

**PLO9 Form - April 2010****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
<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)	

**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;