

Information for completing form C100

A copy of this application will be provided to Cafcass upon issue of proceedings. The information contained in the form C100 enables Cafcass to conduct enquiries prior to the first court hearing, without it they cannot conduct their initial safeguarding checks and enquiries.

Whilst every question in this form should be completed or stated that information is not available the following **essential** information is required by Cafcass/CAFCASS CYMRU and failure to provide this information could lead to unnecessary delays to proceedings:

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- ☐ Whether permission is required
- ☐ The full name(s) of the child(ren) in the proceedings
- ☐ Their date(s) of birth
- ☐ Their gender
- ☐ The applicants relationship to the child(ren)
- ☐ The respondents relationship to the child(ren)

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- ☐ Your/the applicant's full name
- ☐ Any previous names
- ☐ Your/the applicant's gender and date of birth
- ☐ Your/the applicant's address, including the postcode
Note: if you/the applicant does not wish the address to be made known it should be included in an accompanying form C8.
- ☐ Your/the applicant's telephone number and if applicable, mobile telephone
Note: if you/the applicant does not wish the number to be made known it should be included in an accompanying form C8.

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- ☐ The respondent's full name
- ☐ Previous surnames (if known)
- ☐ The respondent's gender and date of birth
- ☐ The respondent's address, including the postcode
- ☐ The respondent's telephone number and if applicable, mobile telephone

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- ☐ Solicitor details (if applicable), including a telephone number

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- ☐ The names of the child(ren)'s parents
- ☐ If the child(ren) is/are not living with either the Applicant or Respondent you must give:
 - the child(ren)'s current address
 - the full names of the adults living with them and their relationship or involvement with the child(ren)

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- ☐ The nature of the application for each child

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- ☐ Have the child(ren) suffered or are at risk of suffering harm

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- ☐ Check you have completed and signed section 12

What to do now

- ☐ Check you have attached copies of any **relevant orders** (as per Section 10).
- ☐ 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).
- ☐ Is form C1A attached (if applicable)?
- ☐ Is form FM1 attached?
- ☐ 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