## F4. Advocates’ meeting minute: urgent / short-notice hearing

ADVOCATES’ MEETING MINUTE

URGENT/SHORT NOTICE HEARING

Case Number:

Name of child(ren):

Date of meeting:

Date of hearing:

**In Attendance / By Telephone:**

LA

Mother

Father

Child(ren)

**The agenda items appear in bold and are numbered.**

1. **Current placement(s) / contact arrangements**
2. **LA’s interim plan**
3. **Position of the parents**

* **Paternity**
* **HMRC/DWP orders**
* **Immigration issues**
* **Capacity/cognitive functioning**
* **Drug/alcohol testing**
* **Assessments**
* **Participation directions**
* **Connected persons, current relationship with the child**

1. **Position of the CG**

* **Separate representation required?**

1. **Contested interim hearing (if sought upon issue)**
2. **All parties served as required/notice provided**
3. **Is contested hearing still required?**
4. **To be dealt with on submissions/witness requirements**
5. **Issues for the hearing**
6. **Interim threshold**
7. **Allocation**
8. **Threshold**
9. **Timetable for the child**
10. **International elements – jurisdiction; assessments out of the jurisdiction**
11. **Part 25 applications**
12. **Additional disclosure sought by parties**
13. **Checklist documents to be filed within proceedings**
14. **Further case management directions**
15. **Required reading**

**Representation for the parties at the hearing will be:**