

SUPPLEMENTARY FORM PLO 1 (04.08)**Application for a care order or supervision order: Supplementary Form****PART 1 - Pre-proceedings checklist**

This checklist must be completed and filed by the local authority with any application for a care order or supervision order to specify the pre-proceedings documents filed with the application [Column (a)] and to identify those which are not applicable [N/A]. If any relevant document is not filed with the application, the reason and any expected date of filing must be stated [Column (d)]. Columns (b) and (c) are for use by the court to record any pre-proceedings documents filed subsequently.

All documents filed with the application must be clearly marked with their description and numbered consecutively in the following sequence

	Category	Document	N/A	(a) Filed on issue	(b) Filed by FA	(c) Filed by CMC	(d) Reason not filed/ expected date of filing
	Documents prepared for the proceedings						
1	Schedule of Proposed Findings						
2	Initial Social Work Statement						
3	Care Plan						
4	Allocation Record and Timetable for the Child						
	Documents held by the local authority						
5	Previous proceedings	Orders					
		Judgment/reasons					
6	Any relevant assessment materials	Initial/core assessment					
		Section 7 & 37 reports					
		Relatives and friends materials (e.g. a genogram)					
7	Other relevant reports and records	Single, joint or inter-agency materials					
		Records of discussions with the family					
		Key LA minutes and records for the child, (inc. Strategy Discussion Record)					
8	Pre-existing care plans (e.g. child in need plan, looked after child plan & child protection plan)						
9	Social Work Chronology						
10	Letters Before Proceedings						
11	Other relevant pre-proceedings documents (specify)						