



Easy  
Read

# **Non-molestation or occupation order form (FL401)**

Fill in this form to ask for a non-molestation or occupation order

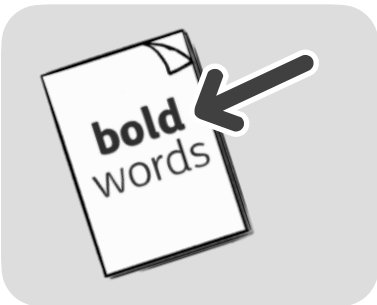
# Easy Read



This is an Easy Read version of some hard information. It may not include all of the information but will tell you about the important parts.



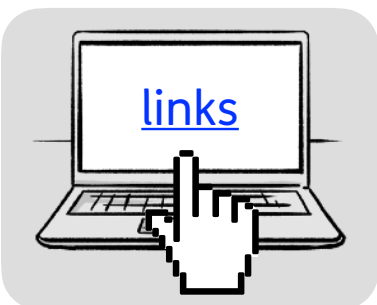
This Easy Read information uses easier words and pictures. You may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker.



These are words that some people will find hard. When you see a bold word, we will explain it in the next sentence.

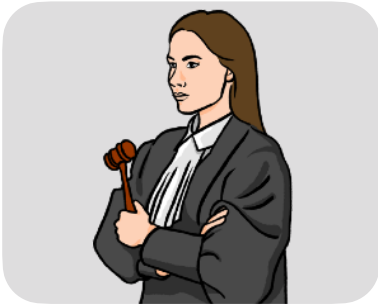


Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

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# For the court



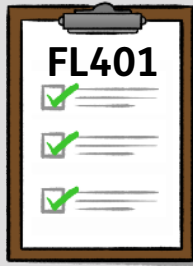
This page will be filled in by the court.  
You can move on to page 5.

Court name:

Date issued:

Case number:

# About this form



This is a FL401 form.



You can fill in this form to ask for 2 different **court orders**.

A **court order** stops someone from being able to do certain things.



You can fill in this form to ask for a non-molestation order - this is a court order that will protect you and any children from abuse by a certain person.



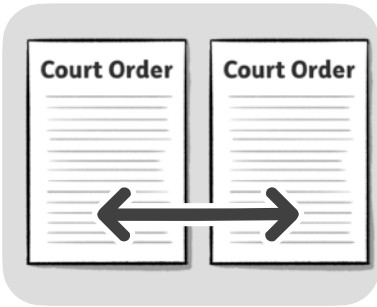
**Abuse** is when someone hurts you or treats you badly.



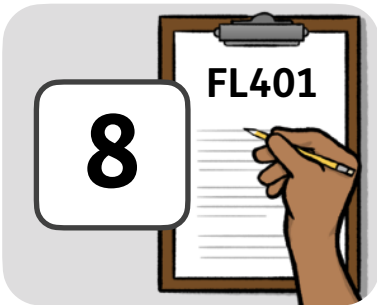
A non-molestation order can also stop a person from coming near your house.



You can also fill in this form to ask for an occupation order - this is a court order that decides who should live in your house.



You can fill in this form to ask for either of these court orders, or both of them.



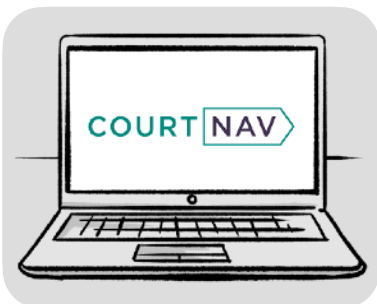
There are 8 parts in this form for you to fill in.

## Help with asking for a court order



If you need help with asking for a court order you can use **CourtNav**.

**CourtNav** is online support that can give you help and advice with the law.



To use CourtNav go to:  
[www.courtnav.org.uk/](http://www.courtnav.org.uk/)



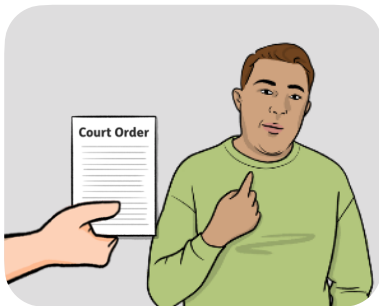
If you choose to use CourtNav you do not need to fill in this form.

