

Preparing Court Bundles for Family Proceedings

Guide for Litigants in Person

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1. Introduction

1.1 This guide is for litigants in person. This means individuals who are representing themselves in family proceedings without the help of a lawyer.

1.2 It explains what a court bundle is, what documents are usually included and when you need to prepare a bundle.

1.3 This guide applies to court cases in England and Wales which are being heard in:

- the family court; or
- the Family Division of the High Court (wherever the court may be sitting).

1.4 This guide uses the term “family proceedings” to mean all of these types of cases.

1.5 This guide uses the word “judge” to mean the person in the court who makes an order or direction. In the family court, this might be a person who is a judge or it might be one, two or three magistrates or a legal adviser.

1.6 A court order is a formal written document that sets out what the court has decided and what each person involved in the case (also known as a “party”) must do next.

1.7 In family proceedings, the person who starts the court case by making an application is called the applicant and the other person or persons involved are called the respondent(s). Anyone who is an applicant or a respondent is called a party.

1.8 Court orders are usually sent to the parties shortly after a hearing and set out what the court has decided should happen next, or the final decision of the judge. Sometimes, however, a court order may be sent before a hearing to tell the parties about what has to be done before the next hearing (for example, what documents must be prepared by whom and by when). Where the court is telling the parties about practical steps they must take, those instructions might be called “directions” rather than “orders”.

1.9 This guide is not legal advice and does not replace the Family Procedure Rules 2010¹ (rules which govern practice and procedure in family proceedings) or Practice

¹ The Family Procedure Rules 2010 is available at: https://www.justice.gov.uk/courts/procedure-rules/family/rules_pd_menu

Direction 27A (PD27A)². You must always follow any specific orders or directions made by the judge in your case even if they are different to the general guidance in this guide.

1.10 PD27A explains how court bundles must be prepared and filed (that is, sent to the court) in family proceedings. It covers:

- what documents must or must not go in the bundle;
- how bundles should be organised, for example, in sections, with documents in chronological order (which means putting documents or events in the order that they happened in time. This usually means starting with the oldest document or event first and ending with the most recent), with an index at the beginning);
- page numbering (pagination) and document formatting;
- limits on bundle size and length;
- whether the bundle should be electronic or paper and when paper bundles may be permitted;
- who must prepare the bundle, and send it to the court and to the other people involved in the case; and
- when and how bundles should be sent.

1.11 If you think that there are any changes which should be made to make this guide clearer, please contact the Family Procedure Rule Committee Secretariat at: FPRCSecretariat@justice.gov.uk.

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² https://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_27a A practice direction gives detailed explanation of a rule. PD27A is available at https://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_27a#chap4

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The annexes listed above are illustrative only. They have not been developed at this stage but indicate the type of example materials that may be included in the final guide.

2. What is a court bundle?

2.1 A court bundle is a single, organised collection of documents that is prepared for a court hearing.

2.2 The court bundle contains all the documents the judge and others involved in the case may need to read before and at a particular hearing. The bundle is provided to the judge and the other people involved in the case, before the hearing. It is used by the judge and the other people to understand what has happened in the case so far and what issues need to be resolved.

2.3 There is usually one court bundle for each hearing, which is used by the judge and identical copies are used by all parties. Everyone needs to work from the same bundle with the same numbering.

2.4 The judge and the other people involved in the case must receive a complete bundle by the deadline set out in PD27A no later than 5 working days before the hearing or as specified in a court order.

2.5 PD27A explains when a court bundle is needed and what it should include. The judge can give different instructions in an individual case, so you should always check the most recent court order.

3. When a court bundle must be prepared and who prepares it

3.1 In most family proceedings, a court bundle usually needs to be prepared before a hearing.

3.2 There are standard rules/guidance about deadlines for preparing and sending bundles to the court and the other people in the case. You can find these in the section called Timetables on page 12 and 13. Often the judge will give you specific directions on what you need to do and when you need to do it by. You must follow these directions.

