

STAGE 1 ISSUE AND ALLOCATION

DAY 1 AND DAY 2

On Day 1 (Day of issue):

- The LA files the Application Form and Annex Documents and sends copies to Cafcass/CAFCASS CYMRU
- The LA notifies the court of the need for a contested ICO hearing where this is known or expected
- Court officer issues application

Within a day of issue (Day 2):

- Court considers allocation, and if appropriate, transfers proceedings in accordance with the President's Guidance on Allocation and Gatekeeping
- LA serves the Application Form, Annex Documents and evidential Checklist Documents on the parties together with the notice of date and time of CMH
- Court gives standard directions on Issue and Allocation including:
 - Checking compliance with Pre-Proceedings Checklist including service of any missing Annex Documents
 - Appointing Children's Guardian (to be allocated by Cafcass/CAFCASS CYMRU)
 - Appointing solicitor for the child only if necessary
 - *Appointing (if the person to be appointed consents) a litigation friend for any protected party or any non subject child who is a party, including the OS where appropriate*
 - Filing and service of a LA Case Summary
 - *Filing and service of a Case Analysis by the Children's Guardian*
 - Making arrangements for a contested ICO hearing (if necessary)
 - Filing and Serving the Parents' Response
 - Sending a request for disclosure to, e.g., the police
 - Filing and serving an application for permission relating to experts under Part 25 on a date prior to the advocates meeting for the CMH
 - Directing the solicitor for the child to arrange an advocates' meeting 2 days before the CMH
 - Listing the CMH
- Court officer sends copy Notice of Hearing of the CMH by email to Cafcass/ CAFCASS CYMRU

STAGE 2 - CASE MANAGEMENT HEARING

ADVOCATES' MEETING (including any litigants in person (FPR12.21E(5)))	CASE MANAGEMENT HEARING
No later than 2 clear days before CMH (or FCMH if it is necessary)	CMH : by Day 12 A FCMH is to be held only if necessary, it is to be listed as soon as possible and in any event no later than day 20 (week 4)
<ul style="list-style-type: none"> • Consider information on the Application Form and Annex documents, the LA Case Summary, and the Case Analysis • Identify the parties' positions to be recited in the draft Case Management Order • If necessary, identify proposed experts and draft questions in accordance with Part 25 and the Experts Practice Directions • Identify any disclosure that in the advocates' views is necessary • Immediately notify the court of the need for a contested ICO hearing • LA advocate to file a draft Case Management Order in prescribed form with court by 11a.m. on the working day before the CMH and/or FCMH 	<ul style="list-style-type: none"> • Court gives detailed case management directions, including: • Confirming allocation and/or considering transfer • Drawing up the timetable for the child and the timetable for the proceedings and considering if an extension is necessary • Identifying additional parties and representation (including confirming that Cafcass/CAFCASS CYMRU have allocated a Children's Guardian) • Identifying the key issues • Identifying the evidence necessary to enable the court to resolve the key issues • Deciding whether there is a real issue about threshold to be resolved • Determining any application made under Part 25 and otherwise ensuring compliance with Part 25 where it is necessary for expert(s) to be instructed • Identifying any necessary 3rd party disclosure and if appropriate giving directions • Giving directions for any concurrent or proposed placement order proceedings • Ensuring compliance with the court's directions • If a FCMH is necessary, directing an advocates' meeting and Case Analysis if required ; • Directing filing of any threshold agreement, final evidence and Care Plan and responses to those documents for the IRH • Directing a Case Analysis for the IRH • Directing an advocates' meeting for the IRH • Listing (any FCMH) IRH, Final Hearing (including early Final Hearing) • Giving directions for special measures and/or interpreters • Issuing the Case Management Order

STAGE 3 - ISSUES RESOLUTION HEARING

ADVOCATES' MEETING (including any litigants in person (FPR12.21E(5)))	IRH
No later than 7 days before the IRH	As directed by the court, in accordance with the timetable for the proceedings
<ul style="list-style-type: none"> • Review evidence and the positions of the parties • Identify the advocates' views of- <ul style="list-style-type: none"> - the remaining key issues and how the issues may be resolved or narrowed at the IRH including by the making of final orders - the further evidence which is required to be heard to enable the key issues to be resolved or narrowed at the IRH - the evidence that is relevant and the witnesses that are required at the final hearing - the need for a contested hearing and/or time for oral evidence to be given at the IRH • LA advocate to- <ul style="list-style-type: none"> - notify the court immediately of the outcome of the discussion at the meeting - file a draft Case Management Order with the court by 11a.m. on the working day before the IRH 	<ul style="list-style-type: none"> • Court identifies the key issue(s) (if any) to be determined and the extent to which those issues can be resolved or narrowed at the IRH • Court considers whether the IRH can be used as a final hearing • Court resolves or narrows the issues by hearing evidence • Court identifies the evidence to be heard on the issues which remain to be resolved at the final hearing • Court gives final case management directions including: <ul style="list-style-type: none"> - Any extension of the timetable for the proceedings which is necessary - Filing of the threshold agreement or a statement of facts/issues remaining to be determined - Filing of: <ul style="list-style-type: none"> - Final evidence & Care Plan <ul style="list-style-type: none"> ○ Case Analysis for Final Hearing (if required) ○ Witness templates ○ Skeleton arguments - Judicial reading list/reading time, including time estimate and an estimate for judgment writing time - Ensuring Compliance with PD27A (the Bundles Practice Direction) - Listing the Final Hearing • Court issues Case Management Order