



DA1

Application for a domestic abuse protection order (DAPO)

Part 3 of the Domestic Abuse Act 2021

To be completed by the court

Court name

Date issued

Day

Month

Year

Case number

You can use this form to apply for a domestic abuse protection order to protect yourself from domestic abuse or the risk of domestic abuse.

This order can prevent someone coming to or near your home or decide who can stay, or return to, your home. It can also order that the person the order is against does something like attend a behaviour change programme or wear an electronic tag, to check they're keeping to the conditions of the order.

There are no court fees for applying.

You can only apply for a DAPO in some family courts, and the person who you're seeking an order against must also live in that area – check on www.gov.uk/guidance/apply-for-a-domestic-abuse-protection-order-in-a-family-court for a list of family courts that are dealing with DAPO applications. If you want to apply to the court outside of your area, you may have to travel to that court to attend a hearing in person.

RCJ Advice can help you apply for an order

RCJ Advice (Royal Courts of Justice Citizens Advice) provides domestic abuse services that can help you with this application. They will put you in touch with legal advisors to discuss your options or be able to assist themselves. Go to <https://supportnav.org.uk/> to ask for help with your application.

Support if you are experiencing domestic abuse

Visit www.gov.uk/report-domestic-abuse for a list of organisations that can provide help and advice about domestic abuse.

Call 999 if it's an emergency or you're in immediate danger.

Applications without the respondent being told

In exceptional circumstances, such as if your safety is immediately being threatened, the court may make an order without telling the respondent (the person the order is against). This is called a 'without notice' order. It means the court can consider your application without the respondent present. A further hearing will be held later and the respondent will be given notice to attend. You can request this in section 1 of this form. You must tell the court why you are applying for a without notice order and what you think might happen if the court does not grant it.

If you want to keep your information confidential

If you do not want your or your child's contact details to be shared with the respondent, do not put these in at any point on the form, even when asked. Instead complete a confidential contact details (C8) form and send it with this application. Visit GOV.UK and search form **C8 – Confidential contact details**.

Do not include your contact details on any other documents sent to the court, such as supporting evidence.

If you are living in a refuge, it is very important that you keep your address details confidential and only include the address details on a form **C8 – Confidential contact details**.

Form C8

<https://www.gov.uk/government/publications/form-c8-confidential-contact-details-family-procedure-rules-2010-rule-291>

Before you start

Are you applying on someone else's behalf?

Yes – you must also complete form **DA2** (Application for permission to apply for a DAPO), and complete this form as if you are the person who is applying. You must also complete your own details in **Section 3**.

No – continue with the rest of the form

How old are you?

18 years old or older. You can continue to apply using this form.

16 to 18 years old. You may want to ask someone over 18 to help you apply, such as a parent.

Note: CourtNav – If you choose to use CourtNav, you will not need to complete this form or a supporting statement – CourtNav will complete both for you. Visit <https://injunction.courtnav.org.uk/> to register and apply.

If you want to apply on behalf of someone else, you will need to ask the court for permission to make this application. This might apply to you if you are, a friend or relative of the person who needs to be protected, or if you work for an organisation applying on their behalf (other than a legal representative).

1. Your situation

Without notice order

The court may, in any case where it considers that it is just and convenient to do so, make a domestic abuse protection order even though the respondent has not been given prior notice of the proceedings, as would otherwise be required by rules of court.

Please see the guidance on the right to help work out if this may be an option for you.

1.1 Do you want to apply for the order without giving notice to the respondent?

Yes

No. **Go to question 1.5.**

1.2 Why do you want to apply without giving notice to the respondent? You can select more than one reason – read sidenote for help.

- a)** there is risk of significant harm to me, if the order is not made immediately
- b)** it is likely that I will be deterred or prevented from pursuing the application if an order is not made immediately
- c)** I believe that the respondent is aware of the proceedings but is deliberately evading service and that I will be seriously prejudiced by the delay in effecting substituted service

Note 1.1 and 1.2: This means the order can be made without the respondent knowing in advance.