CourtNav will do it for you.

# How court orders work



The person who is asking for a court order against someone is called the 'applicant'.



The person who the court order is against is called the 'respondent'.



The applicant will fill in some court documents to explain why they want a court order.



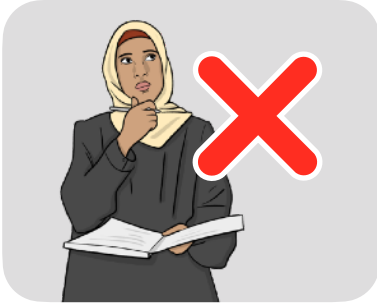
The respondent will be told that the applicant has asked for a court order against them.



They will be given a copy of the court order documents.

They will usually be given these by the applicant's lawyer.





If you are an applicant and you do not have a lawyer, you can ask the court to give the respondent the documents.



You can ask for this by filling in a D89 form.

You can find a D89 form by going to [www.GOV.UK](http://www.GOV.UK) and searching for 'D89' in the search bar.

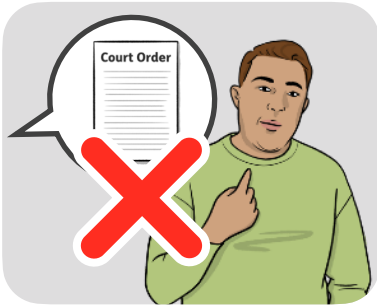


Respondents are told someone has made a court order against them so that they can prepare for the **court order hearing**.



The **court order hearing** is where a judge will decide whether the court order should go ahead or be changed.

## ‘Without notice order’



A **‘without notice order’** means the respondent does not know an applicant has asked for a court order against them.



You can ask for a ‘without notice order’ in part 1 of this form.



‘Without notice orders’ are only given in very special cases, like if your life is in danger.

## Keeping your contact information secret



If you do not want the respondent to know how to contact you or your children, do not write your contact information on this form.



You do not have to write your contact information even if the question asks you to.



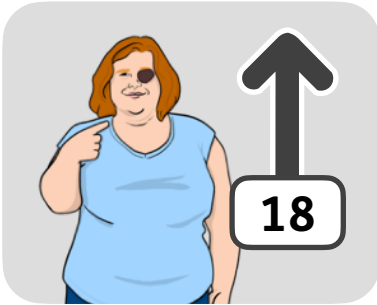
Instead, you should fill in a different form, called a C8 form.



You can find this form by going to [www.GOV.UK](https://www.gov.uk) and searching for 'C8' in the search bar.

# Before you start

Before you start to fill in this form, please say how old you are:

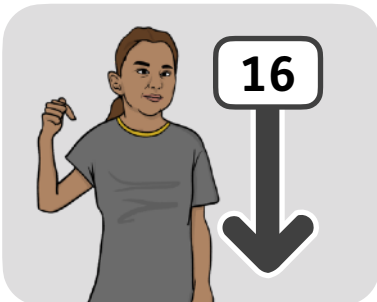
☐

18 or older - you can carry on filling in this form.

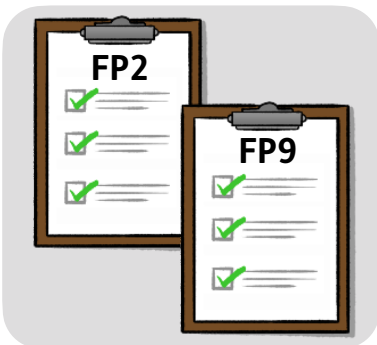
☐

16 to 18 - someone over the age of 18 needs to help you.

They will need to fill in a form called FP9.

☐

Younger than 16 - you will need to check with the court if you are allowed to ask for a court order.



You will need to fill in a form called FP2. Someone over the age of 18 will need to help you.

The person who helps you will also need to fill in an FP9 form.



You can find both the FP2 and FP9 forms by going to [www.GOV.UK](http://www.GOV.UK) and searching for 'FP2' and 'FP9' in the search bar.

