

**What to do now**

- ☐ Check you have attached a certified copy of your birth certificate.
- ☐ Check you have **signed** Section 10 of this form.
- ☐ You must provide a **copy** of the application and attached documents for each of the respondents.
- ☐ Details of the additional respondents if there are more than 2 in Section 7.
- ☐ Check you have attached the correct fee. The leaflet 'EX50 Civil and Family 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.hmccourts-service.gov.uk](http://www.hmccourts-service.gov.uk)

## Guidance Notes for applicant on completing this form

- Please read all of these guidance notes before you begin completing the application. The notes follow the order in which information is required on the application.
- Court staff can help you fill in the application and give information about procedure once it has been issued, but they cannot give legal advice. If you need legal advice, for example, about the likely success of your application or the evidence you need to support it, you should contact a solicitor or a Citizens Advice Bureau.
- If you are filling in the application by hand, please use black ink and write in block capitals.
- You must file any written evidence to support your application either in or with the application. Your written evidence must be verified by a statement of truth.
- Copy the completed application, the respondent's notes for guidance and your written evidence so that you have a copy for yourself, one copy for the court and one copy for each respondent. Send or take the applications and evidence to the court office with the appropriate fee. The court will tell you how much this is.

**Applicant and Respondent details**

As the person making the application, you are called the 'applicant'; any other party is called a 'respondent'. Applicants who are under 18 years old (unless otherwise permitted by the court) and persons who lack capacity within the meaning of the Mental Capacity Act 2005 must have a litigation friend to make the application

and conduct court proceedings on their behalf. Court staff will tell you more about what you need to do if this applies to you.

You must provide the following information about yourself and each respondent (if known):

- all known forenames and surname;
- whether Mr, Mrs, Miss, Ms or Other (e.g. Dr); and
- residential address (including postcode and telephone number).

Where any person listed in the application form is:

- under 18, write ("a child, by 'Mr Joe Bloggs' his/her litigation friend")
- a person who lacks capacity within the meaning of the Mental Capacity Act 2005, write ("by Mr Joe Bloggs, his/her litigation friend")
- appearing in a representative capacity, you must say what that capacity is, eg. "Mr Joe Bloggs as the representative of Mrs Sharon Bloggs"

**Your solicitor's name and address**

If you are represented by solicitor in these proceedings, enter in this box your solicitor's full name and address, and other contact details as requested.

**Details of application**

Under this heading you must set out either:

- the question(s) you wish the court to decide; or
- the order you are seeking and the legal basis for your application; and
- if your application is being made under a specific rule or practice direction, you must state which.

Depending on the Declaration you are applying for you must set out specific information.

**Statement of truth**

This must be signed by you, by your solicitor or your litigation friend, as appropriate.