

Form PL05 (04.08) - Standard Directions Form (on Issue) Menu
Children Act 1989 (Public Law Outline)
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