

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