This is only an option if:

- you think there's a risk that the respondent may try to harm you if an order is not made immediately. Harm means the respondent's behaviour that's abusive – see Section 7 for examples of types of harm **(a)**
- you feel like you may be prevented or put off from applying if an order is not made immediately **(b)**
- you think the respondent will try to avoid court proceedings, including being served with the order (see over the page) – and any delay caused by this could affect your application or the health, safety or wellbeing of you or your child **(c)**

Notifying the respondent of the application and order

If you are applying for yourself, you must not serve the application or order yourself. If you do not have a legal representative, the court official will do it for you for free, but you must complete form **D89** to help them find and identify the respondent. Visit [GOV.UK](https://www.gov.uk) and search form 'D89' to complete the form. Include this form with your application.

Usually the respondent will be given the order by hand. In some cases, the court may decide that the order should be served in another way, such as by email or text message. This is called 'substituted' or 'alternative' service.

The court or police cannot act if the respondent does something the order says they are not allowed to, or fails to do something the order says they must do, until they have been served with the order.

1.3 Why do you think one or more of the reasons you have chosen for **question 1.2** may happen?

Note 1.3: Please describe as best as you can why these things may happen. This could include things the respondent has said or done in the past.

1.4 As far as you know, are there any bail conditions stopping the respondent from contacting or coming near you?

Yes

No. **Go to question 1.6.**

1.5 When do the bail conditions end?

Day	Month	Year

Note 1.5: If you don't know the exact date, give as much information as you can.

1.6 As far as you know, is there another court order, injunction, protective notice or protective order already in place? Or has there been an application for a court order or injunction that been refused by the court?

Yes. Give details and attach a copy to this form.

Note 1.6: This can include another Domestic Violence Protection Notice or Domestic Abuse Protection Notice and Domestic Violence Protection Order or Domestic Abuse Protection Order, a non-molestation order or occupation order, restraining order or a harassment injunction. Please also include previous applications for a court order or injunction that have not been successful, if you know about them.

No

1.7 Is there anything else about your situation that you would like the court to know about or consider?

Note 1.7: It is important for the court to know about any special characteristics relating to you, the respondent or a child of the family. This could include whether there are any illnesses or disabilities suffered by anybody, or if you are pregnant.

You can provide more details about your situation in your supporting witness statement.

2. Details about the person to be protected by the order

2.1 Your full name

First name(s)

Last name

2.2 Any other names you have been known by?

2.3 Your date of birth

Day Month Year

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2.4 Can your contact details be shared with the respondent?

Yes

No. Complete the separate **C8** form with your details.

Do not complete questions 2.5 to 2.9. Add this information to the form **C8 - Confidential contact details**.

2.5 Your full current address

Building and street

Second line of address

Town or city

County (optional)

Postcode

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Note 2: This section is about the person to be protected. If you're applying for yourself, please complete this section.

If you applying on someone else's behalf, please complete the details of the person to be protected as well as Section 3 (details about the person who is applying on behalf of the person to be protected).

Note 2.4: If you do not wish to disclose your contact details you should leave question 2.5 blank and complete form C8 Confidential contact details.

Note 2.5: The address you provide will be where the court will send your documents.

If you think the respondent may open your post or hide it from you, give us a different address to send the documents. Write the request on a separate sheet and include it with this application.

If you do provide a different address, make sure that it is of someone you trust and they can contact you.

If you are keeping your contact details confidential you should include both your address and the different address on the C8 form.

2.6 Your phone number

2.7 Your email address

2.8 How do you prefer to be contacted?

Phone

Email

2.9 Contact instructions, including safe call times

2.10 Do you have a legal representative?

Yes

No. **Go to Section 3.**

2.11 Your legal representative's name

2.12 Name of your legal representative's firm

Note 2.8: Do not select phone for contact preference if it is not safe for you to take calls. If there is a safe time to call, please let us know when that is by providing a contact instruction (question 2.9). The court may contact you from a withheld number. If you are worried that the respondent has access to your email account, please create a new email account and use that address here. This will be the email address used on your application to the court.

Note 2.9: Your safe call times will be when you are not going to be with the respondent. Please provide hours between 9am and 5pm.

2.13 Address of your legal representative's firm

Building and street

Second line of address

Town or city

County (optional)

Postcode

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DX number (if known)

2.14 Your legal representative's phone number

2.15 Your legal representative's email address

2.16 Your legal representative's reference

3. Details about the person who is applying on behalf of the person to be protected

3.1 Are you applying on behalf of the person to be protected?

Yes. **Go to question 3.2.**

No. **Go to Section 4.**

3.2 Your name

First name(s)

Last name

3.3 Position in the organization and nature of the organization (if applicable)

3.4 Can your contact details be shared with the respondent?

Yes

No. Complete the separate **C8** form with your details. **Do not complete questions 3.5, 3.6 and 3.7** . Add this information to the form **C8 - Confidential contact details**.

