

Notes for Guidance and Checklist For Supplemental Information Form C1A

About these notes:

- They explain some of the terms used in this form that may be unfamiliar to you and will help you to complete the form.
- You should read all these notes and the checklist before beginning to complete this form.
- These notes are only a guide to help you complete this form. If you need further help you could speak to a solicitor, Citizen's Advice Bureau, legal advice centre or law centre. Public funding of your legal costs may be available from the Community Legal Service Fund.

Please note that while court staff will help on procedural matters, they cannot offer any legal advice

Section 1

About You

If you do not wish your contact details to be made known to the respondent, leave the space on the form blank and complete Confidential contact details (form C8). The court can give you this form. It should be filed at the court at the same time as you submit this form.

Section 2 – Further Information

1. Incidents of domestic abuse/violence or harm, and their outcomes

The definitions of harm and domestic violence/abuse are set out on page one of the form

This section is to outline the nature and frequency of the abuse experienced by you or the child(ren) and any action that may have taken place as a consequence.

The first part asks what type of abuse that you or the child(ren) may have experienced.

The second part asks if you have any of the following court orders, when they were issued, how long they are for, and which court they were made in.

Non-molestation order – requires that the person against who the order has been made may not be violent or threaten violence, harass, pester or annoy the person who applied for the order

Occupation order – sets out who can live in a property and can exclude a person totally from the property or prohibit a person from entering certain rooms within the property.

Forced Marriage Protection Order – can require that a person's passport is surrendered, prohibit intimidation and violence, ordered to reveal the whereabouts of a person and stop someone from being taken abroad for the purpose of being forced into marriage.

Restraining order – prohibits the convicted person from further conduct which causes harassment or will cause a fear of violence.

Other injunctive order – any other injunction you may have obtained against the person whom you are alleging harm.

If you have been granted any of the above orders please attach any relevant copies with the form.

2. Information about incidents

The table is intended to give a short description of what happened and relevant information. The following is a brief description of what is required in each column:

Approximate date/when/how long did the behaviour continue – this can be either specific/approximate dates of individual incidents, or a timeframe over which multiple incidents occurred.

Nature of behaviour/what happened – a brief description on the incidents, please note that you can describe the same type of behaviour that happened over a period of time in one entry.

Have you ever sought help? If so, from who?

– This could be the police, social services, your doctor, a medical professional, a voluntary sector worker, the Citizen's Advice Bureau or any agency you may have approached for help. It could also be a friend or family member.

Did they do anything? – What help did they give you? Were you referred to anyone else? Is there any ongoing contact with them?

Section 3 – Abduction

This section asks about any concerns you may have about a child being abducted from your care.

'Child abduction' is the wrongful removal of a child from any person having, or entitled to, lawful control of that child.

'International child abduction' is the wrongful removal or wrongful retention away from the country where the child usually lives.

If the child has a passport it is important that you fill in the section about who is in possession of the child's passport.