

## PLO8 Form – April 2010

Case Name:

Case Number:

HHJ/ District Judge/Justices' Clerk/Assistant Justices' Clerk:

Date:

## Standard Directions on Issue

**Preamble**

Upon the proceedings having been referred to the Judge/Justice's Clerk/Assistant Justices Clerk for allocation and directions upon issue / transfer *[delete as appropriate]* and the court having considered the papers in the absence of the parties or their legal representatives

**Pre-proceedings checklist compliance**

☐ The LA shall file and serve the documents set out in the table below by 2 pm on the date recorded alongside each *[delete any which have been filed or are not applicable]*

	Category	Document	Date for filing
<b>A</b>	<b>Annex documents</b>		
<b>1</b>		Social Work Chronology	
<b>2</b>		Initial Social Work Statement	
<b>3</b>		Initial and Core Assessments	
<b>4</b>		Letters Before Proceedings	
<b>5</b>		Schedule of Proposed Findings	
<b>6</b>		Care Plan	
<b>B</b>	<b>Other checklist documents</b>		
<b>8</b>	Previous proceedings	Orders	
		Judgment/reasons	
<b>9</b>	Any relevant assessment materials	Section 7 & 37 reports	
		Relatives and friends materials (e.g. a genogram)	
<b>10</b>	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)	
<b>11</b>		Pre-existing care plans (e.g. child in need plan, looked after child plan & child protection plan)	
<b>12</b>		Other relevant pre-proceedings documents (specify)	

☐ The LA shall serve the application form and Annex documents filed with the court  
by 2.00 pm on *[{date}]* on *[{specify party or proposed party}]*