# Part 1



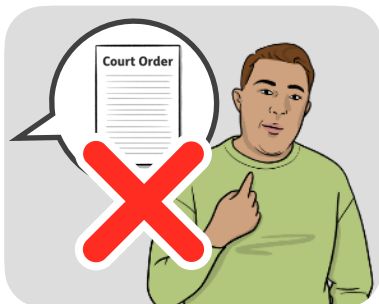
**Question 1.1:** Which order are you asking for? *Remember you can tick both answers if you are asking for both orders.*

☐

Non-molestation order.

☐

Occupation order.



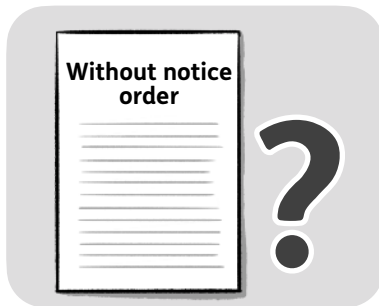
**Question 1.2:** Do you want to ask for a 'without notice order'?

☐

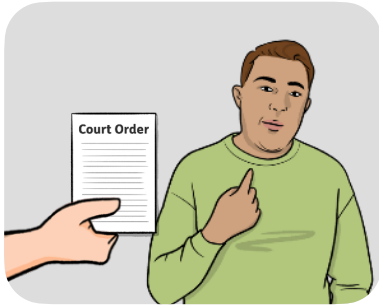
Yes.

☐

No - *please go to question 1.5.*



**Question 1.3:** Why do you want a ‘without notice order’? *You can tick as many answers that apply.*



Remember, the ‘respondent’ is the person you are asking for a non-molestation or occupation order against.

☐

The respondent might seriously hurt me or my child.

☐

The respondent might try and stop me from asking for the order.

☐

I think the respondent knows that I am asking for an order and is trying to avoid getting it.



**Question 1.4:** Please write why you think the respondent might do the things you have ticked. *You could write about similar things they have done or said in the past.*





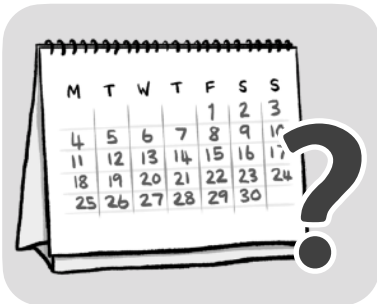
**Question 1.5:** Are there any legal rules that stop the respondent from contacting you or coming near you? *These rules may be called bail conditions.*

☐

Yes.

☐

No - *please go to question 1.7.*



**Question 1.6:** When do these legal rules end?

Day:

Month:

Year:



**Question 1.7:** Please write anything else about you and your life that you think is important for the court to know.



*It is important you tell the court about any disabilities or illnesses that you, your child, or the respondent may have.*

# Part 2



**Question 2.1:** Please write your full name.

First name:

Last name:



**Question 2.2:** Please write any other names you have been known by:



**Question 2.3:** Please write your date of birth.

Day:

Month:

Year:



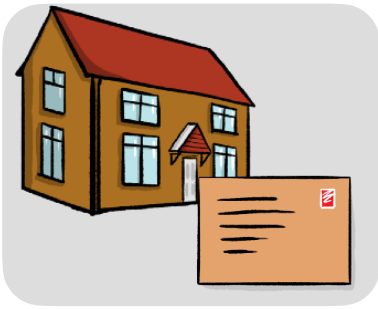
**Question 2.4:** Can information about how to contact you be shared with the respondent?

☐

Yes.

☐

No - *please fill in the C8 form.*



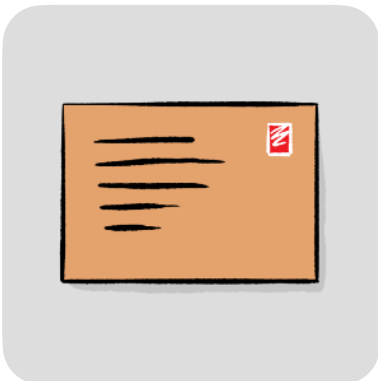
**Question 2.5:** Please write the address you are living at.

This will be the address your court documents are sent to.



If you think the respondent might read or hide your post, please give a different address.

This address should be somewhere you trust and where you know you can pick up your documents.

