In the Family Court Case No: [*Case number*]
sitting at [*Court name*]

Order
Children Act 1989

The full name(s) of the children	Boy or Girl	Date(s) of Birth
[*insert*]	[*insert*]	[*insert*]
[*insert*]	[*insert*]	[*insert*]

Order made by [*name of judge*] in private on [*date*] without a hearing.

The parties: The applicant is [*local authority*]

The 1st respondent is [*name*], the [*relationship to child*]

The 2nd respondent is [*name*], the [*relationship to child*]

Timetable: The 26 week time limit for this case expires on [*date*].

Important Notices

Right to apply
Because these directions have been made without a hearing you may ask the court to reconsider this order. You must do that within seven days of receiving this order by writing to the court (and notifying any other parties) and asking the court to reconsider. Alternatively the court may reconsider the directions at the first hearing.

Confidentiality warnings
During the proceedings and after they have concluded no person shall publish information related to the proceedings including accounts of what has gone on in front of the judge, documents filed in the proceedings, transcripts or notes of evidence and submissions, and transcripts and notes of judgments (including extracts, quotations, or summaries of such documents). Any person who does so may be in contempt of court.

Until the conclusion of the proceedings no person shall publish to the public at large or any section of the public without the court's permission any material which is intended or likely to identify the child[ren] as being involved in these

proceedings or an address or school as being that of the child[ren]. Any person who does so may be guilty of an offence.

The exceptions to this are in Rules 12.73 or 12.75 or Practice Direction 12G of the Family Procedure Rules 2010.

Compliance warnings
All parties must immediately inform the allocated judge as soon as they become aware that any direction given by the court cannot be complied with and to seek in advance an extension of time to comply.

In the event that a party fails to comply with directions and/or fails to attend any hearing without good reason the court may make final orders including care orders and placement orders at that hearing.

Reporters in the Family Court
It may be that reporters from the press will be present during any hearing you attend. They will not be able to report names or identifying information about the parties or any children involved. The court may also restrict other details from being reported. Further information is available from the court.

Alternative carer nomination warning
The court will only allow the parents to nominate anyone else to be assessed as alternative carers later than directed by this order in exceptional circumstances.

The application form and annex documents have been considered by the court which has given directions upon issue and allocation.

IT IS ORDERED THAT:

Next hearing

1. There shall be a case management hearing at the Family Court sitting at [*court name*] at [*time*] on [*date* **(ON DAY 12 TO DAY 18)**] before [*name of judge*] allowing [*number*] hours. The parties and advocates shall attend 1 hour prior to the listed time for pre-hearing discussions.

2. The application(s) for interim [care] / [supervision] order(s) shall be determined at that hearing.

3. If any parent fails to attend the hearing without good reason, the court may make orders in their absence.

4. The parents must attend all hearings and their reasonable travel expenses to and from court shall be a disbursement on their public funding certificates.

Transparency and Listing

5. The publicly available Court List shall identify this matter as follows:
   C – A case that falls within the reporting provisions

6. The publicly available Court List shall identify the primary issues and/or allegations in this case using these numerical codes (numbers only to appear on the Court List):

Case Issues/Allegations

(ONLY INCLUDE RELEVANT CATEGORIES)

1 Alleged neglect
2 Alleged physical harm
3 Alleged sexual harm
4 Alleged emotional harm
5 Alleged Domestic abuse
6 Alleged FGM
7 Alleged trafficking
8 Deprivation of Liberty/Secure Accommodation
9 Contact issues/prolonged period of no contact
10 Factitious or induced illness
11 Schooling
12 Medical treatment
13 Relocation (in jurisdiction)
14 Relocation (out of jurisdiction)

(TO CHECK THESE CODES ARE CURRENT PLEASE REFER TO THE PUBLISHED LIST OF TRANSPARENCY CODES FOR COURT LISTS: https://www.judiciary.uk/wp-content/uploads/2025/01/Transparency-Codes-for-Court-Lists.pdf)

Advocates' meetings

7. The child[ren]'s solicitor shall arrange an advocates' meeting not later than two days before the next hearing. The advocates' meeting should be attended by the advocates who will appear at the hearing to which the meeting relates.

8. Not later than 11.00am on the day before the next hearing, the child[ren]'s solicitor shall file at court (in the Position statements tab on the FPL) and serve on the parties the minutes of the advocates' meeting, which must not be a verbatim transcript and should be a succinct summary of the parties' positions on the issues discussed.