Form C8

<https://www.gov.uk/government/publications/form-c8-confidential-contact-details-family-procedure-rules-2010-rule-291>

3.5 Your address

Building and street

Second line of address

Town or city

County (optional)

Postcode

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3.6 Your phone number

3.7 Your email address

3.8 Do you have a legal representative?

Yes

No. **Go to question 3.13.**

3.9 Details of your legal representative

Legal representative's name

Name of firm

Building and street

Second line of address

Town or city

County (optional)

Postcode

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3.10 Their phone number

3.11 Their email address

3.12 Reference number (if applicable)

3.13 What is the opinion of the person to be protected about this application?

Note 3.13: This will help the court consider whether the person to be protected is supportive of you applying on their behalf. The court can sometimes still make an order even if the person to be protected objects to the application, if it is necessary for their protection.

4. Respondent's details

4.1 Their name

First name(s)

Last name

4.2 Any other names the respondent has been known by

4.3 Do you know their date of birth?

Yes. Their date of birth is

Day	Month	Year

No

4.4 Does the respondent live with you?

Yes

No

4.5 Their current address

Building and street

Second line of address

Town or city

County (optional)

Postcode

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Note 4: The respondent is the person you are asking the court to make the order against. In any court papers or hearings this person will be called 'the respondent'. You will be called 'the applicant'.

Note 4.5: An address for the respondent is needed so any order can be 'personally served' on them. The order is usually handed directly to the respondent. See the page 3 of this form for more information and guidance.

If you don't know their address, include an alternative address, such as a family member of the respondent or workplace where you know they are likely to be.

It is very important to include an address for the respondent as the order cannot be enforced until it has been served on them or they are aware of it. This means the police or court may not be able to take any action if the respondent does something the order says they aren't allowed to.

4.6 Their phone number (if you know it)

4.7 Their email address (if you know it)

4.8 Please provide the following information, if you know it-

(a) what are the hours and location where the respondent works?

(b) what are the hours and location where the respondent attends an educational establishment?

(c) details of the respondent's religious commitments.

If not known, go to the next section

Note 4.8: When the court considers making a DAPO, it may need to take into account the time and location of where the respondent works, attends an educational establishment or observes their religion. Do not worry if you do not have this information.

5. Your relationship with the respondent

5.1 If your relationship with the respondent is one of the following, select the one which best describes your relationship.

Married or in a civil partnership

Formerly married or in a civil partnership

Engaged or proposed civil partnership

Formerly engaged or proposed civil partnership

Current or former boyfriend, girlfriend or partner or other intimate personal relationship

You're both, or have been, parents of the same child.

None of the above. **Go to question 5.4.**

5.2 When did your relationship start and when did it end?

Start

Day	Month	Year

End (if applicable)

Day	Month	Year

5.3 If you are or were previously married or in a civil partnership with the respondent, what date was your wedding or civil ceremony?

Day	Month	Year

Note 5: To get a domestic abuse protection order against the respondent, you will need to show the court that you have a connection to them. The courts call this being 'personally connected'.

The questions in this section are used to decide if you are personally connected to the respondent for the purposes of this application.

Being parents to child includes having parental responsibility for the child – see Note 6.2 or search GOV.UK for an explanation of what this means.

If you're completing this application on someone else's behalf, please answer the questions on the rest of this form as if you are the person to be protected.

Note 5.2: If you do not know the exact date your relationship started or ended, give your best guess of the month and year.

5.4 What is the respondent’s relationship to you (if not answered in question 5.1)?

My

- Father
- Mother
- Son
- Daughter
- Brother
- Sister
- Grandfather
- Grandmother
- Uncle
- Aunt
- Nephew
- Niece
- Cousin
- Other – please specify

5.5 Are there any ongoing court proceedings involving both of you?

Yes

No. **Go to question 5.7.**

Note 5.4: If the respondent is your relative by birth, please check the appropriate box.

If the respondent is your relative by marriage or other association, please select other and specify. This includes in-laws and step relatives of you or your partner.

The respondent must be, or have been, someone listed in question 5.1, **or** a relative by birth, marriage or other association. If they are not, then you cannot apply for a domestic abuse protection order and should seek legal advice.