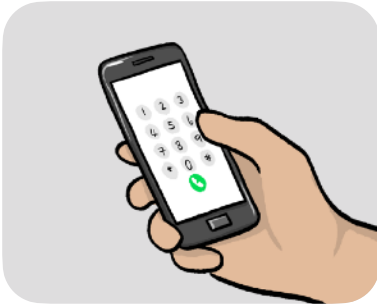


Building and street:

Second line of address:

Town or city:

Postcode:



**Question 2.6:** Please write your telephone number:



**Question 2.7:** Please write your email address:



**Question 2.8:** How do you like to be contacted?

☐

By phone.

☐

By email.



**Question 2.9:** Please write any instructions about when and how it is safe to contact you:



**Question 2.10:** Do you have a **legal representative**?

A **legal representative** is a law professional who speaks for you in court. They are usually called a counsellor, an attorney, or a lawyer.

☐

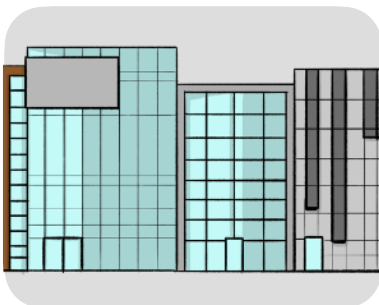
Yes.

☐

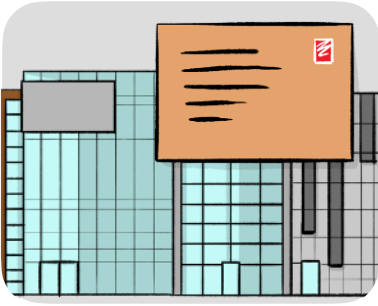
No - *please go to part 3.*



**Question 2.11:** Please write your legal representative's name:



**Question 2.12:** Please write the name of the organisation your legal representative works for:



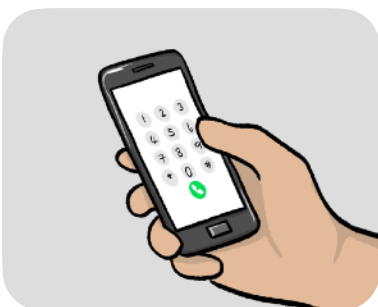
**Question 2.13:** Please write the address of the organisation your legal representative works for.

Building and street:

Second line of address:

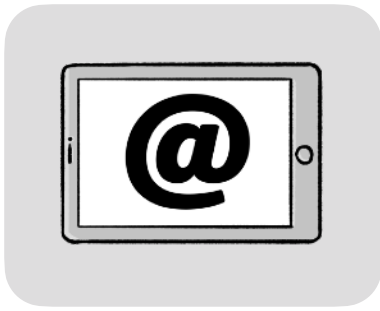
Town or city:

Postcode:



**Question 2.14:** Please write your legal representative's telephone number:



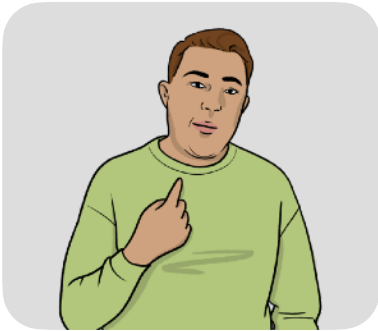


**Question 2.15:** Please write your legal representative's email address:



**Question 2.16:** Please write your legal representative's reference:

# Part 3



This part is about the respondent.

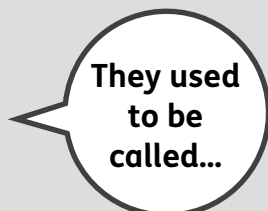
Remember, the 'respondent' is the person you are asking for a non-molestation or occupation order against.



**Question 3.1:** Please write the respondent's name.

First name:

Last name:



**Question 3.2:** Please write any other names they have been known by:



**Question 3.3:** Please write the respondent's date of birth.

Day:

Month:

Year:



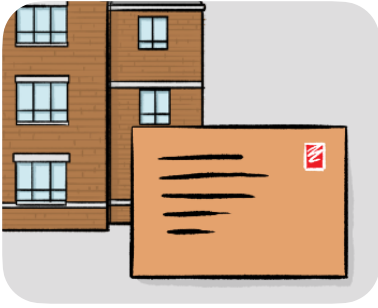
**Question 3.4:** Does the respondent live with you?

☐

Yes.

