Osprey Approach: Private Children

This help guide was last updated on
Jan 5th, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=15969

CHILDREN - NEW FILE INFORMATION

Other Party 1 Title

Other Party 1 Forename

Other Party 1 Surname

Other Party 1 Address

Other Party 1 Email

Other Party 1 Telephone

Other Party 1 DOB

Select a date

OP 2 Title

OP 2 Forename

OP 2 Surname

OP 2 Address

OP 2 Email

OP 2 Telephone

OP 2 DOB

Select a date

OP 3 Title

OP 3 Forename

COURT INFORMATION

Applicant/Respondent/No litigation at this stage

Please select

- Please select
- No litigation at this stage
- Applicant
- Respondent

Court

(None selected)

- (None selected)
- WolverhamptonCombinedCourt - Wolverhampton Combined Court Centre (Pipers Row Wolverhampton - Wolverhamp),

Court Contact

None selected

- None selected

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COURT INFORMATION

Applicant/Respondent/No litigation at this stage

Please select

- Please select
- No litigation at this stage
- Applicant
- Respondent

Court

(None selected)

- (None selected)
- WolverhamptonCombinedCourt - Wolverhampton Combined Court Centre (Pipers Row Wolverhampton - Wolverhamp),

Court Contact

None selected

- None selected

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

COURT CASE NUMBER

Court Case no.

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

FHDRA DATE

FHDRA Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DRA DATE

DRA Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

FINAL HEARING DATE

Final Hearing Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

BRIEF TO COUNSEL

Counsel 1

(None selected)

(None selected)

No1Chambers - No 1 Chambers (1 Chambers Court Birmingham - Birmingham),

Counsel 1 Contact

None selected

None selected

9 - Test Counsel (No 1 Chambers) (-),

Submit Cancel

EXPERT INFO PRI_CH

Expert 1

(None selected)

(None selected)

Expert1 - Expert 1 (1 Expert House Alderley Edge - Alderley E),

Expert 2

(None selected)

(None selected)

Expert1 - Expert 1 (1 Expert House Alderley Edge - Alderley E),

Submit Cancel

Application for approval

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1} & { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_INITIALS_1} { MERGEFIELD LINKNAME_SURNAME_1}" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_INITIALS_1} { MERGEFIELD LINKNAME_SURNAME_1} & { MERGEFIELD LINKNAME_TITLE_2} { MERGEFIELD LINKNAME_INITIALS_2} { MERGEFIELD LINKNAME_SURNAME_2}" }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1} and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_SURNAME_1}" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_SURNAME_1} and { MERGEFIELD LINKNAME_TITLE_2} { MERGEFIELD LINKNAME_SURNAME_2}" }" }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I have now prepared your application to the Court, and I should be grateful if you would please read it carefully and check the information entered is accurate and up to date.

I should also be grateful if you would also please read through the Statement carefully.

If you are content with both documents, please sign where indicated and return them to me as soon as possible.

If you have any queries, or wish to make any amendments to the documentation, please get in touch with me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter CAFCASS

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_CAFCASS1_name }
{ MERGEFIELD PRI_CH_ORG_CAFCASS1_address }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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{ IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1} & { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_INITIALS_1} { MERGEFIELD LINKNAME_SURNAME_1}" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_INITIALS_1} { MERGEFIELD LINKNAME_SURNAME_1} & { MERGEFIELD LINKNAME_TITLE_2} { MERGEFIELD LINKNAME_INITIALS_2} { MERGEFIELD LINKNAME_SURNAME_2}" }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1} and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_SURNAME_1}" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_SURNAME_1} and { MERGEFIELD LINKNAME_TITLE_2} { MERGEFIELD LINKNAME_SURNAME_2}" }" }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter Counsel

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

F.A.O. Clerk to { MERGEFIELD PRI_CH_ORG_CNSL1CON1_title } { MERGEFIELD PRI_CH_ORG_CNSL1CON1_initials } { MERGEFIELD PRI_CH_ORG_CNSL1CON1_surname }
{ MERGEFIELD PRI_CH_ORG_CNSL1_name }
{ MERGEFIELD PRI_CH_ORG_CNSL1_dxno }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_COURT1_name }
{ MERGEFIELD PRI_CH_ORG_COURT1_dxno }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter Expert 1

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_CH_EXPERT1_name }
{ MERGEFIELD PRI_CH_ORG_CH_EXPERT1_address }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_CH_EXPERT2_name }
{ MERGEFIELD PRI_CH_ORG_CH_EXPERT2_address }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter Local Authority

solicitor

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: F.A.O. { MERGEFIELD PRI_CH_ORG_LOCALAUTH1_SOL_forename } { MERGEFIELD PRI_CH_ORG_LOCALAUTH1_SOL_surname }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_LOCALAUTH1_name }
{ MERGEFIELD PRI_CH_SOL_OP_SOL1_dxno }

Dear Sirs

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter other side solicitor

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_COURT1_name }
{ MERGEFIELD PRI_CH_SOL_OP_SOL1_dxno }

Dear Sirs

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Blank letter to other side

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_OP1_2_OP1_TITLE } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }
{ MERGEFIELD PRI_CH_OP1_2_OP1_ADDRESS }

Dear { MERGEFIELD PRI_CH_OP1_2_OP1_TITLE } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Re: Your Children

Yours sincerely,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Brief to Counsel

CASE NO: { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

IN THE { MERGEFIELD PRI_CH_ORG_COURT1_name }

B E T W E E N:

{ IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Respondent" "
{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Applicant

-and-

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Respondent" }

BRIEF TO COUNSEL

Counsel will find enclosed:

1. Bundle
2. Legal Aid Certificate

Background:

Should Counsel have any questions or wish to discuss anything would he/she please contact **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}** of Instructing Solicitors.

Dated: **{** DATE \@ "dd MMMM yyyy" **}**

CASE NO: { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

IN THE { MERGEFIELD PRI_CH_ORG_COURT1_name }

B E T W E E N:

{ IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Respondent" "
{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Applicant

-and-

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Respondent" }

BRIEF TO COUNSEL

Counsel: **{** MERGEFIELD PRI_CH_ORG_CNSL1CON1_title **}** **{** MERGEFIELD PRI_CH_ORG_CNSL1CON1_forename **}** **{** MERGEFIELD PRI_CH_ORG_CNSL1CON1_surname **}**
{ MERGEFIELD PRI_CH_ORG_CNSL1_name **}**

Solicitor: **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}**
{ MERGEFIELD BRANCHINFO_HOUSE **}**

{ MERGEFIELD BRANCHINFO_AREA }
{ MERGEFIELD BRANCHINFO_POSTAL_TOWN }
{ MERGEFIELD BRANCHINFO_COUNTY }
{ MERGEFIELD BRANCHINFO_POSTCODE }

{ IF { MERGEFIELD BRANCHINFO_DX_NO }<> "" "DX: { MERGEFIELD BRANCHINFO_DX_NO }" "" }

Tel: { MERGEFIELD BRANCHINFO_PHONE_NO }

Fax: { MERGEFIELD BRANCHINFO_FAX_NO }

Ref: { MERGEFIELD "MATTER_FEE_EARNER_ID" * Upper }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

C1 - Application for an Order

Application for an order Form C1

Children Act 1989 except care and supervision orders, Section 8 orders and orders related to enforcement of a contact order.

If you are applying for a section 8 order or an order related to enforcement of a contact order you will need to use a different application form (Form C100 for Section 8 orders and Form C79 for enforcement). Booklet 'CB1 - Making an application - children and the family courts' gives more information. These leaflets are available from your local court or online at hmctsformfinder.justice.gov.uk.

If you are applying for one of the following private law Children Act 1989 orders you must file a separate completed FM1 form with this application:

- A parental responsibility order (sections 4(1)(c), 4ZA(1)(c) or 4A(1)(b) of the Children Act 1989) or an order terminating parental responsibility (sections 4(2A), 4ZA(5) or 4A(3) of that Act).
- An order appointing a child's guardian (section 5(1) of the Children Act 1989) or an order terminating the appointment (section 6(7) of that Act).
- An order giving permission to change a child's surname or remove a child from the United Kingdom (sections 13(1) or 14C of the Children Act 1989).
- A special guardianship order or an order varying or discharging such an order (section 14D of the Children Act 1989).

If you are applying for a care or supervision order, you will need to use Form C110A, which is available online at hmctsformfinder.justice.gov.uk.

Cafcass/CAFCASS CYMRU will carry out checks as it considers necessary.
Cafcass - Children and Family Court Advisory and Support Service (in England); CAFCASS CYMRU - Children and Family Court Advisory and Support Service Wales.

Help with Fees – Ref no. (if applicable)	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	–	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	–	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

The family court sitting at
{ FORMTEXT **}**

To be completed by the court

Date issued

Case number

The full name(s) of the child(ren)
{ FORMTEXT **}**

Child(ren)'s number(s)

Important Note

You should only answer question 7 if you are applying for a Parental Responsibility Order.

1 About you (the person completing this form known as 'the applicant')

If you do not wish your address or telephone number to be made known to the respondent, leave the address details blank and complete Confidential contact details form C8. You can get a copy of this form from any family court office or from our website at hmctsformfinder.justice.gov.uk
Please ensure that any documents submitted with this form or at a later date, do not include the confidential contact details you wish to withhold.

State:
• your title, full name, address, telephone number, date of birth and relationship to each child above
• your solicitor's name, address, reference, telephone, FAX and DX numbers.

Solicitor's fee account no.	**{** FORMTEXT **}**

{ FORMTEXT **}**

2 The child(ren) and the order(s) you are applying for

For each child state:
• the full name, date of birth and sex
• the type of order(s) you are applying for (for example, Parental Responsibility Order).

{ FORMTEXT **}**

3 Other cases which concern the child(ren)

If there have ever been, or there are pending, any court cases which concern:
• a child whose name you have put in paragraph 2
• a full, half or step brother or sister of a child whose name you have put in paragraph 2
• a person in this case who is or has been, involved in caring for a child whose name you have put in paragraph 2

attach a copy of the relevant order and give:
• the name of the court
• the name and contact address (if known) of the children's guardian, if appointed
• the name and contact address (if known) of the children and family reporter, if appointed
• the name and contact address (if known) of the welfare officer, if appointed
• the name and contact address (if known) of the solicitor appointed for the child(ren).

{ FORMTEXT **}**

4 The respondent(s)

Family Procedure Rules 2010, SI 2010/2955, 12.3

For each respondent state:
• the title, full name and address
• the date of birth (if known) or the age
• the relationship to each child.

{ FORMTEXT **}**

5 Others to whom notice is to be given

Practice Direction 12c to the Family Procedure Rules 2010 - Service of application in certain proceedings relating to children

For each person state:
• the title, full name and address
• the date of birth (if known) or the age
• the relationship to each child.

{ FORMTEXT **}**

6 The care of the child(ren)

For each child in paragraph 2 state:
• the child's current address and how long the child has lived there
• whether it is the child's usual address and who cares for the child there
• the child's relationship to the other children (if any).

{ FORMTEXT **}**

7 Domestic abuse, violence or harm

Do you believe that the child(ren) named above have suffered or are at risk of suffering any harm from any of the following:
• any form of domestic abuse
• violence within the household
• child abduction
• other conduct or behaviour
by any person who is or has been involved in caring for the child(ren) or lives with, or has contact with, the child(ren)?

	Yes	No
Please tick the box which applies	**{** FORMCHECKBOX **}**	**{** FORMCHECKBOX **}**

If you tick the Yes box,* you must *also fill in Supplemental Information Form (form C1A). You can obtain a copy of this from a court office if one has not been enclosed with the papers served on you.

8 Social Services

For each child in paragraph 2 state:
• whether the child is known to the Social Services. If so, give the name of the social worker and the address of the Social Services department.
• whether the child is, or has been, on the Child Protection Register. If so, give details of registration.

{ FORMTEXT **}**

9 The education and health of the child(ren)

For each child state:
• the name of the school, college or place of training which the child attends
• whether the child is in good health. Give details of any serious disabilities or ill health.
• whether the child has any special needs.

{ FORMTEXT **}**

10 The parents of the child(ren)

For each child state:
• the full name of the child's parents
• whether the parents are, or have been, married to each other or civil partners of each other
• whether the parents live together. If so, where.
• whether, to your knowledge, either of the parents have been involved in a court case concerning a child. If so, give the date and the name of the court.

{ FORMTEXT **}**

11 The family of the child(ren) (other children)

For any other child not already mentioned in the family (for example, a brother or half sister) state:
• the full name and address
• the date of birth (if known) or age
• the relationship of the child to you.

{ FORMTEXT **}**

12 Other adults

State:
• the full name of any other adults (for example, lodgers) who live at the same address as any child named in paragraph 2
• whether they live there all the time
• whether, to your knowledge, the adult has been involved in a court case concerning a child. If so, give the date and the name of the court.

{ FORMTEXT **}**

13 Your reason(s) for applying and any plans for the child(ren)

State briefly your reasons for applying and what you want the court to order.
• Do not complete this section if this form is accompanied by a supplementary form.

{ FORMTEXT **}**

14 Attending the court

State:

- *whether you will need an interpreter at court. If so, please indicate what language and dialect you will use. If you require an interpreter you must notify the court immediately so that one can be arranged.*
- *whether you have a disability for which you require special assistance or special facilities. If so, please say what your needs are. The court staff will get in touch with you about your requirements.*

{ FORMTEXT **}**

15 Parenting Information – Arrangements after Separation

	Yes	No
Have you received a Parenting Plan booklet? *(If No, you may obtain a copy from a court office, a citizen's advice bureau or other family advice service.)*	**{** FORMCHECKBOX **}**	**{** FORMCHECKBOX **}**
Have you agreed to a Parenting Plan? *(If Yes, please include a copy of the Plan when you send your application to the court)*	**{** FORMCHECKBOX **}**	**{** FORMCHECKBOX **}**
If you did agree a Parenting Plan, has the Plan broken down?	**{** FORMCHECKBOX **}**	**{** FORMCHECKBOX **}**

If Yes, please explain briefly why the Plan broke down –

{ FORMTEXT **}**

Signed (Applicant)

Date **{** FORMTEXT **}**

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C100 - Application for a CAO

IMPORTANT information about your case
Please read **before completing your application**

The law has changed, and you are now legally required to consider mediation before applying to the family court to resolve a dispute about your children or finances. This means that before submitting your application, you must attend a Mediation Information and Assessment Meeting (MIAM) to find out about mediation and see if mediators can help you sort out arrangements for the future.

In special circumstances – such as where domestic violence is involved – you may not need to attend a MIAM. However, you will be asked to provide the judge with evidence (such as a police report to prove domestic violence has taken place) and should bring it to the first hearing.

Who are mediators and what do they do?
Mediators are trained professionals who can help you and the other person involved work out an agreement without having to go to court about issues such as arrangements for children, financial arrangements and dividing up property.

How can mediation help?
Mediation gives you more control over what happens, and is usually less stressful and cheaper than going to court. It can also be quicker and less upsetting for you and your children. In the MIAM, you will be told about other options to resolve your dispute and about services that can provide you with help and support.

Where can I find a mediator or more information? **{** EMBED PBrush **}**
You can can search for a mediator and find more information about mediation (and other sources of help) using this website: www.familymediationcouncil.org.uk/. You can also scan this QR code with your smart phone.

Do I have to pay for the MIAM?
The MIAM is free of charge if you or the other person involved (the other party) qualifies for legal aid. To find out if you qualify visit: www.gov.uk/check-legal-aid

Please read the statements below and sign to confirm your understanding

1. I understand that if I have not attended a Mediation Information and Assessment Meeting (MIAM), the court CANNOT process my court application unless there are special circumstances.

2. I understand that if I cannot show evidence that I do not need to attend a MIAM, the judge may stop proceedings until I have considered mediation.

Signed

Date {FORMTEXT}{FORMTEXT} / {FORMTEXT}{FORMTEXT} / {FORMTEXT}{FORMTEXT}{FORMTEXT}{FORMTEXT}

We want to make sure that all applicants are aware of this new process and ask that you PLEASE RETURN THIS FORM WITH YOUR APPLICATION. Your application can be submitted without this form and will not be affected if you do not sign or return it.

C100

Application under section 8 of the Children Act 1989 for a child arrangements, prohibited steps, specific issue order or to vary or discharge or ask permission to make a section 8 order

To be completed by the court	
The family court sitting at { FORMTEXT }	
Case number { FORMTEXT }	Date issued { FORMTEXT }

Help with Fees – Ref no. (if applicable)	**H**	**W**	**F**	–	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	–	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

Before completing this form please read the leaflet 'CB1 – Making an application – Children and the Family Courts' and the leaflet CB7 - Guide for separated parents: children and the family courts. **These and other forms and leaflets are available from your local court or online at hmctsformfinder.justice.gov.uk**

First name(s) of applicant(s)	Last name of applicant(s)
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

First name(s) of respondent(s)	Last name of respondent(s)
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Nature of application

What order(s) are you applying for?

{ FORMCHECKBOX } Child Arrangements Order

{ FORMCHECKBOX } Prohibited Steps Order

{ FORMCHECKBOX } Specific Issue Order

Please specify the nature of the order you seek.
For example, an order about with whom a child is to live, or how often they spend time with the applicant and for how long.

{ FORMTEXT }

Concerns about risk of harm

Are you alleging that the child(ren) named in Section 1 of this form have experienced, or are at risk of experiencing, harm from any of the following by any person who has had contact with the child?

any form of domestic violence { FORMCHECKBOX } Yes { FORMCHECKBOX } No

child abduction { FORMCHECKBOX } Yes { FORMCHECKBOX } No

child abuse { FORMCHECKBOX } Yes { FORMCHECKBOX } No

drugs, alcohol or substance abuse { FORMCHECKBOX } Yes { FORMCHECKBOX } No

other safety or welfare concerns { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If you answered Yes to any of the above, **you must complete form C1A** (Supplemental information form) **and file it with this C100 form.**

Additional information required

Are you asking for permission to make this application, where that is required?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No If Yes, complete section 5a

Is an urgent hearing or without notice hearing required?

{ FORMCHECKBOX } Yes { If Yes, complete section 6a or 6b

	FORMCHECKBOX **}** No	
Are there previous or ongoing proceedings for the child(ren)?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, complete section 7
Are you applying for an order to formalise an agreement (consent order)?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, **attach the draft order to this form**
Is this a case with an international element or factors affecting litigation capacity?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, complete section 8 or 9
Will the child or any of the people involved need to use spoken or written Welsh during the course of the proceedings?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, complete section 10

1. The Child(ren)

Please also read the information notes and complete the checklist at the end of the form.

- Failure to complete every question or state if it does not apply, could delay the case, as the court will have to ask you to provide the additional information required.
- If there is not enough space please attach separate sheets clearly showing the details of the children, parties, question and page number they refer to.
- Cafcass/CAFCASS CYMRU will carry out checks as it considers necessary. See Section J of leaflet CB1 for more information about Cafcass and CAFCASS CYMRU.

Summary of children's details

Please list the name(s) of the child(ren) and the type(s) of order you are applying for, starting with the oldest. To understand which order to apply for read the booklet CB1 Section D.

