**In the Family Court Case no. [*Case number*]**



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

**The Children Act 1989**

**The Adoption and Children Act 2002**

**The child[ren]**

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

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

**DIRECTIONS ON ISSUE AND ALLOCATION ORDER   
MADE BY [*NAME OF JUDGE*] ON [*DATE*]**

**The parties**

1. The applicant is[*name of local authority*]

The [first] respondent is [*name*], the [*relationship to child*]

[The second respondent is[*name*], the [*relationship to child*]]

**(these warnings may either appear at the start of the order, as shown here, or at the end)**

**ALL PARTIES MUST IMMEDIATELY INFORM THE ALLOCATED JUDGE AS**

**SOON AS THEY BECOME AWARE THAT ANY DIRECTION GIVEN BY THE COURT CANNOT BE COMPLIED WITH AND TO SEEK IN ADVANCE AN EXTENSION OF TIME TO COMPLY.**

**IN THE EVENT THAT A PARTY FAILS TO COMPLY WITH DIRECTIONS AND/OR FAILS TO ATTEND ANY HEARING THE COURT MAY MAKE FINAL ORDERS INCLUDING CARE ORDERS AND PLACEMENT ORDERS AT THAT HEARING.**

**THE COURT ORDERS**

**Allocation**

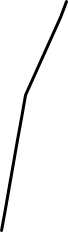
1. The proceedings [are allocated for case management to the [legal adviser and lay justices] / [district judge] / [circuit judge]] / [reserved to [*name of judge*]].

**Appointment of guardian**

1. A children’s guardian shall be appointed for the child[ren] [preferably [*name*]].

**Jurisdiction**

1. The court declares it is satisfied it has jurisdiction in relation to the child[ren] based on habitual residence.
2. It appearing there may be an issue as to jurisdiction, the parties shall consider the issue of jurisdiction as a matter of urgency and the local authority shall forthwith request of the relevant consular authority in England & Wales or competent authority in the relevant state relevant information needed to decide issues of jurisdiction with a view to that information being available before the case management hearing.



1. **(where the child(ren) is/are foreign national(s))** The local authority shall by [*date*] inform in writing the consular authority of [*country*] of the existence of these proceedings, the date of the next hearing and invite any representations to be made to the court by [*date* **(day before advocates’ meeting)**].

**Service of the application and documents**

1. The local authority shall by 4.00pm on [*date*] serve on all parties the application form and annex documents filed with the court together with any annex documents not filed and the evidential checklist documents.

**Participation directions**

1. It is not necessary to make participation directions because existing facilities at court should provide sufficient protection.
2. It may be necessary to make participation directions in respect of a party or witness. Unless they have already done so, any party who considers that specific measures need to be taken to enable a party or witness to understand the proceedings and their role in them when in court, put their views to the court, instruct their legal representatives before, during and after the hearing or attend the hearing without significant distress, should apply to the court giving the following information as far as is practicable:
3. why the party or witness would benefit from assistance;
4. the measure(s) that would be likely to maximise as far as practicable the quality of that evidence;
5. why the measure(s) sought would be likely to improve the person’s ability to participate in the proceedings and/or the quality of their evidence; and
6. written confirmation from any relevant witness of their views.

**Urgent hearing**

1. The local authority’s request for an urgent hearing to consider an interim care order and removal is refused as the court is not satisfied that sufficient evidence of urgency has been shown [other than lack of expedition by the local authority] [and the application to abridge time for service is refused].
2. Time for service of notice of the proceedings is [not] reduced from 3 days to [*insert period*] because [*insert reasons*].
3. There will be an [interim care] / [urgent case management] hearing at [*court*] on [*date*] at [*time*] allowing [*hours/days*]. The parties and their representatives shall attend court by 1 hour before the time listed for pre-hearing discussions.

**Capacity**

1. It appearing there may be an issue whether [*name*] has litigation capacity, [his] / [her] solicitors shall instruct [*name*] as an expert to carry out a cognitive assessment and report to the court by [*date*] whether [*name*] has capacity to litigate within the meaning of sections 2 and 3 of the Mental Capacity Act 2005. The expert’s fees shall be paid by [*name*] and shall be a necessary and proper charge on [his] / [her] public funding certificate.
2. In the event that the expert reports that [*name*] does not have litigation capacity, and it appearing there is no other person able to act as litigation friend, [his] / [her] solicitor shall upon receipt of the report send it and the relevant case papers to the Official Solicitor who shall, subject to his consent, be appointed to act for [*name*].