☐

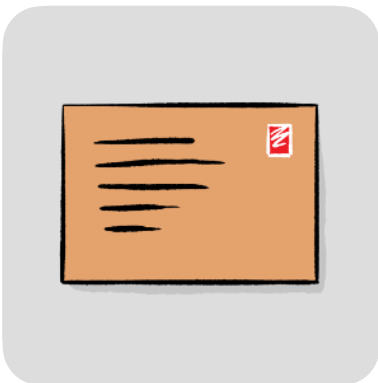
No.



**Question 3.5:** Please write the address the respondent is living at.



It is important you give the respondent's address as this will be where the court order against them will be delivered to.

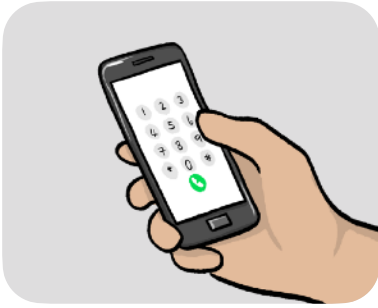


Building and street:

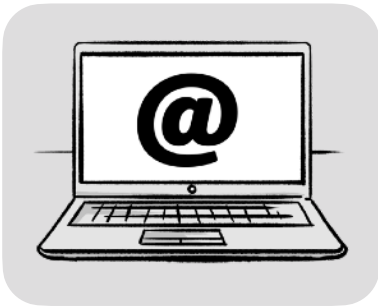
Second line of address:

Town or city:

Postcode:



**Question 3.6:** Please write the respondent's telephone number if you know it:



**Question 3.7:** Please write the respondent's email address if you know it:

# Part 4



**Question 4.1:** Which of the following answers best describe your relationship with the respondent?

☐

We are married or in a civil partnership.

☐

We used to be married or in a civil partnership.

☐

We are engaged - this means you are about to be married or in a civil partnership with them.

☐

We used to be engaged.

☐

We are a couple and we live together.

☐

We are a couple who used to live together.

☐

We are a couple and we have never lived together.

☐

We used to be a couple.

☐

Other - *please go to question 4.4.*



**Question 4.2:** When did your relationship with the respondent start and end? *If you do not know the exact date, please give your best guess of the month and year.*

Start of the relationship:

Day:

Month:

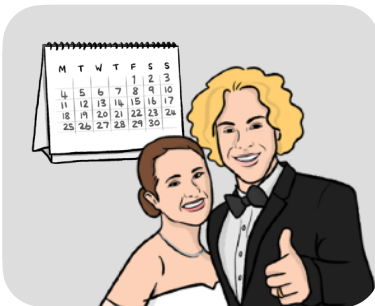
Year:

End of the relationship:

Day:

Month:

Year:



**Question 4.3:** If you were ever married to the respondent, or in a civil partnership with them, what date did you get married?

Day:

Month:

Year:





**Question 4.4:** If you answered 'other' to question 4.1, which of the following answers best describes your relationship with the respondent?

- ☐ They are my father.
- ☐ They are my mother.
- ☐ They are my son or daughter.
- ☐ They are my brother.
- ☐ They are my sister.
- ☐ They are my grandfather.
- ☐ They are my grandmother.
- ☐ They are my uncle.
- ☐ They are my aunt.

☐

They are my niece or nephew.

☐

They are my cousin.

☐

Other - please describe the relationship below:



**Question 4.5:** Are you asking for a non-molestation or occupation order because you also need to protect a child/children?

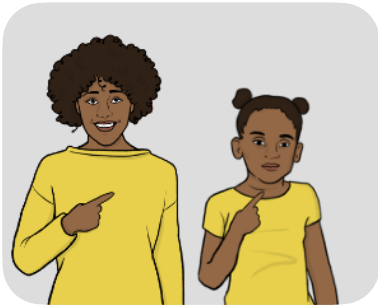
☐

Yes - *please go to part 5.*

☐

No - *please go to part 6.*

# Part 5



**Question 5.1:** Who is this non-molestation or occupation order for?

☐

Me only - *please go to question 5.3.*

☐

Me and my child/children.



**Question 5.2:** Please write the details of the child or children that will be protected by this non-molestation or occupation order:



**Question 5.3:** Are you and the respondent both involved in any court cases at the moment?

This might include a divorce case or a case about who should look after your children.