Note 5.5: Such as a case about child arrangements or one where the respondent has asked for an injunction against you. This could also include divorce proceedings or a case being heard in the criminal courts.

5.6 Give details of court proceedings

Name of court	Case number	Type of case and any other details

5.7 Are there any children who are being affected by the respondent’s behaviour that you want to tell the court about?

Yes. **Go to Section 6 – Your family.**

No. **Go to Section 7 – Respondent’s behaviour.**

6. Your family

6.1 Who is being affected by the respondent's behaviour?

You only. **Go to Section 7.**

You and your child(ren)

6.2 Details of the child or children affected by the respondent's behaviour:

1. Child's full name

Child's date of birth

Day	Month	Year

Your relationship to the child

Respondent's relationship to the child

Do you and the respondent both have parental responsibility for this child?

Yes

No

Note 6.2: You should tell the court if any children are affected by domestic abuse, including if they see or hear abuse. If you need to directly protect your children, for example to stop the respondent contacting them, you will need a different court order. You may need to seek legal advice about directly protecting your children.

Parental responsibility means all the responsibilities and rights that a parent has towards their child. A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either married to the child's mother or listed on the birth certificate.

For more information visit www.gov.uk/parental-rights-responsibilities

If neither you nor the respondent have a relationship to the child, say how you know the child.

2. Child's full name

Child's date of birth

Day	Month	Year

Your relationship to the child

Respondent's relationship to the child

If neither you nor the respondent have a relationship to the child, say how you know the child.

Do you and the respondent both have parental responsibility for this child?

Yes

No

3. Child's full name

Child's date of birth

Day	Month	Year

Your relationship to the child

Respondent's relationship to the child

If neither you nor the respondent have a relationship to the child, say how you know the child.

Do you and the respondent both have parental responsibility for this child?

Yes

No

4. Child's full name

Child's date of birth

Day	Month	Year

Your relationship to the child

Respondent's relationship to the child

If neither you nor the respondent have a relationship to the child, say how you know the child.

Do you and the respondent both have parental responsibility for this child?

Yes

No

5. Child's full name

Child's date of birth

Day	Month	Year

Your relationship to the child

Respondent's relationship to the child

If neither you nor the respondent have a relationship to the child, say how you know the child.

Do you and the respondent both have parental responsibility for this child?

Yes

No

6.3 Tell us how any child(ren) are affected by the respondent's behaviour

7. Respondent's behaviour

7.1 What would you like the court to order?

The respondent stops doing something.

Go to question 7.2.

The respondent to do some something specific.

Go to question 7.3.

The respondent to wear an electronic tag.

Go to question 7.4.

Who can stay or return to your home.

Go to Section 8.

7.2 What do you want to stop the respondent from doing?

Being violent or sexually abusive towards me or threatening me

Harassing or intimidating me

Controlling or coercing me

Using or manipulating the children to abuse or control me

Abusing me economically or financially

Online abuse such as posting or publishing about me either in print or digitally

Being abusive psychologically or emotionally

Contacting me directly or through someone else

Contacting my employer or place of work

Causing damage to my possessions

Causing damage to my home

Coming into my home

Coming near my home

Coming near my place of work or children's school or nursery

Another type of abuse. **Go to question 7.5.**

Note 7: This section is to capture a summary of the type of behaviours from the respondent that you want to stop. This can include abuse that has continued after the relationship has ended.

Note 7.2: You can choose more than one option. Economic or financial abuse could include preventing you from working or blocking access to a bank account.

Coercive control is behaviour that can be humiliating, isolating or controlling and leave you feeling like you have no freedom or sense of self.

Online abuse could be: sending you threatening messages by text or email; controlling access to your phone, email or going online; intercepting your emails or text messages.

For examples of different forms of domestic abuse, go to GOV.UK and search for 'domestic abuse: recognise the signs'.

7.3 Is there something specific you want the respondent to do?

The respondent to attend a behaviour change programme

The respondent to attend another programme to help them with their addiction or mental health

Something else – use the space below to explain

Note 7.3: This question is to help the court understand if it would be helpful to order the respondent to attend a course or a programme. This can include a programme to help the respondent with their addiction or with how they behave in an intimate personal relationship.