3.3 Who prepares the court bundle?

The court order will usually say who is responsible for preparing the court bundle. Unless the judge directs otherwise, the same person is normally responsible for preparing the bundle, filing it with the court (that is, sending it to the court), and serving it on the other parties (that is, sending it to the other parties in the court case). You must always check the most recent court order for any requirements about these points, so you know what the judge expects you to do and when.

3.4 If no one involved in the case has a lawyer, the judge might decide that one of the litigants in person should prepare and send the bundle. Or the judge might order the Court Service (also known as HMCTS) to prepare the bundle.

3.5 If the judge does not give a specific direction or order about who should prepare the bundle, the usual position is that:

- The person who made the application at the start should prepare the bundle and send it to the court and other people involved in the case.
- If there is more than one application being looked at by the court at the same time, the person who made the first application needs to prepare and send the bundle.

3.6 If the person who made the application does not have a lawyer, but the other person does, the person with a lawyer is normally responsible for preparing the bundle. This applies unless the court has said something different in an order or direction.

4. What documents to include in a court bundle

4.1 A court bundle usually contains the main documents the judge will need to consider before the hearing to help them to make a decision. A court bundle is usually needed for every hearing where the judge will need to read any documents, even if a previous court order does not expressly say about anything about the need for a bundle. You should always check the court order to see if it lists exactly which documents must be included. The order may say whether you need a bundle, whether it should be a full bundle or a core bundle and which documents must be

included. If the order does not include this information, then you should follow this guidance about when and how to prepare a bundle.

Core bundles and full bundles – what is the difference?

- The court may ask for either a full bundle or a core bundle.
- A **full bundle** usually includes all the documents the judge and parties may need for the hearing. This is more likely to be required for longer or more complex hearings, such as fact-finding or final hearings.
- A **core bundle** is a smaller bundle. It usually includes only the key documents needed for that hearing, such as the application, relevant court orders and a small number of important statements or reports.
- What counts as a “core” or “full” bundle can vary depending on the case and the hearing. You should always check the most recent court order. It will say what type of bundle is required and which documents must be included.

4.2 Usually short or only procedural hearings will require fewer documents while longer more complicated hearings such as a “fact-finding” or “final” hearing may require more documents to be included in the bundle.

Key terms

- A **procedural hearing** is a short hearing about how a case will be managed. For example, the judge may deal with timetables, directions or what steps need to happen next. Bundles for these hearings usually require fewer documents than are needed for other types of hearings.
- A **fact-finding** hearing is where the judge hears evidence when there is a dispute about the facts. The judge then decides what did or did not happen. These hearings might be needed, for example, where there are allegations of domestic abuse. These hearings usually require more documents and evidence to be included in a bundle.
- A **final hearing** is the hearing when the judge makes the final decision about how the application should be dealt with. For example, the judge might make a child arrangements order setting out who a child should live with or spend time with.
- A **Financial Dispute Resolution** hearing only takes place in cases involving money, for example when separating or divorcing couples ask the court to help sort out their financial arrangements. It is usually used when a separating or divorcing couple cannot agree on how to sort out their finances, such as: property, savings, pensions and debts. The judge at a Financial Dispute

Resolution hearing will try and encourage the parties to come to a settlement and avoid the costs of a final hearing. This is done by the judge giving a non-binding preliminary view as to how the case might be resolved.

In most family proceedings, a court bundle will include

Section	Type of document	Examples
	Contents page	Bundle content arranged in chronological order from the front and in separate sections (A-E).
A	<p>Preliminary documents</p> <ul style="list-style-type: none"> • Preliminary documents are <u>not</u> evidence. They are summarised documents that help the judge to understand what the case is about quickly. • Authorities 	<p>1 – Case summary.</p> <p>2 – Statement of issues.</p> <p>3 – Chronology</p> <p>4 – Hearing timetable (if required)</p> <p>Decided court cases (case law), Acts of parliament and extracts from legal textbooks or guidance. Authorities are legal materials that explain or show what the law is. They are used to support a legal argument.</p>
B	Applications and Orders*	The application that started the case, other applications and all court orders need to be included in date order - oldest first.
C	Statements	<p>Statements sent to the court and other parties by one of the parties.</p> <ul style="list-style-type: none"> • A statement will usually include a “statement of truth” which means the person signing it is confirming the contents are true.
D	Reports	Such as reports prepared by Cafcass, Cafcass Cymru or a local authority (for example, reports prepared under section 7 or section 37 of the Children Act)

