In the Family Court sitting at [*Court name*]

Case No: [*Case number*]

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.

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 [[an emergency] / [a short notice] hearing to determine the application for [interim care order(s)] / [interim supervision order(s)]] / [a preliminary case management hearing] at the Family Court sitting at [*court name*] at [*time*] on [*date*] before [*name of judge*] allowing [2] / [*number*] hours. The parties and advocates shall attend 1 hour prior to the listed time for pre-hearing discussions.

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

3. The parents shall attend all hearings and their reasonable travel expenses to and from court shall be a disbursement on their legal aid certificates.

4. The parties are directed to discuss, if the listing of the hearing permits, any directions that will be applied for, whether any part of the hearing will be contested and the length of the hearing, and the local authority shall inform the court in their case summary of the agreed or different positions of the parties.

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)

Service

7. Time for service of notice of the proceedings is reduced from 3 days to [*period*] because the case needs hearing urgently to deal with the [application for protective orders] / [issues about jurisdiction] / [issues related to parentage] / [issues about party status] / [issues about capacity to litigate] / [issues related to disclosure] / [issues arising out of this being an international case].

Allocation

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

Advocates' meetings

9. The child[ren]'s solicitor shall, if possible, arrange an advocates' meeting prior to the urgent hearing. The advocates' meeting should be attended by the advocates who will appear at the hearing.

10. If possible, 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.

11. 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 if there is sufficient time then position statements will be lodged not later than 11.00am on the day before the hearing.

Case summary and draft CMO

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

13. If removal of the child[ren] from the care of their family is sought by the local authority, it must use its best endeavours to file at court and serve on the parties by not later than 11.00am on the day before the hearing a skeleton argument or detailed position statement setting out how it submits that the test for removal is satisfied. If there is insufficient time for this to be done, then the local authority is expected to be able to set this out at the hearing.

Children's guardian's analysis

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

15. The children's guardian must by 11.00am on the day prior to the urgent hearing file at court and serve on the parties a position statement of the issues for consideration at that hearing. Should the guardian, as a result of the shortness of time arising from the urgent listing of this case, be unable to comply, then they must instruct the solicitor for the child[ren] as fully as possible as to the substantive and case management issues.

Participation directions

16. **(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.

17. 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

18. 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.

19. 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*].

20. 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

21. 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

Joinder of father without parental responsibility

(IF NOT LISTED FOR A NEXT DAY HEARING)

1. [*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)

2. [*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*]].

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

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

Jurisdiction issues

5. 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)

6. 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)**].

Production order

7. A separate production order has been made.