7.4. Do you want the respondent to wear an electronic tag to monitor their movements?

Yes. I believe they should wear an electronic tag because:

No

Note 7.4: the court can order the respondent is electronically monitored. This would mean the respondent would wear a tag. The court can order this when it is necessary to make sure the respondent is keeping to the order, especially if they are not supposed to enter an exclusion zone around your home (GPS tag) or they should stay at their own home during certain hours (curfew tag).

7.5 Is there anything else that you want the respondent to stop doing or to be asked to do that you have not already told us in this section?

Yes. Give further details in the box below.

No

8. Your home

8.1 Are you asking the court to make an order that includes a property?

Yes

No. **Go to Section 9.**

8.2 What address do you want the order to apply to?

Building and street

Second line of address

Town or city

County (optional)

Postcode

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8.3 Who currently lives at the address?

Please select all that apply.

Me

The respondent

The respondent's relatives

My child or children

Someone else – tell us who they are and what they think about you applying for this order.

Note 8: Only complete this section if you are asking the court to make an order that relates to a property, for example where a court decides who lives or stays in a property, or who should be excluded from a property.

If you are not applying for something in relation to a property, please go the next section, 'Going to court' (Section 9)

Note 8.3: If selecting 'someone else', please provide their name and why they live there. For example, they a relative.

You only need to tell us about the opinion of somebody else if they live there and are connected to you or the respondent, if the respondent also lives there. This could be, for example, if the respondent's mother also lives there with you both. See Section 5 about who counts as being connected to each other for the purposes of the court making an order.

8.4 If you currently do not live there, do you wish to return?

Yes

No. **Go to question 8.6.**

8.5 Who currently lives at that address you wish to return to?

The respondent

The respondent's relatives, please specify

Children – **Go to question 8.6.**

Other – please specify

8.6 If any children live at the address, please provide their name(s) and age(s).

Do not complete this question if you want to keep your child or children's information confidential from the respondent. See notes on the page 2 for more information and instructions.

a) Any children that both you and the respondent are parents of or responsible for:

Child's name	Child's age

b) Other children that you are the parent of or are responsible for that the respondent is not:

Do not complete this question if you want to keep your child or children's information confidential from the respondent. See notes on the page 2 for more information and instructions.

Child's name	Child's age

8.7 Is the property specially adapted in any way for you, your children or anyone else living there?

Yes. The property is specially adapted in the following way:

No

8.8 Is there a mortgage on the property?

Yes

No. **Go to question 8.12.**

8.9 Who is named on the mortgage? Please select all that apply

Me

The respondent

Someone else – please specify

Note 8.7: For example, changes made to a property to support someone with a physical or mental health disability.

Note 8.8: Please do not select 'Yes' if thinking of a mortgage your landlord may have. See question 8.14 for landlord information.

Note 8.9: If selecting 'someone else', please provide their name and their relationship to you and/or the respondent.

8.10 Please provide your mortgage number, if you know it

8.11 What is the name and address of the mortgage lender?

Name

Building and street

Second line of address

Town or city

County (optional)

Postcode

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8.12 Is the property rented?

Yes

No. **Go to question 8.15.**

8.13 Who is named on the rental agreement? Please select all that apply

Me

The respondent

Someone else – please specify

Note 8.11: The mortgage lender is usually a bank, building society or savings and loans association.

You must serve your mortgage company or landlord with the application. If you don't have a legal representative, you must not serve yourself. The court will do this for you. They will be given the opportunity to provide information to the court about the mortgage or tenancy.

Note 8.13: If selecting someone else, please provide their name and their relationship to you and/or the respondent.

8.14 What is the name and address of the landlord?

Name

Building and street

Second line of address

Town or city

County (optional)

Postcode

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8.15 Who owns the home?

Me

The respondent

Someone else – please specify

Note 8.15: Answer this question if you've said there is no mortgage on the property and it's not rented. This could be because, for example, the mortgage has been paid off or the property has been inherited.

8.16 What exactly do you want to happen with your living situation?

I want to be able to stay in my home

I want to be able to return to my home

I do not want the respondent to be able to enter my home

I want to keep the respondent away from the area surrounding my home

I want to limit where in the home the respondent can go

Note 8.16: There are several options available to you when you ask the court to order something in relation to your home, for example, removing the respondent from the property altogether or limiting areas of the property they can live in, for example, that they cannot go into a specific room, such as a bedroom.