		1989), and any expert reports (if the court has ordered that these should be prepared).
E	Other documents (divided into further sections as may be appropriate)	Any other documents the court has specifically directed should be included. This may include relevant medical records or police disclosure records, for example.
<p>*ALWAYS read the Order – the judge may direct that specific documents must (or must not) be included.</p> <p>If a document is not in English and the court has directed that it must be relied on, a certified English translation may also need to be included in the bundle. Further information about translation and interpreting arrangements in the courts is available via the HMCTS website – Get an interpreter at a court or tribunal - GOV.UK</p>		

Documents that you should not include in the bundle unless ordered to do so.

<ul style="list-style-type: none"> • Correspondence (This means letters sent between you and the other people in the case including lawyers and any letters sent to experts.)
<ul style="list-style-type: none"> • Copies of emails, text messages, WhatsApp messages or any form of social media communications
<ul style="list-style-type: none"> • Voice notes or other recordings³
<ul style="list-style-type: none"> • Bank or credit card statements and other financial documents
<ul style="list-style-type: none"> • Notes of contact visits
<ul style="list-style-type: none"> • Foster carer logs
<ul style="list-style-type: none"> • Photographs⁴
<ul style="list-style-type: none"> • Documents that were only used to discuss a possible agreement.

5. How a court bundle should be organised

5.1 Bundles are divided into standard sections so documents can be found easily (please see pages 5- 6). Documents within each section should be arranged in date (chronological) order starting with the oldest.

5.2 The exact structure and content of a court bundle may vary depending on the type of case, for example, whether it relates to children or to financial matters. You should always check the relevant court order and PD27A.

³ See the Family Justice Council guidance on covert recordings in family proceedings for more information on how the court approaches secret recordings. https://www.judiciary.uk/guidance-and-resources/family-justice-council-guidance-on-covert-recordings-in-family-law-proceedings-concerning-children/?utm_source=chatgpt.com

⁴ Intimate or sexually explicit images/videos should not be included without written permission from the court (see [Re M \[2022\] EWHC 986 \(Fam\)](#)).

5.3 You may hear the judge talk about different types of bundles in a court order or during proceedings. Which type of bundle is needed will depend on the type of case, the hearing and what the judge has directed. Please see pages 4 and 5 above for further information on different types of bundles.

5.5 Certain documents, such as case summaries, are usually included at the front of the bundle to help the court understand the case quickly and manage the hearing effectively. These types of documents are known as 'preliminary documents'.

Not all these documents are needed in every case. You should always check the most recent court order to see what is required.

5.6 The explanations and examples below show what each document is and how it is used in practice.

5.7 Preliminary Documents

Preliminary documents are not evidence. There are summary documents placed at the front of the bundle to help the judge understand what the case is about and the purpose of the hearing. They should be factual and focused on the issues the court needs to decide rather than setting out arguments or disputed evidence. Where possible, the content of these documents should be agreed with the other party before they are sent to the court (see paragraphs 8.1 to 8.4 below).

They may include:

- a) **A case summary** – a short summary of the background to the hearing, limited to the issues the court needs to decide.

Example

You are attending a hearing about child arrangements. A case summary might briefly explain when the application was made, what arrangements are currently in place and what the court is being asked to decide at this hearing without arguing your case.

- b) **A statement of issues** – a list of the main questions the judge needs to consider. In many cases, the key points are already included in your position statement, so a separate skeleton argument is only needed if the judge has asked for one or if your case involves more detailed legal issues.

Example

- where should the child live?
- what contact should take place?
- whether a fact-finding hearing is needed?

