

Case Name:

Case Number:

HHJ/ District Judge/Assistant Justices' Clerk

Date:

**DIRECTIONS & ALLOCATION ON ISSUE OF PROCEEDINGS****Preamble**

Upon the proceedings having been referred to the Assistant Justices Clerk/Judge for allocation and directions upon issue / transfer [*delete as appropriate*] and the court having considered the papers in the absence of the parties or their legal representatives

**Appointment of Children's Guardian / Children's Solicitor**

[ ] A Children's Guardian [{*name*} *if available*] shall be appointed for the child[ren]

**OR**

[ ] [{*Solicitor's name*} of {*firm*} ] is appointed as solicitor for the child[ren]

**Official Solicitor**

[ ] The Official Solicitor is invited to act in these proceedings as the litigation friend on behalf of the [M] [F] [non-subject child] {*name*}

**Transfer / Allocation to Case Manager / Case Management Judge**

[ ] The application[s] [is] [are] transferred to the  
☐ [{*name*} ] County Court    ☐ [{*name*} /Inner London] FPC    ☐ High Court  
☐ [other]

[to be heard with Case No. / FD C ]

[ ] The proceedings are allocated for case management to / the proceedings are to be allocated by:

Mr(s) Justice

His / Her Honour Judge ...../ DFJ for {*name of care centre*}

District Judge

2 Case Managers in the FPC namely [ ]and[ ]

[ ] [{*other*}]

**Pre-Proceedings Checklist Documents**

[ ] The LA shall file the documents set out in the table below by 2 pm on the date recorded alongside each

*[delete filed or N/A documents as applicable]*

	Category	Document	Date for filing
1		Schedule of Proposed Findings	
2		Initial Social Work Statement	
3		Care Plan	
4		Allocation Record and Timetable for the Child	
5	Previous proceedings	Orders	
		Judgment/reasons	
6	Any relevant assessment materials	Initial/core assessment	
		Section 7 & 37 reports	
		Relatives and friends materials (e.g. a genogram)	
7	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)	
8		Pre-existing care plans (e.g. child in need plan, looked after child plan & child protection plan)	
9		Social Work Chronology	
10		Letters Before Proceedings	
11		Other relevant pre-proceedings documents (specify) { }	

**Evidence / Documents for First Appointment**

[ ] The LA shall file and serve the application form and pre-proceedings documents filed with the court by 2.00 pm on [{date}] on [{specify party or proposed party}]

[ ] [The Child(ren)'s Solicitor shall file and serve by 2.00 pm on [{date}] a Case Analysis and Recommendations document prepared by the Child(ren)'s Guardian for use at the First Appointment] OR [The Child(ren)'s Guardian shall be in a position to orally present a Case Analysis and Recommendations at the First Appointment]

The Case Analysis and Recommendations shall set out:

- (a) an analysis of the issues that need to be resolved in the case including-
  - (i) any harm or risk of harm;
  - (ii) the child's own views;
  - (iii) the family context including advice relating to ethnicity, language, religion and culture of the child and other significant persons;
  - (iv) the Local Authority work and proposed care plan ;
  - (v) advice about the court process including the Timetable for the Child; and
  - (vi) identification of work that remains to be done for the child in the short and longer term; and

- (b) recommendations for outcomes, in order to safeguard and promote the best interests of the child in the proceedings;

### Listing of First Appointment

[ ] The application[s] are listed for a First Appointment [FA] before

☐ DJ / PRFD

☐ CJ / RCJ☐ HCJ / RCJ

☐ FPC / Inner London

□ [the allocated judge]

on

at

(time estimate      )

- [✓] No document other than a document specified in these directions or in accordance with the Rules or Practice Directions shall be filed by any party without the court's permission.
- [✓] Any application to vary these directions or for any other order is to be made to the allocated Judge/Assistant Justices' Clerk on notice to all parties.

### Compliance with directions

- [✓] All parties must immediately inform the [Case Progression Officer][Case Manager] on (tel)/ (fax)/[*e-mail*] if any party fails to adhere to any date specified for filing any document.

**Dated:**

**Signed:**

**HHJ/ DJ/Assistant JC**