Child 1 - First name(s)	Last name	Date of birth	
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }	{ FORMCHECKBOX } Don't know

Gender	Orders applied for
{ FORMCHECKBOX } Female { FORMCHECKBOX } Male	{ FORMTEXT }

Applicant(s) relationship to the child	Respondent(s) relationship to the child
{ FORMTEXT }	{ FORMTEXT }

Child 2 - First name(s)	Last name	Date of birth	
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }	{ FORMCHECKBOX } Don't know

Gender	Orders applied for
{ FORMCHECKBOX } Female { FORMCHECKBOX } Male	{ FORMTEXT }

Applicant(s) relationship to the child	Respondent(s) relationship to the child
{ FORMTEXT }	{ FORMTEXT }

Child 3 - First name(s)	Last name	Date of birth	
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }	{ FORMCHECKBOX } Don't know

Gender	Orders applied for
{ FORMCHECKBOX } Female { FORMCHECKBOX } Male	{ FORMTEXT }

Applicant(s) relationship to the child	Respondent(s) relationship to the child
{ FORMTEXT }	{ FORMTEXT }

Child 4 - First name(s)	Last name	Date of birth
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMCHECKBOX } Don't know

Gender	Orders applied for
{ FORMCHECKBOX } Female { FORMCHECKBOX } Male	{ FORMTEXT }

Applicant(s) relationship to the child	Respondent(s) relationship to the child
{ FORMTEXT }	{ FORMTEXT }

1a. Are any of the children known to the local authority children's services?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know
If Yes please state which child and the name of the Local Authority and Social worker (if known)	{ FORMTEXT }
1b. Are any of the children the subject of a child protection plan?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know
1c. Do all the children have the same parents?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
If Yes, what are the names of the parents?	{ FORMTEXT }
If No, please give details of each parent and their children involved in this application	{ FORMTEXT }
Please state everyone who has parental responsibility for each child and how they have parental responsibility (e.g. 'child's mother', 'child's father and was married to the mother when the child was born' etc.) (See Section E of leaflet CB1 for more information)	{ FORMTEXT }
1d. Who do the children currently live with?	{ FORMCHECKBOX } Applicant(s) { FORMCHECKBOX } Respondent(s) { FORMCHECKBOX } Other
If other, please give the full address of the child, the names of any adults living with the children and their relationship to or involvement with the child. If you do not wish this information to be made known to the Respondent, leave the details blank and complete Confidential contact details Form C8.	{ FORMTEXT }

2. Requirement to attend a Mediation, Information and Assessment Meeting (MIAM)

Before making an application for a child arrangements order, prohibited steps order or specific issue order (a section 8 order) you must first attend a Mediation, Information and Assessment Meeting (MIAM). At the MIAM an authorised family mediator will consider with you (and the other party if present) whether family mediation, or another form of non-court dispute resolution, would be a more appropriate alternative to court. The mediator will also be able to sign post you to other help and support services.

You **must** have attended a MIAM before making this application **unless** the requirement to attend a MIAM does not apply because the section 8 order you are applying for:

- is for a consent order; or
- concerns a child who is the subject of separate ongoing emergency proceedings, care proceedings or supervision proceedings (or is already the subject of an emergency, care or supervision order); or
- you are exempt from the requirement to attend a MIAM. (Some exemptions you can claim yourself, others must be certified by an authorised family mediator).

All applicants must complete sections 1, 2 and 5 to 14 before signing this form.

In addition, you must tick one of the boxes below and ensure that you, your legal adviser or a family mediator completes (and where indicated signs) the relevant section(s) of this form as shown.

2a. If you ticked 'Yes' to the question on page 1 about current or previous court cases, are/were any of those cases about an emergency protection, care or supervision order?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, complete section 5 to provide additional details. Do not complete sections 3 and 4 If No, please answer question 2b.
2b. Are you claiming exemption from the requirement to attend a MIAM?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, complete section 3. If No, please answer question 2c.
2c. Has a family mediator informed you that a mediator's exemption applies, and you do not need to attend a MIAM?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, you must ensure that the family mediator completes and signs section 4a. If No, please answer question 2d.
2d. Have you attended a MIAM?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	If Yes, you must ensure that the family mediator completes and signs section 4b. If No, you cannot make this application.

3. Applicant claims exemption(s) from attendance at a Mediation, Information and Assessment Meeting (MIAM)

(To be completed by the person intending to make a court application or their solicitor)

The applicant has not attended a MIAM because the following MIAM exemption(s) applies:

{ FORMCHECKBOX **}** Domestic violence (you must complete section 3a)

{ FORMCHECKBOX **}** Child protection concerns (you must complete section 3b)

{ FORMCHECKBOX **}** Urgency (you must complete section 3c)

{ FORMCHECKBOX **}** Previous MIAM attendance or previous MIAM exemption (you must complete section 3d)

{ FORMCHECKBOX **}** Other (you must complete section 3e)

Now complete the relevant section 3a, b, c, d or e by ticking the appropriate box(s)

Further details of MIAM exemption(s) claimed by the applicant

If you have claimed a MIAM exemption above you must also tick the relevant box(s), as shown below to confirm that you have the necessary evidence to support your ground(s) for exemption and should bring it to the first hearing. Where you are asked to provide additional details you must do so.

Section 3a - Domestic violence evidence

The applicant confirms that there is evidence of domestic violence, as specified below:

{ FORMCHECKBOX **}** evidence that a prospective party has been arrested for a relevant domestic violence offence;

{ FORMCHECKBOX **}** evidence of a relevant police caution for a domestic violence offence;

{ FORMCHECKBOX **}** evidence of relevant criminal proceedings for a domestic violence offence which have not concluded;

{ FORMCHECKBOX **}** evidence of a relevant conviction for a domestic violence offence;

{ FORMCHECKBOX **}** a court order binding a prospective party over in connection with a domestic violence offence;

{ FORMCHECKBOX **}** a domestic violence protection notice issued under section 24 of the Crime and Security Act 2010 against a prospective party;

{ FORMCHECKBOX **}** a relevant protective injunction;

{ FORMCHECKBOX **}** an undertaking given in England and Wales under section 46 or 63E of the Family Law Act 1996 (or given in Scotland or Northern Ireland in place of a protective injunction) by a prospective party, provided that a cross-undertaking relating to domestic violence was not given by another prospective party;

{ FORMCHECKBOX **}** a copy of a finding of fact, made in proceedings in the United Kingdom, that there has been domestic violence by a prospective party;

{ FORMCHECKBOX **}** an expert report produced as evidence in proceedings in the United Kingdom for the benefit of a court or tribunal confirming that a person with

whom a prospective party is or was in a family relationship, was assessed as being, or at risk of being, a victim of domestic violence by that prospective party;

{ FORMCHECKBOX **}** a letter or report from an appropriate health professional confirming that-

(i) that professional, or another appropriate health professional, has examined a prospective party in person; and

Section 3a - Domestic violence evidence - **continued**

(ii) in the reasonable professional judgment of the author or the examining appropriate health professional, that prospective party has, or has had, injuries or a condition consistent with being a victim of domestic violence;

{ FORMCHECKBOX **}** a letter or report from-

(i the appropriate health professional who made the referral described below;

(ii) an appropriate health professional who has access to the medical records of the prospective party referred to below; or

(iii) the person to whom the referral described below was made;

confirming that there was a referral by an appropriate health professional of a prospective party to a person who provides specialist support or assistance for victims of, or those at risk of, domestic violence;

{ FORMCHECKBOX **}** a letter from any person who is a member of a multi-agency risk assessment conference (or other suitable local safeguarding forum) confirming that a prospective party, or a person with whom that prospective party is in a family relationship, is or has been at risk of harm from domestic violence by another prospective party;

{ FORMCHECKBOX **}** a letter from an independent domestic violence advisor confirming that they are providing support to a prospective party;

{ FORMCHECKBOX **}** a letter from an independent sexual violence advisor confirming that they are providing support to a prospective party relating to sexual violence by another prospective party;

{ FORMCHECKBOX **}** a letter from an officer employed by a local authority or housing association (or their equivalent in Scotland or Northern Ireland) for the purpose of supporting tenants containing-

(i) a statement to the effect that, in their reasonable professional judgment, a person with whom a prospective party is or has been in a family relationship is, or is at risk of being, a victim of domestic violence by that prospective party;

(ii) a description of the specific matters relied upon to support that judgment; and

(iii) a description of the support they provided to the victim of domestic violence or the person at risk of domestic violence by that prospective party;

{ FORMCHECKBOX **}** a letter which-

(i) is from an organisation providing domestic violence support services, or a registered charity, which letter confirms that it-

(a) is situated in England and Wales,

(b) has been operating for an uninterrupted period of six months or more; and

(c) provided a prospective party with support in relation to that person's needs as a victim, or a person at risk, of domestic violence; and

(ii) contains-

(a) a statement to the effect that, in the reasonable professional judgment of the author of the letter, the prospective party is, or is at risk of being, a victim of domestic violence;

(b) a description of the specific matters relied upon to support that judgment;

(c) a description of the support provided to the prospective party; and

Section 3a - Domestic violence evidence - **continued**

(d) a statement of the reasons why the prospective party needed that support;

{ FORMCHECKBOX **}** a letter or report from an organisation providing domestic violence support services in the United Kingdom confirming-

(i) that a person with whom a prospective party is or was in a family relationship was refused admission to a refuge;

(ii) the date on which they were refused admission to the refuge; and

(iii) they sought admission to the refuge because of allegations of domestic violence by the prospective party referred to in paragraph (i);

{ FORMCHECKBOX **}** a letter from a public authority confirming that a person with whom a prospective party is or was in a family relationship, was assessed as being, or at risk of being, a victim of domestic violence by that prospective party (or a copy of that assessment);

{ FORMCHECKBOX **}** a letter from the Secretary of State for the Home Department confirming that a prospective party has been granted leave to remain in the United Kingdom under paragraph 289B of the Rules made by the Home Secretary under section 3(2) of the Immigration Act 1971, which can be found at https://www.gov.uk/guidance/immigration-rules/immigration-rules-index;

{ FORMCHECKBOX **}** evidence which demonstrates that a prospective party has been, or is at risk of being, the victim of domestic violence by another prospective party in the form of abuse which relates to financial matters.

Section 3b – Child protection concerns

The applicant confirms that a child would be the subject of the application and that child or another child of the family who is living with that child is currently—

{ FORMCHECKBOX **}** the subject of enquiries by a local authority under section 47 of the Children Act 1989 Act; or

{ FORMCHECKBOX **}** the subject of a child protection plan put in place by a local authority.

Section 3c – Urgency

The applicant confirms that the application must be made urgently because:

{ FORMCHECKBOX **}** there is risk to the life, liberty or physical safety of the prospective applicant or his or her family or his or her home; or

{ FORMCHECKBOX **}** any delay caused by attending a MIAM would cause—

{ FORMCHECKBOX **}** a risk of harm to a child; or

{ FORMCHECKBOX **}** a risk of unlawful removal of a child from the United Kingdom, or a risk of unlawful retention of a child who is currently outside England and Wales; or

{ FORMCHECKBOX **}** a significant risk of a miscarriage of justice; or

{ FORMCHECKBOX **}** unreasonable hardship to the prospective applicant; or

{ FORMCHECKBOX **}** irretrievable problems in dealing with the dispute (including the irretrievable loss of significant evidence); or

{ FORMCHECKBOX **}** there is a significant risk that in the period necessary to schedule and attend a MIAM, proceedings relating to the dispute will be brought in another state in which a valid claim to jurisdiction may exist, such that a court in that other State would be seized of the dispute before a court in England and Wales.

Section 3d – Previous MIAM attendance or MIAM exemption	**The applicant confirms that one of the following applies:** **{** FORMCHECKBOX **}** in the 4 months prior to making the application, the person attended a MIAM or participated in another form of non-court dispute resolution relating to the same or substantially the same dispute; or **{** FORMCHECKBOX **}** at the time of making the application, the person is participating in another form of non-court dispute resolution relating to the same or substantially the same dispute; or **{** FORMCHECKBOX **}** in the 4 months prior to making the application, the person filed a relevant family application confirming that a MIAM exemption applied and that application related to the same or substantially the same dispute; or **{** FORMCHECKBOX **}** the application would be made in existing proceedings which are continuing and the prospective applicant attended a MIAM before initiating those proceedings; or **{** FORMCHECKBOX **}** the application would be made in existing proceedings which are continuing and a MIAM exemption applied to the application for those proceedings.
Section 3e – Other exemptions	**The applicant confirms that one of the following other grounds for exemption applies:** **{** FORMCHECKBOX **}** the prospective applicant does not have sufficient contact details for any of the prospective respondents to enable a family mediator to contact any of the prospective respondents for the purpose of scheduling the MIAM. **{** FORMCHECKBOX **}** the application would be made without notice (Paragraph 5.1 of Practice Direction 18A sets out the circumstances in which applications may be made without notice.) **{** FORMCHECKBOX **}** (i) the prospective applicant is or all of the prospective respondents are subject to a disability or other inability that would prevent attendance at a MIAM unless appropriate facilities can be offered by an authorised mediator; (ii) the prospective applicant has contacted as many authorised family mediators as have an office within fifteen miles of his or her home (or three of them if there are three or more), and all have stated that they are unable to provide such facilities; and (iii) the names, postal addresses and telephone numbers or e-mail addresses for such authorised family mediators, and the dates of contact, can be provided to the court if requested. **{** FORMCHECKBOX **}** the prospective applicant or all of the prospective respondents cannot attend a MIAM because he or she is, or they are, as the case may be (i) in prison or any other institution in which he or she is or they are required to be detained; (ii) subject to conditions of bail that prevent contact with the other person; or (iii) subject to a licence with a prohibited contact requirement in relation to the other person. **{** FORMCHECKBOX **}** the prospective applicant or all of the prospective respondents are not habitually resident in England and Wales. **{** FORMCHECKBOX **}** a child is one of the prospective parties by virtue of Rule 12.3(1). **{** FORMCHECKBOX **}** (i) the prospective applicant has contacted as many authorised family mediators as have an office within fifteen miles of his or her home (or three of them if there are three or more), and all of them have stated that they

are not available to conduct a MIAM within fifteen business days of the date of contact; and (ii) the names, postal addresses and telephone numbers or e-mail addresses for such authorised family mediators, and the dates of contact, can be provided to the court if requested.

{ FORMCHECKBOX **}** there is no authorised family mediator with an office within fifteen miles of the prospective applicant's home.

Now complete Section 5.

4. Mediator certifies that the prospective applicant is exempt from attendance at Mediation Information and Assessment Meeting (MIAM) or confirms MIAM attendance

(To be completed and signed by the authorised family mediator)
(tick the boxes that apply)

4a **The following MIAM exemption(s) applies:**

{ FORMCHECKBOX **}** An authorised family mediator confirms that he or she is satisfied that -

{ FORMCHECKBOX **}** (a) mediation is not suitable as a means of resolving the dispute because
none of the respondents is willing to attend a MIAM; or

{ FORMCHECKBOX **}** (b) mediation is not suitable as a means of resolving the dispute because
all of the respondents failed without good reason to attend a MIAM appointment; or

{ FORMCHECKBOX **}** (c) mediation is otherwise not suitable as a means of resolving the dispute.

4b **The prospective applicant attended a MIAM:**

{ FORMCHECKBOX **}** The prospective applicant only attended a MIAM.

{ FORMCHECKBOX **}** The prospective applicant and respondent party(s) attende the MIAM together.

{ FORMCHECKBOX **}** The prospective applicant and respondent(s) have each attended a
separate MIAM.

{ FORMCHECKBOX **}** The prospective respondent party(s) has/have made or is/are making
arrangements to attend a separate MIAM.

Mediation or other form of Dispute Resolution is not proceeding because:

{ FORMCHECKBOX **}** The applicant has attended a MIAM alone and
- the applicant does not wish to start or continue mediation; or
- the mediator has determined that mediation is unsuitable; or
- the respondent did not wish to attend a MIAM

{ FORMCHECKBOX **}** Both the applicant and respondent have attended a MIAM (separately or
together) and
- the applicant does not wish to start or continue mediation; or
- the respondent does not wish to start or continue mediation; or
- the mediator has determined that mediation is unsuitable

{ FORMCHECKBOX **}** Mediation has started, but has:
- broken down; or
- concluded with some or all issues unresolved

Signed	

Authorised Family Mediator
(a family mediator who is authorised to undertake MIAMs)

FMC Registration no.	**{** FORMTEXT **}**
Family Mediation Service name	**{** FORMTEXT **}**
Sole trader name	**{** FORMTEXT **}**

Address	{ FORMTEXT }
Dated	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }

5. Why are you making this application?

Have you applied to the court for permission to make this application?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No - permission not required **{** FORMCHECKBOX **}** No - permission now sought

5a. Reasons for permission if permission is required.

{ FORMTEXT **}**

5b. Please give brief details:

- any previous agreements (formal or informal) or parenting plans, and how they have broken down
- your reasons for bringing this application to the court
- what you want the court to do
- reasons given by the respondent(s) for their actions in relation to this application.

Do not give a full statement, please provide a summary of any relevant reasons.
You may be asked to provide a full statement later.

{ FORMTEXT **}**

5c. Have you previously prepared a Parenting Plan?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If No, you can download a copy from the website www.cafcass.gov.uk/parentingplan

If Yes, please attach the plan to this application form

6. Urgent and without notice hearings

Complete this section if you have ticked the relevant box on the front of the form

6a. Urgent hearing

Set out the order(s)/directions sought

{ FORMTEXT **}**

Set out the reasons for urgency

{ FORMTEXT **}**

Proposed timetable

The application should be considered within **{** FORMTEXT **}** hours/days

If consideration is sought within 48 hours, you must complete the section below

What efforts have you made to put each respondent on notice of the application?

{ FORMTEXT **}**

Complete this section if you have ticked the relevant box on the front of the form

6b. Without notice hearing
Set out the reasons for the application to be considered without notice. (This information is a requirement, a without notice hearing will not be directed without reason)

{ FORMTEXT **}**

Do you require a without notice hearing because it is not possible to give notice including abridged or informal notice?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please set out reasons below

{ FORMTEXT **}**

Do you require a without notice hearing because notice to a respondent will frustrate the order that is being applied for?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please set out reasons below

{ FORMTEXT **}**

7. Other court cases which concern the child(ren) listed in Section 1

Complete this section if you have ticked the relevant box on the front of the form

Use this section to provide details of any other court cases now, or at any time in the past, which concern any of the child(ren) listed in section 1.

Additional details

Name of child(ren)	{ FORMTEXT }
	{ FORMTEXT }
	{ FORMTEXT }
	{ FORMTEXT }
Name of the court where proceedings heard	{ FORMTEXT } Case no. { FORMTEXT }
Date/year (if known)	{ FORMTEXT }
Name and office (if known) of Cafcass/CAFCASS CYMRU officer	{ FORMTEXT }

Type of proceedings if known - please tick all that apply

Emergency Protection Order	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
Supervision Order	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
Care Order	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
Child abduction	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
Family Law Act 1996 Part 4 (proceedings for non-molestation order or occupation order)	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
A contact or residence order (Section 8 Children Act 1989) made within proceedings for a divorce or dissolution of a civil partnership	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
A contact or residence order (Section 8 Children Act 1989) made in connection with an Adoption Order	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

	An order relating to child maintenance (Schedule 1 Children Act 1989)	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No
	A child arrangements order (Section 8 Children Act 1989)	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No
Please tick if additional sheets are attached.	**{** FORMCHECKBOX **}**	

Please attach a copy of any relevant order.