9. If the minutes of the advocates' meeting or case summary are able to set out the positions of all parties, then there is no need for each party to also file position statements. Otherwise, it is expected that position statements will be lodged not later than 11.00am on the day before the hearing.

Case summary and draft CMO

10. The local authority must by 11.00am on the day before the case management hearing file at court and serve on the parties a case summary and draft case management order.

11. If removal of the child[ren] from the care of their family is sought by the local authority, then the local authority case summary must set out how it asserts the test is met for separation, and the local authority must also by not later than 11.00am 2 days before the hearing is listed, file at court and serve on the parties

a skeleton argument or detailed position statement setting out how it submits that the test for removal is satisfied.

Allocation

12. The proceedings are allocated for case management to [*name of judge*].

Children's guardian's analysis

13. A children's guardian shall be appointed for the child[ren].

14. The children's guardian must by 11.00am on the day prior to the case management hearing file at court and serve on the parties an initial case analysis.

Non-compliance with Pre-proceedings Checklist

15. The local authority shall by 4.00pm not later than 5 days before the case management hearing file at court and serve on the parties:
(ONLY INCLUDE RELEVANT PROVISIONS)
    a. a social work chronology;
    b. a genogram;
    c. the current assessments relating to the child and/or the family and friends to which the social work statement refers and on which the Local Authority relies;
    d. care plan(s);
    e. an index of Checklist Documents, with any evidential checklist documents.

Assessment plan

16. If not filed with the application, the local authority shall by not later than 5 days before the case management hearing file at court and serve on the parties an assessment plan setting out the assessments (including alternative carer assessments) which have already been completed and a timetable for any other assessments.

Parents' Response

17. [*Names*] shall each by 4.00pm 3 days before the case management hearing file at court (in the Threshold tab on the FPL) and serve on the parties their Parents' Response which must only include:
    a. their substantive response to the threshold statement; and
    b. their placement proposals (both in the immediate and long term) including the identity and whereabouts of all relatives and friends they propose be considered by the court;
    c. information which may be relevant to a person's capacity to litigate including information about any referrals to mental health services and adult services.

18. When responding to the threshold statement, the response must set out:
    a. the matters which are accepted;
    b. the matters which are disputed, and the basis upon which they are disputed;

c. if it has not already been found by the court, whether the section 38 interim threshold is met; and
d. whether it is accepted that the section 31 threshold is met.

19. The number of alternative carers the parents are permitted to put forward are limited to a maximum of 3 per parent or 4 per child.

20. The full contact details (phone number, address and email address) for any proposed alternative carer must be included in the Parents' Response. If these details are available earlier than the date to file the statement, then they shall be sent to the local authority by email as soon as possible and no later than the advocates' meeting. The parents must confirm if they have discussed the matter with the person(s) nominated.

21. If the parents fail to respond [to the schedule of findings in support of the threshold criteria], the court may proceed to consider [at the next hearing] / [at the IRH] / [at the final hearing] whether the section 31(2) Children Act 1989 threshold criteria are established by reference to the written evidence filed by the local authority.

Parents' Initial Statement

22. [*Names*] shall by 4.00pm 3 days before the case management hearing file at court and serve on the parties a statement (as a separate document to the Parents' Response) setting out:
    a. a response to the local authority's evidence to date;
    b. any other matters relevant to the issues before the court and the welfare of the child[ren];
    c. where a family group conference (FGC) or Family Group Decision Meeting (FGDM) has not yet taken place, whether they agree to that and who they would wish to be present;
    d. if the father of any of the children is not yet joined as a party to these proceeding, or they believe the local authority may not have his contact details, the name, date of birth and all contact details that they are aware of in relation to that father, including where possible his parents' details, and any workplace that may assist in finding him, together with details of when he last saw the child[ren] and his involvement in their life;
    e. whether the child[ren]'s birth has been registered with any foreign consulate, providing full details, documents and case references;
    f. [in respect of each alleged injury:
        i. whether they accept that the injury is inflicted/has been sustained;
        ii. any explanation(s) they wish to advance for the causation of the injury, which should include how and when the injury was caused; and
        iii. who they say is responsible for the injury and why.
    g. a history of their involvement with the child[ren] in the 2 weeks before the injuries were discovered, and who else had care of the child[ren].]

[WARNING: The court expects any explanations for the injuries to be advanced as soon as possible, and may draw adverse conclusions if an explanation that has

not been advanced before is advanced later in the proceedings without good reason.]

