

**What to do now**

- ☐ Check you have attached copies of any **relevant orders** (as per Section 10).
- ☐ Check you have completed and **signed** Section 12.
- ☐ You must provide a **copy** of the application and attached documents for each of the respondents and one for the Children and Family Court Advisory and Support Service (Cafcass or CAFCASS CYMRU).
- ☐ Check you have included dates of birth for all parties and children
- ☐ Is Form C1A attached (if applicable)?
- ☐ Are any additional sheets attached?
- ☐ If you have included additional sheets you must add the names of the parties and children at the top of the page and details of the questions and page number the additional sheets relate to.
- ☐ Check you have attached the correct fee. The leaflet 'EX50 County court fees' provides information about court fees you will have to pay.

**Now take or send your application with the correct fee and correct number of copies to the court.**

**Court fees**

You may be exempt from paying all or part of the fee. The combined booklet and application form 'EX160A Court Fees - Do you have to pay them' gives more information. You can get a copy from the court or download a copy from our website at [www.justice.gov.uk](http://www.justice.gov.uk)