- c) **A position statement** (prepared by each party – these do not have to be agreed with the other party) - a short document that explains a party's position for that hearing and what the party is asking the judge to decide or order. It helps the judge understand what each party wants to happen at the hearing and why. It does not set out detailed evidence.

Example

You are attending a hearing about arrangements for a child. A position statement might briefly explain what arrangements you are asking the judge to make at this hearing such as contact or living arrangements and why you say these arrangements are appropriate. It should not repeat all the evidence in your case or introduce new evidence or significant issues.

- d) **A chronology** – a short list of key events in date order. It helps the judge understand what has happened in the case and when.

Example

A chronology might list the date the application was made, the dates of previous hearings and the dates of any important court orders or events that are relevant to the hearing.

- e) **A time estimate for hearings involving witnesses** – is a short indication of how long the hearing is expected to last. A time estimate is normally needed for longer hearings.
- f) **A witness template** - this is a table setting out the order in which witnesses will speak at the hearing and the time allowed for each witness to give evidence and be asked questions by or on behalf of the other party. This will usually have been directed by the judge at a previous court hearing with the assistance of the parties.

Example

You are attending a fact-finding hearing where witnesses will give evidence and be asked questions. A time estimate might explain roughly how long the hearing is expected to take, for example how many days the hearing may last, so that the court can plan ahead.

- g) **A skeleton argument** – a short document that sets out legal points for the judge to consider. Each party prepares their own skeleton argument.

6. Index and page numbering (pagination)

6.1 Once you have decided which documents will go into the bundle and have put them in the right order, you must index and page number the bundle. This helps the judge, you and the other parties find documents quickly during the hearing.

6.2 The index (contents page)

An index is a contents page at the front of the bundle. It lists the documents in the bundle and shows the page numbers where each document starts.

6.3 Key points:

- the index should be the first page of the bundle;
- it should list documents in the same order as they appear in the bundle;
- page numbers in the index must match the page numbers in the bundle.

7. Bundle format, size and limits

7.1 Paper or electronic bundles The judge decides if the bundle should be in an electronic format or in a paper copy. Under PD27A the default position is that bundles should be provided electronically.

7.2 Paper bundle size Bundles should be kept to a reasonable size. Under PD27A, a paper bundle should not be more than

- one A4 size ring binder or lever arch file; and
- 175 sheets of A4 paper which is 350 sides of text (unless the court has given permission for a larger bundle).

7.3 Electronic bundles (e-bundles) Under PD27A an e-bundle should also be kept to a reasonable size. The usual page limit is 350 pages, and this should only be exceeded with the judge's permission. An e-bundle must be provided in PDF format. An e-bundle is simply a court bundle provided in electronic form, usually as a PDF, instead of on paper. You should only create documents on a device you trust.

If you do not have the equipment, access or ability to prepare an electronic bundle, you should contact the court as soon as possible. The judge may then agree that a paper bundle should be provided or may give other directions about how the bundle should be prepared.

7.4 If a bundle is likely to exceed the page limits mentioned above, the issue should be raised with the judge. You can do this by contacting the court office by using the contact details on your last court order or correspondence from the court.

If you do not have the order or correspondence from the court or are unsure which court is dealing with your case, you can find court contact details by using the official court finder:

<https://www.gov.uk/find-court-tribunal>. You can contact the court by phone or email. When you get in touch, tell them: your name, the case number (if you know it), the hearing date (if you know it), what you need help with (for example: "I think my bundle will be too large; please pass this message to the judge")

7.5 Paper bundles should be limited to 350 pages. If a judge has permitted the bundle to be bigger, then it must be split into more than one file.

7.6 The judge may also give different page limits depending on:

- the type of case; or
- the nature of the hearing.

7.7 Page numbering (pagination) Page numbering means putting a reference number on every page in the bundle, so that the court and the other parties can find documents easily.

7.8 The way pages are numbered depends on the type of case.

In financial remedy proceedings (about your finances, for example, when you get divorced), page numbers should usually run from the first page of the bundle to the last page.

Key points:

- page numbers should run from start to finish;
- page numbers should not restart in each section;
- all parties and the court should use the same page numbers.