8. Cases with an international element

Complete this section if you have ticked the relevant box on the front of the form

Do you have any reason to believe that any child, parent or potentially significant adult in the child's life may be habitually resident in another state?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please give details

{ FORMTEXT **}**

Do you have any reason to believe that there may be an issue as to jurisdiction in this case (for example under Brussels 2 revised)?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please give details

{ FORMTEXT **}**

Has a request been made or should a request be made to a Central Authority or other competent authority in a foreign state or a consular authority in England and Wales?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please give details

{ FORMTEXT **}**

9. Factors affecting ability to participate in proceedings

Complete this section if you have ticked the relevant box on the front of the form

Please give details of any factors affecting litigation capacity

{ FORMTEXT **}**

Provide details of any referral to or assessment by the Adult Learning Disability team, and/or any adult health service, where known, together with the outcome

{ FORMTEXT **}**

Are you aware of any other factors which may affect the ability of the person concerned to take part in the proceedings?

{ FORMTEXT **}**

10. Attending the court

Section N of the booklet '**CB1 - Making an application - Children and the Family Courts**' and the leaflet 'CB7 - Guide for separated parents: children and the family courts' provide information about attending court.

If you require an interpreter, you must tell the court now so that one can be arranged.
Please note that in any court proceedings in Wales you have the right to speak Welsh at any court hearing.

10a. Do you or any other party need to use spoken or written Welsh in the course of the proceedings?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please give the names of the parties/witnesses/children involved who need to use written or spoken Welsh?

{ FORMTEXT **}**	**{** FORMCHECKBOX **}** Spoken **{** FORMCHECKBOX **}** Written **{** FORMCHECKBOX **}** Both
{ FORMTEXT **}**	**{** FORMCHECKBOX **}** Spoken **{** FORMCHECKBOX **}** Written **{** FORMCHECKBOX **}** Both
{ FORMTEXT **}**	**{** FORMCHECKBOX **}** Spoken **{** FORMCHECKBOX **}** Written **{** FORMCHECKBOX **}** Both
{ FORMTEXT **}**	**{** FORMCHECKBOX **}** Spoken **{** FORMCHECKBOX **}** Written **{** FORMCHECKBOX **}** Both
{ FORMTEXT **}**	**{** FORMCHECKBOX **}** Spoken **{** FORMCHECKBOX **}** Written **{** FORMCHECKBOX **}** Both
{ FORMTEXT **}**	**{** FORMCHECKBOX **}** Spoken **{** FORMCHECKBOX **}** Written **{** FORMCHECKBOX **}** Both
{ FORMTEXT **}**	**{** FORMCHECKBOX **}** Spoken **{** FORMCHECKBOX **}** Written **{** FORMCHECKBOX **}** Both

10b. Do you or any of the parties need an interpreter or other assistance (e.g. sign language signer) at court?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, who requires the interpreter
{ FORMCHECKBOX **}** applicant **{** FORMCHECKBOX **}** respondent
{ FORMCHECKBOX **}** Other party *(please specify)*

{ FORMTEXT **}**

If Yes, please specify the language and dialect:

{ FORMTEXT **}**

10c. Are you aware of whether an intermediary will be required?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please give details

{ FORMTEXT **}**

10d. If attending the court, do you or any of the parties involved have a disability for which you require special assistance or special facilities?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please say what the needs are

{ FORMTEXT **}**

Please say whether the court needs to make any special arrangements for you to attend court (e.g. providing you with a separate waiting room from the respondent or other security provisions).	**{** FORMTEXT **}** Court staff may get in touch with you about the requirements

11. About you (the applicant(s))

	Applicant 1 (You)	**Applicant 2 (if applicable)**
First name(s)	{ FORMTEXT }	{ FORMTEXT }
Last name(s)	{ FORMTEXT }	{ FORMTEXT }
Previous names (if known)	{ FORMTEXT }	{ FORMTEXT }
Gender	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female
Date of birth (If under 18 read section R of leaflet CB1)	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }
Place of birth (town/county/country)	{ FORMTEXT }	{ FORMTEXT }

If you do not wish your address to be made known to the respondent, leave the details below blank and complete Confidential contact details Form C8. Please ensure that any documents submitted with this form or at a later date, do not disclose the confidential contact details you wish to withhold.

	Applicant 1 (You)	**Applicant 2 (if applicable)**
Address	{ FORMTEXT }	{ FORMTEXT }
	Postcode { FORMTEXT } { FORMTEXT }	Postcode { FORMTEXT } { FORMTEXT }
Home telephone number	{ FORMTEXT }	{ FORMTEXT }
Mobile telephone number	{ FORMTEXT }	{ FORMTEXT }
Email address	{ FORMTEXT }	{ FORMTEXT }
Have they lived at this address for more than 5 years?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If No, please provide details of all previous addresses you have lived at for the last 5 years.

{ FORMTEXT }

{ FORMTEXT }

10. The respondent(s)

Sections G and H of the booklet **'CB1 - Making an application - Children and the Family Courts'** explain who a respondent is.

If there are more than 2 respondents please continue on a separate sheet.

	Respondent 1	**Respondent 2**
First name(s)	{ FORMTEXT }	{ FORMTEXT }
Last name(s)	{ FORMTEXT }	{ FORMTEXT }
Previous names (if known)	{ FORMTEXT }	{ FORMTEXT }
Gender	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female
Date of birth (If party under 18 read section Q of leaflet CB1)	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT } { FORMCHECKBOX } Don't know	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT } { FORMCHECKBOX } Don't know
Place of birth (town/county/country)	{ FORMTEXT }	{ FORMTEXT }
Address (to which documents relating to this application should be sent)	{ FORMTEXT } Postcode { FORMTEXT } { FORMTEXT } { FORMCHECKBOX } Don't know	{ FORMTEXT } Postcode { FORMTEXT } { FORMTEXT } { FORMCHECKBOX } Don't know
Home telephone number	{ FORMTEXT }	{ FORMTEXT }
Mobile telephone number	{ FORMTEXT } { FORMCHECKBOX } Don't know	{ FORMTEXT } { FORMCHECKBOX } Don't know

Email address	{ FORMTEXT }	{ FORMTEXT }
Have they lived at this address for more than 5 years?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know
If No, please provide details of all previous addresses for the last 5 years below (if known, including the dates and starting with the most recent)		
	{ FORMTEXT }	{ FORMTEXT }

13. Others who should be given notice

There may be other people who should be notified of your application, for example, someone who cares for the child but is not a parent. Sections G and I of the booklet **'CB1 - Making an application - Children and the Family Courts'** explain who others are.

	Person 1	**Person 2**
First name(s)	{ FORMTEXT }	{ FORMTEXT }
Last name(s)	{ FORMTEXT }	{ FORMTEXT }
Previous names (if known)	{ FORMTEXT }	{ FORMTEXT }
Gender	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female
Date of birth	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT } { FORMCHECKBOX } Don't know	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT } { FORMCHECKBOX } Don't know
Address	{ FORMTEXT } Postcode { FORMTEXT } { FORMTEXT } { FORMCHECKBOX } Don't know	{ FORMTEXT } Postcode { FORMTEXT } { FORMTEXT } { FORMCHECKBOX } Don't know
Please state their relationship to the children listed on page 1. If their relationship is not the same to each child please state their relationship to each child	{ FORMTEXT }	{ FORMTEXT }

13a. Other children not part of the application.

Full name of child	Date of birth	Gender
{ FORMTEXT }	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT } { FORMCHECKBOX } Don't know	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female

Relationship to applicant(s)	Relationship to respondent(s)
{ FORMTEXT }	{ FORMTEXT }

Full name of child	Date of birth	Gender
{ FORMTEXT }	{ FORMTEXT } / { FORMTEXT } / { FORMTEXT } { FORMCHECKBOX } Don't know	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female

Relationship to applicant(s)	Relationship to respondent(s)
{ FORMTEXT }	{ FORMTEXT }

14. Solicitors details

Do you have a solicitor acting for you?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No If No, see section Q of leaflet CB1 for more information If Yes, please give the following details
Your solicitor's name	{ FORMTEXT }
Name of firm	{ FORMTEXT }
Address	{ FORMTEXT } Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }
Solicitor's Reference	{ FORMTEXT }
Fee account no.	{ FORMTEXT }
Email address	{ FORMTEXT }

15. Checklist

1. Have you completed section 1 relating to the child(ren) in full?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
2. Have you completed sections 2, 3 and 4 relating to Mediation in full?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
3. Have you completed sections 5 and 6 relating to reasons for making the application in full?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
4. Have you completed section 7 relating to Other Court cases in full?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
5. Have you completed sections 8, 9 and 10 about the factors affecting the proceedings?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
6. Have you completed section 11 relating to you the applicant in full?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
7. Have you completed section 12, 13 and 14 relating to the Respondent and others who should be given notice	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
8. Have you completed section 16 relating to statement of truth in full?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

You must send the court **at least three copies** of this form.

16. Statement of truth

*[I believe] [The applicant believes] that the facts stated in this application are true.

*delete as appropriate

*I am duly authorised by the applicant/respondent to sign this statement.

Print full name { FORMTEXT }

Name of applicant solicitors firm { FORMTEXT }

Signed

(Applicant) (Applicant's solicitor)

Date { FORMTEXT } / { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Position or office held (If signing on behalf of firm or company)	**{** FORMTEXT **}**

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.

Court fee – Are you paying the court fee by credit or debit card?

{ FORMCHECKBOX **} Yes**, the court will contact you, using the details given in your application, within three working days to take payment

{ FORMCHECKBOX **} No**

What you do next
You should normally make your application to the Designated Family Centre for your area. You can find this, and a full list of courts and what type of work they do online at courttribunalfinder.service.gov.uk

Fees
You may need to pay a fee with your application. You should read leaflet EX50 Civil and family court fees to find out what fee, if any, you need to pay. This leaflet is available from your local court or online at hmctsformfinder.justice.gov.uk

Guidance note for completing form C100

Relevant sections of this application will be provided to Cafcass/CAFCASS CYMRU upon issue of proceedings. The information contained in this form enables Cafcass/CAFCASS CYMRU to conduct enquiries prior to the first court hearing. Without it they cannot conduct their initial safeguarding checks and enquiries.

Every question in this form should be completed, or stated that the information is not available. This essential information is required by Cafcass/CAFCASS CYMRU and failure to provide this information could lead to unnecessary delays to proceedings:

Page 1

Specify in the box the nature of the order you seek

You need to complete this form if you want to ask the court to make an (or change an existing) order about a child(ren) and your application is for:

- a child arrangements order (where a child should live, who a child should spend time with or both); or
- a specific issue order (for example, if you are asking the court to decide whether a child's surname should be changed); or
- a prohibited steps order (for example, if you are asking the court to prevent a person from removing a child from a school).

These orders are known as 'Section 8 orders' and are orders made by the court under section 8 of the Children Act 1989 to decide issues in relation to a child. You must tick the relevant box on page 1 to indicate which type of order(s) you are applying for. (If you wish to ask the court to enforce a previous Section 8 order you need to complete a different court form – Form 'C79 (Application related to enforcement of a child arrangements order)).

If you have any concerns about the risk of harm, tick the relevant box(s) and complete a separate Form C1A (Allegations of harm and domestic violence) and give this to the court with your completed Form C100.

Tick whether you are asking permission to make this application (and if so complete section 5a)

Tick whether the application is urgent (and if so complete section 6a) or whether the application is to be made without notice to another party (and if so complete section 6b)

Tick whether there are linked proceedings (and if so complete section 7). When providing information about linked proceedings, please provide as much detail as possible about previous or current court cases that you are aware of in relation to the child(ren).

Tick whether your application is for an order to formalise an agreement (consent order) and if so attach the draft order to this form.

Tick whether your case has an international element or whether there are any factors that affect the ability of any party to these proceedings to participate in proceedings.

Page 4

Answer questions 2a to 2d about whether there are parallel proceedings for an emergency protection, care or supervision order, whether a MIAM exemption applies or whether you have attended a MIAM.

Pages 5 to 9

If you answered question 2b on page 4 with 'Yes' you must tick one of the first five boxes box in section 3 to indicate the category of MIAM exemption that you are claiming. You must then complete section 3a, b, c, d or e as shown.

If a family mediator needs to certify that a mediator's exemption applies you must ask them to complete section 14a of this form and sign where shown.

If you have attended a MIAM you must ask the family mediator who conducted it to complete section 14b of the form and sign where shown.

Page 10

Tick whether you have or are applying for permission to make this application (and if seeking permission complete section 5a).

Complete section 5b to provide brief details about why you are making the application

Complete section 5c about any previously prepared Parenting Plan.

Page 15

Answer questions 10a to 10c by ticking the relevant boxes and provide details in the box of any special arrangements you need in order to be able to attend court.

Page 16

If you (the applicant) does not wish the address to be made known it should be included in an accompanying Form C8 (Confidential contact details). Please ensure that any documents submitted with this form or at a later date, do not include the confidential contact details you wish to withhold.

Page 17

The respondent’s address, including the Postcode

The respondent’s telephone number and if applicable, mobile telephone

Whether the respondent has lived at their address for more than 5 years

Page 18

Full details for other parties who should be given notice of the application

Page 20

Check that you (or your solicitor if relevant) have completed and signed the statement of truth.

General information for completing this form

Requirement to attend a Mediation, Information and Assessment Meeting

1. It is now a legal requirement that, unless an exemption applies, a person who wishes to apply to court for one or more of the orders listed at paragraph 1 of these notes must first attend a Mediation, Information and Assessment Meeting. (a MIAM). At the stage before proceedings the other party (the respondent) is expected to attend either the same MIAM or a separate MIAM.

2. At the MIAM, a trained family mediator will give you (the applicant) and the other person if present (the respondent) information about family mediation and other types of non-court dispute resolution. They will consider with you whether non-court dispute resolution would be an appropriate way to resolve the dispute. It is then for the applicant and respondent to decide whether or not to do so.

3. The requirement for the applicant to attend a MIAM does not apply if a Section 8 order is being applied for and:

- the other person is in agreement about what you are asking the court to order (the order is a 'consent order'); or

- there is an ongoing case about the child(ren) who would be the subject of the Section 8 application and that case concerns an emergency protection order, a supervision order or a care order, or if one of those orders has previously been made.

4. You must tick the relevant box in Section 2 of this form so that the court knows whether the MIAM requirement applies, whether an exemption applies (and why) or whether you have attended a MIAM.

MIAM exemptions and MIAM attendance

5. As the applicant you are expected to have contacted an authorised family mediator in order to make arrangements to attend a MIAM unless:

- the MIAM requirement does not apply for one of the reasons explained at paragraph 9 of these notes, or

- you are claiming a MIAM exemption, or a family mediator certifies that a mediator's exemption applies.

6. You can find an authorised family mediator by using the 'Find your local mediator' search facility available at: www.familymediationcouncil.org.uk

7. You should give the mediator the contact details of the other person so that the family mediator can contact them to check their willingness to attend a MIAM. If the other persons (or none of the other persons if there is more than one respondent) is or are unwilling to attend a MIAM this is a ground for the family mediator to exempt you from attending a MIAM.

8. If you or your solicitor believe that you have grounds for claiming exemption from MIAM attendance you or your solicitor must tick the relevant box in Section 2 of this form and complete Section 13.

9. If a family mediator wishes to certify that a mediator's exemption applies, so that you do not need to attend a MIAM, you must ask the family mediator to complete Section 14a of this form and sign it where shown.

10. If you have attended a MIAM you must ask the family mediator who conducted the MIAM to complete Section 14b of this form and sign it where shown.

11. If you claim a MIAM exemption and make an application to the court, the court will inquire into the grounds for exemption. The court may ask you to produce written evidence (see Section 13 of this form for details against each exemption shown).

12. If the court determines that the exemption was not validly claimed it may direct you, or you and the other party, to attend a MIAM and, if the case has already progressed to the first hearing, may adjourn the case to enable you to make arrangements to attend a MIAM.

13. The detailed procedure relating to the MIAM requirement and MIAM exemptions and attendance is set out in Part 3 of the Family Procedure Rules and in supporting Practice Direction 3A (judicial guidance). These are available online at: www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_03a

Paying for MIAM attendance or for family mediation

14. Legal aid is available for MIAMs and for family mediation. If you are eligible for legal aid you could receive both the MIAM and mediation sessions free of charge, as well as some advice from a solicitor to support you in the mediation process.

15. If you, or the prospective respondent, is eligible for Legal Aid then the total cost of MIAM attendance can be met by the Legal Aid Agency, whether you and the prospective respondent attend the same MIAM or separate MIAMs.

16. If neither you nor the respective respondent is eligible for Legal Aid then the mediator will agree with you how the cost of MIAM attendance is to be met.

17. See paragraph 33 below on how to find out whether you are eligible for Legal Aid.

Safety and MIAM attendance

18. Please note: the family mediator will discuss with you and with the other person whether you wish to attend the MIAM separately or together. Family mediators have a responsibility to ensure the safety and security of all concerned and will always check with each of you that attending together is your individual choice and is safe.

Information about mediation

19. If suitable, mediation can be a better way of resolving issues about arrangements for children when you and your partner separate or divorce. Mediation can be less expensive than going to court and much less stressful for all the family. It can also help you as parents to focus on your child(ren)'s needs in making decisions about them.

20. Family Mediation is an impartial process that involves an independent third person who assists both parties involved in a family dispute to reach a resolution. Family mediation can be used to settle any or all of the following issues:

- Arrangements for children
- Financial arrangements and dividing up property
- Any combination of these
- Any other disputes to do with separation and divorce.

21. Family Mediation is not just for divorcing or separating couples – it is a means for resolving a range of family disputes, whether they arise from divorce or the separation of cohabiting parents. Family Mediation could also help resolve issues with wider family members such as grandparents.

22. The family mediator helps the process of negotiation between the parties to agree their own arrangements by way of a Memorandum of Understanding. You can ask a solicitor, if you have one, to check the Memorandum of Understanding.

23. If both parties agree, you can ask the court to endorse what you have agreed by issuing a consent order. The mediator will help you to decide whether your case is complicated and does in fact need the court to consider your situation and make an order. The mediator should also tell you about other local services and options for resolving your dispute.

24. A statutory Mediation Information and Assessment Meeting (MIAM) is reserved for "authorised mediators" under the Family Procedure Rules. "Authorised family mediator" means a person identified by the Family Mediation Council as qualified to conduct a MIAM. "Qualified to conduct a MIAM" is interpreted as holding current Family Mediation Council accreditation (FMCA). FMCA mediators

26. The family mediator who undertakes the MIAM for you must be a member of a national mediation organisation which adheres to the Family Mediation Council's Code of Conduct and the mediator must be authorised to conduct MIAMs. The service finder will help you find such a local mediator.

