

Case Name:

Case Number:

HHJ/ District Judge/Assistant Justices' Clerk

Date:

## DIRECTIONS & ALLOCATION AT FIRST APPOINTMENT

### Parties to the Proceedings/Joinder of Parties/Official Solicitor

The parties to the proceedings are:

The Applicant LA.....

The 1<sup>st</sup> Respondent (identify relationship: M / F) .....

The [ ] Respondent (identify relationship: ) .....

The [ ] Respondent (identify relationship: ) .....

The [ ] Respondent (a child) .....

The [ ] Respondent (a child) .....

The [ ] Respondent (a child) .....

The Official Solicitor is invited to act in these proceedings as the litigation friend on behalf of the [M] [F] [non-subject child] {name} ]

{name} ] is joined as the [{specify} ] Respondent to the proceedings [for the purpose of determining {specify where appropriate}]

### Transfer / Allocation to Case Manager / Case Management Judge

The application[s] [is] [are] transferred to the

[{name} ] County Court     [{name} /Inner London] FPC     High Court  
 [other]

[to be heard with Case No. / FD C ]

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 Managers in the FPC namely [ ] and [ ]

[{other}]

**Listing of CMC**

[ ] The application[s] are listed for a Case Management Conference [CMC] before

DJ / PRFD                       CJ / RCJ                       HCJ / RCJ                       FPC / Inner London  
 [the allocated judge]

on \_\_\_\_\_ at \_\_\_\_\_ (time estimate \_\_\_\_\_ )

**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 CMC**

[ ] The LA shall file and serve by 2.00pm on [{date} \_\_\_\_\_ ]

(i) a Local Authority Case Summary in the form set out at Annex B of the Practice Direction  
 (ii) the interim care plan(s) setting out details as to proposed placement and contact  
 (iii) any further evidence upon which they intend to rely including any evidence relating to vulnerability, ethnicity, culture, language, religion or gender  
 (iv) [{other}]

- [ ] The child(ren)'s solicitor shall file and serve by 2.00 pm on [{date}] a Case Analysis and Recommendations document prepared by the Children's Guardian for use at the Case Management Conference setting 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.
- [ ] The [M] [F] [ ] [Respondents] shall each file and serve by 2.00pm on [{date}]
- (i) a Case Summary setting out
    - (a) their proposals for the long term future of the child (to include placement and contact);
    - (b) their reply to the Local Authority's Schedule of Proposed Findings;
    - (c) any proposal for assessment / expert evidence; and
    - (d) the names, addresses and contact details of any family or friends who it is suggested be approached in relation to long term care / contact or respite;
  - (ii) Initial witness statements
  - (iii) [Other – specify]
- [ ] Any party proposing to ask the court for permission to instruct an expert or for any other assessment must comply with the Experts' Practice Direction and provide details to the other parties before the advocates' meeting of the nature of the assessment or report required, the issue to which it is directed, the identity, CV and availability of the proposed assessor, the timescale, likely cost and method of funding.
- [ ] Any outstanding disclosure of relevant documents between the parties shall take place not later than 3 working days before the CMC advocates meeting.



**Other Orders**

[ ]

[ ] *[see attached sheet]*

- [✓] 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.
- [✓] In proceedings in / before the FPC, where a party considers that there are likely to be issues arising at a hearing (including the Case Management Conference and Issues Resolution Hearing) which need to be decided by a full Bench or District Judge (Magistrates' Court), rather than a Justices' Clerk/Assistant Justices' Clerk, then that party shall give the court written notice of that need as soon as possible and at least 2 days before the hearing. The notice shall specify:
  - a) the nature of the issue(s);
  - b) whether it is anticipated that an application will be contested by any party;
  - c) the estimated length of hearing (where this is in excess of any existing time estimate).
- [✓] Any application to vary these directions or for any other order is to be made to the allocated judge/case manager 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.

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**Dated:**

**Signed:**

**HHJ/ DJ/Assistant JC**