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

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

**ORDER TO COMPLETE FORM E1 AND TO ATTEND COURT**

|  |
| --- |
| **IMPORTANT NOTICE TO THE RESPONDENT, [*RESPONDENT NAME*] OF [*RESPONDENT ADDRESS*]****If you do not comply with this order you may be held to be in contempt of court and punished by a fine, imprisonment, confiscation of assets or other punishment under the law.**The applicant has applied to the court to enforce an order made in these proceedings. The applicant has asked the court to enforce the order by such method as the court may consider appropriate.You must comply with this order by completing the form, filing it with the court and serving it on the applicant, and by attending court for questioning.At the hearing you will be asked questions about your financial means and questions relevant to the enforcement of the order. The court may require you to give your answers on oath (ie you may have to swear or affirm that your answers will be true).At the hearing the court may make an order that you pay the legal costs incurred by the applicant in making the application and attending the hearing.If you comply with the order in full (eg paying to the applicant the outstanding money owed to the applicant as well as the court fee) the applicant may agree that you do not need to attend court, although the applicant may ask for an order that you pay the applicant’s legal costs incurred in having to make the application. |

# The parties

1. The applicant is [*applicant name*]

The respondent is [*respondent name*]

**IT IS ORDERED THAT:**

1. The respondent shall complete Form E1, a blank version of which is served together with this order, and to which all the documents required by the form shall be attached.
2. The respondent shall file with the court, and serve on the applicant, the completed form and the required attached documents. The respondent shall file and serve the form and documents by either:
	1. scanning the form and the attached documents into a single PDF file and emailing it to the court and to the applicant; or
	2. sending the form and the attached documents by first class post to the court office and sending a copy of the form and the attached documents by first class post to the applicant.

The form and the attached documents shall be filed with the court, and served on the applicant, by the respondent by no later than 4pm on the date 7 business days prior to the date of the hearing in paragraph 4 below.

1. The respondent shall attend the Family Court at [*insert court name and address*] on [*date and time*].

1. At the hearing the respondent shall answer all questions which the court asks and which the court allows the applicant to ask.

1. **(either – for service by email)**This order and the accompanying blank Form E1 shall be served on the respondent by the court by email. If the applicant has not already served the enforcement application on the respondent, the applicant is authorised to serve it and any further document which requires to be served, by email.

**(or – for service by post)**This order and the accompanying blank Form E1 shall be served on the respondent by the court by first class post. If the applicant has not already served the enforcement application on the respondent, the applicant shall serve it and any further document which requires to be served, by first class post.

Dated [*date*]