



THE  
SUPREME  
COURT



Judicial  
Committee of the  
Privy Council

## How to enter party details on the UKSC & JCPC Portal

Parties can be entered as either an individual or as an organisation via the add individual or add organisation buttons as seen in the screenshot below.

### Individuals

Add an individual as a party

Title	First name	Last name	Which party are they
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### Organisations

Add an organisation as a party

Organisation name	Which party are they
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There are no records to display.

Complete

Close

If the party is a single individual their details should be entered in the format as per the screen shot below.

### Add individual as a party

If there is already an order for anonymity, enter the names as they appear in the previous court order.  
If there is more than one appellant on this appeal and they have different solicitors or interests, they will have to file separately for permission to appeal.

Title (optional)

First name

Last name

Enter the role that this party will be taking in this appeal

- Appellant  
 Respondent

Where individuals or organisations are acting as appellants or respondents in partnership with others and acting as a single entity for the purpose of litigation, then they should be entered as a single party rather than as multiple separate parties with the same representation details.

For example, if the respondents or appellants in a matter are John and Jane Smith, acting together and represented by the same firm then they should be entered as a single party. Please put one individual name under 'First name' and any additional individuals under 'Last name'

### Add individual as a party

If there is already an order for anonymity, enter the names as they appear in the previous court order.  
If there is more than one appellant on this appeal and they have different solicitors or interests, they will have to file separately for permission to appeal.

**Title (optional)**

**First name**

**Last name**

Enter the role that this party will be taking in this appeal

Appellant  
 Respondent

If a single party consists of an individual and an organisation, please enter all their details as a single entry within the add organisation screen as per the screenshot below.

### Add organisation as a party

If there is already an order for anonymity, enter the names as they appear in the previous court order.  
If there is more than one appellant on this appeal and they have different solicitors or interests, they will have to file separately for permission to appeal.

**Organisation name**

**Address line 1**

**Address line 2 (optional)**

**Town or city (optional)**

**Postcode**

Enter the role that this party will be taking in this appeal

Appellant  
 Respondent

If you are still unsure as to how to enter the party details, please contact the Registry via the 'Ask a general question' button on your Portal homepage.