8.17 Is there anything else you want to be considered by the court?

Note 8.17: This should include information about where you and your children will be able to live if unable to stay in your home or return to it.

Please also include details of any hardship you might face if you are not able to stay in your home or return to it. For example, you may not be able to attend your workplace or your child may not be able to attend their school or nursery.

If you can also demonstrate that the respondent is able to live elsewhere and is not entirely dependent upon the home, this may support your application.

9. Going to court

9.1 Do you need an interpreter at court?

Yes

No. **Go to question 9.3.**

9.2 Please tell us what language and/or dialect.

Language

Dialect

9.3 Do we need to provide something different in court or when we contact you, because of a disability?

Yes

No

9.4 Explain how your disability affects you, giving as much information as you can.

9.5 Special measures can be put in place to keep you separate from the respondent when you attend court. Please select any of the following measures you would like to request.

a separate waiting room in the court building

a separate entrance and exit from the court building

to be shielded by a privacy screen in the courtroom

to join the hearing by video link rather than in person

Note 9: The court will try to provide you and any witnesses with the special assistance that you ask for. However, this is not always possible and can depend on the facilities available at your local court.

It is a good idea to contact the court before your court hearing to find out whether they can supply the special assistance that you have requested.

If you're applying on someone else's behalf, please indicate if you will need any special assistance yourself.

Note 9.3: We know that people with disabilities sometimes need our help and support to use our services. This can mean that we need to provide something different so you can access and use our services in the same way as a person without a disability.

Explaining how your disability affects you will help court staff or the judge to consider any help we can provide.

Note 9.5: A privacy screen would mean the respondent would not be able to see you while in the courtroom.

Privacy screens and video link: It is the judge's decision whether to allow use of a privacy screen or a hearing by video link.

Help with cross-examination

Provisions in section 65 of the Domestic Abuse Act 2021 have the effect of preventing an individual accused of abuse from questioning in person a party or witness in the case who is the victim of the abuse, and also prevents a victim of abuse from questioning in person the accused individual, in specified circumstances

If the court directs that the proceedings be listed for a hearing where oral evidence may be given, form **EX740** (person making the abuse accusation) or form **EX741** (person accused of abuse) 'Application and information needed by the court to consider whether to prevent (prohibit) questioning (cross-examination) in person' may need to be completed so that the court can consider whether questioning in person should be prevented. The court will send the appropriate form with the court order.

Statement of truth

I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

I believe that the facts stated in this form and any continuation sheets are true.

The applicant believes that the facts stated in this form and any continuation sheets are true. **I am authorised** by the applicant to sign this statement.

Signature

Applicant

Applicant's legal representative

Date

Day	Month	Year

Full name

Name of applicant's legal representative's firm

If signing on behalf of firm or company give position or office held

You can sign the application by hand or type your name in if completing electronically.

This application is to be served on the respondent.

You must not serve the documents yourself on the person you are seeking the order against. See page 3 of this form for more information and instructions about serving the documents.

What to do next

You will need to include a supporting witness statement with your application. You can find a template statement and guidance for how to complete it alongside this form. Visit www.gov.uk/guidance/apply-for-a-domestic-abuse-protection-order-in-a-family-court.

If you have completed your form and statement electronically, please email them with any supporting documents to your local family court (you must check first if your local court is taking DAPO applications – go to www.gov.uk/guidance/apply-for-a-domestic-abuse-protection-order-in-a-family-court). If you are asking the court to keep your contact details confidential, please attach the **C8 – Confidential contact details** form as a separate attachment.

If you have completed the form and statement by hand, we will need 3 copies of your application form or 4 copies if you're asking the court to order something in relation to a property. If you have legal representation (a solicitor) you can ask them to make copies. If you do not have legal representation, you only need to provide one copy of each document.

You can take your application to the family court which is taking DAPO applications or send it there by post.

Notifying the respondent of the application and order

After the court has received and accepted your application, a copy must then be given to the respondent. This is called 'serving the application'. However, if the court has agreed to hear your case without the respondent being told, then they must not be served with the application. If the court grants an order, this must be served on the respondent in all cases.

You must not serve the application or order yourself. If you do not have a legal representative, a court official can serve these for you for free but you must complete form '**D89 – Request for personal service by court bailiff**' so that the court can find and recognize the respondent. Visit GOV.UK and search form '**D89**' to complete this form. Include this form with your application.