

PRACTICE DIRECTION 5A

FORMS

This Practice Direction supplements FPR Part 5, rule 5.1 (Forms)**Scope and interpretation**

- 1.1** This Practice Direction lists the forms to be used in family proceedings on or after 6th April 2011. Table 1 lists the forms against the part of the FPR to which they are relevant, and Table 2 lists the forms individually with their description.
- 1.2** The forms may be –
- (a) modified as the circumstances require, provided that all essential information, especially information or guidance which the form gives to the recipient, is included;
 - (b) expanded to include additional pages where that may be necessary, provided that any additional pages are also verified by a statement of truth.
- 1.3** Any reference in family proceedings forms to a Part, rule or Practice Direction is to be read as a reference to the equivalent Part, rule or Practice Direction in the FPR and any reference to a Practice Direction in any CPR form used in family proceedings is to be read as a reference to the equivalent Practice Direction in the FPR.

Forms for committal applications

- 2.1** Rule 33.1(2) applies Part 50 of, and Schedules 1 and 2 to the CPR, in so far as they are relevant and with necessary modification (including the modification referred to in rule 33.7), to an application made in the High Court and a county court to enforce an order made in family proceedings. The CPR Practice Direction ‘RSC52 and CCR 29-Committal Applications’ therefore applies with necessary modifications to the enforcement of such an order. The form to be used for a committal application is set out in that Practice Direction. Accordingly, where a committal application is made in existing proceedings, it must be commenced by filing an application notice under Part 18 in those proceedings (a form C2 where there are existing proceedings under the Children Act 1989, a form D11 where the existing proceedings are matrimonial or civil partnership proceedings, financial remedy proceedings and proceedings under Part 8 or otherwise a form FP2). Otherwise a committal application must be commenced by the issue of a Part 19 application notice (a form FP1).

Other Forms

- 3.1** Other forms may be authorised by practice directions.

TABLE 1

Index to forms

<i>FPR Part</i>	<i>Forms</i>
Part 3 Alternative Dispute Resolution (Family Mediation)	FM1
Part 6 Service	C9, D5, D89, FL415, FP6
Part 7 Matrimonial and Civil Partnership Proceedings	C60, D6, D8, D8 Notes, D8A, D8B, D8D, D8D Notes, D8N, D8N Notes, D11, D13B, D20, D36, D80A, D80B, D80C, D80D, D80E, D80F, D80G, D81, D84,
Part 8 Miscellaneous Applications	D50, D50A, D50B, D50C, D50D, D50E, D50F, D50G, D50H, D50J, D50K
Part 8 Chapter 5 Applications for declarations	C63, C64, C65, D70
Part 9 Applications for a Financial Remedy	Form A, Form A1, Form A2, Form B, Form E, Form E Notes, Form E1, Form E2, Form F, Form I, Form P, Form P1, Form P2, Form PPF, Form PPF1, Form PPF2
Part 10 Applications under Part 4 of the Family Law Act 1996	FL401, FL403, FL407, FL415
Part 11 Applications under Part 4A of the Family Law Act 1996	FL401A, FL403A, FL407A, FL430, FL431
Part 12 Applications in respect of children	C1, C1A, C2, C3, C4, C5, C8, C9, C11, C12, C13, C13A, C14, C15, C16, C17, C17A, C18, C19, C20, C61, C62, C66, C67, C68, C78, C79, C100, C110, C(PRA1), C(PRA2) C(PRA3), PLO1, PLO2, PLO3, PLO4, PLO5, PLO6, PLO8, PLO9, PLP10
Part 13 Applications under section 54 of Human Fertilisation and Embryology Act 2008	C51, C52, A64A, A101A
Part 14 Adoption	A4, A5, A50, A51, A52, A53, A54, A55, A56, A57 A58, A59, A60, A61, A62, A63, A50 Notes, A51 Notes, A52 Notes, A53 Notes, A54 Notes, A55 Notes, A56 Notes, A57 Notes, A58 Notes, A59 Notes, A60 Notes, A61 Notes, A62 Notes, A63 Notes, A64, A65, A100, A101, A102, A103, A104, A105, A106, A107
Part 15 Representation of Protected Parties	FP9
Part 16 Representation of children	FP9
Part 18 Applications in proceedings	C2, D11, FP2
Part 19 Alternative Procedure for applications	FP1, FP1A, FP1B, FP3, FP5
Part 22 Evidence	N285
Part 24 Witnesses	FP25
Part 26 Notification of change of solicitor	FP8
Part 28 Costs	D252, D254, D258, D258A, D258B, D258C, D259, Form H, Form H1, N260