7.9 Page numbering in other family proceedings

In other family proceedings, for example about a child arrangements order, usually the bundle should have 'Bates' numbering. This means:

- page numbers restart in each section of the bundle (for example A1, A2, A3 then B1, B2);
- the documents in each section of the bundle must be arranged in chronological order (in date order, oldest first) from the front of the section;
- the bundle must include an index at the beginning which should not have page numbers; and
- the bundle must be divided into separate sections.

7.10 Font size and readability

Documents in the bundle should be easy to read. This means:

- using a clear, readable typeface (preferably Arial or Times Roman);
- using a reasonable font size (usually at 12 point);
- leaving enough spacing so the text is not crowded. This usually means double spacing.

7.11 File format and layout

Where bundles are provided electronically they should:

- be saved as a single PDF unless the judge has directed otherwise;
- follow the same order as the index;
- have clear section headings.

8. Agreeing the bundle with the other party

8.1 The person responsible for the bundle being prepared should prepare an index which should be shared with the other party (when it is appropriate and safe for the people involved in the case to be in touch with each other). Page numbering should be added only after the index has been agreed.

8.2 Safe communication with the other people involved in the case – In some cases it may not be appropriate or safe for parties to communicate directly with each other.

8.3 This may include cases involving:

- domestic abuse or safeguarding concerns;
- non-molestation or restraining orders;
- court directions limiting contact between the parties or
- parties who are unable to communicate constructively, even if there are no formal protective orders in place.

8.4 If this applies to your case:

- you should not contact the other party directly to try to agree the details about the bundle;
- you should prepare the bundle as best you reasonably can;
- the court order might explain how the bundle should be prepared instead; and
- the judge may allow documents to be shared through the court, a lawyer or by another appropriate method.

8.5 You are not expected to resolve safeguarding issues or communication difficulties yourself. If there are safeguarding concerns and the judge has not already given directions about how the bundle should be prepared, you may ask the judge for guidance at a hearing or make an application seeking a direction for the preparation of the bundle.

9. Sending the bundle to the court and deadlines

9.1 Paper (physical) bundles – in some cases, the judge may ask for paper copies of the bundle.

If a paper bundle is needed you should check what the judge has said about:

- the number of copies needed. This may vary, particularly where magistrates are hearing a case;
- whether extra copies are required, for example if witnesses are attending a hearing.

Each copy of a paper bundle should clearly show the case number, court name and hearing date on the front.

9.2 You should always check the court order to confirm:

- when the bundle must be sent; and
- whether the bundle should be sent electronically (digitally) or as a paper copy.

9.3 Electronic bundles In many cases, the court will ask for the bundle to be sent electronically. This is sometimes referred to as an “e-bundle”. An e-bundle can be uploaded to the court’s digital system using the Manage Documents functionality for legal representatives. You will have to send your documents to the court via HMCTS bulk scanning department (HMCTS Financial Remedy, PO Box 12746, Harlow, CM20 9QZ), and these will then be scanned onto the digital case management system. Guidance on how to do this is available from the instructions that the court will send to you. Where a digital bundle is required:

- it should be sent in the format and to the address specified by the judge;
- it should follow the same order as the index; and
- page numbers must match the index exactly.

Timetable for preparing the court bundle

9.4 Documents or bundles should be sent to the court several working days before the hearing unless the judge orders otherwise. The term “working days” means the days when people usually go to work. These are typically Monday to Friday. Weekends (Saturday and Sunday) and public holidays are not considered working days.

9.5 The following timescales apply each time a bundle is to be sent for a given hearing.

When (before the hearing)	What should happen
Seven working days before	The parties should agree what documents will go into the bundle.
Five working days before	The bundle (except any preliminary documents that are not yet available) must be sent to the other parties and sent to the court by the person responsible for preparing it.
By 11am on the working day before the hearing	Any preliminary documents (such as a case summary, statement of issues or chronology), if not already sent, must be sent to all other parties and sent to the court. If the hearing is before a High Court Judge and the judge’s name is known, these preliminary documents must also be emailed to the judge’s clerk.
Note: Once a bundle has been sent to the court, it must not be changed without the judge’s permission except to correct an agreed error or where the judge allows a supplementary bundle.	

