

Case Name:

Case Number:

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

Date:

Standard Directions at First Appointment

Parties to the Proceedings/Joinder of Parties/Official Solicitor

☒ The parties to the proceedings are:

The Applicant LA.....

The 1st Respondent (identify relationship: M / F)

The [] Respondent (identify relationship:)

The [] Respondent (identify relationship:)

The [] Respondent (a child)

The [] Respondent (a child)

The [] Respondent (a child)

☐ The Official Solicitor is invited to act in these proceedings as the guardian ad litem or litigation friend on behalf of the [M] [F] [non-subject child] {name}]

☐ {name}] is joined as the [{specify}] Respondent to the proceedings
[for the purpose of determining {specify where appropriate}

Timetable for the Child

☐ The key dates and events in the Timetable for the Child(ren) are:

(a)

(b)

(c)

(d)

[to be heard with Case No. _____ / FD C _____]

2 Case Managers in the FPC namely [] and []

Case Analysis and Recommendations

Annex documents and other checklist documents

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

Evidence / Documents for CMC/interim hearing

[] The LA shall file and serve by 2.00pm on [{date}]]

- (i) a Local Authority Case Summary prepared in accordance with the Practice Direction
- (ii) the interim care plan(s) setting out details of any proposed placement and contact
- (iii) any further evidence upon which they intend to rely including any evidence relating to vulnerability, ethnicity, culture, language, religion or gender
- (iv) [{other}]

[] The [M] [F] [] [Respondents] shall each file and serve by 2.00pm on [{date}]]

(i) a Case Summary setting out

- (a) their proposals for the long term future of the child (to include placement and contact);
- (b) their reply to the Local Authority's Schedule of Proposed Findings;
- (c) any proposal for assessment / expert evidence; and
- (d) the names, addresses and contact details of any family or friends who it is suggested be approached in relation to long term care / contact or respite;

(ii) Initial witness statements

(iii) *[Other – specify]*

[] Any party proposing to ask the court for permission to instruct an expert or for any other assessment must comply with the Experts' Practice Direction and provide details to the other parties before the advocates' meeting of the nature of the assessment or report required, the issue to which it is directed, the identity, CV and availability of the proposed assessor, the timescale, likely cost and method of funding.

[] Any outstanding disclosure of relevant documents between the parties shall take place not later than 3 working days before the CMC advocates meeting.

Advocates Meeting

[] The parties' lawyers and any unrepresented party shall attend an Advocates Meeting / Discussion for the purpose of identifying the key issue(s) and drafting the directions to be sought at the CMC and to draft a case management order for the court

[to take place at p.m. on {date} at {venue}] [by
video / telephone conference]

OR

[to be arranged by the solicitor for the child(ren) / {other}] not later than [] (2 days before the
CMC) / at [{venue, date and time}] [by video / telephone
conference]

[The court grants permission for {name} to attend the Advocates Meeting as a
McKenzie Friend for {name of litigant in person} . The McKenzie Friend may assist
by prompting, taking notes and giving advice but is not an advocate for the party concerned]

Case Management Order

[] The LA shall file and serve by 11 a.m. one working day before the CMC:

(i) a completed draft case management order in typed form;

(ii) [{other}]

Where the above documents are filed by fax or e-mail original copies must be handed to the court at the hearing.

on _____ at _____ (time estimate _____)

on at (time estimate)

Other Orders

[✓] In proceedings in / before the FPC, where a party considers that there are likely to be issues arising at a hearing (including the Case Management Conference and Issues Resolution Hearing) which need to be decided by a full Bench or District Judge (Magistrates' Court), rather than a Justices' Clerk/Assistant Justices' Clerk, then that party shall give the court written notice of that need as soon as possible and at least 2 days before the hearing. The notice shall specify:

- a) the nature of the issue(s);
- b) whether it is anticipated that an application will be contested by any party;
- c) the estimated length of hearing (where this is in excess of any existing time estimate).

[✓] Any application to vary these directions or for any other order is to be made to the allocated judge/case manager on notice to all parties.

Compliance with directions

[✓] All parties must immediately inform the [Case Progression Officer][Case Manager] on
(tel)/ (fax)/[e-mail] if any party fails to adhere to any
date specified for filing any document.

Dated:

Signed:

HHJ/ DJ/Assistant JC