<i>FPR Part</i>	<i>Forms</i>
Part 30 Appeals	N161, N161A, N161B, N162, N162A, N162, N164
Part 31 Registration of Orders under the Council Regulation, The Civil Partnership (Jurisdiction and Recognition of Judgements) Regulations 2005 and under the Hague Convention 1996	C60, C61, C62, C69, D180
Part 32 Registration and Enforcement of Orders	D151
Part 33 Enforcement	D62, N56, N323, N336, N337, N349, N379, N380
Part 34 Reciprocal Enforcement of Maintenance Orders	REMO 1, REMO 2

TABLE 2

List of Forms

<i>Number</i>	<i>Name</i>
A4	Application For Revocation Of An Order Freeing A Child For Adoption
A5	Application For Substitution Of One Adoption Agency For Another
A50	Application for a placement order Section 22 Adoption and Children Act 2002
A51	Application for variation of a placement order Section 23 Adoption and Children Act 2002
A52	Application for revocation of a placement order Section 24 Adoption and Children Act 2002
A53	Application for a contact order Section 26 Adoption and Children Act 2002
A54	Application for variation or revocation of a contact order Section 27(1)(b) Adoption and Children Act 2002
A55	Application for permission to change a child's surname Section 28 Adoption and Children Act 2002
A56	Application for permission to remove a child from the United Kingdom Section 28 Adoption and Children Act 2002
A57	Application for a recovery order Section 41 Adoption and Children Act 2002
A58	Application for an adoption order Section 46 Adoption and Children Act 2002
A59	Application for a Convention adoption order Section 46 Adoption and Children Act 2002
A60	Application for an adoption order (excluding a Convention adoption order) where the child is habitually resident outside the British Islands and is brought into the United Kingdom for the purposes of adoption Section 46 Adoption and Children Act 2002
A61	Application for an order for parental responsibility prior to adoption abroad Section 84 Adoption and Children Act 2002
A62	Application for a direction under section 88(1) of the Adoption and Children Act 2002

<i>Number</i>	<i>Name</i>
A63	Application for an order to annul a Convention adoption or Convention adoption order or for an overseas adoption or determination under section 91 to cease to be valid Section 89 Adoption and Children Act 2002
A50 Notes	Application for a placement order Section 22 Adoption and Children Act 2002 – Notes on completing the form
A51 Notes	Application for variation of a placement order Section 23 Adoption and Children Act 2002 – Notes on completing the form
A52 Notes	Application for revocation of a placement order Section 24 Adoption and Children Act 2002 – Notes on completing the form
A53 Notes	Application for a contact order Section 26 Adoption and Children Act 2002 – Notes on completing the form
A54 Notes	Application for variation or revocation of a contact order Section 27(1)(b) Adoption and Children Act 2002 – Notes on completing the form
A55 Notes	Application for permission to change a child's surname Section 28 Adoption and Children Act 2002 – Notes on completing the form
A56 Notes	Application for permission to remove a child from the United Kingdom Section 28 Adoption and Children Act 2002 – Notes on completing the form
A57 Notes	Application for a recovery order Section 41 Adoption and Children Act 2002 – Notes on completing the form
A58 Notes	Application for an adoption order Section 46 Adoption and Children Act 2002 – Notes on completing the form
A59 Notes	Application for a Convention adoption order Section 46 Adoption and Children Act 2002 – Notes on completing the form
A60 Notes	Application for an adoption order (excluding a Convention adoption order) where the child is habitually resident outside the British Islands and is brought into the United Kingdom for the purposes of adoption Section 46 Adoption and Children Act 2002 – Notes on completing the form
A61 Notes	Application for an order for parental responsibility prior to adoption abroad Section 84 Adoption and Children Act 2002 – Notes on completing the form
A62 Notes	Application for a direction under section 88(1) of the Adoption and Children Act 2002 – Notes on completing the form
A63 Notes	Application for an order to annul a Convention adoption or Convention adoption order or for an overseas adoption or determination under section 91 to cease to be valid Section 89 Adoption and Children Act 2002 – Notes on completing the form
A64	Application to receive information from court records Section 60(4) Adoption and Children Act 2002
A64A	Application to receive information from court records about a parental order Section 60(4) Adoption and Children Act 2002
A65	Confidential information
A100	Consent to the placement of my child for adoption with any prospective adopters chosen by the Adoption Agency Section 19 of the Adoption and Children Act 2002