27. You can find out more about legal aid for family matters, including whether you may eligible for legal aid, on the Legal Aid Information Service on the Gov.UK site at: www.gov.uk/check-legal-aid or you can telephone the Civil Legal Advice direct helpline 0345 345 4345.

28. For general advice on separation services and options for resolving disputes: www.sortingoutseparation.org.uk

29. For general advice about sorting out arrangements for children, the use of post-separation mediation, and/or going to court: www.advicenow.org.uk; www.advicenow.org.uk/guides/survival-guide-sorting-out-arrangements-your-children

30. For general advice about sorting out arrangements for children: www.theparentconnection.org.uk/

31. For advice about Contact Centres, which are neutral places where children of separated families can enjoy contact with their non-resident parents and sometimes other family members, in a comfortable and safe environment; and information about where they are: www.naccc.org.uk

32. For help with taking a case to court without a solicitor, the Personal Support Unit: www.thepsu.org/

33. For guidance on representing yourself at court, including a list of commonly used terms that you may come across: http://www.barcouncil.org.uk/using-a-barrister/representing-yourself-in-court/

34. For advice about finding and using a family law solicitor see: Law Society www.lawsociety.org.uk, and Resolution (family law solicitors): www.resolution.org.uk

35. For advice about finding using a family law barrister: see http://www.barcouncil.org.uk/using-a-barrister/find-a-barrister/ and for arrangements for using a barrister directly see http://www.barcouncil.org.uk/using-a-barrister/how-to-instruct-a-barrister/

36. Judicial guidance that sets out the approach of the courts to deciding child arrangements is available online at: www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_12b

are issued with a unique FMC registration number. Authorised mediators are requested to enter this number in the box provided.

Further information and sources of help

25. General information about family mediation is available from the Family Mediation Council website at: www.familymediationcouncil.org.uk

Online videos

37. There are several videos explain more about the mediation process, making your application, what will happen in court and will help you prepare for the hearing. To watch the videos visit www.bit.ly/guides_for_separating_parents

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C1A - Allegations of Harm and

Domestic Violence

C1A

Allegations of harm and domestic violence

(Supplemental information form)

This form cannot be used to make an application for a court order. It must be sent to the court together with the relevant application form.

To be completed by the court
The Family Court sitting at { FORMTEXT }
Date issued { FORMTEXT }
Case number { FORMTEXT }
Order(s) applied for { FORMTEXT }

Please read the notes at the end of this form before completing it. If completing this form by hand, please use **black ink** and BLOCK CAPITAL LETTERS.

You are completing this form because there are allegations that the child(ren) listed in this form may have suffered or be at risk of suffering domestic abuse, violence/abuse.

"Domestic violence/abuse" means any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality.

The Children Act 1989 defines the following terms as:

> "Harm" means ill treatment or damage to health and development, including, for example, damage suffered from seeing or hearing the ill treatment of another.
>
> "Development" means physical, intellectual, emotional, social or behavioural development.
>
> "Health" means physical or mental health.
>
> "Ill-treatment" includes sexual abuse and forms of ill-treatment which are not physical.

Section 1 - About you (the person completing this form)

Your full name { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Are you the { FORMCHECKBOX } Applicant { FORMCHECKBOX } Respondent

Contact telephone number { FORMTEXT }

Have you completed the form C8 (Confidential contact details)? { FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Not applicable

Name of child(ren)	Date of birth	Gender	Relationship to you
{ FORMTEXT }	{ FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female	{ FORMTEXT }
{ FORMTEXT }	{ FORM }{ FORM } / { FORM }{ FORM } / { FORM }{ FORM }{ FORM }{ FORM }	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female	{ FORMTEXT }

| | | |

Do you have a solicitor acting for you? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give the following details

Your solicitor's details

Your solicitor's name	{ FORMTEXT }
Name of firm	{ FORMTEXT }
Address	{ FORMTEXT }
Postcode	{ FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }
Email address	{ FORMTEXT }
Solicitor's Reference	{ FORMTEXT }

Section 2 - Details of domestic violence/abuse

In this section outline the nature and frequency of the abuse experienced by you or the child(ren) and if this has led to any involvement with the police, social services, children's services, your doctor (GP) or any other outside agency(ies). (Provide the details in the table on the page 3).

Tick any of the following kinds of abuse that you or the child(ren) have experienced:

	Physical	Emotional	Psychological	Sexual	Financial
You	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }
Child(ren)	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }

Have you had or do you currently have any of the following orders and are they current?

Date issued	Length of order	Current Yes/No	Name of court

Non-molestation order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Occupation order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Forced marriage protection order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Restraining order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Other injunctive order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Undertaking in place of order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

If you have any copies of the above orders please attach them to this form

Give a short description of what happened and any relevant information so the court can decide what needs to be done. There will be further opportunities to make a detailed statement

	When did the behaviour start and how long did it continue? (Does not need to be exact date and indicate if abuse is ongoing)	Nature of behaviour/what happened	If you have sought help, please say from
1.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
2.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
3.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
4.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
5.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

Section 3 - Abduction

Do you believe that the children are at risk of being abducted?

{ FORMCHECKBOX } Yes If Yes, please complete this Section

{ FORMCHECKBOX } No If No, go to Section 4

Why do you believe the child(ren) may be abducted?

{ FORMTEXT }

Have there been any previous threats, attempts to abduct or actual abduction of the child(ren)?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give details

{ FORMTEXT }

Where is/are the child(ren) now?

{ FORMTEXT }

Has the passport office been notified?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

Do(es) the child(ren) have more than one passport?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

Who is in possession of the child(ren)'s passport(s)?

{ FORMCHECKBOX } Mother { FORMCHECKBOX } Father

{ FORMCHECKBOX } Other (please give details below)

{ FORMTEXT }

Were the police in this and/or another country or any organisation or agency including any private investigators involved in any previous incident of attempted abduction or abduction.

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give details below

{ FORMTEXT }

Section 4 - Other concerns about your child(ren)

Do you have any other concerns about your child(ren)'s safety and wellbeing?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please give details

(Do not give full statement, please provide a summary of your concerns. You may be asked to provide a full statement later.)

{ FORMTEXT **}**

Section 5 - Steps or orders required to protect the safety and wellbeing

What steps or orders do you want the court to take or make to protect the safety of the child(ren) and/or yourself?

Non-molestation order: The court may decide to make a non-molestation order under Part IV of the Family Law Act 1996. A non-molestation order requires that the person against whom the order has been made may not be violent or threaten violence, harass, pester or annoy the person who applied for the order, by any means, including social media (text messages, Facebook etc.).

The different types of orders that can be applied for under section 8 of the Children Act 1989 are as follows:

Prohibited Steps: this prevents a parent from taking a particular action as set out in the order without the permission of the court. This also applies to actions by any other person named in the order.

Specific issue: this decides specific questions e.g. about education, medical treatment or a foreign holiday or visit where parents or those with parental responsibility cannot agree.

{ FORMTEXT **}**

Do you agree to the child(ren) spending unsupervised time with the other person in receipt of this form?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Do you agree to the child(ren) spending supervised time with the other person in receipt of this form?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Do you agree to the child having other forms of contact with the other person in receipt of this form? (by telephone, text, email, social media)

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Section 6 - Statement of truth

*[I believe] [The applicant/respondent believes] that the facts stated in this application are true.

*delete as appropriate

*I am duly authorised by the applicant/respondent to sign this statement.

Print full name { FORMTEXT }

Name of solicitors firm { FORMTEXT }

Signed

(Applicant) (Respondent) ('s Solicitor)

Dated { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }

Position or office held (If signing on behalf of firm or company) { FORMTEXT }

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.

Section 7 - Attending court

Please indicate whether you intend to request any special arrangements to be made for you to attend court. The court will make every effort to meet these needs, subject to facilities available. Please telephone the court in advance of the hearing to clarify what arrangements can be made.

{ FORMCHECKBOX } Separate waiting rooms

{ FORMCHECKBOX } Separate exits and entrances

{ FORMCHECKBOX } Screens

{ FORMCHECKBOX } Video links

{ FORMCHECKBOX } Separate toilets

{ FORMCHECKBOX } Advance viewing of the Court

{ FORMCHECKBOX } Interpreter

{ FORMCHECKBOX } a disability for which you require special assistance or special facilities

{ FORMCHECKBOX } a sign language signer

{ FORMCHECKBOX } Other { FORMTEXT }

Checklist

Before sending your forms to the court, please complete this checklist to confirm that you have enclosed the following items:

{ FORMCHECKBOX } If you are the applicant - for a child arrangements or other section 8 order under the Children Act 1989 C100 or if you are the respondent – C7 (Response to an application under the Children Act 1989).

{ FORMCHECKBOX } If you are the applicant for a non-section 8 order under the Children Act 1989 - C1, or if you are the respondent - C7 (Response to an application under the Children Act 1989).

{ FORMCHECKBOX } C8 (Confidential contact details)

Note: Only attach this form if you want to withhold your contact details from the other party.

{ FORMCHECKBOX } Copies of any orders made by the court for your protection — see section 2.

{ FORMCHECKBOX } Any other written evidence which you are able to provide at this stage to support your allegations made in the table on page 3.

If you have any concerns about your safety and that of your children you can call the **National Domestic Violence Helpline** on
freephone 0808 2000 247 or
you get more information from **www.nationaldomesticviolencehelpline.org.uk**

If you are a man and have concerns for your safety and that of your children you can call the **Men's Advice Line and Enquiry** on
freephone 0808 801 0327 or
you get more information from **www.mensadviceline.org.uk**

Other organisations that may be able to provide advice for children or young people are:
Childline on freephone 0800 1111 and **NSPCC Child Protection Helpline on freephone 0808 800 5000**

Response to allegations of harm - To be completed by the person in receipt of this form

You do not have to complete this section unless you wish to comment on any of the information given in this form.

Please give brief comments on the information provided on the table on page 3 of this form. You will have an opportunity to make a more detailed statement later in the proceedings.

1.	{ FORMTEXT }
2.	{ FORMTEXT }
3.	{ FORMTEXT }
4.	{ FORMTEXT }
5.	{ FORMTEXT }

Any other comments you have on the information provided in this form

{ FORMTEXT }

Statement of truth

*[I believe] [The applicant/respondent believes] that the facts stated in this application are true.

*delete as appropriate

*I am duly authorised by the applicant/respondent to sign this statement.

Print full name { FORMTEXT }

Name of solicitors firm { FORMTEXT }

Signed

(Applicant) (Respondent) ('s Solicitor)

Dated { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }

Position or office held (If signing on behalf of firm or company) { FORMTEXT }

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.

Notes for Guidance and Checklist
For Supplemental Information Form C1A

About these notes:

- They explain some of the terms used in this form that may be unfamiliar to you and will help you to complete the form.
- You should read all these notes and the checklist before beginning to complete this form.
- These notes are only a guide to help you complete this form. If you need further help you could speak to a solicitor, Citizen's Advice Bureau, legal advice centre or law centre. Legal aid may be available. You can get further information at www.gov.uk/check-legal-aid or by phoning 0345 345 4345.

Please note that while court staff will help on procedural matters, they cannot offer any legal advice

Section 1

About You

If you do not wish your contact details to be made known to the respondent, leave the space on the form blank and complete Confidential contact details (form C8). The court can give you this form. It should be sent to the court at the same time as you submit this form.

Section 2 – Further Information

1. Incidents of domestic violence/abuse and their outcomes

The definitions of harm and domestic violence/abuse are set out on page one of the form

This section is to outline the nature and frequency of the abuse experienced by you or the child(ren) and any action that may have taken place as a consequence.

The first part asks what type of abuse that you or the child(ren) may have experienced.

The second part asks if you have any of the following court orders, when they were issued, how long they are for, and which court they were made in.

Non-molestation order – requires that the person against whom the order has been made may not be violent or threaten violence, harass, pester or annoy the person who applied for the order

Occupation order – sets out who can live in a property and can exclude a person totally from the property or prohibit a person from entering certain rooms within the property.

Forced Marriage Protection Order – can require that a person's passport is surrendered, prohibit intimidation and violence, order a person to reveal the whereabouts of a person and stop someone from being taken abroad for the purpose of being forced into marriage.

Restraining order – prohibits the convicted person from further conduct which causes harassment or will cause a fear of violence.

Other injunctive order – any other injunction you may have obtained against the person whom you are alleging harm.

If you have been granted any of the above orders please attach copies of the orders with the form.

2. Information about incidents

The table is intended to give a short description of what happened and relevant information. The following is a brief description of what is required in each column:

Approximate date/when/how long did the behaviour continue – this can be either specific/approximate dates of individual incidents, or a timeframe over which multiple incidents occurred.

Nature of behaviour/what happened – a brief description on the incidents, please note that you can describe the same type of behaviour that happened over a period of time in one entry.

Have you ever sought help? If so, from who? – This could be the police, social services, your doctor, a medical professional, a voluntary sector worker, the Citizen's Advice Bureau or any agency you may have approached for help. It could also be a friend or family member.

Did they do anything? – What help did they give you? Were you referred to anyone else? Is there any ongoing contact with them?

Section 3 – Abduction

This section asks about any concerns you may have about a child being abducted from your care.

'Child abduction' is the wrongful removal of a child from any person having, or entitled to, lawful control of that child.

'International child abduction' is the wrongful removal or wrongful retention away from the country where the child usually lives.

If the child has a passport it is important that you fill in the section about who is in possession of the child's passport.

Section 4

Are there any other concerns you would like to raise regarding your Child(ren)?

This section is for any concerns not already raised in the form regarding the childs safety and wellbeing.

Section 5

Attending the Court

This section asks if you require any special measures put in place when you attend court. The court will try to supply you and your witnesses with a separate waiting area and the other measures listed. However, this is not always possible and can depend on the court facilities as to whether these measures are available.

Response to allegations of harm (page 9)

This section should only be filled in if the other party (the applicant) has served a completed form C1A and has sent it to the respondent.

If no form C1A is sent in with the application for an order the respondent themselves will need to complete the form C1A to be returned with form C7 Response to an application under the Children Act 1989.

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C2 - Application for permission to

start

C1A

Allegations of harm and domestic violence

(Supplemental information form)

This form cannot be used to make an application for a court order. It must be sent to the court together with the relevant application form.

To be completed by the court
The Family Court sitting at { FORMTEXT }
Date issued { FORMTEXT }
Case number { FORMTEXT }
Order(s) applied for { FORMTEXT }

Please read the notes at the end of this form before completing it. If completing this form by hand, please use **black ink** and BLOCK CAPITAL LETTERS.

You are completing this form because there are allegations that the child(ren) listed in this form may have suffered or be at risk of suffering domestic abuse, violence/abuse.

"Domestic violence/abuse" means any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality.

The Children Act 1989 defines the following terms as:

> "Harm" means ill treatment or damage to health and development, including, for example, damage suffered from seeing or hearing the ill treatment of another.
>
> "Development" means physical, intellectual, emotional, social or behavioural development.
>
> "Health" means physical or mental health.
>
> "Ill-treatment" includes sexual abuse and forms of ill-treatment which are not physical.

Section 1 - About you (the person completing this form)

Your full name { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Are you the { FORMCHECKBOX } Applicant { FORMCHECKBOX } Respondent

Contact telephone number { FORMTEXT }

Have you completed the form C8 (Confidential contact details)? { FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Not applicable

Name of child(ren)	Date of birth	Gender	Relationship to you
{ FORMTEXT }	{ FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female	{ FORMTEXT }
{ FORMTEXT }	{ FORM }{ FORM } / { FORM }{ FORM } / { FORM }{ FORM }{ FORM }{ FORM }	{ FORMCHECKBOX } Male { FORMCHECKBOX } Female	{ FORMTEXT }

| | | |

Do you have a solicitor acting for you? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give the following details

Your solicitor's details

Your solicitor's name	{ FORMTEXT }
Name of firm	{ FORMTEXT }
Address	{ FORMTEXT }
Postcode	{ FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }
Email address	{ FORMTEXT }
Solicitor's Reference	{ FORMTEXT }

Section 2 - Details of domestic violence/abuse

In this section outline the nature and frequency of the abuse experienced by you or the child(ren) and if this has led to any involvement with the police, social services, children's services, your doctor (GP) or any other outside agency(ies). (Provide the details in the table on the page 3).

Tick any of the following kinds of abuse that you or the child(ren) have experienced:

	Physical	Emotional	Psychological	Sexual	Financial
You	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }
Child(ren)	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }	{ FORMCHECKBOX }

Have you had or do you currently have any of the following orders and are they current?

Date issued	Length of order	Current Yes/No	Name of court

Non-molestation order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Occupation order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Forced marriage protection order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Restraining order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Other injunctive order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
Undertaking in place of order	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

If you have any copies of the above orders please attach them to this form

Give a short description of what happened and any relevant information so the court can decide what needs to be done. There will be further opportunities to make a detailed statement

	When did the behaviour start and how long did it continue? (Does not need to be exact date and indicate if abuse is ongoing)	Nature of behaviour/what happened	If you have sought help, please say from
1.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
2.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
3.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
4.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
5.	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

Section 3 - Abduction

Do you believe that the children are at risk of being abducted?

{ FORMCHECKBOX } Yes If Yes, please complete this Section

{ FORMCHECKBOX } No If No, go to Section 4

Why do you believe the child(ren) may be abducted?

{ FORMTEXT }

Have there been any previous threats, attempts to abduct or actual abduction of the child(ren)?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give details

{ FORMTEXT }

Where is/are the child(ren) now?

{ FORMTEXT }

Has the passport office been notified?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

Do(es) the child(ren) have more than one passport?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

Who is in possession of the child(ren)'s passport(s)?

{ FORMCHECKBOX } Mother { FORMCHECKBOX } Father

{ FORMCHECKBOX } Other (please give details below)

{ FORMTEXT }

Were the police in this and/or another country or any organisation or agency including any private investigators involved in any previous incident of attempted abduction or abduction.

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give details below

{ FORMTEXT }

Section 4 - Other concerns about your child(ren)

Do you have any other concerns about your child(ren)'s safety and wellbeing?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please give details

(Do not give full statement, please provide a summary of your concerns. You may be asked to provide a full statement later.)

{ FORMTEXT **}**

Section 5 - Steps or orders required to protect the safety and wellbeing

What steps or orders do you want the court to take or make to protect the safety of the child(ren) and/or yourself?

Non-molestation order: The court may decide to make a non-molestation order under Part IV of the Family Law Act 1996. A non-molestation order requires that the person against whom the order has been made may not be violent or threaten violence, harass, pester or annoy the person who applied for the order, by any means, including social media (text messages, Facebook etc.).

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Specific issue: this decides specific questions e.g. about education, medical treatment or a foreign holiday or visit where parents or those with parental responsibility cannot agree.

{ FORMTEXT **}**

Do you agree to the child(ren) spending unsupervised time with the other person in receipt of this form?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Do you agree to the child(ren) spending supervised time with the other person in receipt of this form?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Do you agree to the child having other forms of contact with the other person in receipt of this form? (by telephone, text, email, social media)

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Section 6 - Statement of truth

*[I believe] [The applicant/respondent believes] that the facts stated in this application are true.