Local authority identification of alternative carers and further assessment

23. If not already in their initial evidence, the local authority shall not later than 2 days before the case management hearing file at court and serve on the parties a statement dealing with the following:
    a. if not already included in the genogram filed with the application, a genogram (which should be as detailed as possible) of the relevant family setting out all the relatives and connected persons of which the local authority is aware;
    b. by reference to the genogram, what alternative relative or connected persons have been approached to consider short or long-term care for the child(ren);
    c. what each individual's response was and whether the same is confirmed in writing; and
    d. in respect of any connected persons not yet assessed who wish to be assessed, what are the dates by which they will file the viability and/or assessments of them as foster carers and special guardians.

24. The above direction does not relieve the local authority of its duty to proactively investigate relative carers/connected individuals as alternative carers for children at genuine risk of being removed from the care of their parents in the short or long term.

25. If any of the existing viability or full assessments of alternative carers is negative, if it has not already done so the local authority shall write to the person assessed informing them how they may apply to the court to challenge that assessment; the date and time of the case management hearing; and that they must attend that case management hearing and have issued any application they seek to make prior to that date.

Disclosure

26. In the event that the local authority has not already made a police protocol request pre-proceedings, it must make an Annex 1 request for any police disclosure it seeks within 7 days.

27. Any party intending at the case management hearing to seek an order for disclosure from a third party shall give written notice of the application with a copy of this order to the third party by [*date*].

28. Any third party objecting to the disclosure sought is directed either to attend the case management hearing to explain the objection or make written representations.

29. Any disclosure made in these proceeding is confidential and may not be disclosed to any third party without the court's permission.

Experts

30. Any party intending to seek permission to instruct an expert must make such application not later than 2 days in advance of the case management hearing and must comply with the requirements of FPR 2010 Part 25 and PD 25C.

Residential assessment

31. Any party proposing a residential assessment may disclose the case papers to any proposed provider for the purpose of viability assessments and shall by no later than 2 days before the advocates' meeting issue their application and file at court and serve on the parties details of any proposed providers and copies of any viability assessments received.

Family Group Conference/Family Group Decision Meeting (FGC/FGDM)

32. The local authority must, by not later than 3 days before the case management hearing, file at court and serve on the parties either:
    a. a summary of the outcome of any FGC/FGDM that has already taken place; or
    b. the date fixed for the FGM/FGDM; or
    c. if no date has been fixed, the reason why not.

Birth certificates

33. The local authority shall, by no later than the case management hearing, file at court and serve on the parties copies of the child[ren]'s birth certificate[s]. Where the birth has not yet been registered, the local authority shall file a copy of the child[ren]'s birth certificate[s] as soon as the birth has been registered.

Forward planning

34. The local authority shall have available at the case management hearing information in respect of any appropriate parallel planning, including the following:
    a. in the event of a plan for placement with a connected person, the date by which the report will be filed, confirmation that preliminary steps have been taken to seek the health reports, references and DBS checks in respect of the connected person and the target panel date;
    b. in the event of a possible plan for adoption, confirmation that preliminary steps have been taken to arrange the permanence medical and a target date for the decision of the Agency Decision Maker (ADM).

Participation directions

35. **(EITHER)**
    The court has concluded that there are currently no parties or witnesses for whom it is necessary to make participation directions because no matters have been drawn to the attention of the court, and it is aware of no reasons which would lead it to conclude otherwise.
    (OR)
    The court considers that it may be necessary to make participation directions in respect of a party or witness.

36. Any party seeking specific measures to enable them to understand the proceedings or participate effectively in the proceedings shall lodge an

application as soon practicable which sets out clearly why such measures are sought, together with any evidence the party relies on in support of their application which must set out:

a. why the party or witness would benefit from assistance;
b. the measure or measures that would be likely to maximise as far as practicable the quality of their participation and/or evidence and why; and
c. written confirmation from any relevant witness of their views.

Interpreter/translation

37. The court must arrange for [*number*] interpreter[s] fluent in [*language and dialect*] to attend all future hearings. The interpreter must attend 1 hour prior to the listed time.

38. The court authorises the use of interpreters by the solicitors for [*name*] to enable them to take instructions. The cost of the interpreters must be paid by [*name*].

39. If it has not already done so the local authority must by 4.00pm on [*date*] serve on [*name*] translations into language[s] they will understand of the documents upon which the local authority relies to support any allegations made and which explain why the local authority seeks the order[s] it has applied for.