<i>Number</i>	<i>Name</i>
A101	Consent to the placement of my child for adoption with identified prospective adopters Section 19 of the Adoption and Children Act 2002
A101A	Agreement to the making of a parental order in respect of my child Section 54 of the Human Fertilisation and Embryology Act 2008
A102	Consent to the placement of my child for adoption with identified prospective adopter(s) and, if the placement breaks down, with any prospective adopter(s) chosen by the adoption agency Section 19 of the Adoption and Children Act 2002
A103	Advance Consent to Adoption Section 20 of the Adoption and Children Act 2002
A104	Consent to Adoption The Adoption and Children Act 2002
A105	Consent to the making of an Order under Section 84 of the Adoption and Children Act 2002
A106	Withdrawal of Consent Sections 19 and 20 of the Adoption and Children Act 2002
A107	Consent by the child's parent to adoption by their partner The Adoption and Children Act 2002
C1	Application for an Order
C1A	Allegations of harm and domestic violence (Supplemental information form)
C2	Application <ul style="list-style-type: none"> • For permission to start proceedings • For an order or directions in existing proceedings • To be joined as, or cease to be, a party in existing family proceedings under the Children Act 1989
C3	Application for an order authorising search for, taking charge of and delivery of child
C4	Application for an order for disclosure of a child's whereabouts
C5	Local Authority application concerning the registration of a child-minder or a provider of day care
C8	Confidential contact details
C9	Statement of service
C11	Supplement for an application for an Emergency Protection Order
C12	Supplement for an application for a warrant to assist a person authorised by an Emergency Protection Order
C13	Supplement for an application for a Care or Supervision Order
C13A	Supplement for an application for a Special Guardianship Order Section 14A Children Act 1989
C14	Supplement for an application for authority to refuse contact with a child in care
C15	Supplement for an application for contact with a child in care
C16	Supplement for an application for a Child Assessment Order
C17	Supplement for an application for Education Supervision Order
C17A	Supplement for an application for an extension of an Education Supervision Order

<i>Number</i>	<i>Name</i>
C18	Supplement for an application for a Recovery Order
C19	Application for a warrant of assistance
C20	Supplement for an application for an order to hold a child in Secure Accommodation
C51	Application for a Parental Order Section 54 Human Fertilisation and Embryology Act 2008
C52	Acknowledgement of an application for a Parental Order
C60	Certificate referred to in Article 39 of Council Regulation (EC) No. 2201/ 2003 of 27 November 2003 concerning judgments on parental responsibility
C61	Certificate referred to in Article 41(1) of Council Regulation (EC) No. 2201/2003 of 27 November 2003 concerning judgments on rights of access
C62	Certificate referred to in Article 42(1) of Council Regulation (EC) No. 2201/2003 of 27 November 2003 concerning the return of the child
C63	Application for declaration of parentage under section 55A of the Family Law Act 1986
C64	Application for declaration of legitimacy or legitimation under section 56 (1) (b) and (2) of the Family Law Act 1986
C65	Application for declaration as to adoption effected overseas under section 57 of the Family Law Act 1986
C66	Application for inherent jurisdiction order in relation to children
C67	Application under the Child Abduction and Custody Act 1985 or Article 11 of Council Regulation (EC) 2201/2003
C68	Application for international transfer of jurisdiction to or from England and Wales
C69	Application for registration, recognition or non recognition of a judgment under Council Regulation (EC) 2201/2003
C78	Application for attachment of a warning notice to a contact order
C79	Application related to enforcement of a contact order
C100	Application under the Children Act 1989 for a residence, contact, prohibited steps, specific issue section 8 order or to vary or discharge a section 8 order
C110	Application under the Children Act 1989 for a care or supervision order
C(PRA1)	Parental Responsibility Agreement
C(PRA2)	Step Parent Parental Responsibility Agreement
C(PRA3)	Parental Responsibility Agreement Section 4ZA Children Act 1989 (Acquisition of parental responsibility by second female parent)
D5	Notice to be indorsed on documents served in accordance with rule 6.14
D6	Statement of Reconciliation
D8	Divorce/dissolution/(judicial) separation petition
D8 Notes	Supporting notes for guidance on completing a divorce/dissolution/(judicial) separation petition