*delete as appropriate

*I am duly authorised by the applicant/respondent to sign this statement.

Print full name { FORMTEXT }

Name of solicitors firm { FORMTEXT }

Signed

(Applicant) (Respondent) ('s Solicitor)

Dated { FORMTEXT } / { FORMTEXT } / { FORMTEXT }

Position or office held (If signing on behalf of firm or company) { FORMTEXT }

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.

Section 7 - Attending court

Please indicate whether you intend to request any special arrangements to be made for you to attend court. The court will make every effort to meet these needs, subject to facilities available. Please telephone the court in advance of the hearing to clarify what arrangements can be made.

{ FORMCHECKBOX } Separate waiting rooms

{ FORMCHECKBOX } Separate exits and entrances

{ FORMCHECKBOX } Screens

{ FORMCHECKBOX } Video links

{ FORMCHECKBOX } Separate toilets

{ FORMCHECKBOX } Advance viewing of the Court

{ FORMCHECKBOX } Interpreter

{ FORMCHECKBOX } a disability for which you require special assistance or special facilities

{ FORMCHECKBOX } a sign language signer

{ FORMCHECKBOX } Other { FORMTEXT }

Checklist

Before sending your forms to the court, please complete this checklist to confirm that you have enclosed the following items:

{ FORMCHECKBOX } If you are the applicant - for a child arrangements or other section 8 order under the Children Act 1989 C100 or if you are the respondent – C7 (Response to an application under the Children Act 1989).

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{ FORMCHECKBOX } C8 (Confidential contact details)

Note: Only attach this form if you want to withhold your contact details from the other party.

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If you are a man and have concerns for your safety and that of your children you can call the **Men's Advice Line and Enquiry** on **freephone 0808 801 0327** or you get more information from **www.mensadviceline.org.uk**

Other organisations that may be able to provide advice for children or young people are: **Childline on freephone 0800 1111** and **NSPCC Child Protection Helpline on freephone 0808 800 5000**

Response to allegations of harm - To be completed by the person in receipt of this form

You do not have to complete this section unless you wish to comment on any of the information given in this form.

Please give brief comments on the information provided on the table on page 3 of this form. You will have an opportunity to make a more detailed statement later in the proceedings.

1.	{ FORMTEXT }
2.	{ FORMTEXT }
3.	{ FORMTEXT }
4.	{ FORMTEXT }
5.	{ FORMTEXT }

Any other comments you have on the information provided in this form

{ FORMTEXT }

Statement of truth

*[I believe] [The applicant/respondent believes] that the facts stated in this application are true.

*delete as appropriate

*I am duly authorised by the applicant/respondent to sign this statement.

Print full name { FORMTEXT }

Name of solicitors firm { FORMTEXT }

Signed

(Applicant) (Respondent) ('s Solicitor)

Dated { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }

Position or office held (If signing on behalf of firm or company) { FORMTEXT }

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Notes for Guidance and Checklist
For Supplemental Information Form C1A

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- They explain some of the terms used in this form that may be unfamiliar to you and will help you to complete the form.
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Section 1

About You

If you do not wish your contact details to be made known to the respondent, leave the space on the form blank and complete Confidential contact details (form C8). The court can give you this form. It should be sent to the court at the same time as you submit this form.

Section 2 – Further Information

1. Incidents of domestic violence/abuse and their outcomes

The definitions of harm and domestic violence/abuse are set out on page one of the form

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Forced Marriage Protection Order – can require that a person's passport is surrendered, prohibit intimidation and violence, order a person to reveal the whereabouts of a person and stop someone from being taken abroad for the purpose of being forced into marriage.

Restraining order – prohibits the convicted person from further conduct which causes harassment or will cause a fear of violence.

Other injunctive order – any other injunction you may have obtained against the person whom you are alleging harm.

If you have been granted any of the above orders please attach copies of the orders with the form.

2. Information about incidents

The table is intended to give a short description of what happened and relevant information. The following is a brief description of what is required in each column:

Approximate date/when/how long did the behaviour continue – this can be either specific/approximate dates of individual incidents, or a timeframe over which multiple incidents occurred.

Nature of behaviour/what happened – a brief description on the incidents, please note that you can describe the same type of behaviour that happened over a period of time in one entry.

Have you ever sought help? If so, from who? – This could be the police, social services, your doctor, a medical professional, a voluntary sector worker, the Citizen's Advice Bureau or any agency you may have approached for help. It could also be a friend or family member.

Did they do anything? – What help did they give you? Were you referred to anyone else? Is there any ongoing contact with them?

Section 3 – Abduction

This section asks about any concerns you may have about a child being abducted from your care.

'Child abduction' is the wrongful removal of a child from any person having, or entitled to, lawful control of that child.

'International child abduction' is the wrongful removal or wrongful retention away from the country where the child usually lives.

If the child has a passport it is important that you fill in the section about who is in possession of the child's passport.

Section 4

Are there any other concerns you would like to raise regarding your Child(ren)?

This section is for any concerns not already raised in the form regarding the childs safety and wellbeing.

Section 5

Attending the Court

This section asks if you require any special measures put in place when you attend court. The court will try to supply you and your witnesses with a separate waiting area and the other measures listed. However, this is not always possible and can depend on the court facilities as to whether these measures are available.

Response to allegations of harm (page 9)

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C66 - Application for inherent

jurisdiction order

C66

Application for inherent jurisdiction order in relation to children

In the High Court of Justice Family Division
Principal Registry/District Registry.

To be completed by the court
Name of court { FORMTEXT }
Date issued { FORMTEXT }
Case number { FORMTEXT }

Help with Fees – Ref no. (if applicable)	H	W	F	–	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	–	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

Before completing this application please read the booklet **'CB1 – Making an application – Children and the Family Courts'**. You can get a copy of all the forms and leaflets from your local court or they can be found at www.hmcourts-service.gov.uk

Cafcass/CAFCASS CYMRU will carry out checks as it considers necessary.

Cafcass - Children and Family Court Advisory and Support Service (in England); CAFCASS CYMRU - Children and Family Court Advisory and Support Service Wales.

Summary of application

Your name (the applicant(s))

{ FORMTEXT }

The respondent's name(s)

{ FORMTEXT }

Please list the name(s) of the child(ren) and the type(s) of order you are applying for, starting with the oldest.

Name of child(ren)	Gender	Date of birth	Order(s) applied for.
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }	{ FORMTEXT }

		T } T } T } T } T } T } T } T }	
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }	{ FORMTEXT }

Give details of any fixed hearing date or period?	{ FORMTEXT }

1. About you (the applicant)

Your first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Previous surnames (if any) { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Place of birth (town/county/country) { FORMTEXT }

If you do not wish your address to be made known to the respondent, leave the address details blank and complete Confidential Address Form C8. You can get a copy of this form from any family court office or from our website at hmctsformfinder.justice.gov.uk

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Home telephone number { FORMTEXT }

Mobile telephone number { FORMTEXT }

Have you lived at this address for more than 5 years? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If No, please provide details of all previous addresses you have lived at during the last 5 years.

{ FORMTEXT }

Your solicitor's details

Do you have a solicitor acting for you?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
	If Yes, please give the following details
Your solicitor's name	{ FORMTEXT }
Name of firm	{ FORMTEXT }
Address	{ FORMTEXT }
Postcode	{ FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }
Solicitor's Reference	{ FORMTEXT }
Fee account no.	{ FORMTEXT }

2. The child(ren)

Please give details of the child(ren) and the order(s) you are applying for.
If there are more than 4 children please continue on a separate sheet.

Child 1

Child's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Child 2

Child's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Child 3

Child's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Child 4

Child's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Relationship to the child(ren)

Name of child	Relationship
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

If you do not wish the child's address to be made known to the respondent, leave the address details blank and complete Confidential contact details form C8.

Child(ren)'s address (If known)

{ FORMTEXT }

Any other information about the child's whereabouts. If you do not know where the child is you must state this.

{ FORMTEXT }

Do you have any reason to believe that any child, parent or potentially significant adult in the child's life may be habitually resident in another state?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give details

{ FORMTEXT }

3. About your application

What do you want the court to do?

Do not give a full statement, please provide a summary. You may be asked to provide a full statement later.

{ FORMTEXT **}**

4. Why are you making this application?

Please give brief details about why you are making this application including any facts you are relying on.

{ FORMTEXT **}**

Does your application include any issues under the Human Rights Act 1998?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No **{** FORMCHECKBOX **}** Don't know

5. Family mediation

Have you used family mediation to attempt to agree arrangements for your children?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

You can find your nearest family mediation service by visiting the government's website DirectGov (www.direct.gov.uk) and search using the words 'family mediation'. You will find a database of accredited family mediation services on the website

If you did not use mediation please explain why.

{ FORMTEXT **}**

6. Risk

Do you believe that the child(ren) named at Section 2 have suffered or are at risk of suffering any harm from any of the following:

- any form of domestic abuse
- violence within the household
- child abduction
- other conduct or behaviour

by any person who has had contact with the child?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please complete form C1A (Supplemental information form).

If Other, please give details

{ FORMTEXT **}**

7. Other court cases which concern the child(ren) listed at Section 2

Are you aware of any other court cases now, or at any time in the past, which concern any of the child(ren) at Section 2?

{ FORMCHECKBOX **}** Yes If Yes, please **attach a copy of any relevant order** and give additional details below

{ FORMCHECKBOX **}** No If No, please **go to Section 8**

Additional details

Name of child(ren)

{ FORMTEXT **}**

{ FORMTEXT **}**

{ FORMTEXT **}**

{ FORMTEXT **}**

Name of the court where proceedings heard **{** FORMTEXT **}** Case no. **{** FORMTEXT **}**

Date/year (if known) **{** FORMTEXT **}**

Name of Cafcass/CAFCASS CYMRU officer **{** FORMTEXT **}**

If the above details are different for each child please provide details on additional sheets.

Type of proceedings if known - please tick all that apply

Emergency Protection Order **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

Supervision Order **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

Care Order **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

Child abduction **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

Family Law Act 1996 Part 4 (proceedings for non-molestation order or occupation order) **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

A contact or residence order (Section 8 Children Act 1989) made within proceedings for a divorce or dissolution of a civil partnership **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

A contact or residence order (Section 8 Children Act 1989) made in connection with an Adoption Order **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

An order relating to child maintenance (Schedule 1 Children Act 1989) **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No

A child arrangements order (Section 8 Children Act 1989) **{** FORMCHECKBOX **}**
Yes **{** FORMCHECKBOX **}** No
{ FORMCHECKBOX **}**

Please tick if additional sheets are attached.	

8. The respondents

If there are more than 2 respondents please continue on a separate sheet.

Respondent 1

Respondent's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Previous surnames (if known) { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Place of birth (town/county/country, if known) { FORMTEXT }

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Home telephone number { FORMTEXT }

Mobile telephone number { FORMTEXT }

Have they lived at this address for more than 5 years? { FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know

If No, please provide all previous addresses for the last 5 years below, if known.

{ FORMTEXT }

Relationship to the child(ren)

Name of child	Relationship
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Respondent 2

Respondent's first name	{ FORMTEXT }
Middle name(s)	{ FORMTEXT }
Surname	{ FORMTEXT }
Previous surnames (if known)	{ FORMTEXT }
Date of birth	{ FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT } Gender { FORMCHECKBOX } Male { FORMCHECKBOX } Female
Place of birth (town/county/country, if known)	{ FORMTEXT }
Address	{ FORMTEXT } Postcode { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT } { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }
Home telephone number	{ FORMTEXT }
Mobile telephone number	{ FORMTEXT }
Have they lived at this address for more than 5 years?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know

If No, please provide all previous addresses for the last 5 years below, if known.

{ FORMTEXT }

Relationship to the child(ren)

Name of child	Relationship
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

6. Statement of truth

*(*Delete as appropriate)*

*[I believe] [The applicant believes] that the facts stated in this application are true.

*I am duly authorised by the applicant to sign this statement.

Print full name { FORMTEXT }

Signed

*(Applicant)(Legal Representative)(Applicant's solicitor)

Date { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.

6. Attending the court

If you require an interpreter, you m ust tell the court now so that one can be arranged.

Do you or any of the parties need an interpreter at court?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please specify the language and dialect:

{ FORMTEXT }

If attending the court, do you or any of the parties involved have a disability for which you require special assistance or special facilities?

{ FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please say what the needs are

{ FORMTEXT }

Please say whether the court needs to make any special arrangements for you to attend court (e.g. providing you with a separate waiting room from the respondent or other security provisions).

{ FORMTEXT }

Court staff may get in touch with you about the requirements

continued over the page >

11. Documents to be attached

You **must** attach **one** of the following documents to this application for
each child.

A full birth certificate shows surname, forenames, date of birth,
sex, place of birth (where known),
parent(s) name(s), their address and
occupation at time of registration.

{ FORMCHECKBOX **}** a certified copy of a full birth certificate that gives details of the
child's mother and father

or

{ FORMCHECKBOX **}** a certified copy of the entry in the Adopted Children's Register

or

{ FORMCHECKBOX **}** if neither is available, I request to the court to give directions at the
first hearing as to proof of the child's birth

In urgent cases, the court may allow the application to be issued
without the Birth Certificate, Certified entry in the Adopted Children's
Register or directions as to the proof of the child's birth.

Please confirm when copies of the Certificate/entry to Adopted
Children's Register/directions as to proof of the child's birth will
be made available to the court

{ FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

To the respondent(s) (other than the child)

TAKE NOTICE that-

(1) You must within 14 days of service of this application file in the court mentioned on the C6 Notice of
proceedings a notice stating your address and the whereabouts of the child (or that you are unaware of the child's whereabouts if that is the case).

(2) Unless the court directs otherwise you must serve a copy of that notice on the applicant.

(3) If you subsequently change your address or become aware of any change in the child's whereabouts, you must, unless the court directs otherwise, file in the above-mentioned court notice of your new address or of the new whereabouts of the child, as the case may be, and serve a copy of that notice on the applicant.

Any notice required to be lodged in the above-mentioned court shall be sent to the court address or delivered to Family Division of the High Court, 1st Mezzanine, Queens Building, Royal Courts of Justice, Strand, London WC2A 2LL.

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C78 - Application for attachment of

warning notice

C78

Application for attachment of a warning notice to a contact order

To be completed by the court	
Name of court { FORMTEXT }	
Date issued { FORMTEXT }	
Case number { FORMTEXT }	
Child(ren)'s name(s) { FORMTEXT }	Child(ren)'s number(s) { FORMTEXT }

If you have a contact order that was made before 8 December 2008 you may apply for a warning notice to be attached to the contact order.

A warning notice explains that if a person does not comply with the contact order the court may fine or imprison them for contempt of court, or may make an enforcement order or an order for financial compensation. **You cannot apply for an enforcement order or for financial compensation regarding any person's failure to comply with the contact order if this failure took place before that person had been given a copy of the order with the warning notice attached or informed of the terms of the warning notice.**

1. About the current contact order

Name of court { FORMTEXT }

Court case number if known { FORMTEXT }

Full name of the person who made the application { FORMTEXT }

Name of child(ren) { FORMTEXT }

Date of contact order { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Please attach a copy of the order where available.

2. About you (the applicant)

Your first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

If you do not wish your address to be made known to the respondent, leave the address details blank and complete Confidential Address Form C8, you can get a copy from your local court.

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Home telephone number { FORMTEXT }

Mobile telephone number { FORMTEXT }

Do you have a solicitor acting for you? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please give the following details

Your solicitor's name { FORMTEXT }

Name of firm { FORMTEXT }

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

	EXT { } EXT { } EXT { } EXT { } EXT { } EXT { } EXT { } EXT { }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }
Solicitor’s Reference	{ FORMTEXT }

Applicant 2 (if applicable)

Your first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

If your address details and those of your solicitor are different from the first applicant please provide details of these on a separate sheet.

What is your relationship to the applicant listed above? { FORMTEXT }

3. The child(ren) in respect of whom the contact order was made

Please give details of the child(ren), starting with the oldest.
If there are more than 4 children please continue on a separate sheet.

Child 1

First name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

What is your relationship to the child?

Applicant 1	Applicant 2
{ FORMTEXT }	{ FORMTEXT }

Child 2 _____

First name	{ FORMTEXT }
Middle name(s)	{ FORMTEXT }
Surname	{ FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

What is your relationship to the child?	Applicant 1	Applicant 2
	{ FORMTEXT }	{ FORMTEXT }

Child 3 _____

First name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

What is your relationship to the child?	Applicant 1	Applicant 2
	{ FORMTEXT }	{ FORMTEXT }

Child 4 _____

First name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

What is your relationship to the child?	Applicant 1	Applicant 2
	{ FORMTEXT }	{ FORMTEXT }

4. The respondents' details as stated on the contact order

If there are more than 2 respondents please continue on a separate sheet.

Respondent 1

Respondent's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Relationship to the child(ren)

Name of child	Relationship
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Does the respondent have a solicitor acting for them? { FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know

If Yes, please provide the details below.

Respondent's solicitor

Name of respondent's solicitor { FORMTEXT }

Name of firm { FORMTEXT }

Address	{ FORMTEXT }
Postcode	{ FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }

Respondent 2

Respondent's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } / { FORMTEXT } / { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT }

Relationship to the child(ren)

Name of child	Relationship
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Does the respondent have a solicitor acting for them? { FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know

If Yes, please provide the details below.

Respondent's solicitor

Name of respondent's solicitor { FORMTEXT }

Name of firm { FORMTEXT }

Address { FORMTEXT }

Postcode	{ FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }

5. Current court cases which concern the child(ren)

Are you aware of any other ongoing cases which concern any of the children at Section 3?

{ FORMCHECKBOX **}** Yes

{ FORMCHECKBOX **}** No If No, please **go to Section 6**

If Yes, please provide additional details about which child(ren) are involved in other court cases?

Additional details

Name of child(ren)	**{** FORMTEXT **}**
	{ FORMTEXT **}**
	{ FORMTEXT **}**
	{ FORMTEXT **}**
Name of the court where proceedings are being heard	**{** FORMTEXT **}**
Case no.	**{** FORMTEXT **}**
Name of Cafcass/CAFCASS CYMRU Officer	**{** FORMTEXT **}**
Name and address of child's solicitor, if known	**{** FORMTEXT **}**
Address	**{** FORMTEXT **}**
Postcode	**{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}**

If the above details are different for each child please provide details on additional sheets.

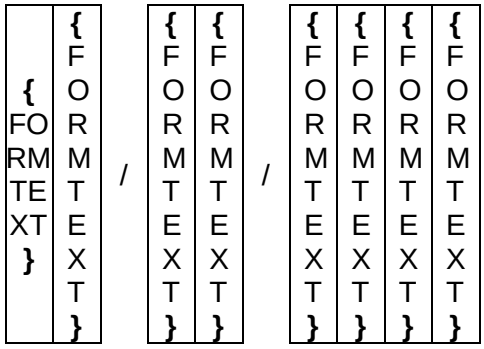
Please tick if additional sheets are attached. **{** FORMCHECKBOX **}**

6. Signature

Print full name **{** FORMTEXT **}**

Signed

Applicant

Date 
{ FORMTEXT }
{ FORMTEXT }
/
{ FORMTEXT }
{ FORMTEXT }
/
{ FORMTEXT }
{ FORMTEXT }
{ FORMTEXT }
{ FORMTEXT }

7. Attending the court

If you require an interpreter, you must tell the court now so that one can be arranged.

