



# Ministry of Justice

MoJ HR Correspondence  
HR Directorate  
Ministry of Justice  
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[www.gov.uk](http://www.gov.uk)

Mrs Julie Price  
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**Our Reference:** 104960

11 May 2016

## Freedom of Information Request

Dear Mrs Price,

Thank you for your email of 26 April, in which you asked for the following information from the Ministry of Justice (MoJ):

- ***How many court staff have been sacked or charged with falsifying court documents or accepting falsified court documents.***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

I am afraid that I am not able to confirm whether the MoJ holds the information you have requested. On this occasion, the cost of determining whether we hold the information would exceed the limit set by the FOIA and, as a result, I am afraid will not be taking your request further. In this letter I will explain why that is the case.

The law allows us to decline to answer requests under FOIA when we estimate that it would cost us more than £600 (equivalent to 3½ working days' worth of work, calculated at £25 per hour ) to confirm whether the department holds the information requested.

It may be helpful if I explain that we do not centrally record cases of misconduct to the level of detail you have requested on our case management system. In order to locate the information you have requested we would be required to review the personal files of HM Courts and Tribunals Service staff from 2011 onwards. An exercise of this nature would exceed the cost limit as stated above. Please note, the FOI Act does not require organisations to work up to the cost limit, it is for the requester to define the scope of the information they are interested in. I have suggested below ways in which you may wish to refine your request.

You can find out more about section 12(2) by reading the extract from the Act and some guidance points we consider when applying this exemption, attached at the end of this letter.

You can also find more information by reading the full text of the Act, available at <http://www.legislation.gov.uk/ukpga/2000/36/section/12>.

Although we cannot answer your request at the moment, we might be able to answer a refined request within the cost limit. You may wish to consider specifying a time frame and requesting the information for a specific court. However, please be aware

that we cannot guarantee at this stage that a refined request will fall within the FOIA cost limit.

I am sorry that on this occasion I have not been able to answer your request. You have the right to appeal our decision if you think it is incorrect. Details can be found in the 'How to Appeal' section attached at the end of this letter.

#### Disclosure Log

You can also view information that the MoJ has disclosed in response to previous FOI requests. Responses are anonymised and published on our on-line disclosure log which can be found on the MoJ website:

<https://www.gov.uk/government/organisations/ministry-of-justice/series/freedom-of-information-disclosure-log>

Yours sincerely

**MoJ HR Correspondence**

## How to Appeal

### Internal Review

If you are not satisfied with this response, you have the right to an internal review. The handling of your request will be looked at by someone who was not responsible for the original case, and they will make a decision as to whether we answered your request correctly.

If you would like to request a review, please write or send an email **within two months of the date of this letter** to the Data Access and Compliance Unit at the following address:

Data Access and Compliance Unit (10.34),  
Information & Communications Directorate,  
Ministry of Justice,  
102 Petty France,  
London  
SW1H 9AJ

E-mail: [data.access@justice.gsi.gov.uk](mailto:data.access@justice.gsi.gov.uk)

### Information Commissioner's Office

If you remain dissatisfied after an internal review decision, you have the right to apply to the Information Commissioner's Office. The Commissioner is an independent regulator who has the power to direct us to respond to your request differently, if he considers that we have handled it incorrectly.

You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

Internet address: [https://www.ico.gov.uk/Global/contact\\_us.aspx](https://www.ico.gov.uk/Global/contact_us.aspx)

## **ADDITIONAL INFORMATION ABOUT SECTION 12(2)**

We have provided below additional information about Section 12 of the Freedom of Information Act. We have included some extracts from the legislation, as well as some of the guidance we use when applying it. We hope you find this information useful.

### **The legislation**

#### **Section 1: Right of Access to information held by public authorities**

- (1) Any person making a request for information to a public authority is entitled—
- (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
  - (b) if that is the case, to have that information communicated to him.

#### **Section 12: Cost of compliance exceeds appropriate limit**

- (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.
- (2) Subsection (1) does not exempt the public authority from its obligation to comply with paragraph (a) of section 1(1) unless the estimated cost of complying with that paragraph alone would exceed the appropriate limit.
- (3) In subsections (1) and (2) “the appropriate limit” means such amount as may be prescribed, and different amounts may be prescribed in relation to different cases.
- (4) The Secretary of State may by regulations provide that, in such circumstances as may be prescribed, where two or more requests for information are made to a public authority—
- (a) by one person, or
  - (b) by different persons who appear to the public authority to be acting in concert or in pursuance of a campaign,

the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with all of them.

- (5) The Secretary of State may by regulations make provision for the purposes of this section as to the costs to be estimated and as to the manner in which they are to be estimated.

### **Guidance**

#### **The appropriate limit**

The 'appropriate limit', for the purposes of section 12 of the Freedom of Information Act and section 9A of the Data Protection Act, has been set at:

- £600 for central government and Parliament
- The hourly rate is set at £25 per person per hour.

The following activities may be taken into account when public authorities are estimating whether the appropriate limit has been exceeded.

- determining whether it holds the information requested
- locating the information or documents containing the information

- retrieving such information or documents
- extracting the information from the document containing it.