☐

Yes.

☐

No - *please go to part 6.*



**Question 5.4:** Please write about the court cases and what they are about:

# Part 6



**Question 6.1:** Are you asking for a non-molestation order?

☐

Yes.

☐

No - *please go to part 7.*



**Question 6.2:** What do you want a non-molestation order to stop the respondent from doing? *You can tick as many answers that apply.*

☐

Being violent towards me.

☐

Upsetting me and trying to make me feel scared.

☐

Saying bad things about me to others, either online or on paper.

☐

Contacting me.

☐

Damaging my personal items.

☐

Damaging my home.

☐

Coming into my home.

☐

Coming near my home.

☐

Coming near my place of work.



**Question 6.3:** What do you want a non-molestation order to stop the respondent from doing to your child or children? *You can tick as many answers that apply.*

☐

Being violent towards them.

☐

Upsetting them and trying to make them feel scared.

☐

Saying bad things about them to others, either online or on paper.

☐

Contacting them without asking me if it is okay first.

☐

Going near their school or nursery.



**Question 6.4:** Please write anything else you want a non-molestation order to stop the respondent from doing.

You can write about any kind of abuse that the respondent has done towards you.

# Part 7



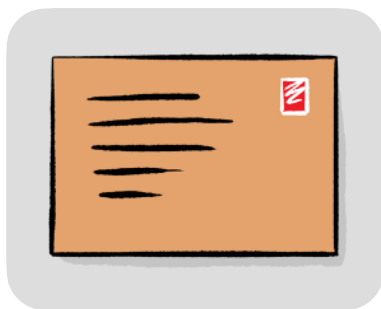
**Question 7.1:** Are you asking for an occupation order?

☐

Yes.

☐

No - *please go to part 8.*



**Question 7.2:** What address do you want the occupation order to stop the respondent from living in?

Building and street:

Second line of address:

Town or city:

Postcode:





**Question 7.3:** Who lives at this address at the moment? *You can tick as many answers that apply.*

☐

Me.

☐

The respondent.

☐

My child or children.

☐

Other - please describe below:



**Question 7.4:** Have you or the respondent lived at this address in the past, but do not live there at the moment?

☐

Yes, both of us.

☐

Yes, myself.

☐

Yes, the respondent.

☐

No.



**Question 7.5:** If you answered 'no' to question 7.4, were you or the respondent ever going to live at this address?

☐

Yes, both of us.

☐

Yes, myself.

☐

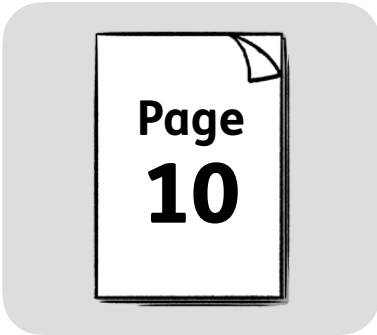
Yes, the respondent.

☐

No.



**Question 7.6:** If any children live at this address, please write their names and ages.



Remember, you do not have to write your child's information even if the question asks you to.

There is a different form for this, please see page 10.

Children that both you and the respondent are parents of:

Children that only you are the parent of:



**Question 7.7:** Has the house at this address had changes to it to meet the needs of the people living there?

For example, you may have made changes to the house because you have a disability.

☐

Yes.

☐

No - *please go to question 7.9.*



**Question 7.8:** Please write how the house has changed to meet the needs of the people living there.



**Question 7.9:** Did you get a **mortgage** to be able to buy this house?

A **mortgage** is when you borrow money from an organisation, usually a bank or housing organisation, to help you buy a house.

☐

Yes.

☐

No - *please go to question 7.13.*



**Question 7.10:** Who got the mortgage and is named on it? *You can tick as many answers that apply.*

☐

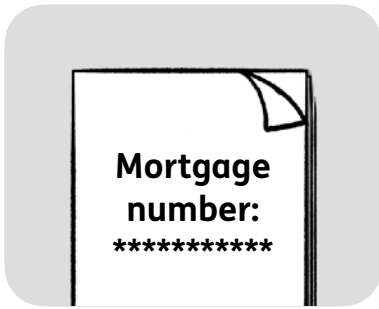
Me.

☐

The respondent.