Do you or any of the parties need an interpreter at court?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please specify the language and dialect:

{ FORMTEXT **}**

If attending the court, do you or any of the parties involved have a disability for which you require special assistance or special facilities?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please say what the needs are

{ FORMTEXT **}**

Please say whether the court needs to make any special arrangements for you to attend court (e.g. providing you with a separate waiting room from the respondent or other security provisions).

{ FORMTEXT **}**

Court staff may get in touch with you about the requirements

Checklist

Please check that you have completed all parts of the form and attached all the relevant documents:

{ FORMCHECKBOX **}** a copy of the contact order, if available

{ FORMCHECKBOX **}** appropriate fee enclosed (leaflet EX50 provides information about court fees)

Court fees

You may be exempt from paying all or part of the fee. The combined booklet and application form 'EX160A Court Fees - Do you have to pay them' gives more information. You can get a copy from the court or download a copy from our website at www.hmcourts-service.gov.uk

MCHECKBOX}{FORMCHECKBOX} details of additional children, if there are more than four children in Section 3

MCHECKBOX}{FORMCHECKBOX} details of additional respondents, if there are more than two respondents in Section 4

MCHECKBOX}{FORMCHECKBOX} details of additional ongoing cases if more than one in Section 5

MCHECKBOX}

Now take or send your application with the correct fee to the court.

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C79 - Application for enforcement

of CAO

C79

Application related to enforcement of a child arrangements order

The booklet 'CB5 - Applications related to enforcement of a child arrangements order' will help you complete this form. You can get a copy of all forms and leaflets from your local court or you can download copies from our website hmctsformfinder.justice.gov.uk

To be completed by the court	
Name of court { FORMTEXT }	
Date issued { FORMTEXT }	
Case number { FORMTEXT }	
Child(ren)'s name(s) { FORMTEXT }	Child(ren)'s number(s) { FORMTEXT }

Cafcass/CAFCASS CYMRU will carry out checks as it considers necessary.
Cafcass - Children and Family Court Advisory and Support Service (in England); CAFCASS CYMRU - Children and Family Court Advisory and Support Service Wales.

Help with Fees – Ref no. (if applicable) **HWF** - { FORMTEXT } { FORMTEXT } { FORMTEXT } - { FORMTEXT } { FORMTEXT } { FORMTEXT }

1. About the current child arrangements order which determine who a child should have contact with or spend time with and when

See CB5 Note B

Name of court { FORMTEXT }

Court case number if known { FORMTEXT }

Date of order { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Full name of the person who made the application { FORMTEXT }

Name of child(ren) { FORMTEXT }

Please attach a copy of the order where available.

2. What order(s) are you applying for?

See CB5 Note C

{ FORM **an enforcement order**
If the child arrangements order is not being complied with

{ FORM **to revoke an existing enforcement order**
To cancel the enforcement order

CHECKBOX}

{FORMCHECKBOX} **for the court to take action following breach of an existing enforcement order**
If the unpaid work requirement in the enforcement order has not been complied with

{FORMCHECKBOX} **an order for compensation for financial loss**
If you have lost money because the contact order is not being complied with

CHECKBOX}

{FORMCHECKBOX} **to amend an existing enforcement order by reason of a change of residence**
To change the local justice area where you wish to complete the unpaid work

{FORMCHECKBOX} **for amendment of the hours of unpaid work specified in an existing enforcement order**
To reduce the hours in the order

{FORMCHECKBOX} **to extend the period of 12 months set for completion of the unpaid work**
To allow you to do the work over a longer period

3. About you (the applicant)

Your first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } / { FORMTEXT } / { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

If you do not wish your address to be made known to the respondent, leave the address details blank and complete Confidential Address Form C8. You can get a copy of this form from any family court office or from our website at hmctsformfinder.justice.gov.uk

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT }

Home telephone number { FORMTEXT }

Mobile telephone number { FORMTEXT }

Do you have a solicitor acting for you? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

See CB5 Note L

If Yes, please give the following details

Your solicitor's name { FORMTEXT }

Name of firm { FORMTEXT }

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT }

	MT EXT } MT EXT } MT EXT } MT EXT } MT EXT } MT EXT } MT EXT } MT EXT }
Telephone number	{ FORMTEXT }
Fax number	{ FORMTEXT }
DX number	{ FORMTEXT }
Solicitor's Reference	{ FORMTEXT }
Fee account no.	{ FORMTEXT }

Applicant 2 (if applicable) _____

Your first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

If your address details and those of your solicitor are different from the first applicant please provide details of these on a separate sheet.

What is your relationship to the applicant listed above? { FORMTEXT }

3. The child(ren) in respect of whom this order is sought

Please give details of the child(ren), starting with the oldest.
If there are more than 4 children please continue on a separate sheet.

Child 1 _____

First name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

What is your relationship to the child?

Applicant 1	Applicant 2
{ FORMTEXT }	{ FORMTEXT }

Child 2 _____

First name	{ FORMTEXT }
Middle name(s)	{ FORMTEXT }
Surname	{ FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male
{ FORMCHECKBOX } Female

What is your relationship to the child?	Applicant 1	Applicant 2
	{ FORMTEXT }	{ FORMTEXT }

Child 3 _____

First name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } / { FORMTEXT } / { FORMTEXT } Sex { FORMCHECKBOX } Male { FORMCHECKBOX } Female

What is your relationship to the child?	Applicant 1	Applicant 2
	{ FORMTEXT }	{ FORMTEXT }

Child 4 _____

First name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } / { FORMTEXT } / { FORMTEXT } Sex { FORMCHECKBOX } Male { FORMCHECKBOX } Female

What is your relationship to the child?	Applicant 1	Applicant 2
	{ FORMTEXT }	{ FORMTEXT }

5. The respondents' details { EMBED PBrush }

If there are more than 2 respondents please continue on a separate sheet.

Respondent 1

Respondent's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Email address { FORMTEXT }

Relationship to the child(ren)

Name of child	Relationship
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Does the respondent have a solicitor acting for them? { FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know

If Yes, please provide the details below.

Respondent's solicitor

Name of respondent's solicitor { FORMTEXT }

Name of firm { FORMTEXT }

Address	{ FORMTEXT } Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Email address	{ FORMTEXT }
DX number	{ FORMTEXT }

Respondent 2

Respondent's first name { FORMTEXT }

Middle name(s) { FORMTEXT }

Surname { FORMTEXT }

Date of birth { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Sex { FORMCHECKBOX } Male { FORMCHECKBOX } Female

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Email address { FORMTEXT }

Relationship to the child(ren)

Name of child	Relationship
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Does the respondent have a solicitor acting for them? { FORMCHECKBOX } Yes { FORMCHECKBOX } No { FORMCHECKBOX } Don't know

If Yes, please provide the details below.

Respondent's solicitor

Name of respondent's solicitor { FORMTEXT }

Name of firm { FORMTEXT }

Address	{ FORMTEXT } Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
Telephone number	{ FORMTEXT }
Email address	{ FORMTEXT }
DX number	{ FORMTEXT }

6. Other persons to be notified

Person 1

Full name { FORMTEXT }

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

Person 2

Full name { FORMTEXT }

Address { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

7. Why are you making this application?

7a. If you are applying for:

{ EMBED PBrush **}**

- An enforcement order

please tell us about why you are making this application, if not go to 7b.

This might include:
• How the contact arrangements have been broken
• When this happened
• How long since you had contact with the child(ren)

{ FORMTEXT **}**

7b. If you are applying for:

{ EMBED PBrush **}**

- An order for compensation for financial loss

please tell us about why you are making this application, if not go to 7c.

Amount claimed (total figure) £**{** FORMTEXT **}**

Please explain why you are making this claim and attach any receipts or other evidence of financial loss.

{ FORMTEXT **}**

7c. If you are applying for:

{ EMBED PBrush **}**

- Action as a result of breach of an enforcement order

please tell us about why you are making this application, if not go to 7d.

Please tell us how the enforcement order has been breached.

{ FORMTEXT **}**

Please attach a copy of the enforcement order if available.

Name of court where the enforcement order was made

{ FORMTEXT **}**

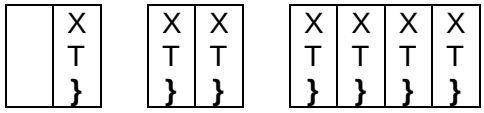
{ EMBED PBrush **}**

Name of local justice area responsible for the enforcement order

{ FORMTEXT **}**

Date enforcement order was made

{ FORMTEXT **}** **{** FORMTE / **{** FORMTE / **{** FORMTE **{** FORMTE **{** FORMTE **{** FORMTE


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7d. If you are applying to:

- Revoke an enforcement order
- Amend an enforcement order
- Amend the hours of unpaid work specified in an enforcement order
- Extend the period of 12 months for completion of unpaid work in an enforcement order

please tell us why you are making this application, if not **go to section 8.**

This might include:
• How your circumstances have changed since the enforcement order was made
• How often contact is now taking place
• Why you think the hours or time period should be amended.

{ FORMTEXT }

Please attach a copy of the enforcement order, if available.

{ EMBED PBrush }

Name of local justice area responsible for the enforcement order

{ FORMTEXT }

Date enforcement order made

{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }

Number of hours of unpaid work required

{ FORMTEXT }

Number of hours of unpaid work completed

{ FORMTEXT }

Number of hours of unpaid work outstanding

{ FORMTEXT }

What are the new proposed hours?

{ FORMTEXT }

If requesting extension of the 12 month period for completion, what is the new proposed completion date?

{ FORMTEXT } / { FORMTEXT } / { FORMTEXT }

{ EMBED PBrush }

If you are applying to amend the order because you are moving house, what will be the name of the new local justice area?

{ FORMTEXT }

If you are moving house what will your new address be?

{ FORMTEXT }

When will you start living there?

{ FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

8. Current court cases which concern the child(ren)

Are you aware of any other ongoing court cases which concern any of the children at Section 4?

{ FORMCHECKBOX **}** Yes

{ FORMCHECKBOX **}** No If No, please **go to Section 9**

If Yes, please provide additional details about which child(ren) are involved in other court cases?

Additional details

Name of child(ren)	**{** FORMTEXT **}**
	{ FORMTEXT **}**
	{ FORMTEXT **}**
	{ FORMTEXT **}**
Name of the court where proceedings are being heard	**{** FORMTEXT **}**
Case no.	**{** FORMTEXT **}**
Name of Cafcass/CAFCASS CYMRU Officer	**{** FORMTEXT **}**
Name and address of child's solicitor, if known	**{** FORMTEXT **}**
Address	**{** FORMTEXT **}**
Postcode	**{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}** **{** FORMTEXT **}**
Email address	**{** FORMTEXT **}**

If the above details are different for each child please provide details on additional sheets.

Please tick if additional sheets are attached. **{** FORMCHECKBOX **}**

9. Statement of truth

*[I believe] [The applicant/respondent believes] that the facts stated in this application are true.

*delete as Appropriate

*I am duly authorised by the applicant/respondent to sign this statement.

Print full name { FORMTEXT }

Name of applicant solicitors firm { FORMTEXT }

Signed

(Applicant) (Applicant's solicitor)

Dated { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }

Position or office held (If signing on behalf of firm or company) { FORMTEXT }

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.

10. Attending the court

If you require an interpreter, you must tell the court now so that one can be arranged.

Do you or any of the parties need an interpreter at court?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please specify the language and dialect:

{ FORMTEXT **}**

If attending the court, do you or any of the parties involved have a disability for which you require special assistance or special facilities?

{ FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

If Yes, please say what the needs are

{ FORMTEXT **}**

Please say whether the court needs to make any special arrangements for you to attend court (e.g. providing you with a separate waiting room from the respondent or other security provisions).

{ FORMTEXT **}**

Court staff may get in touch with you about the requirements

Checklist

Please check that you have completed all parts of the form and attached all the relevant documents:

{ FORMCHECKBOX **}** a copy of the child arrangements order or court case number

{ FORMCHECKBOX **}** appropriate fee enclosed (leaflet EX50 provides information about court fees)

{ FORMCHECKBOX **}** copies of the application and documents attached for each respondent, and one for Cafcass/CAFCASS CYMRU

Court fees

You may be exempt from paying all or part of the fee. The combined booklet and application form 'EX160A Court Fees - Do you have to pay them' gives more information. You can get a copy from the court or download a copy from our website at www.hmcourts-service.gov.uk

{
FORMCHECKBOX **}**

a copy of the enforcement order (if any previously made)

{
FORMCHECKBOX **}**

any receipts or other documentary evidence to support financial loss claim (if applicable)

{
FORMCHECKBOX **}**

details of additional children, if there are more than four children in Section 4

{
FORMCHECKBOX **}**

details of additional respondents, if there are more than two respondents in Section 5

Now take or send your application with the correct fee to the court.

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C8 - Confidential Contact Details

Confidential contact details

Form C8

Family Procedure Rules 2010 Rule 29.1

The Court
{ FORMTEXT **}**

Case number
{ FORMTEXT **}**

The full name(s) of the child(ren)
{ FORMTEXT **}**
{ FORMTEXT **}**
{ FORMTEXT **}**
{ FORMTEXT **}**

Child(ren)'s number(s)
{ FORMTEXT **}**
{ FORMTEXT **}**
{ FORMTEXT **}**
{ FORMTEXT **}**

Your full name
{ FORMTEXT **}**

The omitted contact details

This form is to be used by any party in Family Proceedings who does not wish to reveal their contact details (private address, telephone number, email etc.) or the contact details of any child. These details will not be revealed to any person except by order of the Court. Please list the contact details to be omitted.

{ FORMTEXT **}**

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C9 - Statement of Service

Statement of Service FORM C9

Family Proceedings Rules 1991 Rule 4.8
Family Proceedings Courts (Children Act 1989) Rules 1991 Rule 8

The Court
{ FORMTEXT **}**

Case Number
{ FORMTEXT **}**

The full name(s) of the Child(ren)
{ FORMTEXT **}**

Child(ren)'s Number(s)
{ FORMTEXT **}**

You must	• Give details of service of the application on each of the other parties • Give details of service on persons to whom notice has to be given • File this form with the Court on or before the first Directions Appointment or Hearing of the Proceedings
You should	• If the person's solicitor was served, give his or her name and address • If the children's guardian was served on behalf of the child, give his or her name and **contact** address
You must indicate **or**	• The manner, date, time and place of service • Where the service was effected by post, the date, time and place of posting

Name and address of person served	How, when and where served	Prescribed forms served
{ FORMTEXT **}**	**{** FORMTEXT **}**	**{** FORMTEXT **}**

I have served the [application] [Notice of Proceedings] as stated above:
I am the [applicant] [solicitor of the applicant] [other(state)]: **{** FORMTEXT **}**

Signed: **{** FORMTEXT **}** Date: **{** FORMTEXT **}**

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Client Care Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

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Dear { IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1} and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_SURNAME_1}" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_SURNAME_1} and { MERGEFIELD LINKNAME_TITLE_2} { MERGEFIELD LINKNAME_SURNAME_2}" }" }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }, a { MERGEFIELD CALCULATION_STATUS_DESCRIPTION }, in the Family Department. I will have conduct of your matter throughout. I am supervised by { MERGEFIELD CALCULATION_EXECUTIVE_NAME }, who will also be aware of your matter.

Your Instructions

Our Advice

What are Child Arrangement Orders?

Child Arrangement Orders (CAO) regulate arrangements relating to children when parents separate. I have detailed below the types of CAO which are available.

CAO – Residence

The Court may make an order naming the person a child will live with. The Court may also make an order that a child will live with both parents, and will specify when the child will live in each household.

The benefit of having a CAO for residence is that you are able to take the child abroad for up to one month without the other parent's consent or the Court's permission.

A parent without a CAO for residence would have to have the permission of the other parent. If the parent does not give permission, it is possible to make an application to the Court for them to determine whether the child should be allowed to go on the holiday. In this case, this order is called a Specific Issue Order (which I will give further details of below).

CAO – Contact

A CAO for contact sets out when each parent will have contact with the child. This is useful when parents cannot decide if or when the child should have contact with the other parent.

There are different types of contact which can be ordered, depending on each family's circumstances.

Direct contact involves the child having contact with a named person, either by visiting them or staying with them. The Court, so long as it is safe to do so, prefer to approve arrangements where children have direct contact in order to maintain a relationship with the other parent. Indirect contact is contact between a person and child which does not take place face to face. This can be, for example, by e-mail, telephone, video calling or sending letters, cards and presents on special occasions such as birthdays and Christmas.

It is typical for babies and very young children to begin having contact with the other parent during short but frequent contact visits, and progress to longer and possibly overnight visits as they get older. If, for example, a child has not seen the other parents for a substantial amount of time, the Court may make an order for indirect contact to begin with, gradually increasing to direct contact over a set period of time in order to reintroduce the child and parent. This can then lead to overnight stays in the future, if appropriate.

If the Court believes that there is a risk to a child's welfare through direct contact, they may order that the contact is supervised. For direct contact, this could mean seeing the child at a dedicated Contact Centre where staff will keep an eye on the contact session. It could also be a relative or friend being present during contact, perhaps in a public location. If no welfare concerns are raised during contact, it can progress to unsupervised contact.

When do CAO end?

A CAO for contact will end when the child is 16 years old, or in exception circumstances, 18 years old. The Court can, however, stipulate how long the order should remain in place.

For residence, this ends when the child is 18 years old.

Please note, however, that if both parents live together for a continuous period of six months are the order has been made, it will immediately come to an end.

Who can apply for a CAO?

There are, in fact, several people who can apply for a CAO other than the child's natural parents. In addition, the following can also apply:

- A step-parent or any person who has been granted Parental Responsibility for a child either by agreement or by Court order.
- A guardian or special guardian.
- Any person named as the person a child will live with in an existing CAO.
- Any person who is married to or in a civil partnership with the parent of a child who has been treated as part of the family.
- A person who the child has lived with for three years. This does not need to be a continuous period, however it must not have started longer than five years before the application is made, nor ended less than three months before the application is made.
- Any person who has the consent of the Local Authority where the child is in the Local Authority's care.

Anyone who does not fall within the above categories must apply for permission from the Court to make an application for a CAO. This would be the case for grandparents wishing to have contact with grandchildren.

Specific Issue Orders

A SIO is helpful where the parties cannot agree on a specific issue and require the Court's assistance to do so. An application can be made for things such as taking a child on holiday where the other parent does not give their permission, or deciding what school a child should attend, or whether a child should have a certain type of medical treatment.

Prohibited Steps Orders

PSO are designed to prohibit someone from doing something. They can also apply to people who are not party to the proceedings, for example a parent's new partner or friend.

For example, applications can be made where a parent intends to move abroad with the child. If the other parent has not given their permission to this and believes that the parent is going to go ahead with the move they can make an application to prohibit this. It would then be for the parent intending on moving to make an application for a specific issue order for the Court to determine whether the move should be allowed or not.

