Upper Tribunal (Administrative Appeals Chamber)

Searching for decisions on our database

Layout of the 'Search for Decisions' page

The top half of the page is the **Search** form. The bottom half is for links to decisions. When you first open the Search for Decisions page, all the decisions on the database will appear in date order, with the 10 most recent decisions on the first page.

You can use the numbers at the bottom of the page to navigate backwards and forwards through the numbered pages. You can also change the order in which the decisions appear by clicking on the blue headings at the top of the table.

When you search your results will appear below the **Search** form. You you can return to the full database listing by clicking on [Search Again] or [Most Recent Decisions].

Searching by category and sub-category

You must enter a category first and then a sub-category.

  ✓ **Tip**: If there is no specific sub-category for your topic you could try searching the **notes** by word or phrase instead.

Searching the notes by word or phrase

You cannot search our database by a word or phrase that appears in the text of the decision, but you can search the notes that appear on the **'Summary Information'** page**.** This can be very useful if the decision you want has the sub-category 'other'**.** Just type the word or phrase in the box.

  ✓ **Tip**: you can search Commissioners' decisions by word or phrase on http://www.bailii.org See below.

Searching by file number, reported number or neutral citation number

File number
If you know the file number of a decision, the easiest way to find it is to type just the number in the middle box under '**File No.**', and then press return/enter on your keyboard (or click **Search).**

For example, if you are searching for CDLA/1365/2005, just type '1365' in the middle box.

(**Note: Traffic Commissioners cases**: Appeal numbers are entered on the database in the form **T/401/2009** etc for convenience of searching. The correct form of appeal number is **2009/401** etc.)

Reported number (Commissioners' decisions)
If you only know the reported number, fill in all three fields after '**Reported No**' and press return/enter on your keyboard (or click **Search).**

➢ Guide to how decisions are numbered

➢ more explanation

   ✓ **Tip**: **Reported AAC Decisions**
   Decisions reported from 2010 are numbered in a different way, eg **[2010] AACR 1** etc. To find one of those reports you can type the full reported number in the **Notes** field. A few decisions reported in the series are not on the database. All reported AAC decisions can be found by following the links from the **Decisions** page.

Neutral Citation Number (NCN)
Neutral citation numbers are given to all decisions of AAC judges published on this website.

See **Senior President's Practice Statement** dated 31 October 2008**.**

If you know the NCN of a decision, the easiest way to find it is to enter just the number in the middle box under '**Neutral Citation No.**', and then press return/enter on your keyboard (or click **Search).**

Searching by names of parties

Commissioners' decisions
Commissioners' decisions are anonymous. However, a substantial number of decisions of higher courts on appeal from a Commissioner's decision are published in our reported series, and you can search for these by entering the name of the claimant in the **'Claimant'** field.

Decisions of AAC Judges
Decisions of AAC Judges published on our website show the names of parties (initials only for individuals) and you can search the **Claimant** or **Respondent** boxes for these.

Searching by name of Commissioner/Judge

This may be useful if you remember a decision but do not know its number, especial if you combine it with searching by category and/or a range of dates.

Searching by date(s)

This may be useful if you remember a decision but do not know its number, especial if you combine it with searching by category and/or name of Commissioner/Judge.

You can search by either:

• the date the decision was given by the Commissioner/Judge

• the date the decision was added to the database – this is usually a week or two after the decision was given, but some decisions are added much later

There are two boxes for each option:

- to search for decisions on a specific date, enter the date in the box on the left and leave the box on the right empty

- to search for all decisions between two dates enter the dates in the two boxes

  - ✓ **Tip**: the search engine will look for all the dates **between** but not **including** the two dates you enter. So for example if you want to find all the decisions for August 2008 you must enter '31/07/2008' in the box on the left and '01/09/2008 in the box on the right.

Search results

The search engine will find any decision(s) that match your search. The search results will appear at the bottom of the page.

If the decision you want is there, click on it to go to the details of the decision on the '**Summary Information'** page. You can then save it as a Word document or print it out.

  - ✓ **Tip**: You can find a particular word or phrase in the decision by pressing **Ctrl+F** (find) on your keyboard. (Occasionally this may not work, because the decision is "read only" – if this happens please contact us).

If the result is 'Sorry no records found', you can change one or more of your search criteria (eg try the same category and sub-category but a different Commissioner/Judge)

If the decision is not on the database see **Obtaining Commissioners'/ Upper Tribunal Judges' decisions**
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You can navigate backwards and forwards through the results of your searches by clicking on the arrows in the top left hand corner of your screen. When you want to clear the form and start a new search click on [Search Again] [Most Recent Decisions]

Searching our decisions on **www.bailii.org**

The decisions on our database can also be found on the Bailii website on their UK Social Security and Child Support Commissioners' Decisions and Upper Tribunal (Administrative Appeals Chamber) databases. You can search the decisions by key word or phrase.