☐

Someone else - please describe who they are below:



**Question 7.11:** Please write your mortgage number if you know it.



**Question 7.12:** Please write the name and address of the organisation you got the mortgage from.

Name:

Building and street:

Second line of address:

Town or city:

Postcode:



**Question 7.13:** If you do not have a mortgage, do you rent the house? This means you pay the person who owns the house to live there.

*If you do have a mortgage please go to question 7.16.*

☐ Yes.

☐ No.



**Question 7.14:** Who rents the house? This is anyone who signed the rent agreement when you moved into the house. *You can tick as many answers that apply.*

☐ Me.

☐ The respondent.

☐ Someone else - please describe who they are below:





**Question 7.15:** Please write the name and address of your **landlord**.

Your **landlord** is the person who owns the house and you pay money to them to live there.

Name:

Building and street:

Second line of address:

Town or city:

Postcode:



**Question 7.16:** Do you have any **home rights**?

**Home rights** mean you have a right to live in the house, even if your name is not on the mortgage or the rent agreement.



You may want to get some help and advice on the law to find out if you have home rights or not.

☐ Yes.

☐ No.



**Question 7.17:** What do you want to happen because of an occupation order?

- ☐ I want to be able to stay in my house.
- ☐ I want to be able to return to my house.
- ☐ I want the respondent to be kept away from the area where my house is.
- ☐ I want the respondent to be allowed in only certain areas of my house.



**Question 7.18:** Is there anything else to do with the house that you want to happen because of an occupation order?

- ☐ I want the respondent to help pay for repairs to the home.
- ☐ I want the respondent to help pay for rent or the mortgage money that I am paying back.
- ☐ I want the furniture and other items from the house.



**Question 7.19:** Please write anything else about your living situation that you would like the court to think about.



You should write about what will happen to you and your children if you are not able to:

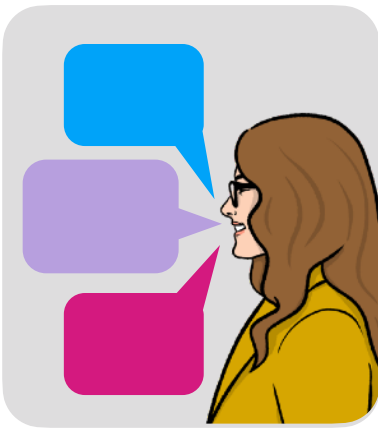
- Keep living in your house.
- Return to live in your house.

# Part 8



This part of the form is about the **court order hearing**.

Remember, the **court order hearing** is where a judge will decide whether the court order should go ahead or be changed.



**Question 8.1:** Will you need a **translator** at the hearing?

A **translator** is for people whose main language is not English. They will tell you what is being said to you in your main language.

☐

Yes.

☐

No - *please go to question 8.3.*



**Question 8.2:** Please write what your main language is.



**Question 8.3:** Does something different need to be provided for you at the hearing because of a disability you have?

☐

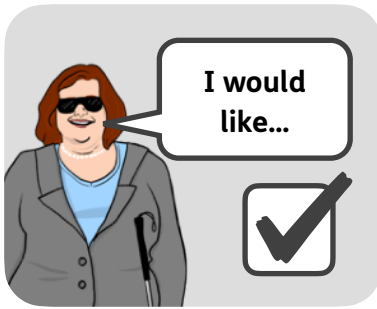
Yes.

☐

No - *please go to question 8.5.*



**Question 8.4:** Please write how your disability affects you.



**Question 8.5:** Please tick any of the answers below that you would like at the hearing.

☐

A separate waiting room in the court building.

☐

A separate entrance and exit in the court building.

☐

A privacy screen - this means the respondent will not be able to see you during the hearing.

☐

A video link, so that you can join the hearing online rather than in person.

# Sign here

☐

Please tick here to show that you believe that everything you have written in this form is true.



If you are a legal representative who has filled in this form for an applicant please tick here to show that:

☐

The applicant believes everything written in this form is true.

☐

The applicant has allowed you to sign this form for them.



Please sign your name, or the applicant's name, here:





Please write the date this form was signed:

Day:

Month:

Year:



Please tick who signed this form:

☐

Me, as the applicant.

☐

The legal representative of the applicant.



