**In the Family Court Case No: [*Case* *number*]**

**sitting at [*Court* *name*]**

**[The Matrimonial Causes Act 1973] /**

**[The Civil Partnership Act 2004] /**

**[The Child Support Act 1991] /**

**[Schedule 1 to the Children Act 1989] /**

**[The Inheritance (Provision for Family and Dependants) Act 1975] /**

**[The Matrimonial and Family Proceedings Act 1984 and Schedule 7 to the Civil Partnership Act 2004] /**

**[The Trusts of Land and Appointment of Trustees Act 1996] /**

**[The Married Women’s Property Act 1882 and ss 67, 68 and 74 of the Civil Partnership Act 2004]**

**(Delete as appropriate)**

**The** **[Marriage] /** **[Civil Partnership] / [Relationship] /** **[Family] of [*applicant* *name*] and [*respondent name*]**

**(Adapt as necessary)**

After hearing [*name the advocates(s) who appeared*]

After consideration of the documents lodged by the parties

**(In the case of an order made without notice)** After reading the statements and hearing the witnesses specified in para [*para number*] of the Recitals below

**ORDER MADE BY [*NAME OF JUDGE*] ON [*DATE*] SITTING IN [OPEN COURT] / [PRIVATE]**

**(Delete as appropriate)**

|  |
| --- |
| **IMPORTANT NOTICE TO THE RESPONDENT, [*RESPONDENT NAME*]** **OF [*RESPONDENT ADDRESS*]**  **YOU MUST OBEY THIS ORDER. You should read it carefully. If you do not understand anything in this order you should go to a solicitor, Legal Advice Centre or Citizens Advice Bureau. [(In without notice cases)****You have a right to apply to the court to change or cancel the order.]**  **WARNING: IF YOU DO NOT OBEY THIS ORDER, YOU WILL BE GUILTY OF CONTEMPT OF COURT AND YOU MAY BE SENT TO PRISON, FINED OR HAVE YOUR ASSETS SEIZED**  **YOU MAY ALSO BE PREVENTED FROM MAKING ANY APPLICATION TO COURT IF YOU DO NOT DISCHARGE THESE OBLIGATIONS BY THE DUE DATE.** |

## The parties

1. The applicant is [*applicant name*]

The [first] respondent is [*respondent name*]  
[The second respondent is [*respondent name*]]  
[The third[*etc*] respondent is [*respondent name*]]  
[The intervener is [*intervener name*]]   
**(Specify if any party acts by a litigation friend)**

## Definitions

1. [*Insert*]
2. [*Insert*]

## Recitals

1. **(In the case of an order made without notice)** 
   1. This order was made at a hearing without notice to the respondent. The reason why the order was made without notice to the respondent was [*insert*];
   2. The judge read the following affidavits/witness statements [*insert*] and heard oral testimony from [*name*].
2. **(In the case of an order made following the giving of short informal notice)**
   1. This order was made at a hearing without full notice having been given to the respondent. The reason why the order was made without full notice having been given to the respondent was [*insert*].

## Findings of the court

1. [*Name of judge*] of this court made an order on [*date*], requiring the respondent to [*insert (***e.g. ‘file and serve his form e by [date and time])**].
2. [*Insert findings of breach*]
3. The applicant gave the respondent adequate notice of [his] / [her] intention to apply for this order by [*insert how* **(e.g. ‘letter posted to the respondent on [date])**]. The applicant also served a copy of [his] / [her] application notice and statement in support on the respondent on [*date*].

## Undertakings to the court

1. [*Insert any undertakings given*]

**IT IS ORDERED THAT:**

1. **Order to file and serve [Form E] / [Form E1] / [replies to questionnaire]**
   1. The respondent shall file and serve a complete signed copy of [his] / [her] [Form E] / [Form E1] / [replies to questionnaire] together with all relevant attachments and accompanying documents by [*time and date*].
   2. If the respondent has not been personally served with this order by [*date*], and the respondent has thus not completed the steps by [*time and date*], then [he] / [she] shall file and serve a complete signed copy of [his] / [her] [Form E] / [Form E1] / [replies to questionnaire] together with all relevant attachments and accompanying documents by no later than 4pm on the date [*number*] days after the date on which [he] / [she] is personally served with this order. If that date falls on a date on which the courts are closed, then [he] / [she] shall file and serve [his] / [her] [Form E] / [Form E1] / [replies to questionnaire] by 4pm on the next day that they are open.
   3. A penal notice is attached to this paragraph.
2. **Service of order**

This order shall be personally served on the respondent.

1. **Costs**

The respondent shall pay the applicant’s costs of this application [summarily assessed at £[*amount*]] / [to be subject to detailed assessment in accordance with the Civil Procedure Rules 1998 Part 47 if not agreed] by [*time and date*].

Dated [*date*]

**(Where undertakings have been given)**

**You may be held to be in contempt of court and imprisoned or fined, or your assets may be seized, if you break the promises that you have given to the court.**

**If you fail to pay any sum of money which you have promised the court that you will pay, a person entitled to enforce the undertaking may apply to the court for an order. You may be sent to prison if it is proved that you-**

**a. have, or have had since the date of your undertaking, the means to pay the sum; and**

**b. have refused or neglected, or are refusing or neglecting, to pay that sum.**

I understand the undertakings that I have given, and that if I break any of my promises to the court I may be sent to prison for contempt of court.

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[*applicant name*]

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[*respondent name*]