Bundles

40. The local authority must by 11.00am on the day before the hearing lodge an agreed and paginated bundle to comply with PD 27A.

Dated [*date*]

ANNEX – ADDITIONAL ORDERS

Urgent hearing refused

1. The local authority's request for an urgent hearing to consider an interim care order and removal is refused as the court is not satisfied that sufficient evidence of urgency has been shown [and the application to abridge time for service is refused]. The reason is:
   a. [the local authority did not file a statement including an explanation of why the case is said to meet the criteria for urgency and a draft of the order sought;]
   b. the local authority has not demonstrated sufficient evidence that without such an order the child[ren]'s immediate safety would be compromised pending the listing of the next hearing, it being noted that [the nature of the alleged harm concerns longstanding difficulties] / [the alleged urgency is caused by delay on the part of the local authority];
   c. [*insert other reason*].

   This decision may be challenged by way of a C2 application, if necessary.

Capacity

2. It appearing there may be an issue as whether [*name*] lacks capacity (within the meaning of the Mental Capacity Act 2005) to conduct the proceedings, [*name*] shall by 4.00pm on [*date*] file at court and serve on the parties a report from

[*name of expert*] assessing their cognitive functioning and whether in the expert's opinion [*name*] has capacity to conduct proceedings; is competent to give evidence and if so any recommendations for measures required for them to give their best evidence; and has capacity to consent to placement for adoption or the making of a placement order. The cost of the report shall be paid by [the parties equally] / [*name*].

3. On receipt of the expert evidence the parties may lodge a consent order providing for the appointment of a litigation friend for [*name*].

4. The court will otherwise determine [*name*]'s capacity to conduct the proceedings at the case management hearing if the expert evidence is available by that date.

Joinder of father without parental responsibility

(IF NOT LISTED FOR A NEXT DAY HEARING)

5. [*Name*] is believed to be the father of a child in the proceedings but is not named on the child's birth certificate. Unless by 4.00pm the working day before the hearing provided for above, any party sends to the local authority objection to [*name*] being joined as party to the proceedings, he shall be joined as a party without further order and the local authority must send to him the documents served on the other parties [redacted as to [*insert*] / [but limited to [*insert*]].

(IF LISTED FOR A NEXT DAY HEARING)

6. [*Name*] is believed to be the father of a child in the proceedings but is not named on the child's birth certificate. Unless not later than 3 hours before the hearing provided for above, any party sends to the local authority objection to [*name*] being joined as party to the proceedings, he shall be joined as a party without further order and the local authority must send to him the documents served on the other parties [redacted as to [*insert*] / [but limited to [*insert*]].

7. [*Name*] must so far as practicable comply with the requirements of this order.

8. If any party objects to [*name*] being joined as party the local authority must give him notice of the case management hearing so that he may attend and the question whether he should be joined can be considered at that hearing.

Jurisdiction issues

9. It appearing there may be an issue as to jurisdiction, the parties must consider the issue of jurisdiction as a matter of urgency and unless the making of such an enquiry may risk the safety of any of the parties to the proceedings or their relatives the local authority must forthwith request of the relevant consular authority in England & Wales or competent authority in the relevant State relevant information needed to decide issues of jurisdiction with a view to that information being available before the case management hearing.

(WHERE THE CHILD(REN) IS/ARE FOREIGN NATIONALS)

10. Unless the making of such an enquiry may risk the safety of any of the parties to the proceedings or their relatives, the local authority must by [*date*] inform in writing the consular authority of [*State*] of the existence of these proceedings,

the date of the next hearing and invite any representations to be made to the court by [*date* **(DAY BEFORE ADVOCATES' MEETING)**].

Other proceedings

11. If any party seeks disclosure of proceedings in which there are parties other than the parties to this case, they shall apply on notice to all persons who may be affected not later than 4.00pm on [*date*].

12. The application for disclosure of those proceedings into these proceedings shall be listed for determination at the case management hearing.

13. If all parties to the other proceedings consent to disclosure of those proceedings into this matter, the parties in this case shall lodge a consent order forthwith.

(WHERE THERE HAVE BEEN PREVIOUS PRIVATE OR PUBLIC LAW PROCEEDINGS INVOLVING THE SAME PARTIES)

14. The files in case number[s] [*case no.(s)*] must be available to the court at the case management hearing so that appropriate disclosure from those proceedings can be considered. The advocates must agree a list of documents, for approval by the court at the case management hearing, which are to be disclosed into these proceedings.

Production order

15. A separate production order has been made.