Example (in practice)

You have a hearing on a Wednesday

- By the previous Monday (nine days before the hearing) – you should agree with the other party what documents will go in the bundle (only if it is safe and appropriate to communicate with them)
- By the previous Wednesday (a week before the hearing), you should have sent the main bundle to the court and to the other party.
- By 11am on Tuesday – you should have prepared all preliminary documents (such as a case summary or chronology). You should agree the contents of these documents with the other party (or parties if there is more than one), where it is safe and appropriate to do so. You must then send these documents to the other party and the court.

10. What happens if documents are late or missing

10.1 The judge expects documents and bundles to be sent to the court on time so that the judge can read them before the hearing.

10.2 If a court bundle or documents are sent to the court and other party after the deadline:

- the judge may not have time to read them before the hearing;
- the judge may decide not to read late documents;
- the issue of lateness may be raised at the hearing;
- the judge may delay or remove the hearing and may make a costs order against the party responsible for the delay.

10.3 If documents are missing:

- the judge may not have the information needed;
- this may delay the hearing; and
- the judge may give further directions about what must be provided.

10.4 If you realise documents are missing or you cannot meet a deadline, please do the following as soon as possible:

- contact the court;
- explain clearly what is missing or why you cannot meet the deadline;
- say when the missing documents are likely to be available; and
- follow any instructions the court gives.

10.5 If there is a dispute or other contentious issue about the preparation of the bundle (for example, what documents should be included, who should prepare it, or how it should be provided), this will usually need to be dealt with at a hearing or by making a formal application. The court may not be able to resolve disputed issues about the bundle through correspondence so may require a hearing to decide what should be done.

Do not wait until the day of the hearing to raise the issue.

11. Urgent hearings

For urgent hearings it may not be possible to prepare a full bundle. Urgent hearings are when the court receives an application and the judge decides a hearing is needed as soon as possible - for example that day or sometime in the same week. In these cases, a party should make sure the judge and the other party have copies of the key documents they intend to refer to as soon as possible.

12. Support and further help

12.1 Preparing documents for court may sometimes be complex for people who do not have legal representation. While court staff cannot give legal advice, they may be able to explain court procedures or clarify what the court has asked you to do.

12.2 There is a range of support and guidance available to assist you at each stage of the process, ensuring you are able to meet the necessary requirements with confidence. HM Courts and Tribunals Service (HMCTS) also provides practical information about family court proceedings including:

- attending hearings;
- understanding courts orders;
- how and when to file documents;
- how to contact the court.

Information is available at: [About us - HM Courts & Tribunals Service - GOV.UK](#). This information can help you understand court processes, but it may not give specific guidance about preparing a court bundle

12.3 You may also find general information and practical support from independent organisations that help people involved in family court proceedings. Some of these organisations may provide legal advice.

- **Support Through Court**
Provides free, practical support to people going to court without a lawyer, including help with forms and court processes.
www.supportthroughcourt.org
- **Royal Courts of Justice's Advice**
Provides general advice and information about legal processes and related issues.
www.rcjadvicere.org.uk/family/
- **Advicenow**

Provides online legal support resources to people going to the family court without access to a lawyer.
www.advicenow.org.uk/get-help/family-and-children/going-family-court
- **Law Centres**
Some local law centres provide free legal information and advice depending on available resources.
www.lawcentres.org.uk
- **LawWorks**
Provides information on how to get free legal advice near you - type in your postcode to find a clinic:
<https://www.lawworks.org.uk/legal-advice-individuals/find-legal-advice-clinic-near-you>
- **Free Family Representation and Advocacy Project (FFRAP)**
Provides free advice and representation to people going to court without a lawyer.
<https://www.ffrap.org/>

These organisations operate independently of the court and the government.

