐ Y

☐ N

☐ UO

What is the behaviour of the witness?

Witness 1

Not at all

Moderately

Extremely

UO

8.4.a. Distressed

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.4.b. Confrontational

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.4.c. Nervous

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.4.d. Assertive

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.4.e. Softly spoken

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.4.f. Short replies

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.4.g. Attentive

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.4.h. Comments:

Witness 2

Not at all

Moderately

Extremely

UO

8.5.a. Distressed

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.5.b. Confrontational

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.5.c. Nervous

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.5.d. Assertive

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.5.e. Softly spoken

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.5.f. Short replies

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.5.g. Attentive

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐

8.5.h. Comments:

Witness 3

	Not at all		Moderately		Extremely	UO
8.6.a. Distressed	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
8.6.b. Confrontational	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
8.6.c. Nervous	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
8.6.d. Assertive	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
8.6.e. Softly spoken	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
8.6.f. Short replies	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>
8.6.g. Attentive	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/>

8.6.h. Comments:

Section 9 : Experts and Expert Evidence

9.1. Are there any experts?

☒ Y

☐ N

☐ UO

9.1.a. If yes, what type of expert are they? (e.g. medical, country specialist):

☐ UO

9.1.b. What kind of evidence are they giving? (e.g. expert evidence on sexuality in country of origin)

☐ UO

9.2. Do any experts give evidence beyond acknowledging their written statement?

☒ Y

☐ N

☐ UO

9.2.a. If yes, who are the experts examined by?

LR: ☐ ☐ UO

HOPO: ☐ ☐ UO

IJ: ☐ ☐ UO

9.2.b. Comments:

9.3. Is expert evidence used (e.g. medical report) without the presence of the expert?

☒ Y

☐ N

☐ UO

9.3.a. If yes, by whom was it requested?

☒ LR

☐ Appellant

☐ HOPO

☐ UO

9.3.b. Comments:

Section 10: Adjournments

10.1. Is an adjournment request made? ☒ Y ☐ N

10.1.a. If yes, by whom?

☒ LR ☐ HOPO ☐ IJ ☐ APPELLANT ☐ UO

What reason/s are given for requesting adjournment?

10.1.b. More evidence required	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.c. Illness of Appellant	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.d. Lack of legal representation	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.e. Disputed age of Appellant	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.f Appellant's case should be heard in relation to a connected case case/hearing	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.g. Translation of documents	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.h. To take instructions from HO senior or solicitor	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.i. Other	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="checkbox"/> UO
10.1.j. If other, reason given:	<div></div>		<input type="checkbox"/> UO

10.1.k. Is the request granted by the IJ? ☐ Y ☐ N

10.1.l. How long does it take the IJ to reach this decision from the point of request?

Time: ☐ UO

10.1.m. Does the IJ explain to the Appellant what is happening once a decision to grant or deny an adjournment is reached?

☐ Y ☐ N ☐ UO

Adjournment granted

10.2. Is a date given for a new hearing?

☐ Y ☐ N ☐ UO

10.2.a. If yes, what is the new date given?

☐ UO

10.2.b . How long does it take to reach agreement on a new date?

Time: ☐ UO

10.2.c. Does the IJ reserve the case for themselves to preside on?

☐ Y ☐ N ☐ UO

10.2.d If yes, what is the reason given?

☐ UO

Adjournment Refused

10.3. What reason does the IJ give for refusing the adjournment request?

☐ UO

Section 11: Withdrawals

11.1. Is a withdrawal made? ☐ Y ☐ N

11.1.a. If yes, by whom?

☐ LR ☐ HOPO

☐ UO

11.1.b. When is the withdrawal made?

☐ Prior to the hearing ☐ During the hearing

☐ UO

11.1.c. Does the opposing representative formally object to the withdrawal?

☐ Y ☐ N

☐ UO

11.1.d. Does the IJ express a view on the withdrawal?

☐ Y ☐ N

☐ UO

11.1.e. If yes, what is the IJ's position?

Section 12: Determination and Conclusion

12.1. Does the IJ give a determination in the hearing?

☐ Y ☐ N

☐ UO

12.1.a. If no, does the IJ explain why a determination is not given during the hearing?

☐ Y ☐ N

☐ UO

12.2. Does the IJ give a time frame for a determination to be made?

☐ Y ☐ N

☐ UO

12.2.a If yes, what time frame is given (e.g. 10 days, 2-3 weeks, 1 month)?

Time frame: ☐ UO

12.3. Does the IJ offer for the Appellant to make any final statements?

☐ Y ☐ N

☐ UO

12.3.a. Does the Appellant make a final statement?

☐ Y ☐ N

☐ UO

12.3.b. Comments:

Section 13: Your Presence

13.1. Are any requests made of you by other parties present in the hearing? ☒ Y ☐ N

If yes, tick all that apply:

	13.1.a. Asked for your name/affiliations	13.1.b. Asked why you wished to attend hearing	13.1.c. Asked you to leave hearing	13.1.d. Asked for information on project
IJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOPO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpreter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clerk/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clerk/s – on behalf of IJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13.2. Are other observers present in the public gallery (e.g. HO staff, IAC officials)? ☒ Y ☐ N ☐ UO

13.2.a. If yes, do they have a clear influence on the hearing/behaviour of parties present? ☒ Y ☐ N ☐ UO

13.2.b. Comments:

Section 14: Technology

14.1. Is any technology used in the hearing? ☒ Y ☐ N ☐ UO

14.1.a. If yes, comment on User (e.g. IJ, LR, Other), Reason (e.g. evidence, user has disability) and Effect (e.g. no noticeable effect, draws attention to user, noise): ☐ UO

Timing Sheet

T.a. Was an estimation of the length of the hearing discussed at beginning?

☐ Y☐ N☐ UO

T.b. Estimated duration:

	Start time	End time	None	UO
T.1. Introduction (excl.'bundle talk')	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.2. Bundle Talk	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.3. LR Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.4. HOPO Cross-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.5. LR Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.6. HOPO Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.7. Witness 1 LR Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.8. Witness 1 HOPO Cross-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.9. Witness 1 LR Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.10. Witness 1 HOPO Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.11. Witness 1 IJ Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.12. Witness 2 LR Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.13. Witness 2 HOPO Cross-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.14. Witness 2 LR-Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.15. Witness 2 HOPO Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.16. Witness 2 IJ Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.17. Witness 3 LR Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.18. Witness 3 HOPO Cross-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.19. Witness 3 LR-Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.20. Witness 3 HOPO Re-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.21. Witness 3 IJ Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.22. Expert LR Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.23. Expert HOPO Cross-examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.24. Expert IJ Examination	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.25. HOPO Submission	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.26. LR Submission	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.27. IJ Closing statement	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.28. Lunch break	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.29. Other substantive break	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.30. Other substantive break	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.31. IJ Examination (Esp. when no LR or IJ Enabling)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.32. IJ Re-examination (Esp. when no LR or IJ Enabling)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.33. Appellant Submissions (Esp. when no LR or IJ Enabling)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.34. Adjournment/withdrawal discussion (time to reach decision)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>