If the legal representative of the applicant signed this form for them, please write:

The legal representative's full name:

The name of the organisation the legal representative works for:

# Sending your court order documents

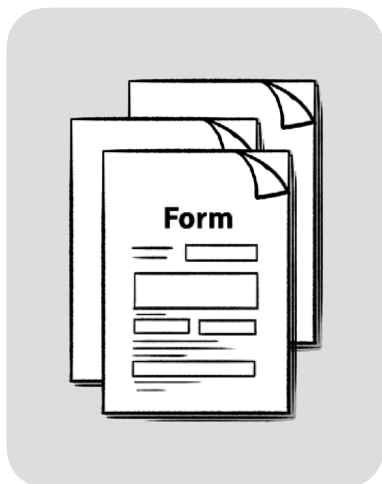


You now need to send your court order documents to your local family court.

## What to send



When you send this form you need to include other court documents that go with it.



These court documents might include:

- A D89 form - see page 10.
- A C8 form - see page 11.
- An FP9 form - see page 12.
- An FP2 form - see page 12.

You will also need to send:



- A **supporting witness statement**.

A **supporting witness statement** is a report written by someone who can support your need to have a non-molestation or occupation order.



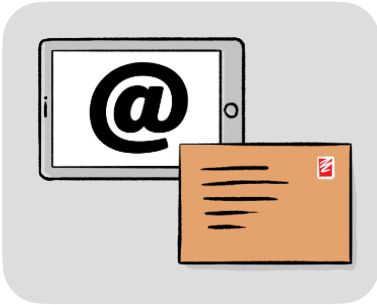
- Your own supporting statement.

This is a report written by you that gives the court extra details about any abuse you have dealt with.



For help with supporting statements, you can go to [www.gov.uk](http://www.gov.uk) and search for 'FL401T'.

# How to send



You can send your court documents to your local family court by email or post.



You can find your local family court's email address and postal address at: [www.gov.uk/find-court-tribunal](http://www.gov.uk/find-court-tribunal)



You can take your court documents there in person if you cannot email or post them.

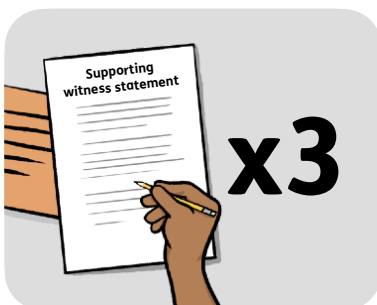
# Sending your documents by post



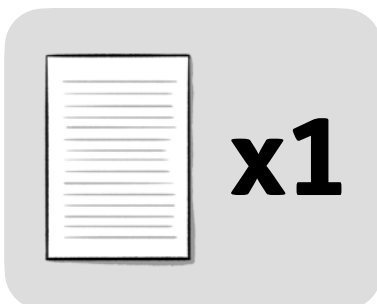
If you are asking for a non-molestation order, and you are sending your court documents by post, you need to send:



- 3 copies of this form.



- 3 copies of your supporting witness statement.



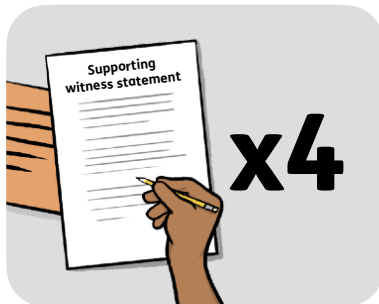
- 1 copy of any other documents you are sending.



If you are asking for an occupation order, and you are sending your court documents by post, you need to send:



- 4 copies of this form.



- 4 copies of your supporting witness statement.



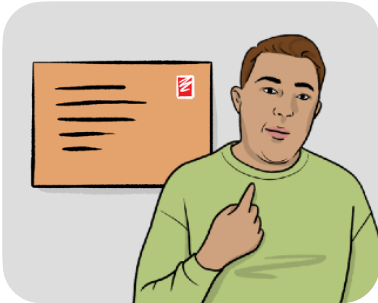
- 1 copy of any other documents you are sending.



Your legal representative will make these copies for you.

If you do not have a legal representative you only need to send 1 copy of each document.

# What happens next?



Once your local family court has your court order documents, copies of them will be given to the respondent.



This is unless a 'without notice order' is allowed.



Remember, you must not give the respondent copies of the court documents yourself.