The parties can make an *ex-parte*, or 'without notice', application to the Court. This is appropriate where the person making the application believes that if they notified the other parent it would frustrate the application being made or put themselves or the child in immediate risk of harm. The Court will hear the application and may make an order, if they find it reasonable to do so, to prohibit the other parent from doing something. This would be particularly relevant to the above example if the parent intending to leave had made it known that they were leaving forthwith.

How to make an application

The Court, other than in 'without notice' situations, require the parties to have attempted mediation. They far prefer parents reach an agreement outside Court as this is a much quicker for all involved, less costly, and tends to lead to less rancour between the parties.

If, however, mediation does not work, an application can be made.

There first Court appointment is referred to as a First Hearing Dispute Resolution Appointment (FHDRA).

During this hearing, the Court identifies the issues in dispute with a view to resolving them as quickly and inexpensively as possible. All parties to the application must attend the FHDRA.

Prior to the FHDRA, a Welfare Office from the Children and Family Court Advisory Support Service (CAFCASS) will have a telephone appointment with you and with the other parent. They will undertake some checks with the Court to look for prior applications, and with the police to check for any criminal records which may be of relevance to the application.

CAFCASS then prepare a short report, referred to as the 'Safeguarding Letter' which is usually made available to the parties and Court prior to the hearing. It outlines the parties' positions, any relevant Court or police information and any recommendations from CAFCASS. Depending on each situation, CAFCASS may make recommendations for drug or alcohol testing of one or both parents if issues surrounding those have been raised, or that a Section 8 Report is prepared, amongst other things.

A Section 8 Report is prepared by a CAFCASS social worker. Over a period of approximately eight weeks, the social worker will meet with you, the other parent and the child in order to investigate the issues raised by each parent and make recommendations for contact or living arrangements.

If CAFCASS do not believe a Section 8 Report is necessary, and both parties are able to reach an agreement in relation to the issues at the FHDRA, the Court may make a final order at this stage. It is of course best if this can be achieved, as it will save considerable time, money and stress for both parties and the children, since Court proceedings can be lengthy, taking around six to 12 months from start to final hearing (if required).

If, however, the parties cannot reach an agreement, or CAFCASS believe the Section 8 Report is necessary, then there will be a further hearing listed called a Dispute Resolution Appointment (DRA).

If a S8 Report has been prepared, this will usually be provided to all parties prior to the DRA so the recommendations can be considered in advance. Depending on the outcome of the S8 Report, and whether the parties can make an agreement, it is possible for the matter to be concluded at that point and a final order made. If, however, further information is required, the Court may list another DRA. If it is a case of the S8 Report recommendations being clear, but the parties cannot agree on them, a final hearing will be listed. If there is no S8 Report but the parties still cannot agree arrangements at the DRA, a final hearing will be listed.

At the final hearing, the parties will be cross-examined. It is quite an unpleasant experience, and therefore it is always best if parties can reach an agreement prior to the final hearing so they can avoid this. If the matter has reached the final hearing stage, the Court will determine what order to make and the parties will have no say in the arrangements made. I therefore encourage all clients to attempt to reach an agreement in as amicable a way as possible in order to limit the expense and stress that comes with making applications to the Court.

Next Steps

I require you to sign and return the enclosed client care documentation as soon as possible.

I would encourage you to return all documents to me via our secure client portal; login details will be provided to you shortly. The portal is a secure way for us to communicate, and send and receive files, protecting your sensitive data. If for any reason you are unable to access the portal, or have difficulty accessing the internet, please let me know.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirm outcome Final

Hearing

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I write to confirm the outcome of the final hearing.

Insert advice here.

You should be aware that this order is final, and will last until the child(ren) turn(s) 16.

If I can be of any further help in the future, or if you require any further clarification of the final order made, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirm outcome of

FHDRA/DRA listed

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I write to confirm the outcome of the FHDRA.

Insert advice here.

{ IF { MERGEFIELD PRI_CH_ORG_FW_CH_DRADATE }<> "" "Please note that the Dispute Resolution Appointment has been listed by the Court to take place on { MERGEFIELD PRI_CH_ORG_FW_CH_DRADATE \@ "d MMMM yyyy" } and you should ensure you are available to attend.

" "I will notify you as soon as the Court have confirmed the date of the Dispute Resolution Appointment.

" }If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client confirming FHDRA listed

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I write to confirm that the First Hearing Dispute Resolution Appointment will take place on { MERGEFIELD PRI_CH_ORG_FW_CH_FHDRADATE \@ "d MMMM yyyy" } at COURT.

Please ensure you are available to attend this hearing. You must attend Court at TIME.

At the first hearing, the Court will look at the issues raised by both parties and will determine whether it is necessary to investigate any of the issues further, for example by ordering a further report from CAFCASS, or obtaining medical reports or drug and alcohol testing (where appropriate).

It is possible to conclude matters at the first hearing, usually in cases where there are no allegations of serious harm to either the child or other parent, and the parties wish to set out the arrangements for contact. This is only possible where the parents are able to reach an agreement at Court so a final order can be made.

If it is not possible to reach an agreement, or further investigation is required, then the Court will list a further hearing called a Dispute Resolution Appointment (DRA).

It is common for the Court to order a further report from CAFCASS (called a Section 8 Report) which will be completed prior to the DRA. It takes around eight to 10 weeks for CAFCASS to complete their report, where they will interview you, the other parent and the child(ren). In the report, they will set out their discussions with each parent and the information they have gained from speaking with the child(ren). They will also make recommendations to the Court regarding the contact that each parent should have. You should be aware that the Court does not have to follow the advice recommended by CAFCASS, however it is unusual for the Court to go against the recommendations.

At the DRA, the parties will be encouraged to reach an agreement so a final order can be made, meaning a Final Hearing where both parents would need to give evidence is not necessary.

If it is not possible to reach an agreement at the DRA, then a Final Hearing will be necessary and you and the other parent (and often CAFCASS) will be cross examined. At the final hearing, the Court will make the final order based on the evidence given by you and the other parent, and CAFCASS' recommendations. Neither parent will have a say in the outcome as it will solely be the Court's decision and the Court will usually follow CAFCASS' recommendations for contact. I will of course provide you with further information regarding the final hearing at a later date, if it is likely that this matter will go to final hearing.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Client confirming final hearing

outcome of DRA

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I write to confirm the outcome of the Dispute Resolution Appointment (DRA).

Insert advice here.

{ IF { MERGEFIELD PRI_CH_ORG_FW_CH_FHDATE }<> "" "Please note that the Final Hearing has been listed by the Court to take place on { MERGEFIELD PRI_CH_ORG_FW_CH_FHDATE \@ "d MMMM yyyy" } and you should ensure you are available to attend.

" "I will notify you as soon as the Court have confirmed the date of the Final Hearing.

" }If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. s8 Report

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I can confirm that I have now received CAFCASS' completed s8 Report, a copy of which is enclosed for your consideration.

I should be grateful if you would please read this document carefully, paying particular attention to the recommendations made by CAFCASS at the end of the report.

I wish to highlight the following *insert advice here.*

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Client enc. Safeguarding

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I have now received a copy of the CAFCASS Safeguarding report, which is enclosed for your consideration.

I should be grateful if you would please read this carefully.

I would draw your attention to *insert advice here.*

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

FGM700 - FGM protection order

FM1 - MIAM Form

Family Mediation Information and Assessment Meeting (MIAM)

To be completed by the court
The Family Court sitting at **{** FORMTEXT **}**
Case reference **{** FORMTEXT **}**

Before completing this form please read the information notes at the end of the form. This form is only to be used when making an application to the court on form C1 or C2 for one of the orders shown below.

Before completing this form please also read the leaflet 'CB1 – Making an application – Children and the Family Courts' and the leaflet CB7 - Guide for separated parents: children and the family courts. These leaflets are available from your local court or online at hmctsformfinder.justice.gov.uk

Full name of applicant(s)

{ FORMTEXT **}**

Full name of respondent(s)

{ FORMTEXT **}**

If you are making an application on form C1 or C2 for any of the following types of Children Act 1989 order, you must first attend a Mediation, Information and Assessment Meeting (MIAM):

- A parental responsibility order (sections 4(1)(c), 4ZA(1)(c) or 4A(1)(b) of the Children Act 1989) or an order terminating parental responsibility (sections 4(2A), 4ZA(5) or 4A(3) of that Act).
- An order appointing a child's guardian (section 5(1) of the Children Act 1989) or an order terminating the appointment (section 6(7) of that Act).
- An order giving permission to change a child's surname or remove a child from the United Kingdom (sections 13(1) or 14C of the Children Act 1989).
- A special guardianship order or an order varying or discharging such an order (section 14D of the Children Act 1989).

This completed FM1 form must be sent to the family court, together with the relevant completed application form C1 or C2. This FM1 form is not an application form for a court order.

1. Requirement to attend a Mediation, Information and Assessment Meeting (MIAM)

Before making an application for a

- A parental responsibility order (sections 4(1)(c), 4ZA(1)(c) or 4A(1)(b) of the Children Act 1989) or an order terminating parental responsibility (sections 4(2A), 4ZA(5) or 4A(3) of that Act).
- An order appointing a child's guardian (section 5(1) of the Children Act 1989) or an order terminating the appointment (section 6(7) of that Act).
- An order giving permission to change a child's surname or remove a child from the United Kingdom (sections 13(1) or 14C of the Children Act 1989).
- A special guardianship order or an order varying or discharging such an order (section 14D of the Children Act 1989).

You must first attend a Mediation, Information and Assessment Meeting (MIAM). At the MIAM an authorised family mediator will consider with you (and the other party if present) whether family mediation, or another form of noncourt dispute resolution, would be a more appropriate alternative to court. The mediator will also be able to sign post you to other help and support services.

You must have attended a MIAM before making this application unless the requirement to attend a MIAM does not apply because the Children Act 1989 order you are applying for:

- is for a consent order; or
- concerns a child who is the subject of separate ongoing emergency proceedings, care proceedings or supervision proceedings (or is already the subject of an emergency, care or supervision order); or
- you are exempt from the requirement to attend a MIAM. (Some exemptions you can claim yourself, others must be certified by an authorised family mediator).

In special circumstances such as where domestic violence is involved you may not need to attend a MIAM. However, you will be asked to provide the judge with evidence (such as a police report to prove domestic violence has taken place) and should bring it to the first hearing.

All applicants must complete section 1 and sign section 3 of this form.

In addition, you must tick one of the boxes below and ensure that you, your solicitor or a family mediator completes (and where indicated signs) the relevant section(s) of this form as shown.

1a. Are there previous or ongoing proceedings for child(ren) for an emergency protection, care or supervision order?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	**If Yes**, to provide additional details on form C1 or C2 where shown. **Sections 2 or 4 of the FM1 form should be left blank.** **If No**, please answer question 1b.
1b. Are you claiming exemption from the requirement to attend a MIAM?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	**If Yes**, complete section 2. **If No**, please answer question 1c.
1c. Has a family mediator informed you that a mediator's exemption applies, and you do not need to attend a MIAM?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	**If Yes**, you must ensure that the family mediator completes and signs section 4a. **If No**, please answer question 1d.
1d. Have you attended a MIAM?	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	**If Yes**, you must ensure that the family mediator completes and signs section 4b. **If No**, you cannot make the application on form C1 or C2.

2. Applicant claims exemption(s) from attendance at a Mediation, Information and Assessment Meeting (MIAM)

(To be completed by the person intending to make a court application or their solicitor)

The applicant has not attended a MIAM because the following MIAM exemption(s) applies:

{ FORMCHECKBOX **}** Domestic violence (you must complete section 2a)

{ FORMCHECKBOX **}** Child protection concerns (you must complete section 2b)

{ FORMCHECKBOX **}** Urgency (you must complete section 2c)

{ FORMCHECKBOX **}** Previous MIAM attendance or previous MIAM exemption (you must complete section 2d)

{ FORMCHECKBOX **}** Other (you must complete section 2e)

Now complete the relevant section 2a, b, c, d or e by ticking the appropriate box(s)

Further details of MIAM exemption(s) claimed by the applicant

If you have claimed a MIAM exemption in above you must also tick the relevant box(s), as shown below to confirm that you have the necessary evidence to support your ground(s) for exemption. Where you are asked to provide additional details you must do so.

Section 2a - Domestic violence evidence

The applicant confirms that there is evidence of domestic violence, as specified below:

{ FORMCHECKBOX **}** evidence that a prospective party has been arrested for a relevant domestic violence offence;

{ FORMCHECKBOX **}** evidence of a relevant police caution for a domestic violence offence;

{ FORMCHECKBOX **}** evidence of relevant criminal proceedings for a domestic violence offence which have not concluded;

{ FORMCHECKBOX **}** evidence of a relevant conviction for a domestic violence offence;

{ FORMCHECKBOX **}** a court order binding a prospective party over in connection with a domestic violence offence;

{ FORMCHECKBOX **}** a domestic violence protection notice issued under section 24 of the Crime and Security Act 2010 against a prospective party;

{ FORMCHECKBOX **}** a relevant protective injunction;

{ FORMCHECKBOX **}** an undertaking given in England and Wales under section 46 or 63E of the Family Law Act 1996 (or given in Scotland or Northern Ireland in place of a protective injunction) by a prospective party, provided that a cross-undertaking relating to domestic violence was not given by another prospective party;

{ FORMCHECKBOX **}** a copy of a finding of fact, made in proceedings in the United Kingdom, that there has been domestic violence by a prospective party;

{ FORMCHECKBOX **}** an expert report produced as evidence in proceedings in the United Kingdom for the benefit of a court or tribunal confirming that a person with

whom a prospective party is or was in a family relationship, was assessed as being, or at risk of being, a victim of domestic violence by that prospective party;

{ FORMCHECKBOX **}** a letter or report from an appropriate health professional confirming that-

(i) that professional, or another appropriate health professional, has examined a prospective party in person; and

Section 2a - Domestic violence evidence - **continued**

(ii) in the reasonable professional judgment of the author or the examining appropriate health professional, that prospective party has, or has had, injuries or a condition consistent with being a victim of domestic violence;

{ FORMCHECKBOX **}** a letter or report from-

(i) the appropriate health professional who made the referral described below;

(ii) an appropriate health professional who has access to the medical records of the prospective party referred to below; or

(iii) the person to whom the referral described below was made;

{ FORMCHECKBOX **}** confirming that there was a referral by an appropriate health professional of
a prospective party to a person who provides specialist support or assistance for victims of, or those at risk of, domestic violence;

{ FORMCHECKBOX **}** a letter from any person who is a member of a multi-agency risk
assessment conference (or other suitable local safeguarding forum) confirming that a prospective party, or a person with whom that prospective party is in a family relationship, is or has been at risk of harm from domestic violence by another prospective party;

{ FORMCHECKBOX **}** a letter from an independent domestic violence advisor confirming that they
are providing support to a prospective party;

{ FORMCHECKBOX **}** a letter from an independent sexual violence advisor confirming that they
are providing support to a prospective party relating to sexual violence by another prospective party;

{ FORMCHECKBOX **}** a letter from an officer employed by a local authority or housing association
(or their equivalent in Scotland or Northern Ireland) for the purpose of supporting tenants containing-

(i) a statement to the effect that, in their reasonable professional judgment, a person with whom a prospective party is or has been in a family relationship is, or is at risk of being, a victim of domestic violence by that prospective party;

(ii) a description of the specific matters relied upon to support that judgment; and

(iii) a description of the support they provided to the victim of domestic violence or the person at risk of domestic violence by that prospective party;

{ FORMCHECKBOX **}** a letter which-

(i) is from an organisation providing domestic violence support services, or a registered charity, which letter confirms that it-

(a) is situated in England and Wales,

(b) has been operating for an uninterrupted period of six months or more; and

(c) provided a prospective party with support in relation to that person's needs as a victim, or a person at risk, of domestic violence; and

(ii) contains-

(a) a statement to the effect that, in the reasonable professional judgment of the author of the letter, the prospective party is, or is at risk of being, a victim of domestic violence;

(b) a description of the specific matters relied upon to support that judgment;

(c) a description of the support provided to the prospective party; and

Section 2a - Domestic violence evidence - **continued**

(d) a statement of the reasons why the prospective party needed that support;

{ FORMCHECKBOX **}** a letter or report from an organisation providing domestic violence support services in the United Kingdom confirming-

(i) that a person with whom a prospective party is or was in a family relationship was refused admission to a refuge;

(ii) the date on which they were refused admission to the refuge; and

(iii) they sought admission to the refuge because of allegations of domestic violence by the prospective party referred to in paragraph (i);

{ FORMCHECKBOX **}** a letter from a public authority confirming that a person with whom a prospective party is or was in a family relationship, was assessed as being, or at risk of being, a victim of domestic violence by that prospective party (or a copy of that assessment);

{ FORMCHECKBOX **}** a letter from the Secretary of State for the Home Department confirming that a prospective party has been granted leave to remain in the United Kingdom under paragraph 289B of the Rules made by the Home Secretary under section 3(2) of the Immigration Act 1971, which can be found at https://www.gov.uk/guidance/immigration-rules/immigration-rules-index;

{ FORMCHECKBOX **}** evidence which demonstrates that a prospective party has been, or is at risk of being, the victim of domestic violence by another prospective party in the form of abuse which relates to financial matters.

Section 2b – Child protection concerns

The applicant confirms that a child would be the subject of the application and that child or another child of the family who is living with that child is currently—

{ FORMCHECKBOX **}** the subject of enquiries by a local authority under section 47 of the Children Act 1989 Act; or

{ FORMCHECKBOX **}** the subject of a child protection plan put in place by a local authority.

Section 2c – Urgency

The applicant confirms that the application must be made urgently because:

{ FORMCHECKBOX **}** there is risk to the life, liberty or physical safety of the prospective applicant or his or her family or his or her home; or

{ FORMCHECKBOX **}** any delay caused by attending a MIAM would cause—

{ FORMCHECKBOX **}** a risk of harm to a child; or

{ FORMCHECKBOX **}** a risk of unlawful removal of a child from the United Kingdom, or a risk of unlawful retention of a child who is currently outside England and Wales; or

{ FORMCHECKBOX **}** a significant risk of a miscarriage of justice; or

{ FORMCHECKBOX **}** unreasonable hardship to the prospective applicant; or

{ FORMCHECKBOX **}** irretrievable problems in dealing with the dispute (including the

irretrievable loss of significant evidence); or

{ FORMCHECKBOX **}** there is a significant risk that in the period necessary to schedule and attend

a MIAM, proceedings relating to the dispute will be brought in another state in which a valid claim to jurisdiction may exist, such that a court in that other State would be seized of the dispute before a court in England and Wales.

Section 2d – Previous MIAM attendance or MIAM exemption

The applicant confirms that one of the following applies:

{ FORMCHECKBOX **}** in the 4 months prior to making the application, the person attended a MIAM
or participated in another form of non-court dispute resolution relating to the same or substantially the same dispute; or

{ FORMCHECKBOX **}** at the time of making the application, the person is participating in another
form of non-court dispute resolution relating to the same or substantially the same dispute; or

{ FORMCHECKBOX **}** in the 4 months prior to making the application, the person filed a relevant
family application confirming that a MIAM exemption applied and that application related to the same or substantially the same dispute; or

{ FORMCHECKBOX **}** the application would be made in existing proceedings which are continuing
and the prospective applicant attended a MIAM before initiating those proceedings; or

{ FORMCHECKBOX **}** the application would be made in existing proceedings which are continuing
and a MIAM exemption applied to the application for those proceedings.

