**In the High Court of Justice**

**Family Division Case No: [*Case number*]**

**[The Child Abduction and Custody Act 1985 incorporating the 1980 Hague Convention on the Civil Aspects of International Child Abduction] /**

**[The Senior Courts Act 1981] /**

**[In the Inherent Jurisdiction of the High Court] /**

**[Council Regulation (EC) No. 2201/2003] /**

**[The 1996 Hague Convention on Jurisdiction, Applicable Law, Recognition and Enforcement and Co-operation in Respect of Parental Responsibility and Measures for the Protection of Children**

**The child[ren]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

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

After consideration of the documents lodged by the applicant and the respondent

After reading the statements and hearing the witnesses specified in paragraph [*para number*] of the Recitals below

After the making of a [Collection] / [Location] / [Passport] Order

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

**IMPORTANT NOTICE TO THE RESPONSIBLE PERSON AT [HER MAJESTY’S REVENUE AND CUSTOMS] / [*NAME OF* *BANK ETC.*]**

You have the following legal rights:

* 1. to seek legal advice. This right does not entitle you to disobey any part of this order until you have sought legal advice;
	2. to require the applicant’s solicitors, namely [*applicant firm name, address, phone and email*] to provide you with a copy of any statement referred to in paragraph 6 below); and
	3. to apply, whether by counsel or solicitor or in person, to the Urgent High Court Applications’ Judge at the Royal Courts of Justice, Strand, London, if practicable after giving notice to the applicant’s solicitors and to the court, for an order discharging or varying any part of this order. This right does not entitle you to disobey any part of this order until your application has been heard.

**The parties**

1. The applicant is [*applicant name*] (represented by [*applicant firm name*])

The respondent is [*respondent name*]

**(Specify any additional respondents)**

**(Specify if any adult party acts by a litigation friend)**

**(Specify if the children or any of them act by a children’s guardian)**

1. Unless otherwise stated, a reference in this order to ‘the respondent’ means all of the respondents.

**Definitions**

1. The Tipstaff is the enforcement officer of the High Court at the Royal Courts of Justice. They have a deputy and assistants and can authorise police officers to act on their behalf. Any obligation to give information to the Tipstaff or to hand over a document to them includes an obligation to do so to their deputy or assistant or a police officer acting on their behalf.
2. A [Collection] / [Location] / [Passport] Order is an order directed to the Tipstaff authorising them to take steps to [collect the child] / [locate the respondent and to thereafter seize any passport or other travel documents from them] / [seize any passport or other travel document held by the respondent as applicable].

**Recitals**

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 is because:
	1. [*insert*]
2. The judge read the following documents:
	1. [*insert*]
3. The judge heard the following oral evidence
	1. [*insert*]

**Undertakings given to the court by the solicitors for the applicant [father] / [mother]**

1. The solicitors for the applicant [father] / [mother] undertake as follows:
	1. To use any information provided to them by [His Majesty’s Revenue and Customs] / [*insert name of bank etc.*] solely to locate the respondent and following that to effect service of these proceedings upon them;
	2. To pay the reasonable costs incurred by [His Majesty’s Revenue and Customs] / [*insert name of bank etc.*] in complying with this order; and
	3. Not to disclose to the applicant any address or telephone number of the respondent obtained as a result of this order until further order.

**(where there are reasonable grounds to believe that a person to be served is residing in a refuge, it is not appropriate for the other party or their solicitor to have information relevant to their whereabouts disclosed to them as a result of a disclosure order. practitioners and the court must be alert to the guidance in *re p (service on parent in a refuge)* [2023] ewhc 471 (fam)), and the anticipated insertion of rule 6.23a fpr 2010)**

**IT IS ORDERED THAT:**

1. [His Majesty’s Revenue and Customs] / [*insert name of bank etc.*] shall, by its officers or agents provide all information within its possession, custody or control relating to the whereabouts of the respondent [*respondent name and date of birth*] and of the subject child [*child name and date of birth*] and particularly information and documents as follows:
	1. Whether the respondent is currently registered as working in [England and Wales] / [Scotland] / [Northern Ireland];
	2. Whether the respondent is currently in receipt of any benefits;
	3. Whether the respondent is in receipt of any benefits in relation to the child[ren] herein, [*insert name(s) and date(s) of birth*];
	4. In the event that the [mother] / [father] or child[ren] are registered with HMRC in respect of any of the above, to what address they are registered;
	5. Any bank account details as HMRC may hold in relation to the respondent.

Such information shall be provided forthwith upon service of this order upon them to the solicitors for the applicant [*applicant firm name*].

1. The solicitors for the applicant are granted permission to serve a copy of this order by email or facsimile.
2. [His Majesty’s Revenue and Customs] / [*insert name of bank etc.*] is prohibited from informing the respondent of the making of this order or any action taken in compliance with it.
3. The costs incurred by [His Majesty’s Revenue and Customs] / [*insert name of bank etc.*] in complying with this order, which the solicitors for the applicant [father] / [mother] have undertaken to pay by virtue of para 8(b) above, are considered by the court to be a reasonable disbursement on the applicant’s public funding certificate.
4. Costs reserved.

Dated [*date*]

**Notice**

You [*applicant solicitor name*] may be fined or sent to prison for contempt of court if you break the promises that have been given to the court

**Statement of understanding**

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

[*applicant solicitor name*] [on behalf of [*applicant firm name*]]