

Cais dan Ran 19 Rheolau Trefniadaeth Teulu 2010

Nodiadau ar gyfer ceisydd ar lenwi'r cais (Ffurflen FP1)

- Darllenwch y cyfarwyddiadau hyn i gyd cyn dechrau llenwi'r cais, os gwelwch yn dda. Mae'r nodiadau'n dilyn trefn y wybodaeth sydd ei angen ar y ffurflen.
- Gall staff y llys eich helpu i lenwi'r cais a rhoi gwybodaeth am y drefn unwaith y bydd wedi'i chodi, ond ni allant roi cyngor cyfreithiol. Os ydych angen cyngor cyfreithiol, er enghraifft ynghylch pa mor debyg ydy'ch cais o lwyddo, neu ba dystiolaeth sydd ei hangen arnoch i'w gefnogi, dylech gysylltu â chyfreithiwr neu Ganolfan Cyngor ar Bopeth.
- Os byddwch yn llenwi'r cais â llaw, defnyddiwch inc du ac ysgrifennwch mewn llythrennau bras os gwelwch yn dda.
- Rhaid i chi ffeilio unrhyw dystiolaeth ysgrifenedig i gefnogi'ch cais un ai yn y cais neu gydag ef. Rhaid i'ch tystiolaeth ysgrifenedig gael ei chadarnhau drwy ddatganiad gwirionedd.
- Copïwch y cais sydd wedi'i lenwi a nodiadau cyfarwyddyd ar gyfer yr atebdydd a'ch tystiolaeth ysgrifenedig er mwyn sicrhau bod gennych gopi i chi'ch hun, un copi i'r llys ac un copi ar gyfer pob atebdydd. Anfonwch neu ewch â'r ceisiadau a'r dystiolaeth i swyddfa'r llys lleol gyda'r ffi briodol. Gall y llys ddweud wrthyfch faint fydd hyn.

Nodiadau ar lenwi'r ffurflen gais

Manylion y Ceisydd a'r Atebydd

Gan mai chi yw'r person sy'n gwneud y cais, gelwir chi'n 'geisydd'; gelwir unrhyw barti arall yn 'atebydd'. Rhaid i geisyddion sydd dan 18 mlwydd oed (oni chaniateir fel arall gan y llys) ac unrhyw berson heb allu o fewn ystyr Deddf Gallu Meddyliol 2005, gael cyfaill cyfreitha i wneud y cais a chynnal achos llys ar eu rhan. Bydd staff y llys yn dweud rhagor wrthyfch am yr hyn sydd angen i chi ei wneud os ydy hyn yn berthnasol i chi.

Application under Part 19 of the Family Procedure Rules 2010

Notes for applicant on completing the application (Form FP1)

- 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.

Notes on completing the application

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.

Rhaid i chi ddarparu'r wybodaeth ganlynol amdanoch eich hun a phob atebydd (os gwyddys):

- pob enw cyntaf a chyfenw y gwyddys amdanynt;
- ai Mr, Mrs, Miss, Ms neu Arall (e.e. Dr) a
- chyfeiriad preswyl (gan gynnwys cod post a rhif ffôn).

Lle bo'r unigolyn:

- dan 18 oed, ysgrifennwch ("plentyn, gan 'Mr Joe Bloggs' ei gyfaill/chyfaill cyfreitha")
- person heb allu o fewn ystyr Deddf Gallu Meddyliol 2005, ysgrifennwch (" , gan Mr Joe Bloggs, ei gyfaill cyfreitha ef/hi")
- yn ymddangos fel cynrychiolydd, rhaid i chi nodi pa gynrychiolaeth yw honno, e.e. "Mr Joe Bloggs fel cynrychiolydd Mrs Sharon Bloggs"

Enw a chyfeiriad eich cyfreithiwr

Os ydych yn gweithredu drwy gyfreithiwr yn yr achos hwn, nodwch yn y blwch hwn enw a chyfeiriad llawn eich cyfreithiwr, a manylion cyswllt eraill yn unol â'r cais.

Manylion y cais

Dan y pennawd hwn rhaid i chi nodi un ai:

- y cwestiwn/cwestiynau y dymunwch i'r llys eu penderfynu; neu
- y gorchymyn yr ydych yn ei geisio a'r sail gyfreithiol dros eich cais; ac
- os gwneir eich cais dan reol benodol neu gyfarwyddyd ymarfer, rhaid i chi ddatgan pa un.

Datganiad gwirionedd

Rhaid i chi, eich cyfreithiwr neu'ch cyfaill cyfreitha lofnodi hwn fel sy'n briodol.

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 the person 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 acting 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.

Statement of truth

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