Section 2e – Other exemptions

The applicant confirms that one of the following other grounds for exemption applies:

{ FORMCHECKBOX **}** the prospective applicant does not have sufficient contact details for any of
the prospective respondents to enable a family mediator to contact any of the prospective respondents for the purpose of scheduling the MIAM.

{ FORMCHECKBOX **}** the application would be made without notice (Paragraph 5.1 of Practice
Direction 18A sets out the circumstances in which applications may be made without notice.)

{ FORMCHECKBOX **}** (i) the prospective applicant is or all of the prospective respondents are
subject to a disability or other inability that would prevent attendance at a MIAM unless appropriate facilities can be offered by an authorised mediator; (ii) the prospective applicant has contacted as many authorised family mediators as have an office within fifteen miles of his or her home (or three of them if there are three or more), and all have stated that they are unable to provide such facilities; and (iii) the names, postal addresses and telephone numbers or e-mail addresses for such authorised family mediators, and the dates of contact, can be provided to the court if requested.

{ FORMCHECKBOX **}** the prospective applicant or all of the prospective respondents cannot
attend a MIAM because he or she is, or they are, as the case may be (i) in prison or any other institution in which he or she is or they are required to be detained; (ii) subject to conditions of bail that prevent contact with the other person; or (iii) subject to a licence with a prohibited contact requirement in relation to the other person.

{ FORMCHECKBOX **}** the prospective applicant or all of the prospective respondents are not
habitually resident in England and Wales.

{ FORMCHECKBOX **}** a child is one of the prospective parties by virtue of Rule 12.3(1).

{ FORMCHECKBOX **}** (i) the prospective applicant has contacted as many authorised family
mediators as have an office within fifteen miles of his or her home (or three

of them if there are three or more), and all of them have stated that they are not available to conduct a MIAM within fifteen business days of the date of contact; and (ii) the names, postal addresses and telephone numbers or e-mail addresses for such authorised family mediators, and the dates of contact, can be provided to the court if requested.

{ FORMCHECKBOX **}** there is no authorised family mediator with an office within fifteen miles of
the prospective applicant's home.

3. Signature of applicant/applicant's solicitor

*delete as appropriate *I am duly authorised by the applicant to sign this form.

Print full name { FORMTEXT }

Name of applicant solicitors firm { FORMTEXT }

Signed

Dated { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT } / { FORMTEXT }{ FORMTEXT }{ FORMTEXT }{ FORMTEXT }

*delete as appropriate *(Applicant) (Applicant's solicitor)

Position or office held
(If signing on behalf of firm or company) { FORMTEXT }

4. Mediator certifies that the prospective applicant is exempt from attendance at Mediation Information and Assessment Meeting (MIAM) or confirms MIAM attendance

(To be completed and signed by the authorised family mediator)
(tick the boxes that apply)

4a. **The following MIAM exemption(s) applies:**

{ FORMCHECKBOX **}** An authorised family mediator confirms that he or she is satisfied that -

{ FORMCHECKBOX **}** (a) mediation is not suitable as a means of resolving the dispute because none of the respondents is willing to attend a MIAM; or

{ FORMCHECKBOX **}** (b) mediation is not suitable as a means of resolving the dispute because all of the respondents failed without good reason to attend a MIAM appointment; or

{ FORMCHECKBOX **}** (c) mediation is otherwise not suitable as a means of resolving the dispute.

4b. **The prospective applicant attended a MIAM:**

{ FORMCHECKBOX **}** The prospective applicant only attended a MIAM.

{ FORMCHECKBOX **}** The prospective applicant and respondent party(s) also attended the MIAM together.

{ FORMCHECKBOX **}** The prospective and respondent(s) have each attended separate MIAM.

{ FORMCHECKBOX **}** The prospective respondent party(s) has/have made or is/are making arrangements to attend a separate MIAM.

Mediation or other form of Dispute Resolution is not proceeding because:

{ FORMCHECKBOX **}** The applicant has attended a MIAM alone and
- the applicant does not wish to start or continue mediation; or
- the mediator has determined that mediation is unsuitable
- the respondent did not wish to attend a MIAM

{ FORMCHECKBOX **}** Both the applicant and respondent have attended a MIAM (separately or together) and
- the applicant does not wish to start or continue mediation; or
- the respondent does not wish to start or continue mediation; or
- the mediator has determined that mediation is unsuitable

{ FORMCHECKBOX **}** Mediation has started, but has:
- broken down; or
- concluded with some or all issues unresolved

Signed	

Authorised Family Mediator
(a family mediator who is authorised to undertake MIAMs)

Family Mediation Service name	**{** FORMTEXT **}**

Sole trader name	{ FORMTEXT }
Address	{ FORMTEXT }

Dated { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } / { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

General information for completing this form

1. You need to complete this form and send it to the court with a completed application form C1 or C2 if you want to ask the court to make an (or change an existing) order about a child(ren) and your application is for:

   • A parental responsibility order (sections 4(1)(c), 4ZA(1)(c) or 4A(1)(b) of the Children Act 1989) or an order terminating parental responsibility (sections 4(2A), 4ZA(5) or 4A(3) of that Act).

   • An order appointing a child's guardian (section 5(1) of the Children Act 1989) or an order terminating the appointment (section 6(7) of that Act).

   • An order giving permission to change a child's surname or remove a child from the United Kingdom (sections 13(1) or 14C of the Children Act 1989).

   • A special guardianship order or an order varying or discharging such an order (section 14D of the Children Act 1989).

Requirement to attend a Mediation, Information and Assessment Meeting

2. It is now a legal requirement that, unless an exemption applies, a person who wishes to apply to court for one or more of the orders listed at paragraph 1 of these notes must first attend a Mediation, Information and Assessment Meeting (a MIAM). At the stage before proceedings the other party (the respondent) is expected to attend either the same MIAM or a separate MIAM.

3. At the MIAM, a trained family mediator will give you (the applicant) and the other person if present (the respondent) information about family mediation and other types of non-court dispute resolution. They will consider with you whether non-court dispute resolution would be an appropriate way to resolve the dispute. It is then for the applicant and respondent to decide whether or not to do so.

4. The requirement for the applicant to attend a MIAM does not apply if a Children Act 1989 order is being applied for and:

   • the other person is in agreement about what you are asking the court to order (the order is a "consent order"); or

   • there is an ongoing case about the child(ren) who would be the subject of the new Children Act 1989 application and that case concerns an emergency protection order, a supervision order or a care order, or if one of those orders has previously been made.

5. You must tick the relevant box in Section 1 of this form so that the court knows whether the MIAM requirement applies, whether an exemption applies (and why) or whether you have attended a MIAM.

MIAM exemptions and MIAM attendance

6. As the applicant you are expected to have contacted an authorised family mediator in order to make arrangements to attend a MIAM unless :

   • the MIAM requirement does not apply for one of the reasons explained at paragraph 4 of these notes, or

   • you are claiming a MIAM exemption, or a family mediator certifies that a mediator's exemption applies.

7. You can find an authorised family mediator by using the 'Find your local mediator' search facility available at: www.familymediationcouncil.org.uk

8. You should give the mediator the contact details of the other person so that the family mediator can contact them to check their willingness to attend a MIAM. If the other persons (or none of the other persons if there is more than one respondent) is or are unwilling to attend a MIAM this is a ground for the family mediator to exempt you from attending a MIAM.

9. If you or your solicitor believe that you have grounds for claiming exemption from MIAM attendance you or your solicitor must tick the relevant box in Section 1 of this form and complete Section 2.

10. If a family mediator wishes to certify that a mediator's exemption applies, so that you do not need to attend a MIAM, you must ask the family mediator to complete Section 4a of this form and sign it where shown.

11. If you have attended a MIAM you must ask the family mediator who conducted the MIAM to complete Section 4b of this form and sign it where shown.

12. If you claim a MIAM exemption and make an application to the court, the court will inquire into the grounds for exemption. The court may ask you to produce written evidence (see Section 2 of this form for details against each exemption shown).

13. If the court determines that the exemption was not validly claimed it may direct you, or you and the other party, to attend a MIAM and, if the case has already progressed to the first hearing, may adjourn the case to enable to make arrangements to attend a MIAM.

14. The detailed procedure relating to the MIAM requirement and MIAM exemptions and attendance is set out in Part 3 of the Family Procedure Rules and in supporting Practice Direction 3A (judicial guidance). These are available online at: www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_03a

Paying for MIAM attendance or for family mediation

15. Legal aid is available for MIAMs and for family mediation. If you are eligible for legal aid you could receive both the MIAM and mediation sessions free of charge, as well as some advice from a solicitor to support you in the mediation process.

16. If you, or the prospective respondent, is eligible for Legal Aid then the total cost of MIAM attendance can be met by the Legal Aid Agency, whether you and the prospective respondent attend the same MIAM or separate MIAMs.

17. If neither you nor the respective respondent is eligible for Legal Aid then the mediator will agree with you how the cost of MIAM attendance is to be met.

18. See paragraph 27 below on how to find out whether you are eligible for Legal Aid.

Safety and MIAM attendance

19. Please note: the family mediator will discuss with you and with the other person whether you wish to attend the MIAM separately or together. Family mediators have a responsibility to ensure the safety and security of all concerned and will always check with each of you that attending together is your individual choice and is safe.

Information about mediation

20. If suitable, mediation can be a better way of resolving issues about arrangements for children when you and your partner separate or divorce. Mediation can be less expensive than going to court and much less stressful for all the family. It can also help you as parents to focus on your child(ren)'s needs in making decisions about them.

21. Family Mediation is an impartial process that involves an independent third person who assists both parties involved in a family dispute to reach a resolution. Family mediation can be used to settle any or all of the following issues:

    • Arrangements for children

    • Financial arrangements and dividing up property

    • Any combination of these

    • Any other disputes to do with separation and divorce.

22. Family Mediation is not just for divorcing or separating couples – it is a means for resolving a range of family disputes, whether they arise from divorce or the separation of cohabiting parents. Family Mediation could also help resolve issues with wider family members such as grandparents.

23. The family mediator helps the process of negotiation between the parties to agree their own arrangements by way of a Memorandum of Understanding. You can ask a solicitor, if you have one, to check the Memorandum of Understanding.

24. If both parties agree, you can ask the court to endorse what you have agreed by issuing a consent order. The mediator will help you to decide whether your case is complicated and does in fact need the court to consider your situation and make an order. The mediator should also tell you about other local services and options for resolving your dispute.

25. A statutory Mediation Information and Assessment Meeting (MIAM) is reserved for "authorised mediators" under the Family Procedure Rules. "Authorised family mediator" means a person identified by the Family Mediation Council as qualified to conduct a MIAM. "Qualified to conduct a MIAM" is interpreted as holding current Family Mediation Council accreditation (FMCA). FMCA mediators are issued with a unique FMC registration number. Authorised mediators are requested to enter this number in the box provided.

Further information and sources of help

26. General information about family mediation is available from the Family Mediation Council website at: www.familymediationcouncil.org.uk

27. The family mediator who undertakes the MIAM for you must be a member of a national mediation organisation which adheres to the Family Mediation Council's Code of Conduct and the mediator must be authorised to conduct MIAMs. The service finder will help you find such a local mediator.

28. You can find out more about legal aid for family matters, including whether you may eligible for legal aid, on the Legal Aid Information Service on the Gov.UK site at: www.gov.uk/check-legal-aid or you can telephone the Civil Legal Advice direct helpline 0345 345 4345.

29. For general advice on separation services and options for resolving disputes: www.sortingoutseparation.org.uk

30. For general advice about sorting out arrangements for children, the use of post-separation mediation, and/or going to court: www.advicenow.org.uk; **{** HYPERLINK "http://www.advicenow.org.uk/advicenow-guides/family/sorting-out-arrangements-for-your-children/" **}**

31. For general advice about sorting out arrangements for children, the use of post-separation mediation, and/or going to court: www.advicenow.org.uk; **{** HYPERLINK "http://www.advicenow.org.uk/guides/survival-
32. guide-sorting-out-arrangements-your-children" **}**

For advice about Contact Centres, which are neutral places where children of separated families can enjoy contact with their non-resident parents and sometimes other family members, in a comfortable and safe environment; and
33. information about where they are: www.naccc.org.uk

For help with taking a case to court without a
34. solicitor, the Personal Support Unit: **{** HYPERLINK "http://www.thepsu.org/" **}**

For guidance on representing yourself at court, including a list of commonly used terms that you may come across: **{** HYPERLINK
35. "http://www.barcouncil.org.uk/instructing-a-barrister/representing-yourself-in-court/" **}**

For advice about finding and using a family law solicitor see: Law Society www.lawsociety.org.uk, and Resolution (family law solicitors):
36. www.resolution.org.uk

For advice about finding using a family law barrister: see www.barcouncil.org.uk/about-the-bar/find-a-barrister/ and for arrangements for using a barrister directly see **{** HYPERLINK "http://www.barcouncil.org.uk/instructing-a-barrister/public-access/" **}**

Judicial guidance that sets out the approach of the courts to deciding child arrangements is available online at: **{** HYPERLINK "http://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_12b" **}**

Online videos

37. There are several videos explain more about the mediation process, making your application, what will happen in court and will help you prepare for the hearing. To watch the videos visit **{** HYPERLINK "http://www.bit.ly/guides_for_separating_parents" **}**

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Letter Court filing application

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_COURT1_name }
{ MERGEFIELD PRI_CH_ORG_COURT1_dxno }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

We act for the above-named Applicant and enclose an application for XX herewith. Please find the following documents enclosed:

1. C100 Form
2. C1A Form
3. Statement of the Applicant
4. C8 Form
5. Notice of Acting

Please take the Court fee of £155.00 from PBA account XX/Please find enclosed a cheque in the sum of £155.00.

We look forward to hearing from you in due course.

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter Court filing document

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umentOur Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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{ MERGEFIELD PRI_CH_ORG_COURT1_name }
{ MERGEFIELD PRI_CH_ORG_COURT1_dxno }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

Further in the above matter, we enclose the following documents for filing:

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter serving document on o/s

solicitor

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_ORG_COURT1_name }
{ MERGEFIELD PRI_CH_SOL_OP_SOL1_dxno }

Dear Sirs

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

Further in the above matter, we enclose the following documents which we have also filed with the Court:

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter serving document on other

side

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_OP1_2_OP1_TITLE } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }
{ MERGEFIELD PRI_CH_OP1_2_OP1_ADDRESS }

Dear { MERGEFIELD PRI_CH_OP1_2_OP1_TITLE } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Re: Your Children

Further in the above matter, I enclose the following documents which I have also filed with the Court:

Yours sincerely,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter serving issued application

on OS

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_OP1_2_OP1_TITLE } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }
{ MERGEFIELD PRI_CH_OP1_2_OP1_ADDRESS }

Dear { MERGEFIELD PRI_CH_OP1_2_OP1_TITLE } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME },

{ IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

I act for the above-named { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } and enclose the following application:

Yours sincerely,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter serving issued application

on OS sol

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD PRI_CH_SOL_OP_SOL1_name }
{ MERGEFIELD PRI_CH_SOL_OP_SOL1_dxno }

Dear Sirs,

{ IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

We act for the above-named { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } and enclose the following application:

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter to Counsel enclosing brief

and bundle

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

F.A.O. Clerk to { MERGEFIELD PRI_CH_ORG_CNSL1CON1_title } { MERGEFIELD PRI_CH_ORG_CNSL1CON1_initials } { MERGEFIELD PRI_CH_ORG_CNSL1CON1_surname }
{ MERGEFIELD PRI_CH_ORG_CNSL1_name }
{ MERGEFIELD PRI_CH_ORG_CNSL1_dxno }

Dear Sirs,

Parties: { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }" "{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME } v { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
Case No. { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

Please find enclosed brief and bundle in the above case. We should be grateful if this could be passed to { MERGEFIELD PRI_CH_ORG_CNSL1CON1_title } { MERGEFIELD PRI_CH_ORG_CNSL1CON1_surname } as soon as possible.

Yours faithfully,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Notice of Acting

CASE NO: { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

IN THE { MERGEFIELD PRI_CH_ORG_COURT1_name }

B E T W E E N:

{ IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Respondent" "
{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Applicant

-and-

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Respondent" }

NOTICE OF ACTING

TAKE NOTICE that we **{** MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}** of **{** MERGEFIELD PRACTICEINFO_HOUSE **}**, **{** MERGEFIELD PRACTICEINFO_AREA **}**, **{** MERGEFIELD PRACTICEINFO_POSTAL_TOWN **}**, **{** MERGEFIELD PRACTICEINFO_POSTCODE **}** have been appointed to act as Solicitors for the above-named **{** IF **{** MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT **}** = "Applicant" "Applicant" "Respondent" **}** generally/limited to the following matters only:

Our address for service is:
{ MERGEFIELD PRACTICEINFO_DX_NO **}**
{ MERGEFIELD PRACTICEINFO_HOUSE **}**
{ MERGEFIELD PRACTICEINFO_AREA **}**
{ MERGEFIELD PRACTICEINFO_POSTAL_TOWN **}**
{ MERGEFIELD PRACTICEINFO_POSTCODE **}**

Ref: **{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Dated: **{** SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

Signed: .....……..

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME **}**

To: The Court

For the **{** IF **{** MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT **}** = "Applicant" "Applicant" "Respondent" **}**

{ IF **{** MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT **}** = "Applicant" "Applicant" "Respondent" **}**

Statement Template

CASE NO: { MERGEFIELD PRI_CH_ORG_COURT1CASENO }

IN THE { MERGEFIELD PRI_CH_ORG_COURT1_name }

B E T W E E N:

{ IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Applicant

-and-

{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Respondent" "
{ MERGEFIELD PRI_CH_OP1_2_OP1_FORENAME } { MERGEFIELD PRI_CH_OP1_2_OP1_SURNAME }

Applicant

-and-

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Respondent" }

STATEMENT OF THE { IF { MERGEFIELD PRI_CH_ORG_APP_RESP_NOLIT } = "Applicant" "APPLICANT" "RESPONDENT" }

{ ASK C8 "Is the client's address confidential? Please delete as appropriate" \d "Yes/No" **}**
I, **{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}** of**{** IF **{** REF C8 * MERGEFORMAT **}** = "Yes" " a confidential address" " **{** MERGEFIELD CLIENT_HOUSE \f", " **}{** MERGEFIELD CLIENT_AREA \f", " **}{** MERGEFIELD CLIENT_POSTAL_TOWN \f", " **}{** MERGEFIELD CLIENT_COUNTY \f" " **}{** MERGEFIELD CLIENT_POSTCODE **}**" **}**, will say as follows:

1. I make this statement in accordance with XXX

I believe that the facts stated in this witness statement are true.

Statement of Truth

Signed …….

Dated …….