Examples of Annexes

Important

These annexes are examples. They show the type and style of documents that may be included in a court bundle for a hearing, in line with Practice Direction 27A.

The documents needed, and when they must be prepared and sent to the court and the other party, depend on the type of hearing and what the judge has ordered. You must always check the most recent court order.

For further information, see “Preparing Court Bundles in Family Proceedings -

An Easy-to-Read Guide for Litigants in Person,” and Practice Direction 27A:

https://www.justice.gov.uk/courts/procedure-rules/family/practice_directions/pd_part_27a

Annex A – Example Case Summary

Case Summary

Case Name / Number: Re S v J – XYZ12345

Hearing Date: 15 July 2026

Prepared by: Sarah Smith (Applicant)

Date prepared: 16 June 2026

Parties:

Applicant: Sarah Smith

Respondent: John Doe

Child(ren):

Emma Doe (DOB: 01/01/2015) Note: Dates of birth in this guide are written in the UK format: day / month / year (DD/MM/YYYY). For example, 01/04/2015 means 1 April 2015.

Summary of the Case

1. This summary outlines the relevant background and history leading up to the hearing.
2. I am the applicant, Sarah Smith, and I am representing myself. This case concerns arrangements for our child, Emma Doe, who is 11 years old (born on 1 January

2015). Emma's father is John Doe. We both have parental responsibility. Both of our names are on Emma's birth certificate.

3. John and I were in a relationship for 11 years before separating in April 2026. Following the separation, Emma has lived with me in London. John has continued to spend time with Emma under informal arrangements, mainly on alternate weekends. He lives in Romford Essex.
4. After the separation, we attempted mediation but were unable to agree about where Emma should live and how much time she should spend with each of us. As a result, I applied to the court for a Child Arrangements Order on 10 May 2026.
5. John filed a response to my application. Cafcass has spoken to both of us and will attend the First Hearing Dispute Resolution Appointment. The first hearing took place on 16 June 2026, when directions were made to progress the case. A further hearing has been listed for the 15 July 2026.
6. There have been no criminal proceedings, past or ongoing, involving either me or John.

Annex B – Example Statement of Issues

Case Name / Number: Re S v J – XYZ12345

Hearing Date: 15 July 2026

Prepared by: Sarah Smith

Date: 16 June 2026

Issues for the court to decide

1. Where Emma Doe should live.
2. How much time Emma should spend with each parent, including whether there should be overnight mid-week contact.
3. What arrangements should be made for handovers and communication between the parents.
4. Whether any further directions are needed, including whether a Cafcass Section 7 report should be ordered.

Annex C – Example Position Statement

Case Name / Number: Re S v J – XYZ12345

Hearing Date: 15 July 2026

Prepared by: Sarah Smith

Date Prepared: 16 June 2026

1. I am the applicant, Sarah Smith.
2. I am asking the court to make a Child Arrangements Order such that Emma lives with me and spends regular time with her father, John Doe.
3. Emma has lived with me since I separated from John and is settled in her home and school routine. John lives very far from Emma's school; and I do not believe that a week-on/week-off shared care arrangement would be suitable at this time.
4. I support Emma having a relationship with her father, and I have proposed regular weekend contact, shared school holidays, and a mid-week visit.
5. I do not agree that equal shared care is in Emma's best interests at present because of the impact it would have on her routine and schooling.
6. I ask the court to make an order in the terms set out above.

Annex D – Example Chronology

Chronology

Case Name / Number: Re S v J – XYZ12345

Hearing Date: 15 July 2026

Prepared by: Sarah Smith

Date Prepared: 16 June 2026

Date	Event
April 2026	I separated from John Doe.
April 2026	Emma Doe continues to live with me in London.
April–May 2026	John Doe had informal alternate weekend contact.
May 2026	Mediation took place but no agreement was reached.
10 May 2026	I applied for a Child Arrangements Order.
25 May 2026	John Doe filed a response to the application.
16 June 2026	First Hearing Dispute Resolution Appointment took place.
15 July 2026	Further hearing listed

Annex E (1) – Example Index / Layout for Bundle (Financial Remedy)

Bundle Index

Note: Not all of the documents listed below will be required in every case or for every hearing. All pages should be numbered, using Arabic numerals starting with “1” except that preliminary documents are numbered separately to the rest of the bundle.

