**In the Family Court No: [*Case number*]**



**sitting at [*Court name*]**

**[The Child Abduction and Custody Act 1985] /**

**[Council Regulation (EC) No. 2201/2003] /**

**[The Senior Courts Act 1981] /**

**[The Children Act 1989] /**

**(delete or adapt as appropriate)**

**The child[ren]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

After hearing [*name the advocate(s) who appeared*]

After consideration of the documents lodged by the applicant

After reading the statements and hearing the witnesses specified in paragraph [*para number*] of the Recitals below

**DISCLOSURE REQUEST MADE BY [*NAME OF JUDGE*] ON [*DATE*] SITTING IN PRIVATE**

**The Parties**

1. The applicant is [*applicant name*]

The respondent is [*respondent name*]

**(specify any additional respondents)**

**(specify if any adult party acts by a litigation friend)**

**(specify if the children or any of them act by a children’s guardian)**

**Recitals**

1. An application has been made by [*applicant name*] for an order for a disclosure request to the Secretary of State for the Home Department. The reason that such an order has been sought is [*specify*]*.*
2. This order was made at a hearing without notice to the respondent. The reason why the order was made without notice to the respondent was [*insert*].
3. The Judge read the following [affidavits] / [witness statements] / [*insert*].
4. This request is made pursuant to the President’s Protocol of December 2002.

**IT IS ORDERED THAT:**

1. The Secretary of State for the Home Department is requested to provide the following information (also detailed in the attached form EX660) to the Family Division Lawyer, President’s Chambers, Royal Courts of Justice, Strand, London, WC2A 2LL (tel: 020 7947 7197 fax: 020 7947 7274) by 4.00pm on [*date*]:
   1. What is the current immigration status of [*applicant name*] and [*respondent name*]?
   2. Do [*applicant name*] and [*respondent name*] have any pending applications to the Secretary of State for the Home Department?

**(adapt as appropriate)**

1. The following documents may be disclosed to the Secretary of State for the Home Department: [*specify the relevant document(s)*].
2. Any information received from the Secretary of State for the Home Department may be disclosed to the parties.
3. Costs reserved.

Dated [*date*]

|  |  |
| --- | --- |
| **In the Family Court**  **sitting at [*Court name*]** | |
| **Case no.** | **[*Case number*]** |
| **Serial no.** |  |
| **Date** |  |

**Court request for information to the Home Office**

**(Immigration and Nationality Directorate)**

**Please note that all information provided in this form will be forwarded to the Home Office**

**[The Child Abduction and Custody Act 1985] /**

**[Council Regulation (EC) No 2201/2003] /**

**[The Senior Courts Act 1981] /**

**[The Children Act 1989] /**

**(delete or adapt as appropriate)**

**The child[ren]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**To the judge:** Each of the following fields must be completed to assist the Home Office to find the relevant records. Once completed, pass the form to your Court Clerk. The Court Clerk will then produce a separate order directed to the Home Office, using the information provided on this form. The form must be sent **without delay** together with the court order to the Family Division Lawyer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Judge: [*name*] | | | | | | |
| Full name of each party, including relationship to child(ren) | Female/  Male  (please tick) | Date of birth | | Country of  Origin | Date arrived  In UK | All relevant  Home Office  Reference numbers: |
| [*full name*] | Female  Male | [*dob*] | | [*country*] | [*date*] | [*numbers*] |
| [*full name*] | Female  Male | [*dob*] | | [*country*] | [*date*] | [*numbers*] |
| [*etc*] | Female  Male |  | |  |  |  |
|  | Female  Male |  | |  |  |  |
|  | Female  Male |  | |  |  |  |
|  | Female  Male |  | |  |  |  |
| What questions would you like the IND to answer? | [*specify*] | | | | | |
| Please provide a brief summary of case and any other information which will be useful to the IND in dealing with the request e.g. any details relating to immigration:  a brief summary  of case and any  other information  which will be  useful to the IND  in dealing with the  request e.g. any details relating to immigration:  *(Please attach any documents, such as Case Summaries, in respect of which the Court has given leave to disclose to the Home Office)* | [*provide summary*] | | | | | |
| Has the court given leave to disclose any supporting documentation to the Home Office? | | | **Yes**  **No** | | | |
| Contact details of person from whom additional information can be sought: | | | [*contact details*] | | | |
| By what date is the information required?  *(Please allow a minimum of 4 weeks. If the order cannot be sent to the President’s Office on the day it is made please allow 6 weeks)* | | | [*date*] | | | |

**To the court clerk**

Please send this document, **together with the order** and any attached documents, **without delay** to:

Family Division Lawyer, President’s Chambers, Royal Courts of Justice, Strand, London, WC2A 2LL (tel: 020 7947 7197 fax: 020 7947 7274)