Children Act 1989 (Public Law Outline)

Case Name:

HHJ/ District Judge/Assistant Justices' Clerk

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]

1

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} [other]] County Court	[{name}	/Inn	er London] FPC	High Court	
		[to be heard wit	h Case No.		/ FD	С]		
[]] 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 M	lanagers in the FPC r	namely []and[
[]	[{other}]							

Case Number:

Date:

]

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	Single, joint or inter-agency materials			
		Records of discussions with the family			
	records	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	O 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