Case Name / Number: Re S v J – XYZ12345

Hearing Date: 15 July 2026

Prepared by: Sarah Smith

Section A – Preliminary Documents

(numbered separately)

	Page
Form ES1	P1
Form ES2 (composite schedule of assets and income)	P2
Statement of issues	P3
Chronology	P4
Applicant’s position statement	P5
Respondent’s position statement	P6
Applicant’s Form H (cost estimates)	P7
Respondent’s Form H (cost estimates)	P8
List of essential reading	P9
Hearing template (where hearing is 2 hours or more, if required)	P10

Section B – Applications and Orders

	Page
Form A	1
D11 application (if one made)	2
Orders (sealed or approved orders, listed in date order, ending with the most recent)	3

Section C – Statements and Evidence

	Page
Applicant's Form E financial statement	4
Respondent's Form E financial statement	5
Applicant's reply to questionnaire	6
Respondent's reply to questionnaire	7
Applicant's s25 statement	8
Respondent's s25 statement	9

Section D – Expert's Reports

	Page
Expert reports	10

Section E – Other relevant documents

	Page
Other relevant documents (if necessary)	11

Section F- Open Offers

(Open offers are usually included only for final hearings, if relevant.)

	Page
Applicant's open offer	12
Respondent's open offer	13

Annex E (2) – Example Index / Layout for Bundle (Public Law)

Bundle Index

Note:

Not all of the documents listed below will be required in every case or for every hearing. All documents must be Bates numbered. The index should not have page numbers.

Case Name / Number: Re S v J – XYZ12345

Hearing Date: 15 July2026

Prepared by: Sarah Smith

Section A – Preliminary Documents

	Bates No.
Case Summary (Annex A)	A001
Statement of Issues (Annex B)	A002
Position Statement (Annex C)	A003
Chronology (Annex D)	A004

Section B – Applications and Orders

	Bates No.
C100 Application	B001
Orders	
(List orders in date order, ending with the most recent order; note the dates)	B002

Section C – Statements and Evidence

Bates No.

Applicant's Witness Statement

(List statements in date order, ending with the most recent order; note the dates.)

C001

Respondent's Witness Statement

(List statements in date order, ending with the most recent order; note the dates.)

C002

Section D – Reports and Assessments

Bates No.

Cafcass Safeguarding Letter

(This may include local authority assessments and other welfare reports.)

D001

Section E – Other Relevant Documents

Bates No.

School report (if necessary)

(This may include medical and contact reports, if directed; it may include police disclosure.)

E001

Annex E (3) – Example Index / Layout for Bundle (All Proceedings except financial remedy proceedings and public law proceedings relating to a child)

Bundle Index

Note:

Not all of the documents listed below will be required in every case or for every hearing. All documents must be Bates numbered. The index should not have page numbers.

Case Name / Number: Re S v J – XYZ12345

Hearing Date: 15 July2026

Prepared by: Sarah Smith

Section A – Preliminary Documents

Document	Bates No.
Case Summary (Annex A)	A001
Statement of Issues (Annex B)	A002
Position Statement (Annex C)	A003
Chronology (Annex D)	A004

Section B – Applications and Orders

Document	Bates No.
C100 Application	B001
Orders (List orders in date order, ending with the most recent order; note the dates)	B002

Section C – Statements and Evidence

Document	Bates No.
Applicant's Witness Statement (List statements in date order, ending with the most recent order; note the dates.)	C001
Respondent's Witness Statement (List statements in date order, ending with the most recent order; note the dates.)	C002

Section D – Reports and Assessments

Document	Bates No.
Cafcass Safeguarding Letter (This may include local authority assessments and other welfare reports.)	D001

Section E – Other Relevant Documents

Document	Bates No.
School report (if necessary) (This may include medical and contact reports, if directed, it may include police disclosure.)	E001