<i>Number</i>	<i>Name</i>
D8A	Statement of arrangements for children
D8B	Answer to a divorce/dissolution/(judicial) separation or nullity petition
D8D	Petition for a presumption of death decree/order and the dissolution of a marriage/civil partnership
D8D Notes	Supporting notes for guidance on completing a petition for a presumption of death decree/order and the dissolution of a marriage/civil partnership
D8N	Nullity petition
D8N Notes	Supporting notes for guidance on completing a nullity petition
D11	Application Notice
D13B	Affidavit in support of a request to dispense with service of the divorce/dissolution/nullity (judicial) separation petition on the Respondent
D20	Medical Examination: statement of parties & inspector
D36	Notice of Application for Decree Nisi to be made Absolute or Conditional Order to be made final
D50	Notice of application on ground of failure to provide maintenance or for alteration of maintenance agreement during parties' lifetime
D50A	Notice of proceedings and acknowledgement of service – maintenance/property proceedings
D50B	Application under Section 17 of the Married Women's Property Act 1882/Section 67 of the Civil Partnership Act 2004/Application to transfer a tenancy under the Family Law Act 1996 Part IV
D50C	Application on ground of failure to provide maintenance
D50D	Application for alteration of maintenance agreement after the death of one of the parties
D50E	Application for permission to apply for financial relief after overseas divorce/dissolution etc under section 13 of the Matrimonial and Family Proceedings Act 1984 / paragraph 4 of Schedule 7 to the Civil Partnership Act 2004
D50F	Application for financial relief after overseas divorce etc under section 12 of the Matrimonial and Family Proceedings Act 1984/paragraph 4 to Schedule 7 to the Civil Partnership Act 2004
D50G	Application to prevent transactions intended to defeat prospective applications for financial relief
D50H	Application for alteration of maintenance agreement during parties lifetime
D50J	D50J Application for an order preventing avoidance under section 32L of the Child Support Act 1991
D50K	Notice of Application for Enforcement by such method of enforcement as the court may consider appropriate
D62	Request for issue of Judgment Summons
D70	Application for Declaration of Marital/Civil Partnership Status

<i>Number</i>	<i>Name</i>
D80A	Affidavit in Support of divorce/(judicial) separation – adultery
D80B	Affidavit in Support of divorce/dissolution (judicial) separation – unreasonable behaviour
D80C	Affidavit in Support of divorce/dissolution/(judicial) separation – desertion
D80D	Affidavit in Support of divorce/dissolution/(judicial) separation – 2 years consent
D80E	Affidavit in Support of divorce/dissolution/(judicial) separation – 5 years separation
D80F	Affidavit in Support of annulment – void marriage/civil partnership
D80G	Affidavit in support of annulment – voidable marriage/civil partnership
D81	Statement of information for a Consent Order in relation to a financial remedy
D84	Application for a decree nisi/conditional order or (judicial) separation decree/order
D89	Request for personal service by a court bailiff
D151	Application for registration of maintenance order in a magistrates’ court
D180	Concerning judgements in matrimonial matters
D252	Notice of commencement of assessment of bill of costs
D254	Request for a default costs certificate
D258	Request for a detailed assessment of hearing
D258A	Request for detailed assessment (legal aid only)
D258B	Request for detailed assessment (Costs payable out of a fund other than the Community Legal Service Fund)
D258C	Request for detailed assessment hearing pursuant to an order under Part III of the Solicitors Act 1974
D259	Notice of appeal against a detailed assessment (divorce)
FL401	Application for a non molestation order/an occupation order
FL401A	Application for a Forced Marriage Protection Order
FL403	Application to vary, extend or discharge
FL403A	Application to vary, extend or discharge Forced Marriage Protection Orders
FL407	Applications for warrant of Arrest
FL407A	Application for warrant of arrest for a Forced Marriage Protection Order
FL415	Statement of service
FL430	Application for leave to apply for a Forced Marriage Protection Order
FL431	Application to join / cease as a party to Forced Marriage Protection Proceedings
FM1	Family Mediation Information and Assessment Form FM1
Form A	Notice of [intention to proceed with] an application for a financial order (NOTE: This form should be used whether the applicant is proceeding with an application in the petition or making a free standing application)