**Case management hearing**

1. There will be a case management hearing at [*court*] on [*date*] at [*time*] allowing [*hours/days*]. The parties and their legal representatives shall attend court 1 hour before the time listed for pre-hearing discussions.

**Interpreter/translation**

1. The court shall arrange an interpreter for [*name*] at all future hearings in the following language[s] (and dialect if necessary): [*language(s)/dialect*].
2. If it has not already done so the local authority shall by 4.00pm on [*date*] serve on [*name*] translations into language[s] they will understand of the documents upon which the local authority relies to support any allegations made and which explain why the local authority seeks the order[s] it has applied for.

**Joinder of father without parental responsibility**

1. [*Name*] is believed to be the father of [*name(s)*] but is not named on the child[ren]’s birth certificate. Unless by 4.00pm on [*date*] any party sends to the local authority objection to [*name*] being joined as party to the proceedings, he shall be joined as party without further order and the local authority shall send to him the documents served on the other parties [redacted as to [*insert*] [but limited to [*insert*]].
2. [*Name*] shall so far as practicable comply with the requirements of this order.
3. If any party objects to [*name*] being joined as party the local authority shall give him notice of the case management hearing so that he may attend and the question whether he should be joined can be considered at that hearing.

**Parents’ response to threshold**

1. The parents must by 4.00pm on [*date*] send to the court and to the other parties a written statement setting out:

1. their response to the local authority’s threshold statement;
2. whether or not they accept a care or supervision order is justified on the basis of any admission(s) made;
3. the parent’s proposals for the placement of the child[ren] both in the immediate and long term;
4. the identity, whereabouts and contact details of anybody they propose for consideration as alternative carers;
5. where a family group conference (FGC) has not yet taken place, whether they agree to a FGC taking place that includes all relevant family members as recommended by the local authority.
6. If the parents do not respond to the threshold statement as directed they may be taken to have accepted it.

**Disclosure**

1. The parties shall by 4.00pm on [*date*] serve any requests for disclosure on any third party (including the police and any medical body).
2. Any party intending at the case management hearing to seek an order for disclosure by a third party shall give written notice of the application with a copy of this order to the third party by [*date*].
3. Any third party objecting to the disclosure sought is directed either to attend the case management hearing to explain the objection or make written representations.
4. Any party seeking disclosure of previous proceedings shall give at least 7 days’ notice of their intention to apply to any person who was a party in those proceedings but who is not a party in these proceedings. Unless a person given notice makes written objection they shall be taken not to oppose disclosure of the precious proceedings into these.
5. **(where there have been previous private or public law proceedings involving the same parties)** The files in case number[s] [*case no(s)*] shall be available to the court at the case management hearing so that appropriate disclosure from those proceedings can be considered. The advocates shall agree a list of documents, for approval by the court at the case management hearing, which are to be disclosed into these proceedings.
6. Any disclosure made in these proceeding is confidential and may not be disclosed to any third party without the court’s permission.

**Experts**

1. Any party intending to seek permission to instruct an expert shall give notice of such application no later than [*date*] and shall comply with the requirements of FPR 25 and PD 25C.

**Residential assessment**

1. Any party proposing a residential assessment may disclose the case papers to any proposed provider for the purpose of viability assessments and shall by no later than [*date*] send to the court and to the other parties details of any proposed providers and copies of any viability assessments received.

**Advocates’ meeting**

1. The child[ren]’s solicitor shall arrange an advocates’ meeting for no later than [*date*]. All advocates’ meetings shall be attended by the advocates who will appear at the hearing to which it relates.

**Case summary and draft CMO**

1. The local authority shall by 12.00 noon on [*date*] send a case summary and draft case management order to the allocated judge and to the parties.

**Guardian’s analysis**

1. The child[ren]’s guardian shall by 12.00 noon on [*date*] send a case analysis to the court and to the other parties.

**Bundles**

1. The local authority shall by 12.00 noon on [*date*] lodge an agreed and paginated bundle to comply with PD 27A.
2. If the case management hearing is to be conducted by lay justices the local authority shall lodge 4 copies of the bundle by [*date*] (or if time has been abridged, as soon as practicable).

**Forward planning**

1. The local authority shall have available at the case management hearing confirmation that preliminary paperwork has been completed and a request made for an adoption medical, the dates for panel medicals, panel meetings and the date when the agency decision maker is to consider the recommendation of the panel.

**Production order**

1. The Governor of any institution in which [*name*] is detained is asked to produce [him] / [her] to the court [by video link] for the next hearing.

Dated [*date*]