<i>Number</i>	<i>Name</i>
Form A1	Notice of [intention to proceed with] an application for a financial remedy (other than a financial order) in the county or high court
Form A2	Notice of [intention to proceed with] an application for a financial remedy in the magistrates court
Form B	Notice of an application to consider the financial position of the Respondent after the divorce/dissolution
Form E	Financial Statement for a financial order or for financial relief after an over seas divorce or dissolution etc
Form E Notes	Form E (Financial Statement for a financial order or for financial relief after an overseas divorce or dissolution etc) Notes for guidance
Form E1	Financial Statement for a financial remedy (other than a financial order or financial relief after an overseas divorce/dissolution etc) in the county or high court
Form E2	Financial Statement for a financial remedy in the magistrates court
Form F	Notice of allegation in proceedings for financial remedy
Form H	Estimate of costs (financial remedy)
Form H1	Statement of Costs (financial remedy)
Form I	Notice of request for periodical payments order at the same rate as order for interim maintenance pending outcome of proceeding
Form P	Pension inquiry form
Form P1	Pension sharing annex
Form P2	Pension attachment annex
Form PPF	Pension Protection Fund Inquiry Form
Form PPF 1	Pension Protection Fund sharing annex
Form PPF 2	Pension Protection Fund attachment annex
FP1	Application under Part 19 of the Family Procedure Rules 2010
FP1A	Application under Part 19 of the Family Procedure Rules 2010 Notes for applicant on completing the application (Form FP1)
FP1B	Application under Part 19 of the Family Procedure Rules 2010 Notes for respondent
FP2	Application notice Part 18 of the Family Procedure Rules 2010
FP3	Application for injunction (General form)
FP5	Acknowledgment of service Application under Part 19 of the Family Procedure Rules 2010
FP6	Certificate of service
FP8	Notice of change of solicitor
FP9	Certificate of suitability of litigation friend
FP25	Witness Summons

<i>Number</i>	<i>Name</i>
N56	Form for replying to an attachment of earnings application (statement of means)
N161	Appellant's Notice
N161A	Guidance Notes on Completing the Appellant's Notice
N161B	Important Notes for Respondents
N162	Respondent's Notice
N162A	Guidance Notes for Completing the Respondent's Notice
N163	Skeleton Argument
N164	Appellant's Notice
N260	Statement of costs (summary assessment)
N285	General Affidavit
N323	Request for Warrant of Execution
N336	Request and result of search in the attachment of earnings index
N337	N337 Request for attachment of earnings order
N349	Application for a third party debt order
N379	Application for a charging order on land or property
N380	Application for charging order on securities
PLO1	Application for a care order or supervision order: Supplementary form
PLO2	The local authority's case summary
PLO3	Draft case management order
PLO4	Allocation record and timetable for the child(ren)
PLO5	Directions and allocation on issue of proceedings
PLO6	Directions and allocation at first appointment
PLO8	Standard Directions on Issue
PLO9	Standard Directions at First Appointment
PLP10	Order Menu – Directions Revised Private Law Programme
REMO 1	Notice of Registration
REMO 2	Notice of Refusal of Registration.
